

January 2021

Dear East Cocalico Township Business:

East Cocalico Township has enacted an ordinance effective 06/02/2004 ([Ordinance 2004-07](#), amended by [Ordinance 2018-05](#)) which mandates commercial, institutional, and municipal waste generators in the municipality to recycle. Click the blue links above here or visit the Township website (www.EastCocalicoTownship.com, click Code of Ordinance tab, then scroll down to Chapter 181) to read more on recycling requirements in your Township.

Of course, many establishments find it to their financial advantage to recycle more materials than legally required, and by documenting your recycling habits it will enable East Cocalico Township to determine the overall annual waste reduction goals success. Your help is requested in this effort!

There are generally two ways that data is reported, and the reporting method depends upon how the recyclables are marketed. The following summarizes these two methods, and how you can ensure your recycling efforts are documented:

- (1) If you **DO NOT** rely on your waste hauler to transport some or all your recyclables, please complete the enclosed Attachment A (pages 1 & 2): **2020 Commercial, Municipal or Institutional Annual Recycling Report**.
 - For material types listed on page one of the report, please provide verification of the weight reported. Verification can be provided either by (1) receipts, bills of lading, or weight tickets, or (2) by your market, broker or end user signing the report.
 - For material types listed on page 2 of the report, estimated weights are acceptable, and no verification is required.

Sign the Annual Recycling Report and submit all verification to the East Cocalico Township by **February 15, 2021**.

or

- (2) If you **DO** rely on your waste hauler to transport your recyclables, the data should already be on file with the Lancaster County Solid Waste Management Authority. Simply complete Attachment A (page 1), check the appropriate line on the report, identify your hauler(s), sign the report and submit to East Cocalico Township by **February 15, 2021**.

Then submit your report..., submitting is easy! Just choose one of the five methods listed below:

- 1) **E-mail to:** Recycling_Officer@eastcocalicotownship.com, or
- 2) **Fax to:** 717-336-1724, Attn.: Lisa A. Kashner, or
- 3) **Mail to:** East Cocalico Township, Attn.: Lisa A. Kashner, 100 Hill Road, Denver, PA 17517, or
- 4) **Drop box:** Located at Municipal building front doors for after hours at 100 Hill Rd., Denver, or
- 5) **Hand-deliver:** Front office at 100 Hill Rd., Denver, Mon.-Fri. from 8:00am to 4:15pm. *Please note with the COVID situation the office hours may vary. If you decide to hand-deliver and we are not open, you can place your report in the drop-box just located outside the front doors.*

Please contact me if you should have any questions. Your cooperation is greatly appreciated.

Sincerely,

Lisa A. Kashner
Lisa A. Kashner
East Cocalico Township
Recycling Coordinator



Enclosure: 2020 Commercial, Municipal or Institutional Annual Recycling Report
cc: Township Files

2020 Commercial, Municipal or Institutional Annual Recycling Report

Due: February 15, 2021 (For Materials Recycled January 1, 2020 - December 31, 2020)

Business/Institution: _____
Address: _____
Contact Person: _____ **Telephone:** _____
Email: _____ **Fax:** _____
Municipality: _____

Report only post-consumer materials on this form. Post-consumer materials have been used as a consumer item and then diverted from municipal solid waste for the purpose of recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, over-issue publications, and obsolete inventories that did not leave the generating facility are classified as pre-consumer materials and should not be reported on this form.

Please note how your Business/Institution handles Recyclable Materials:

Yes No

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | *Private Hauler (Name): _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Recycling Facility collects materials from establishment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Establishment delivers materials to Recycling Facility. |

***Note :** If a private hauler collects Recyclables, verify with the hauler that the materials were manifested through the LCSWMA system. If the materials were manifested, simply provide the name of the hauler to the left and sign the bottom of this form. You do not need to provide any additional information or documentation.

Please report all weight in **TONS**. (1 Ton = 2,000 lbs.)

| Material Type | Weight (tons) |
|--|---------------|
| Single Stream (All recyclables, including fiber, collected together) | |
| Commingled (2 or more recyclables collected together, fiber separate) | |
| Paper: | |
| Corrugated Cardboard | |
| Brown Bags & sacks | |
| Gabled/Aseptic cartons | |
| Magazines & catalogs | |
| Newsprint/Newspaper | |
| Mixed/Other Paper Grades | |
| Office Paper | |
| Glass Bottles & Jars: | |
| Brown Glass | |
| Clear | |
| Green | |
| Mixed | |

| Material Type | Weight (tons) |
|-------------------------------|---------------|
| Metal Cans: | |
| Aluminum Cans | |
| Steel & Bimetallic (Tin) Cans | |
| Mixed Cans | |
| Plastics: | |
| PET | |
| HDPE | |
| PVC | |
| LDPE | |
| PP | |
| PS | |
| Mixed | |
| Film | |
| Other (please describe) | |
| | |
| | |
| | |

I certify, to the best of my knowledge, the above accurately represents recycling activity from above named Business/Institution. I further authorize the Municipality to use this report in their administration of all reporting and grant applications established under Act 101 of 1988.

Signature of Contact Person (Listed Above)

Date

Name of Recycling Facility

Telephone Number

Signature of Recycling Facility Representative

Date

2020 Commercial, Municipal or Institutional Annual Recycling Report

Due: February 15, 2021 (For Materials Recycled January 1, 2020 - December 31, 2020)

| <u>Other Materials Recycled</u> | <u>Weight (tons)</u> |
|--|----------------------|
| Paper: | |
| Fiber Drums | |
| Metals: | |
| Aluminum Scrap | |
| Ferrous metal | |
| Non-ferrous metal | |
| Copper | |
| Brass | |
| Lead | |
| Stainless Steel | |
| Nickel | |
| Wire/Cable | |
| Mixed Metals/Drums | |
| White Goods | |
| Glass: | |
| Plate | |
| Other Glass | |
| Plastics: | |
| Plastic Drums | |
| Automotive/Hazardous Materials: | |
| Antifreeze | |
| Lead Acid Batteries | |
| Other Batteries | |
| E-Waste (includes TVs) | |
| Fluorescent Tubes/CFLs | |
| Used Oil | |
| Oil Filters | |
| Other (paint, varnishes, pesticides, etc.) | |
| Other: | |
| Asphalt | |
| Rubber Tires | |
| Construction & Demolition | |
| Clothing/Textiles | |
| Furniture & Furnishings | |
| Mattresses | |
| Miscellaneous/Other Consumer Items | |
| Organics: | |
| Food Waste | |
| Wood Waste | |
| Yard & Leaf Waste | |
| | |
| | |
| | |
| | |

Conversion Chart

| | |
|-------------------------------------|---|
| Antifreeze: | 7.2 lbs per gallon |
| Lead Acid Batteries: | Car = 17.8 lbs. Truck = 48.7 lbs. Motorcycle = 8.7 lbs. |
| Rubber Tires: | Car = 21 lbs. Truck = 70 lbs. |
| Used Oil: | 7.2 lbs. per gallon |
| Oil Filters: | 1.2 lbs. each |
| Glass – Whole Bottle: | 2 yds ³ = 1 ton |
| Newsprint – Loose: | 3 yds ³ = 1 ton |
| Corrugated Cardboard: | 2.5' x 4' x 5' bales = 1100 lbs. |
| Plastic Bottles (water/soda) | |
| Whole, Loose: | 1 yd ³ = 30 lbs. |
| Plastic Film | 2.5' x 4' x 5' bale = 1500 lbs. |
| Solid & Liquid Fats: | 55 gallon drum = 412 lbs. |
| White Goods | |
| Freezers: | 1 = 250 lbs. |
| Refrigerators: | 1 = 250 lbs. |
| Other Appliances: | 1 = 150 lbs. |
| Yard Waste | |
| Leaves | 4 yd ³ = 1 ton |
| Grass Clippings: | 2 yd ³ = 1 ton |
| Wood Chips: | 1 yd ³ = 500 lbs. |

**Submit this Report to Municipality by
February 15th!**

***Your accurate and timely reporting enables
the County and the State to determine an
accurate recycling rate and showcase the
importance and viability of the recycling
industry.***

Thank you for your efforts!!