



# Instructions for Completing the Annual Municipal Recycling Report Form

## What is This Form?

The form **Annual Municipal Recycling Report** is prescribed by the Commissioner of Energy & Environmental Protection, to be completed by municipalities as required by CGS Sec.22a-220(h).

## What Does This Form Consist of?




This report consists of six parts: Parts 1 through 5 pertain to amounts of material recycled from within the borders of your municipality. Part 6 is a survey regarding your municipality's efforts to promote and enforce recycling requirements.

## Who Must Fill Out This Form?

Each municipality or its designated regional agent must complete this form. If filling in the form electronically **save the form to your computer** – if you don't you may lose all your information.

## Where do I send the Report after It Is Completed?

**Parts 1 - 5** can be completed and submitted to the CT Department of Energy & Environmental Protection via:

-  Fax (860) 424-4059 ATTN: **Solid Waste Facility Reporting- Paula Guerrero**; or
-  **Scanned** and e-mailed to [DEEP.Solid&Hazardwastereports@Ct.Gov](mailto:DEEP.Solid&Hazardwastereports@Ct.Gov) (Do not send hard copy if sending electronically); or
-  Land-mailed (DEEP-MMCA – Recycling Office-79 Elm Street - 4<sup>th</sup> Floor-Hartford, CT 06106-5127 Attn: **Solid Waste Facility Reporting- Paula Guerrero**) (**Must be double sided** and preferably on paper with a minimum **30% post-consumer** content).

**CONSERVE PAPER - Do not fax or submit pages that you intentionally left blank and please delete unused table rows and pages.** (See [page 3](#) for instructions on how to add or delete lines from the **fillable** version of the reporting form.) Indicate (at the bottom of the *first* page) the number of pages in your report.

**Call Paula Guerrero (860 424-3334) to confirm receipt of report**

- **Part 6** needs to be completed electronically on the SurveyMonkey website – watch your e-mail for the link to Part 6 for this reporting year.

## How Often Must This Form Be Completed?

The report, representing the period from July 1 through June 30, must be completed and provided to the DEEP **annually by September 30<sup>th</sup>**.

## What Type of Information is Required to be Reported on This Form?

**Part 1: Materials Recycled** - Report destinations, and in some case quantities, of items recycled from residential and non-residential sources. *Any items land-filled, used as alternative landfill cover material, or incinerated should not be reported as recycled (except for waste oil which can be considered recycled if used as a fuel).*



Include material generated within the borders of your municipality and recycled. Please report tonnages of disaster debris recycled or disposed as a separate material type.

Please contact Judy Belaval (860) 424-3237 or Paula Guerrero (860) 424-3334 at the DEEP Sustainable Materials Management Planning & Implementation Division:

- (1) If most of your recyclables are aggregated with those of another municipality before being weighed; or
- (2) If you have any questions.

### Part 1a: Materials Recycled from **Residential and/or Non-Residential** Sources

- **Column (A) Types of Recyclable Items:**

- Indicate types of **residential** items collected within the borders of your municipality and recycled.
- If tons reported include both residential and non-residential tonnages, check the box indicating that.
- Use the rows for "other" types of recyclables to report:
  - Material recycled not listed in previous rows; or,
  - Data regarding non-residential material recycled.

Specify the types of recyclables and indicate if tons reported represent only non-residential; only residential, or a mix of residential and non-residential

- **Column (B) First Destination:**

- Name and address of **first destination** of recyclables. If first destination is your municipal transfer station (TS), then report first destination **after** recyclables leave the TS.
- For bottles, cans, and paper (BCP) check appropriate boxes to indicate if collected dual stream or single stream (you may check both)

- **Columns (C) & (D) – Amount and Units of Measure**
  - For BCP report tonnage only if first destination **was out-of-state or a Connecticut end-user** – (i.e. BCP were delivered directly to an out-of-state facility or directly to a Connecticut end user (like a paper mill) without first passing through a CT permitted solid waste facility). See definition of a permitted solid waste facility below. If unable to report tonnage – then please provide the name and contact information for the collector who transported the BCP.
  - For all other recyclables, report tonnage in column (C) and units of measure in column (D).

**Part 2: Grasscycling & Home Composting** - Report information on *ongoing* programs in your municipality.



If your responses indicate effective programs promoting and supporting grasscycling and/or home composting your municipality will be credited with additional waste diversion tonnages.

**Part 3: Haulers** - Report information regarding collectors which haul solid waste or recyclables generated within the borders of your municipality.



Section 22a-220a(d) of the Connecticut General Statutes (as amended by [P.A. 10-87](#)) requires **all** collectors who haul waste or recyclables generated within the borders of your municipality to register with and to report specific information to your municipality. Please list those haulers or collectors which have registered with your city or town, indicate whether or not they have submitted their annual “Solid Waste Collector Annual Municipal Solid Waste Report” to your municipality ([www.ct.gov/DEEP/solidwastereporting](http://www.ct.gov/DEEP/solidwastereporting)), and provide their specific registration information. Attach additional pages if needed.

**Part 4: Solid Waste Disposed** - Report information on destinations and, in some cases, quantities.



Provide name and address of **first** destination (after your municipal transfer station) for disposed solid waste generated within your municipality. If first destination is out-of-state provide tonnages as well. If first destination is out-of-state and you don't have tonnage information, report the name, address, and contact information for collector(s) who hauled that solid waste directly out-of-state. Please report tonnages of disaster debris disposed as a separate waste category.

**Part 5: Certification of Data Reported**



Certify accuracy of data provided on forms.

**Part 6: Qualitative Description of Municipal Recycling Program**



Provide updated information re your recycling program and your municipality's efforts to promote and enforce recycling requirements. This part should be completed electronically - click [here](#). No internet access? Contact Paula Guerrero (860) 424- 3334 for a paper version.

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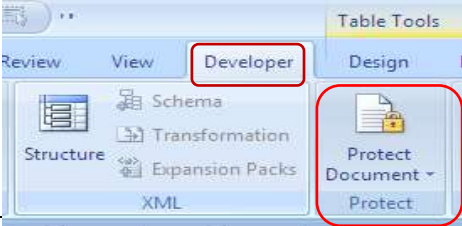
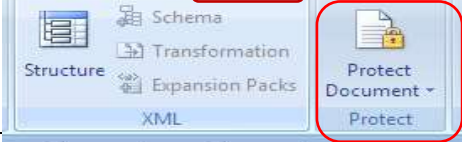

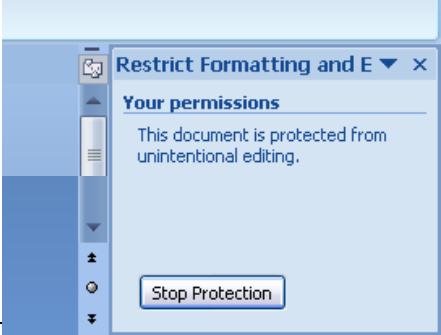
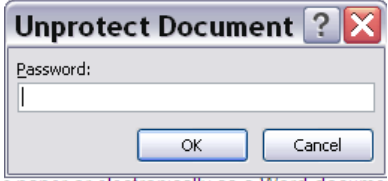
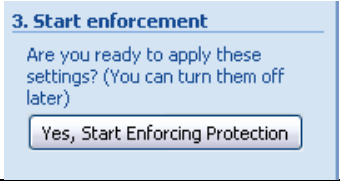

## Definitions & References

- **Boxboard:** type of paper commonly used for cereal boxes, cracker boxes, shoe boxes, etc -
- **Brush:** cut or broken branches, tree & shrub trimmings, etc. For loose brush 1 cubic yard=0.15 tons
- **Construction and Demolition (C&D) Waste:** construction and demolition waste building materials and packaging resulting from structural: construction, remodeling, repair and demolition operations on houses, commercial buildings and other structures. Any waste that is burned (other than waste oil) cannot be counted as recycled.
- **Corrugated:** cardboard boxes, Kraft paper, and similar paper materials.
- **Dual Stream:** Recyclables: bottles and cans collected separately from paper (i.e. separate collection containers and separate compartments of the collection truck).
- **Commingled Containers:** a *mix* of containers; e.g. glass, metal, plastic food and beverage containers; plastic detergent bottles; paper beverage containers; etc.
- **Incoming Leaves:** tons of leaves **before** composting. Use the following conversion formula if needed: 1 cubic yard = 500 pounds [1/4 ton] for averagely wet and/or compacted leaves.
- **Newspaper:** Used or discarded newsprint.
- **Permitted Solid Waste Facility:** solid waste facility [permitted to operate](#) by the DEEP pursuant to CGS Chapter 446d
- **Residential Sources:** Real estate containing one or more dwelling units.
  - **Includes** apartments and condominiums;
  - **Does Not Include** hospitals, hotels, motels, colleges, and boarding schools – these are considered “Non-Residential”
- **Scrap Metal:** Used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel, or alloys thereof, including, but not limited to, white goods.
- **Single Stream:** Recyclables: Paper, bottles, and cans collected mixed together (in the same collection containers and in the same compartment of the collection truck).
- **Storage Batteries:** Lead acid batteries or other batteries used in motor vehicles such as automobiles, airplanes, boats, recreational vehicles, tractors and like applications.
  - Most storage batteries will be collected through the deposit/redemption system by retailers. DEEP encourages use of this system for storage battery recycling. If you rely solely on this system, write "Collected by retailers" in the “Amount Recycled” column. If you have a municipal collection system, **provide tonnage figures for municipally collected batteries only. Do not** attempt to estimate the quantities of storage batteries collected through the deposit/redemption system.

- **Used Textiles:** Used clothing, shoes, linens, towels, stuffed animals, etc. Does **not** include carpeting.
- **Waste Oil:** Crankcase oil that has been utilized in internal combustion engines.

Connecticut Recycling: [CLICK](#) Recycling Laws and Regulations: [CLICK](#)

### Instructions for Changing the Format of the Annual Municipal Recycling Reporting Form (Fillable Word Version)

<p>(1) From the webpage, open the Word form and <b>save to your computer</b> – if you don't you may lose all your changes.</p>	
<p>(2) Click on the “developer” tab (Word 2007) at the top of the screen. (for older versions of WORD try the “tools” tab)</p>	
<p>(3) Click on “protect document” tab at the top of the screen.</p>	
<p>(4) Click on “restrict formatting and editing”</p>	
<p>(5) On the right hand side of the screen click on “stop protection”</p>	
<p>(6) If asked for a password - Type in: “recycle”</p>	
<p>(7) Reset protection after you have made the changes to the document (you need to do this if you want to fill-in the form electronically) - On the right hand side of the screen click on “Yes, Start Enforcing Protection”</p>	
<p>(8) Password protect if you are so inclined – you can click “OK” without putting in a password.</p>	
<p>(9) Fill in form and save as you go</p>	