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September, 2013

To All Commercial and Institutional Establishments:

Under the Township of Ridley's Recycling Ordinance, businesses are required to report their annual recycling weight totals. The recycling totals should be submitted by their trash and recycling hauler. The completed PA DEP form (copy enclosed) should be returned no later than February 1st annually.

Your on-going recycling efforts are sincerely appreciated by the Board of Commissioners and these efforts, combined with our residential recycling program, insures waste reduction throughout our community and an improved environment for future generations.

Thank you for your cooperation. If you have any further questions or concerns, please contact Bill McConville, Public Works Administrator, at 610-522-9238 or visit our website at www.ridleytp.org. The "Annual Recycling Report" may be found under Forms on the website.

Sincerely,

Robert J. Willert
President, Board of Commissioners

RJW:pb
Enclosure



ANNUAL RECYCLING REPORT
For Commercial, Municipal, Institutional Facilities

Due: Feb. 1 of the following year
To: Municipality where
recyclables were generated

County Name:		Municipality Name:	
Name of Establishment:			
Address:		City:	Zip Code:
Email:		Telephone:	Fax:
Primary Business Function:			

How does your establishment handle recyclable materials? Source-separated Commingled Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): _____
- Collected by private hauler (name): _____
- Collected by confidential document destruction company (name): _____
- Establishment delivers materials to drop-off or curbside program (location): _____

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

- Establishment delivers materials to recycling facility (name): _____
- Other (please specify): _____

- CHECK the box in front of each post-consumer* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue** before entering your weights below.

Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> Single Stream:	[SS1] _____	Metal Cans and Bottles:	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> Commingled:	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
Paper:		Plastics:	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.)	[PA3] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Newsprint	[PA2] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
Glass Bottles and Jars:		<input type="checkbox"/> Plastic: Film	[PL8] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: Mixed	[PL7] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: Other	[PL9] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	Organics:	
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<input type="checkbox"/> Wood Waste	[WW1] _____
		<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____

***Report only post-consumer materials on this form.** Post-consumer material: Material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

****Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

