Due: January 31, 2017

Instructions for Completing and Submitting an Annual Apartment Recycling Report

Annual Recycling Reports have been mailed to all multi-family dwellings and apartment complexes exonerated from City curbside collection service. Trash and recycling collection are required services that all property owners, managers and landlords must provide their residential tenants. Not providing these services is a violation of State Law and City Ordinances.

Submitting your completed recycling report:

Options for returning your Recycling Report to the Bureau of Recycling & Solid Waste:

Mail to: Bureau of Recycling & Solid Waste
1400 Martin Luther King Jr. Drive
Allentown, PA 18102

Fax: 610-437-8732

Email: recycle@allentownpa.gov (Save your report to your electronic device and send as an email attachment)

Instructions:

For Property Owners, Managers and Landlords:

1. Please complete the section with your building property information,
2. Please select (□) the type of Property you are reporting for,
3. Please complete the Reportee information section,
4. Please select (□) **if your contracted Trash and Recycling Hauler is reporting your 2016 recycled tonnage,**
5. **Please provide your Trash and Recycler's name and phone number,**
6. If your hauler is providing your 2016 recycled tonnage, the Method and Materials recycled section does not need to be completed
   Note: Your hauler may fill out this report for you, **or include your business's tonnage on their** *Annual Hauler's Report*. If your business is not included on their Hauler report, it is your responsibility to obtain the post-consumer documentation, the contamination residue percentage and report to the City by **January 31st 2017**.
7. Complete the questions at the bottom of the report.

Please sign, date and submit to the Bureau of Recycling & Solid Waste by **January 31st, 2017**.

Note: Pennsylvania Law, Act 101 and Allentown Commercial Recycling Ordinance No. 12993, as amended, requires all owners of apartment buildings to provide municipal waste and recycling collection services for their tenants. Items that **must** be recycle include: aluminum and steel cans; clear, brown and green glass containers; plastics #1-#7; cardboard, cartons, newspaper, mail, magazines, paperboard and all types of white and colored paper, yard waste and appliances.

All owners, landlords or property managers are required by Ordinance to:

1. Set up and maintain a recycling program to include all of the above mentioned recyclable materials.
2. Provide an indoor recycling container with instructions where to take recycling for collection to all tenants upon move-in and annually thereafter.
3. Provide educational material (i.e. fliers, signage) to tenants, visitors and staff regarding the mandatory recyclable materials.

Failure to comply in annual reporting to the City of Allentown may result in an inspection of your property. Fines and/or citations are issued for violations of this Ordinance.

CITY OF ALLENTOWN

2016 APARTMENT RECYCLING REPORT

RETURN TO: DUE: **January 31, 2017**

MAIL: Allentown Bureau of Recycling & Solid Waste
1400 Martin Luther King, Jr. Dr.
Allentown, PA 18102

EMAIL: recycle@allentownpa.gov FAX: 610-437-8732

Business License Number: _____

Property Name: _____ On-site Contact Name & Title: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____ Fax: _____

No. of Buildings at this Property: _____ No. of Units at this Property: _____

Property Type: Apartment Condominium Complex Mixed Use Property (Commercial & Residential in same building)

What is the relationship to the Apartment Building for whom this Annual Report is being filed?

I am the **Owner** of the Apartment Building(s). I am the **Manager** of the Apartment Building(s)

Property Mgmt Co. filing for a complex located in the City of Allentown

Contact Name: _____ Email: _____ Fax: _____

I'm a **Collector** filing for my customer (Note: One Annual Report per customer per location).

Other: _____

Method of Recycling:

Private collection is contracted for this premises I have contacted my **Recycling Hauler** to report my 2016 tonnage*

Trash Hauler's Name: _____ Phone: _____

Recycler's Name: _____ Phone: _____

(Add't) Recycler's Name: _____ Phone: _____

If your hauler is reporting your recycling weights, you do **not need to complete the box below; therefore it is important that you name the company providing this service to you. If your hauler does **not provide** reporting to the City, it is your responsibility to obtain the information and documentation in the form of weight slips and written documentation necessary to complete this form.*

Instructions: Select the box in front of each **post-consumer** material that your business recycled in 2016. Enter the verified weight next to each material. All weights must be reported in tons.

Single Stream: _____
(Mixed cardboard, paper, cans, glass & plastics)

Commingled: _____
(Mixed cans, glass & plastics)

Cans:	**Weight:**
Aluminum:	_____
Steel:	_____

Paper:	**Weight:**
Cardboard:	_____
Office/Mixed Paper:	_____
Newspaper:	_____
Shredded Paper:	_____

Plastics:	**Weight:**
☐ PET (#1's):	_____
☐ HDPE (#2's):	_____
☐ Mixed Plastics:	_____
☐ Other Plastics:	_____

Glass:	**Weight**
Clear:	_____
Mixed:	_____
Other:	_____

Other Recyclables:

Other (Specify): _____ Weight: _____ Other (Specify): _____ Weight: _____

- Are recycling bins distributed to every apartment unit? Yes No
- Are indoor & outdoor recycling containers labeled Yes No
- How many and what size are your **trash** dumpsters? _____/_____ (Quantity/ Size) How often are they emptied? _____
- How many and what size are your **recycling** dumpsters/carts? _____/_____ (Quantity/ Size) How often are they emptied? _____

Do you educate tenants, employees or visitors about the recycling program at this property? Yes No (If Yes, check all that apply)

Post notices in common areas Provide written instructions Provide Educational Flyer Put labels on containers

Request City-published *Single Stream Recycling* Fliers and Literature for tenants Email: _____

I certify to the best of my knowledge that the above accurately reports recycling activity from my establishment. I further authorize the City of Allentown to use this report in their administration of all reporting and grant program procedures established under Act 101 of 1988, as amended.

Signature (*of Person Completing Form*): _____ Date: _____

Print Name (*of Person Completing Form*): _____ Title: _____