

## Annual Report – Recycling Facility

### Who should fill out the annual report form?

If you operate a permitted or exempt recycling facility (processor or intermediate/MRF), chapter 173-350 WAC requires you to complete an **Annual Report for Recycling Facilities**. If you **didn't** handle material intended for recycling or diversion from disposal during the last calendar year, write a note on the annual report form saying that you didn't handle these materials and return it to us. If you have questions about whether this applies to your facility, please contact Dan Weston at 360-407-6409 or [daniel.weston@ecy.wa.gov](mailto:daniel.weston@ecy.wa.gov).

### Instructions for completing the forms

- 1) Fill in the **Facility Identification Information**.
- 2) Review the **Material Type Definitions (page 6)** for materials you will be reporting.
- 3) Use either the **Materials Form** (listing 32 material types) **OR** the **County/City Form** (listing all Washington counties and the City of Seattle). You don't need to use both the Materials Form and the County/City Form. Choose the form that best fits your information.
  - When using the **Materials Form** to report materials for more than one county, *make copies of the form* so you can list tonnages for different counties *on separate sheets*. For the **Materials Form**, list materials coming from the City of Seattle on a separate sheet.
  - When using the **County/City Form**, *make copies of the form* so you can report different materials. Include information for the City of Seattle separately.
- 4) Fill in all applicable sections for all materials collected for recycling **AND** for Amount of Material Disposed (this is required).
- 5) For Commingled Recyclables, specify which materials were included in the mix and, if possible, include the tonnages for each material.
- 6) Complete the **Destination and Final Use of Materials Form**, listing what the material was used for and the name of the company that bought or received the materials collected.
- 7) Report all quantities in short tons. **General Measurement Standards and Reporting Guidelines** (<https://fortress.wa.gov/ecy/publications/SummaryPages/1507004.html>) can help you convert volume to weight.
- 8) Return the completed forms to Ecology by **April 1**. Call or e-mail Dan Weston at 360-407-6409 [daniel.weston@ecy.wa.gov](mailto:daniel.weston@ecy.wa.gov) if you need any help in filling out your annual report.
- 9) Mail separate copies of the forms to your local health department (addresses can be found at the Department of Health website at: <https://www.doh.wa.gov/Portals/1/Documents/1200/LHJDirectoryMaster.pdf>) and Ecology:

**Dan Weston**  
**Department of Ecology**  
**Solid Waste Management Program**  
**PO Box 47600**  
**Olympia, WA 98504-7600**

**[You may also fax the forms to Ecology at 360-407-6102.](tel:3604076102)**



# Annual Report – Recycling Facility

## Facility Identification Information

Company Name				Facility Name			Facility ID	
Contact Person				Title				
Telephone			Fax			E-mail		
Mailing Address				Location Address				
City, State, Zip				City, State, Zip				

Did you operate in \_\_\_\_?  **Yes** *If yes*, proceed with completing entire survey.  
 **No** *If no*, answer the following questions, sign, date, and return this sheet only.

When did you stop operations? \_\_\_\_\_

Do you plan to restart?  No  Yes

When? \_\_\_\_\_

During the reporting year, were there any changes in your management practices that impacted your operations?

No  Yes (specify) \_\_\_\_\_

Are there any new solid waste activities planned at your site in the next year?

No  Yes (specify) \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



## Annual Report – Recycling Facility Materials Form

<b>Material Source (county):</b> _____ <b>Photocopy this form for multiple counties (and Seattle) OR use the County Form on next page.</b>			<b>Reporting Year:</b>	<b>Facility ID:</b>
Material (see definitions)	Material Description (if needed)	Tons or percent Commercial	Tons or percent Residential	Total Tons from County
1. Newspaper				
2. Cardboard				
3. High-Grade Paper				
4. Mixed Waste Paper				
5. Cartons				
6. Container Glass				
7. PET Plastics				
8. HDPE Plastics				
9. LDPE Plastics				
10. Other Recyclable Plastics				
11. Aluminum Cans				
12. Steel Cans				
13. Ferrous Metals (iron, steel)				
14. Nonferrous Metals (excluding aluminum cans)				
15. Appliances (white goods)				
16. Electronics				
17. Fluorescents (CFL, 4ft, 8ft)				
18. Antifreeze				
19. Used Oil				
20. Tires				
21. Vehicle Batteries				
22. Household Batteries				
23. Asphalt				
24. Concrete				
25. Construction/Demolition				
26. Wood Waste				
27. Landclearing Debris				
28. Yard Debris				
29. Food and/or Food Scraps				
30. Textiles (rags, clothing)				
<b><u>Continues on next page.</u></b>				



## Annual Report – Recycling Facility

### Materials Form cont.

<b>31. Commingled Recyclables</b> (specify materials in mix)				
<b>32. Other Recyclables</b> (specify)				
<b>**Required**</b>				
<b>Amount of Material Disposed (not recycled):</b>				<b>tons</b>
If you do not know the amount disposed or there was no disposal, estimate the percentage of non-recyclable materials in incoming loads:				<b>%</b>
<b>Total Tons Collected for Recycling:</b> (include all incoming materials)				<b>tons</b>



## Annual Report – Recycling Facility County/City Form

<b>Type of Material:</b> _____ Photocopy this form for each different material type OR use the Materials Form on the previous page.			<b>Reporting Year:</b>	<b>Facility ID:</b>
County	Material Description (if needed)	Tons or Percent Commercial	Tons or Percent Residential	Total Tons or Percent from County
Adams				
Asotin				
Benton				
Chelan				
Clallam				
Clark				
Columbia				
Cowlitz				
Douglas				
Ferry				
Franklin				
Garfield				
Grant				
Grays Harbor				
Island				
Jefferson				
King*				
City of Seattle				
Kitsap				
Kittitas				
Klickitat				
Lewis				
Lincoln				
Mason				
Okanogan				
Pacific				
Pend Oreille				
Pierce				
San Juan				
Skagit				
Skamania				
Snohomish				
Spokane				
Stevens				
Thurston				
Wahkiakum				
Walla Walla				
Whatcom				
Whitman				
Yakima				
Out of State				
<b>**Required** Tons Disposed (or estimate a percent disposed):</b>				
<b>Total Tons Collected/Recycled: (include all incoming materials)</b>				<b>tons</b>
<b>*Do not include the City of Seattle tons in the King County total.</b>				



## Annual Report – Recycling Facility

### Material Type Definitions

Please note some categories have two or more material definitions that apply.

1. Newspaper	Black and white newspaper, shredded newsprint, and including other paper normally distributed inside a newspaper such as colored advertisements, comics, and flyers.
2. Cardboard	Brown uncoated paper with a wavy core and uncontaminated (no plastic lining or wax coating); and brown paper bags.
3. High Grade Paper	Computer paper, white bond, copy paper, notebook paper, and some colored paper.
4. Mixed Waste Paper	All other potentially recyclable paper, such as envelopes, telephone books, paperback books, cereal boxes, laundry soap boxes, and magazines.
5. Cartons	Poly-coated beverage containers with plastic, foil, or wax lining, such as milk or juice cartons. This doesn't include individual foil packets such as Capri Sun containers.
6. Container Glass	Glass containers for food, beverage, and other material. Excludes refillable bottles.
7. PET Plastics (#1)	Polyethylene terephthalate—clear and colored beverage containers made from PET; coded (#1).
8. HDPE Plastics (#2)	High-density polyethylene—clear and colored containers made from HDPE; coded (#2).
9. LDPE Plastics (#4)	Low-density polyethylene—includes mustard and some other squeezable containers; coded (#4). Includes plastic bags and plastic film.
10. Other Recyclable Plastics	All other plastics; recyclable plastics not included above.
11. Aluminum Cans	Aluminum beverage cans.
12. Steel Cans	Tin-plated steel cans, usually food containers.
13. Ferrous Metals	Magnetic metal items such as steel clothes hangers, sheet metal products, pipes, some automobile parts, auto bodies, and other miscellaneous, magnetic metal scraps.
14. Non-Ferrous Metals	Copper tubing, brass fixtures, insulated wire, small auto parts such as generators, water pumps. Aluminum other than beverage cans.
15. Appliances (white goods)	Appliances, water heaters, or microwave ovens.
16. Electronics	Hard drives from computer towers and laptops; display screens such as Monitors, CRTs, or TVs; cell or mobile phones, keyboards, mice, printers, etc.
17. Fluorescent Lights	Mercury lamp. Specify if compact fluorescent light bulb (CFL), 4-foot tube, 8-foot tube, etc.
18. Antifreeze	Also called coolant, from vehicle engines.
19. Used Oil	Automotive oil. Please indicate if oil is re-refined/recycled, or burned for energy recovery or heat.
20. Tires	Automobile, truck, and bicycle tires. Please specify if the tires are re-treaded, reused, recycled, or burned for energy.
21. Vehicle Batteries	Automobile, truck, boat, motorcycle batteries. Excludes industrial batteries.
22. Household Batteries	Includes: flashlight (Alkaline, Ni-Cad), and button batteries (lithium).
23. Asphalt	Asphalt paving material and similar wastes.
24. Concrete	Cement, concrete blocks, and concrete pieces.
25. Construction or Demolition Debris	Mixed material generated as a result of a construction or demolition operation, including toilets, sinks, rock, brick, insulation, roofing, and combination materials. Exclude the following materials if possible: asphalt, concrete, metals, wood, carpet, and gypsum.
<b><i>Continues on next page.</i></b>	



## Annual Report – Recycling Facility Material Type Definitions cont.

26. Wood Waste	Pallets, scrap lumber, wood toys, fencing, and crates. Please specify if wood is recycled or burned for energy recovery.
27. Landclearing Debris	Stumps, brush, and limbs from non-residential locations. Please specify use of the material (chipped for mulch, burned for energy, etc.).
28. Yard Debris	Grass clippings, leaves, tree prunings, and weeds for composting.
29. Food and/or Food Scraps	Specify: food preparation wastes, food scraps, spoiled food, or donated edible food.
30. Textiles	Clothing and apparel, shop rags, and blankets.
31. Comingled Recyclables	Specify material types collected.
32. Other Recyclables:	Specify and describe material. Can include, but is not limited to: carpet and padding, gypsum drywall, mercury compounds, oil filters, rendering, other organics, photographic film, rubber materials, mattresses, and toner or ink cartridges.

To request ADA accommodation for disabilities, call Ecology at 360-407-6900 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.