

Ulster County Resource Recovery Agency

P.O Box 6219 • 999 Flatbush Road

Kingston, New York 12402

845-336-0600 Fax 845-336-4129

January 3, 2011

Dear Town Transfer Station Operator:

Please complete the enclosed annual report form and return to the Ulster County Resource Recovery Agency no later than February 15, 2012.

Ulster County Resource Recovery Agency
Annual Recycling Report
PO Box 6219
Kingston, NY 12401

The enclosed form was revised for
2011. Please use the new form.

The form is also available at www.ucrra.org.

Please find attached the 2011 Annual Recycling and Solid Waste report form for recyclables and solid waste generated in Ulster County. Please complete this form and return it to the Ulster County Resource Recovery Agency office by mail, fax or e-mail no later than February 15, 2012.

Accurate information is necessary to determine the recycling rate for Ulster County. The information gathered from completed forms is compiled and calculated for the state mandated Annual Recycling Report and submitted to the New York State Department of Environmental Conservation. The requested information is also required under the *Ulster County Mandatory Source Separation and Recycling Law No. 8, Section 8-18*.

If you have any questions, need assistance completing the form, or would like an electronic copy of it, contact Michelle Bergkamp at (845) 336-0600 or UCRRA@ucrra.org.

Your cooperation and a timely response is greatly appreciated.

Sincerely,

Michelle Bergkamp
Recycling Coordinator

Enclosure



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2011 Annual Recycling and MSW Report

Who should fill out the annual report form?

If you operate a town transfer station that services residential and/or commercial customers in Ulster County, the Ulster County Mandatory Source Separation and Recycling Law, requires you to complete an Annual Report. If you didn't handle material intended for recycling or diversion from disposal during 2011, write a note on the annual report form saying that you didn't handle these materials and return it to us. If you have questions about whether this applies to your town, please contact Michelle Bergkamp at (845) 336-0600 or UCRRA@ucrra.org.

Instructions for completing the form

- 1) Review the **Identification Information** section. Add all appropriate information so that this section is complete.
- 2) Complete the **Materials Form** (listing 34 material types – page 3). Review the **Material Type Definitions** for questions concerning the types materials you will be reporting (page 4).
 - When using the **Materials Form** to report materials for more than one company, *photocopy the form* so you can list tonnages *on separate sheets*.
 - Fill in all applicable sections for all materials collected for recycling **AND** the box at the bottom of the form for **Total Tons Solid Waste Disposed, Not Recycled (sent to landfills or incinerators - this is required)**.
- 3) Complete the **Destination/Market** section on the **Materials Form**, listing the name of the company that bought or received the materials collected during 2011. Simply put a ✓ in this box if the material was brought to the Ulster County Resource Recovery Agency (UCRRA) facility.
- 4) Report all quantities in tons. **General Measurement Standards and Reporting Guidelines** can help you convert volume to weight.
- 5) Return the completed forms to UCRRA by **February 15, 2012**. Call or e-mail Michelle Bergkamp at (845) 336-0600 or UCRRA@ucrra.org if you need any help in filling out your annual report.
- 6) Mail, e-mail or fax completed copy of the annual report to the Ulster County Resource Recovery Agency by February 15, 2012

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PO Box 6219
Kingston, NY 12401

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If you require this publication in an alternate format, please contact the Ulster County Resource Recovery Agency at (845) 336-0600.



**ULSTER COUNTY RESOURCE RECOVERY AGENCY
2011 ANNUAL RECYCLING AND MSW REPORT**

January 1, 2011 through December 31, 2011
* For Material Collected in Ulster County ONLY *

Identification Information

Town:		Number of Permitted Users:	
Contact Person:		Hours/Days of Operation:	
Telephone:	Fax:	E-mail:	
Mailing Address:		Location Address:	
City, State, Zip:		City, State, Zip:	

Materials Form

County of Origin: ULSTER - Report Total Tons Generated in Ulster County ONLY NOTE (√) materials delivered to UCRRA facilities Photocopy this form for multiple business locations			Reporting Year: 2011
Material (see definitions)	Material Description (if needed)	Tons	Destination/Market or (√) UCRRA
1. Newspaper			
2. Corrugated Paper			
3. High-Grade Paper			
4. Mixed Paper			
5. Drink Boxes/Milk Cartons			
6. Container Glass			
7. PET Plastics			
8. HDPE Plastics			
9. LDPE Plastics			
10. Other Recyclable Plastics			
11. Aluminum Cans			
12. Tin Cans			
13. Ferrous Metals (iron, steel)			
14. Nonferrous Metals (excluding aluminum cans)			
15. Appliances (white goods)			
16. Electronics (computers, CPUs, hard drives)			
17. Electronics (monitors, TVs)			
18. Electronics (other)			
19. Fluorescent Lights			
20. Antifreeze			
21. Used Oil			
22. Tires			
23. Vehicle Batteries			
24. Household Batteries			
25. Asphalt			
26. Concrete			
27. Construction/Demolition			
28. Wood Waste			
29. Land-clearing Debris			
30. Yard Debris			
31. Food and/or Food Scraps			
32. Textiles (rags, clothing)			
33. Co-Mingled Recyclables (ex; single stream- specify materials in mix)			
34. Other Recyclables (specify)			
Total Tons Recycling Collected: XXXXXXXXXXX		TOTAL TONS	TOTAL TONS
Total Tons Solid Waste Disposed, Not Recycled:		TOTAL MSW TONS	

Material Type Definitions

Please note some categories have two or more material definitions that apply.

1. Newspaper	Black and white newspaper, shredded newsprint, and including other paper normally distributed inside a newspaper such as colored advertisements, comics, and flyers.
2. Corrugated Paper	Brown uncoated "cardboard" boxes with a wavy core and uncontaminated (no plastic lining or wax coating); and brown paper bags.
3. High Grade Paper	Computer paper, white bond, copy paper, notebook paper, and some colored paper.
4. Mixed Paper	All other potentially recyclable paper, such as envelopes, telephone books, paperback books, cereal boxes, laundry soap boxes, magazines mixed with 1. Newspaper and 3. High Grade Paper
5. Drink Boxes/Milk Cartons	Poly-coated beverage containers with plastic, foil, or wax lining, such as soy milk cartons. This doesn't include individual foil packets such as Capri Sun containers.
6. Container Glass	Glass containers for food, beverage, and other material. Excludes refillable bottles.
7. PET Plastics (#1)	Polyethylene terephthalate—clear and colored beverage containers made from PET; coded (#1).
8. HDPE Plastics (#2)	High-density polyethylene—clear and colored containers made from HDPE; coded (#2).
9. LDPE Plastics (#4)	Low-density polyethylene—includes mustard and some other squeezable containers; coded (#4). Includes plastic bags and plastic film.
10. Other Recyclable Plastics	All other plastics; recyclable plastics not included above. Other plastics containers coded (#3- #7)
11. Aluminum Cans	Aluminum beverage cans.
12. Tin Cans	Tin-plated steel cans, usually food containers.
13. Ferrous Metals	Magnetic metal items such as steel clothes hangers, sheet metal products, pipes, some automobile parts, auto bodies, and other miscellaneous, magnetic metal scraps.
14. Non-Ferrous Metals	Copper tubing, brass fixtures, insulated wire, small auto parts such as generators, water pumps. Aluminum other than beverage cans.
15. Appliances (white goods)	Appliances, water heaters, or microwave ovens.
16. Electronics (computer, CPUs, hard drives)	Hard drives from computer towers and laptops.
17. Electronics (monitors, TVs)	Display screens such as Monitors, CRTs, or TVs.
18. Electronics (other)	Please specify: cell or mobile phones, keyboards, mice, printers, etc.
19. Fluorescent Lights	Mercury lamp. Specify if compact fluorescent light bulb (CFL), 4-foot tube, 8-foot tube, etc.
20. Antifreeze	Also called coolant, from vehicle engines.
21. Used Oil	Automotive oil. Please indicate if oil is re-refined/recycled, or burned for energy recovery or heat.
22. Tires	Automobile, truck, and bicycle tires. Please specify if the tires are re-treaded, reused, recycled, or burned for energy.
23. Vehicle Batteries	Automobile, truck, boat, motorcycle batteries. Excludes industrial batteries.
24. Household Batteries	Includes: flashlight (Alkaline, Ni-Cad), and button batteries (lithium).
25. Asphalt	Asphalt paving material and similar wastes.
26. Concrete	Cement, concrete blocks, and concrete pieces.
27. Construction or Demolition Debris	Mixed material generated as a result of a construction or demolition operation, including toilets, sinks, rock, brick, insulation, roofing, and combination materials. Exclude the following materials if possible: asphalt, concrete, metals, wood, carpet, and gypsum.
28. Wood Waste	Pallets, scrap lumber, wood toys, fencing, and crates. Please specify if wood is recycled or burned for energy recovery.
29. Landclearing Debris	Stumps, brush, and limbs from non-residential locations. Please specify use of the material (chipped for mulch, burned for energy, etc.).
30. Yard Debris	Grass clippings, leaves, tree prunings, and weeds for composting.
31. Food and/or Food Scraps	Specify: food preparation wastes, food scraps, spoiled food, or donated edible food.
32. Textiles	Clothing and apparel, shop rags, and blankets.
33. Co-mingled Recyclables	Specify material types collected. (ex. single-stream recycling- Commingled glass, metal and plastic containers with mixed paper materials)
34. Other Recyclables:	Specify and describe material. Can include, but is not limited to: carpet and padding, gypsum drywall, mercury compounds, oil filters, rendering, other organics, photographic film, rubber materials, and toner or ink cartridges.

General Measurement Standards and Reporting Guidelines¹

Volume and Count to Weight Conversion Factors for Recyclables

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
Books	one cubic yard	500	EPA NRMRL ²
Corrugated cardboard	one cubic yard	400	EPA NRMRL
Corrugated cardboard, baled	one cubic yard	1,000-1,200	NRC ³
Magazines	one cubic yard	500	EPA NRMRL
Mixed Paper	one cubic yard	500	EPA NRMRL
Newsprint, loose	one cubic yard	500	EPA NRMRL
Newsprint, compacted	one cubic yard	720-1,000	NRC
Newsprint	12" stack	35	NRC
Office Paper	one cubic yard	500	EPA NRMRL
Phone Books	one cubic yard	500	EPA NRMRL
Aluminum cans, whole	one cubic yard	75	EPA NRMRL
Aluminum cans, flattened	one cubic yard	250	NRC
Aluminum cans	one full grocery bag	1.5	NRC
Catalytic converter	one	14	NRC
Ferrous cans, whole	one cubic yard	150	NRC
Ferrous cans, flattened	one cubic yard	850	NRC
Refillable beer bottles	case	11.4	NRC
Glass, whole bottles	one cubic yard	600-1,000	NRC
Glass, semi crushed	one cubic yard	1,000-1,800	NRC
Glass, crushed (mechanically)	one cubic yard	800-2,700	NRC
Glass, whole bottles	one full grocery bag	16	NRC
Glass, uncrushed to manually broken	55 gallon drum	125-500	NRC
PET, soda bottles, whole, loose	one cubic yard	40	EPA NRMRL
PET, soda bottles, whole, loose	gaylord ⁴	40-53	NRC
PET, soda bottles, baled	30" x 62"	500	NRC
PET, soda bottles, granulated	gaylord	700-750	NRC
PET, soda bottles, granulated	semi-load	30,000	NRC
Film, baled	30" x 42" x 48"	1,100	NRC
Film, baled	semi-load	44,000	NRC
HDPE (dairy only), whole, loose	one cubic yard	24	NRC
HDPE (dairy only), baled	32" X 60"	400-500	NRC
HDPE (mixed), baled	32" x 60"	900	NRC
HDPE (mixed), granulated	gaylord	800-1,000	NRC

¹ Disclaimer: This table is for general guidance only. Not for contract payment.

² Environmental Protection Agency National Risk Management Research Laboratory (EPA NRMRL).

³ National Recycling Coalition (NRC).

⁴ Gaylord size most commonly used, 40" X 48" X 36."

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
HDPE (mixed), granulated	semi-load	42,000	NRC
Mixed Plastic	one cubic foot	50	EPA NRMRL
Mixed PET & dairy, whole, loose	one cubic yard	average 32	NRC
Mixed PET, dairy & other rigid, whole, loose	one cubic yard	average 38	NRC
Mixed rigid plastic, no film or dairy, whole, loose	one cubic yard	average 49	NRC
Mixed rigid plastic, no film, granulated	gaylord	500-1,000	NRC
Mixed rigid plastic & film, densified by mixed plastic mold technology	one cubic foot	average 60	NRC
Food waste	one cubic yard	800	EPA NRMRL
Food waste, solid and liquid fats	55 gallon drum	412	NRC
Yard trimmings, branches	one cubic yard	350	EPA NRMRL
Yard trimmings, grass	one cubic yard	350	EPA NRMRL
Yard trimmings, leaves	one cubic yard	350	EPA NRMRL
Wood chips	one cubic yard	500	NRC
Sawdust	one cubic yard	375	Tellus Institute
Stumps & Logs	one cubic yard	1080	CCG ⁵
Grass clippings	one cubic yard	400-1,500	NRC
Manure	one cubic yard	1628	FEECO ⁶
Pallets	one cubic yard	185	EPA NRMRL
Concrete	one cubic yard	2850	Ecology ⁷
Asphalt	one cubic yard	2850	Ecology
Composition Shingles	one cubic yard	419	CIWMB ⁸
Gypsum (dry)	one cubic yard	500-670	NRC
Battery (auto)	one	35.9	NRC
Tire – passenger car	one	20	NRC
Tire - truck, light	one	35	NRC
Tire – semi	one	105	NRC
Used motor oil	one gallon	7.4	NRC
Oil filter drum	one	450	Ecology
Antifreeze	gallon	8.42	NRC
Computer (CPU)	one	30	Ecology
Computer (15" monitor)	one	30	Ecology
Computer (17" monitor)	one	45	Ecology
Computer (21" monitor)	one	60	Ecology
White goods/appliances	one	150	Ecology

⁵ Developed by Cascadia Consulting Group (CCG) for a waste composition study in San Diego, California in 2000.

⁶ "FEECO International Complete Systems and Equipment Handbook," 9th printing.

⁷ Washington Department of Ecology (Ecology), industry surveys.

⁸ "Conducting a Diversion Study – A Guide for California Jurisdictions," March 2001, California Integrated Solid Waste Management Board.