



Due: January 31, 2017

Instructions for Completing and Submitting an Annual Business Recycling Reporting:

Annual Recycling Reports have been mailed to all property locations with an active business license in the City of Allentown, this includes businesses that lease commercial space, institutions, non-profit organizations and home businesses. Please complete the 2016 Business Recycling Report and return to the Bureau of Recycling & Solid Waste no later than January 31, 2017.

If your business has closed or moved out of the City of Allentown, please contact the Revenue & Audit Dept. at 610-437-7506.

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)

For Businesses Using City Curbside Collection:

1. Please complete the section with your complete business information,
2. Select the box () indicating the use or type of building your business is located in,
3. Select the box () with your affiliation to the business you are reporting for,
4. If you are using City curbside collection please select the box () "This business is using City of Allentown Curbside Collection Service" on the *Business Recycling Report*.

You do not need to complete the *Method* or *Materials* recycled portion of the report, the City already has this information.

5. Select () the practices used at your business to educate employees, tenants and customers.

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

For Businesses Contracting with a Private Hauler:

1. Please complete the section with your business information,
2. Select the box () indicating the type or use of building your business is located in
3. Select your affiliation to the business you are reporting for.
4. Select () that "Private Collection is contracted for this premises"
5. If you have contacted your hauler to report on your business's behalf, select the box () "I have contacted my Recycling Hauler to report my 2016 tonnage."

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.

6. Select the box () in front of each material that is recycled on your business premises.
7. Select () the practices used at your business to educate employees, tenants and customers.

If you completed this report for your business, please sign and date your 2016 Business Recycling Report, if your hauler has completed your 2016 Recycling Report, they must sign and date the 2016 Business Recycling Report. Reports must be submit to the Bureau of Recycling & Solid Waste January 31st 2017.

For Businesses Self-Hauling recyclables to a Licensed Recycling or Processing Facility, Scrap Yard or Drop-Off Center:

1. Please complete the section with your business information,
2. Select the box () indicating the type or use of building your business is located in,
3. Select the box () with your affiliation to the business you are reporting for,
4. If you are self-hauling your recyclables to a licensed Recycling or Processing Facility, Scrap Yard, or Drop-Off Center, you **must** provide the name and location, **and** copies of the weight/ticket slips you have been provided throughout 2016 with your recycling report.

Note: Do not forget to include your trash hauler's information. Trash cannot be hauled to a residential location, it must stay at the generated site.

5. Select the box () in front of each material that is recycled on your business premises,
6. Select () the practices used at your business to educate employees, tenants and customers.

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



CITY OF ALLENTOWN

2016 BUSINESS 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: _____

| | | | |
|------------------------------|---------------|---------------------|-------------------------|
| Name of Establishment: _____ | | Contact Name: _____ | |
| Business Address: _____ | | City: _____ | Zip: _____ |
| Mailing Address: _____ | | City: _____ | Zip: _____ |
| Phone: _____ | E-mail: _____ | Fax: _____ | |
| Nature of Business: _____ | | | No. of Employees: _____ |

Property Type: Commercial Multi-Office Building Mixed Use (Commercial & Residential in same building) Home Business
If your business has closed or moved out of the City of Allentown, contact the Tax & Audit Department at 610-437-7506.

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

I am filing for my business. **Business Headquarters** filing for multiple business locations.

I'm a **Property Owner** (landlord) filing for one or more tenant(s) leasing space at: _____
 Landlord Name: _____ Email: _____ Phone: _____

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

Other: _____

Method of Recycling:

This business is using **City of Allentown Curbside Collection Service**.

Business self-hauls recyclables to a drop-off center. Name/Location: _____

Materials Recycled: _____

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. Report weights in tons.

| | | | |
|--|---|---|---|
| <input type="checkbox"/> Single Stream: _____ (Mixed cardboard, paper, cans, glass & plastics) | <input type="checkbox"/> Commingled: _____ (Mixed cans, glass & plastics) | Cans: | Weight: |
| | | <input type="checkbox"/> Aluminum: _____ | |
| | | <input type="checkbox"/> Steel: _____ | |
| Paper: | Weight: | Glass: | Weight: |
| <input type="checkbox"/> Cardboard: _____ | | <input type="checkbox"/> Clear: _____ | |
| <input type="checkbox"/> Office/Mixed Paper: _____ | | <input type="checkbox"/> Mixed: _____ | |
| <input type="checkbox"/> Newspaper: _____ | | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Shredded Paper: _____ | | | |
| Plastics: | Weight: | | |
| <input type="checkbox"/> PET (#1's): _____ | | | |
| <input type="checkbox"/> HDPE (#2's): _____ | | | |
| <input type="checkbox"/> Mixed Plastics: _____ | | | |
| <input type="checkbox"/> Other Plastics: _____ | | | |
| Other Recyclables: | | | |
| <input type="checkbox"/> Motor Oil: _____ | <input type="checkbox"/> Oil Filters: _____ | <input type="checkbox"/> Used Oil (Gals): _____ | <input type="checkbox"/> Antifreeze (Gals): _____ |
| <input type="checkbox"/> E-Waste: _____ | <input type="checkbox"/> Fluorescents: _____ | <input type="checkbox"/> Scrap Metal: _____ | <input type="checkbox"/> Drum Steel: _____ |
| <input type="checkbox"/> Batteries: _____ | <input type="checkbox"/> Commercial HHW: _____ | <input type="checkbox"/> C & D Material: _____ | <input type="checkbox"/> White Goods: _____ |
| <input type="checkbox"/> Organics: _____ | <input type="checkbox"/> Yard Debris: _____ | | <input type="checkbox"/> Tires: _____ |
| <input type="checkbox"/> Other (Specify): _____ | Weight: _____ | <input type="checkbox"/> Other (Specify): _____ | Weight: _____ |

How do you educate employees and customers about the recycling program at this property? (Check all that apply)

- Post notices in common areas Provide written instructions Provide educational flyer(s) Put labels on containers

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.

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

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