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:

<https://deq.utah.gov/waste-management-and-radiation-control/forms-division-of-waste-management-and-radiation-control>

or at

<https://documents.deq.utah.gov/waste-management-and-radiation-control/solid-waste/DSHW-2017-005937.pdf>

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

|  |
| --- |
| **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: