Instructions for Completing Recycling Facility Annual Report Form

Review and complete each section of the form and respond to all questions. If a question does not apply to your facility, please enter “NA” on the line for that question.

Additional copies of the form can be obtained on the Division of Waste Management and Radiation Control’s web page at:


or at


Upon completion of the Recycling Facility Annual Report, the form must be delivered electronically, or by the U.S. Postal Service or a commercial carrier. Ensure that copies are signed, and if delivering electronically, they should be scanned after signing or e-signed using a secure digital signature application. Persons signing the report should have authority to sign for the permit holder as designated in UAC R315-310-2(4). Forms that are not signed cannot be accepted.

For electronic delivery, please email to:

dwmrcsubmit@utah.gov

For USPS delivery, use the following:

Douglas J. Hansen, Director
Division of Waste Management and Radiation Control
P.O. Box 144880
Salt Lake City, Utah 84114-4880

For commercial carrier delivery, use the following:

Douglas J. Hansen, Director
Division of Waste Management and Radiation Control
195 N 1950 W
Salt Lake City, UT 84116
RECYCLING FACILITY ANNUAL REPORT  
For Calendar year 2021

<table>
<thead>
<tr>
<th>Administrative Information (Please enter all the information requested below - type or print legibly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name: ____________________________________________</td>
</tr>
<tr>
<td>Facility Mailing Address: __________________________________</td>
</tr>
<tr>
<td>(Number &amp; Street, Box and/or Route)</td>
</tr>
<tr>
<td>City: _______________ Zip Code: ____________________________</td>
</tr>
<tr>
<td>County: __________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________ Phone No.: (  ) __________________________</td>
</tr>
<tr>
<td>Mailing Address: _________________________________________</td>
</tr>
<tr>
<td>(Number &amp; Street, Box and/or Route)</td>
</tr>
<tr>
<td>City: __________ State: Utah Zip Code: __________________</td>
</tr>
<tr>
<td>Contact's Name: __________________ Title: ________________</td>
</tr>
<tr>
<td>Contact's Mailing Address: ______________________________</td>
</tr>
<tr>
<td>Phone No.: (  ) Contact's Email Address: __________________</td>
</tr>
</tbody>
</table>

| 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: __________________ |

<table>
<thead>
<tr>
<th>Facility Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Currently in Operation  ☐ Closed - Date: [ ] (The &quot;Closed - Date&quot; is the date that all material was removed from the site)</td>
</tr>
<tr>
<td>Has facility operated according to approve plan of operation ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

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: ____________________________________________________________________________