

# Instructions for Completing Recycling Facility Annual Report Form

The Division of Waste Management and Radiation Control is not currently able to accept e-mailed form submissions. The attached form must be printed, signed as required by R315-310-2(4) of the Utah Administrative Code, and mailed to the Division. Annual reports must be received by the Division on or before March 1, 2016 and should contain data for the calendar year 2015.

Complete all applicable sections of the form and save it. When printing, please print only the form pages. The instruction page should not be printed and mailed.

Completed forms should be mailed to:

**Scott T. Anderson, Director**  
**Division of Waste Management and Radiation Control**  
**P.O. Box 144880**  
**Salt Lake City, Utah 84114-4880**

Additional copies for the form can be obtained on the Division web page at <http://www.deq.utah.gov/forms/waste/index.htm>.

# RECYCLING FACILITY ANNUAL REPORT

For Calendar year 2015

## Administrative Information (Please enter all the information requested below - type or print legibly)

Facility Name: \_\_\_\_\_

Facility Mailing Address: \_\_\_\_\_

(Number & Street, Box and/or Route)

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

### Owner

Name: \_\_\_\_\_ Phone No.:(\_\_\_\_)

Mailing Address: \_\_\_\_\_

(Number & Street, Box and/or Route)

City: \_\_\_\_\_ State: Utah Zip Code: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Phone No.:(\_\_\_\_) Contact's Email Address: \_\_\_\_\_

### Operator (Complete this section only if the operator is not an employee of the Owner shown above)

Name: \_\_\_\_\_ Phone No.:(\_\_\_\_)

Mailing Address: \_\_\_\_\_

(Number & Street, Box and/or Route)

City: \_\_\_\_\_ State: Utah Zip Code: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Phone No.:(\_\_\_\_) Contact's Email Address: \_\_\_\_\_

## Facility Status

Currently in Operation  Closed - Date: \_\_\_\_\_

(The "Closed - Date" is the date that all material was removed from the site)

Has facility operated according to approve plan of operation  Yes  No

If no please contact the solid waste section at 801-536-0200

## Annual Material Received

### Beginning Inventory

Material on site at beginning of reporting period: \_\_\_\_\_  Tons  Yards

### Paper

Paper (All Mixed) Material received in reporting period: \_\_\_\_\_  Tons  Yards

White Office Paper (high grade – not included above): \_\_\_\_\_  Tons  Yards

Mixed Paper (newsprint, etc. – not included above): \_\_\_\_\_  Tons  Yards

Phonebooks (not included above) received: \_\_\_\_\_  Tons  Yards

Cardboard (& Paperboard) received in reporting period: \_\_\_\_\_  Tons  Yards

Paperboard (not included above) received: \_\_\_\_\_  Tons  Yards

Cardboard (not included above) received: \_\_\_\_\_  Tons  Yards

**Total Paper Material** received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize all paper categories above)

### Plastics

#1 & #2 Mixed Plastic Material received : \_\_\_\_\_  Tons  Yards

PET#1 Material received (not included above): \_\_\_\_\_  Tons  Yards

HDPE #2 – Mixed Material received (not included above): \_\_\_\_\_  Tons  Yards

HDPE #2 Natural (not included in HDPE Mixed above) received: \_\_\_\_\_   
Tons  Yards

HDPE #2 Colored (not included in HDPE Mixed above) received: \_\_\_\_\_   
Tons  Yards

All Others #3 through #7 received: \_\_\_\_\_  Tons  Yards

**Total Plastics Material** received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize all plastics categories above)

### Glass

Mixed Glass Material received in reporting period: \_\_\_\_\_  Tons  Yards

Amber Glass Material received (not included above): \_\_\_\_\_  Tons  Yards

**Total Glass Material** received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize all glass categories above)

### Metals

Residential Aluminum Cans received in reporting period: \_\_\_\_\_  Tons  Yards

Residential Steel/Tin Cans (food containers) received: \_\_\_\_\_  Tons  Yards

White Goods received in reporting period: \_\_\_\_\_  Tons  Yards

Auto Scrap/Shred Material received in reporting period: \_\_\_\_\_  Tons  Yards

Industrial Non-Ferrous Material received: \_\_\_\_\_  Tons  Yards

Industrial Ferrous Material received in reporting period: \_\_\_\_\_  Tons  Yards

Other Industrial Steel received in reporting period: \_\_\_\_\_  Tons  Yards

**Total Metals Material** received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize all metals categories above)

**Electronics**

Mixed Electronics Material received in reporting period: \_\_\_\_\_  Tons  Yards  
Monitors and TVs received (not included above): \_\_\_\_\_  Tons  Yards

**Total Electronics Material** received in reporting period: \_\_\_\_\_  Tons  Yards

**Textiles**

Carpet received in reporting period: \_\_\_\_\_  Tons  Yards  
Other Textiles (clothing, etc. not included above) received: \_\_\_\_\_  Tons  Yards

**Total Textiles Material** received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize all textiles categories above)

**Carpet Padding**

Total Carpet Padding Material received in reporting period: \_\_\_\_\_  Tons  Yards

**Other**

Total Other Material received in reporting period: \_\_\_\_\_  Tons  Yards

**Total Material Received**

Total Material received in reporting period: \_\_\_\_\_  Tons  Yards  
(Summarize total amounts of paper, plastics, glass, etc. received above)

**Total Material Recycled**

Material removed for Recycling during period: \_\_\_\_\_  Tons  Yards  
Please list destination facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Waste Disposed**

Waste disposed during period: \_\_\_\_\_  Tons  Yards

**Ending Inventory**

Material on site at end of reporting period: \_\_\_\_\_  Tons  Yards

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature should be by an executive officer, general partner, proprietor, elected official, or a duly authorized representative. A duly authorized representative must meet the requirements of the solid waste rules (UAC R315-310-2(4)(d)).

Print name: \_\_\_\_\_ Title: \_\_\_\_\_