



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
DIVISION OF SOLID & HAZARDOUS MATERIALS  
**ANNUAL REPORT FORM - RECYCLABLES HANDLING & RECOVERY FACILITY**

Calendar Year: <b>2008</b>		Facility Name:				
Facility Address:			City or Town:		Zip:	
Contact Person:			Phone & e-mail:			
Owner Name:		Owner Type (e.g. private, public, not-for-profit):		Registration or Permit No:		
Facility type:	Multiple-stream MRF	<input type="checkbox"/>	MSW Transfer Station	<input type="checkbox"/>	C&D processor	
	Single-stream MRF	<input type="checkbox"/>	MSW Landfill	<input type="checkbox"/>	Other	
<b>MATERIALS QUANTITIES RECOVERED</b> (Report only in tons. A list of conversion factors is included as Appendix B)						
<b>DESTINATIONS</b> (Indicate facilities where recyclables were shipped. Be specific as possible. "Recycled" is NOT a destination)						
Category	Material	Tons	Material	Tons	Material	Tons
PAPER	Newspaper		Magazines		Corrugated	
	Office Paper		Junk Mail		Paperboard	
	Mixed Paper		Other—specify type			
	Destination Facility #1 for paper					
	Destination Facility #2 for paper					
GLASS	Glass - Clear		Glass - Brown		Glass - Green	
	Glass - Mixed		Other—specify type			
	Destination Facility #1 for glass					
	Destination Facility #2 for glass					
METAL	Containers		Aluminum			
	Enameled Metal Appliances (white goods)					
	Other - specify					
	Other—specify					
	Destination Facility #1 for metals					
	Destination Facility #2 for metals					
PLASTIC	PET #1		Mixed Plastic		Plastic Film	
	HDPE #2		Other-specify type			
	Destination Facility #1 for plastic					
	Destination Facility #2 for plastic					
OTHER RECYCLABLES	<b>Other Materials Type</b>		<b>Destination facility for this material</b>		<b>Specify Tons or Other Units</b>	
	<i>Commingled recyclables</i>					
	<i>Electronics</i>					
<b>RESIDUE - Waste sent for Disposal</b>						

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 (Continued)

<b>SERVICE AREA INFORMATION (Where were recyclables generated or collected?)</b>			
Municipality Name	Municipality Type	Recyclable Materials	Tonnage

<b>FACILITY CHANGES OR PROBLEMS DURING REPORT PERIOD (use additional sheets, if needed)</b>	
<b>Equipment added or removed:</b>	
<b>Describe changes in facility service area:</b>	
<b>Major operational changes or problems:</b>	
<b>Major changes in material types or quantities:</b>	

**CERTIFICATION**

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority to sign this report form pursuant to 6 NYCRR Part 360. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

<b>Signature:</b>	<b>Date:</b>
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<b>Name:</b>	<b>Title and Organization</b>
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**Mailing address if different than facility address**

From 6 NYCRR Part 360-1.8(h)(8): Registered facilities must submit an annual report, on forms prescribed by or acceptable to the department, to the department's central office and the office of the department administering the region in which the facility is located, no later than 60 days after the first day of January following each year of operation. The report must include, but not be limited to: the total annual amount of waste received by weight or volume, compiled by type and quantity received during each calendar quarter; the origin of the waste received; the destination of the waste removed; the weight or volume and type of each material recovered; and, a description of any problems encountered and methods for resolution and any changes in operation that have occurred in the previous year.

## Appendix A - FREQUENTLY ASKED QUESTIONS

Q: Can I obtain this form electronically?

A: Yes, e-mail [DSHMWRR@gw.dec.state.ny.us](mailto:DSHMWRR@gw.dec.state.ny.us) or call 518-402-8706 and request one. Please specify whether you wish to receive one in pdf or MSWord or WordPerfect formats. Please also remember to leave your e-mail address if you call.

Q: What is a “single stream MRF” or “multiple-stream MRF”?

A: A single stream MRF is a recycling facility that primarily accepts commingled recyclables and separates them using mechanical or manual methods. A multiple-stream MRF accepts materials already separated from each other and repackages each material for market.

Q: What is a destination facility?

A: The NEXT facility to which you send these materials when they leave your facility.

Q: What if these materials are eventually exported out of State?

A: Write the name of the business or facility where you send these items, even if it is located out-of-State, or write the name of the exporter business you use.

Q: What if I use more than 2 destination facilities?

A: Attach a separate note if you use more destination facilities than fit on this report.

Q: What are metal containers?

A: Food cans, pet food cans, soda cans, aerosols and other NON-ALUMINUM containers.

Q: What are Enameled Metal Appliances (white goods)?

A: Refrigerators, washing machines, stoves, other appliances.

Q: What is Plastic Film?

A: Grocery bags, agricultural covers, other thin plastic sheeting.

Q: What are commingled recyclables?

B: Glass, metal and plastic collected mixed together and separated later.

Q: What are Electronic Wastes and how do I report these?

A: Computer monitors and computers, printers, scanners, keyboards, video game consoles, cell phones, microwaves, and similar equipment. If you did not collect these items, you can delete the entry on the report form. Report the number of computer monitors accepted at the facility, and pounds of other materials.

Q: What if my facility collects additional materials categories?

A: There are spaces on the form for two additional materials categories. If you collect more than 2 additional categories, attach a separate sheet of paper with the information.

Q: I operate multiple facilities in one county or town. Can I send one consolidated report?

A: 6 NYCRR 360-12.2(d)(3), states, “municipalities which own or operate more than one recyclables handling and recovery facility, may combine the information required for each facility into a single report or submit this information to the department as part of the compliance report..., provided the municipality identifies each recyclables handling and recovery facility included in the combined information.” If you do not meet these qualifying criteria, please send separate reports for each of your facilities.

Q: What if I have more questions?

A: Email them to [DSHMWRR@gw.dec.state.ny.us](mailto:DSHMWRR@gw.dec.state.ny.us) or call 518-402-8706.

**Appendix B - NYSDEC REGIONAL AND CENTRAL OFFICE ADDRESSES**  
**SEND A COPY OF THIS REPORT TO YOUR REGIONAL OFFICE AND**  
**A COPY TO THE DEC CENTRAL OFFICE**  
**DUE MARCH 2 OF EVERY YEAR**

DEC Region Counties		Address and Phone	
1	Nassau Suffolk	Regional Solid & Haz Materials Engineer Loop Road Bldg 40 - SUNY, Stony Brook, NY	(631) 444-0375 11790-2356
2	New York City (Bronx, Kings, New York, Queens, Richmond)	Regional Solid & Haz Materials Engineer 1 Hunters Point Plaza, 47-40 21st Street, Long Island City, NY	(718) 482-4894 11101-5407
3	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	Regional Solid & Haz Materials Engineer 21 South Putt Corners Road, New Paltz, NY	(845) 256-3136 12561-1696
4	Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie	Regional Solid & Haz Materials Engineer 1150 North Westcott Road, Schenectady, NY	(518) 357-2346 12306-2014
5	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington	Regional Solid & Haz Materials Engineer 1115 Route 86, P.O. Box 296, Ray Brook, NY	(518) 897-1241 12977-0296
6	Herkimer, Jefferson, Lewis, Oneida, St. Lawrence	Regional Solid & Haz Materials Engineer 317 Washington Street, Watertown, NY	(315) 785-2522 13601-3787
7	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins	Regional Solid & Haz Materials Engineer 615 Erie Blvd. West, Syracuse, NY	(315) 426-7419 13204-2400
8	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates	Regional Solid & Haz Materials Engineer 6274 E. Avon-Lima Road, Avon, NY	(585) 226-5408 14414-9519
9	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming	Regional Solid & Haz Materials Engineer 270 Michigan Avenue, Buffalo, NY	(716) 851-7220 14203-2999
<b>DEC Central Office in Albany</b>		Division of Solid & Hazardous Materials, (518) 402-8706 Bureau of Solid Waste, Reduction & Recycling 625 Broadway, 9 <sup>th</sup> Floor, Albany, NY 12233-7253 Attn: Recycling Reporting Section	

**Appendix C - VOLUME TO WEIGHT CONVERSION FACTORS**

MATERIAL	EQUIVALENT		MATERIAL	EQUIVALENT	
GLASS-whole bottles	1 cubic yard	0.35 tons	GLASS-crushed mechanically	1 cubic yard	0.88 tons
GLASS-semicrushed	1 cubic yard	0.70 tons	GLASS-uncrushed-manually	55 gallon drum	0.16 tons
PAPER-high grade loose	1 cubic yard	0.18 tons	NEWSPRINT-loose	1 cubic yard	0.29 tons
PAPER-high grade baled	1 cubic yard	0.36 tons	NEWSPRINT-compacted	1 cubic yard	0.43 tons
PAPER-mixed loose	1 cubic yard	0.15 tons	CORRUGATED-loose	1 cubic yard	0.15 tons
			CORRUGATED-baled	1 cubic yard	0.55 tons
PLASTIC-PET-whole	1 cubic yard	0.015 tons	PLASTIC-HDPE-whole	1 cubic yard	0.012 tons
PLASTIC-PET-flattened	1 cubic yard	0.04 tons	PLASTIC-HDPE-flattened 1	1 cubic yard	0.03 tons
PLASTIC-PET-baled	1 cubic yard	0.38 tons	PLASTIC-HDPE-baled	1 cubic yard	0.38 tons
PLASTIC-styrofoam	1 cubic yard	0.02 tons	PLASTIC-mixed, grocery bags,	45 gallon bag	0.01 tons
ALUMINUM-cans-whole	1 cubic yard	0.03 tons	FERROUS METAL-cans-whole	1 cubic yard	0.08 tons
ALUMINUM-cans-flattened	1 cubic yard	0.125 tons	FERROUS METAL-cans-	1 cubic yard	0.43 tons
WHITE GOODS-uncompacted	1 cubic yard	0.10 tons	WHITE GOODS-compacted	1 cubic yard	0.5 tons