



Due: January 31, 2017

Instructions for Completing and Submitting an Annual Commercial Property Owner Recycling Report:

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. Commercial landlords are not required to provide trash and recycling services to commercial tenants leasing space for their business; however, if trash collection is provided, recycling collection **must** also be provided. Leases should specify if this service is included to avoid confusion of business owner responsibilities.

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 Commercial Property Owners with Properties Using in City Curbside Collection:

1. Please indicate if you provide your commercial tenants with trash and/or recycling collection service,
2. Please select the type of Property you own,
3. Please fill in the number of tenants that were occupied in your building in 2016,
4. Please complete the Owner information section,
5. Please list your commercial tenants, attach any additional commercial tenants when submitting your *Commercial Property Owner Recycling Report*.
6. If you are providing your commercial tenants with City curbside collection service please select the box "This building is using City of Allentown Curbside Collection Service" on the *2016 Commercial Landlord Recycling Report*.
7. Select the practices used in your building to educate employees, tenants and customers.

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

For Commercial Property Owners Contracting with a Private Trash & Recycling Hauler:

1. Please indicate if you provide your commercial tenants with trash and/or recycling collection service,
2. Please select the type of Property you own,
3. Please fill in the number of tenants that were occupied in your building in 2016,
4. Please complete the Owner information section,
5. Please list your commercial tenants, attach any additional commercial tenants when submitting your *Commercial Property Owner Recycling Report*.
6. Select that "Private Collection is contracted for this premises"
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.
7. Select the box in front of each material that is recycled on your business premises,
8. Select the practices used at your business to educate employees, tenants and customers.

If you completed this report for your building, 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 Commercial Landlord Recycling Report. Reports must be submit to the Bureau of Recycling & Solid Waste January 31st 2017.



CITY OF ALLENTOWN

2016 COMMERCIAL PROPERTY OWNER RECYCLING REPORT

DUE: JANUARY 31, 2017

If you are a property owner, manager or corporate agent filing a report for a multi-tenant site, it is required that you submit a business address and provide a list of tenant businesses with contact name and addresses that lease space in your building or on your property. If trash and recycling service are not provided by the property owner, it is the business's responsibility to enroll or contract for trash and recycling service.

Do you provide tenants with:

Trash Service: [] Yes [] No Recycling Service: [] Yes [] No

Business License Number: _____

Property Type: [] Commercial [] Mixed Use (Commercial & Residential in same building) Number of Tenants: _____

Property Address: _____ Property Owner: _____
Property Owner Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____ Fax: _____

COMMERCIAL TENANT INFORMATION (Attach any additional tenants on a separate piece of paper)

Table with 3 columns: BUSINESS NAME, BUSINESS OWNER, PHONE NUMBER. Multiple rows for listing tenants.

Method of Recycling:

- [] This building is using City of Allentown Curbside Collection Service.
[] Private collection is contracted for this premises [] I have contacted my Recycling Hauler to report my 2016 tonnage*
*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 report.

Trash Hauler's Name: _____ Phone: _____
Recycler's Name: _____ Phone: _____

Instructions: Select the box in front of each post-consumer material that was recycled in 2016. Enter the verified tonnage next to each material.

Form for recording recycling materials: Single Stream, Commingled, Cans, Weight, Paper, Plastics, Glass, etc.

Other Recyclables and Weights:

Form for recording other recyclables: Motor Oil, Oil Filters, Used Oil, Antifreeze, Tires, E-Waste, Fluorescents, Scrap Metal, Drum Steel, Pallets, Batteries, Commercial HHW, C & D Material, White Goods, Clothing, Organics, Yard Debris, Other (Specify).

How do you educate employees, tenants or 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: _____