

INSTRUCTIONS FOR 2011 RECYCLING COLLECTOR SURVEY

An electronic version of the recycling collector survey form is available online and can be downloaded from the DEQ web site, www.deq.state.or.us/lq/sw/recovery/materialrecovery.htm. You can fill it out on your computer using Microsoft Excel or Adobe Acrobat and return it to your wasteshed representative.

If you need assistance completing this survey, contact Michelle Shepperd at 1-800-452-4011, ext. 6724 or 503-229-6724 or email recovery.info@deq.state.or.us.

GENERAL INSTRUCTIONS

- Fill out a separate page 1 for each wasteshed in which you collect and handle recyclable materials. Clackamas, Multnomah, and Washington counties are all part of the Metro wasteshed and should be combined on page 1. You can also combine the total amounts collected and marketed on the other pages of the form, if you wish, or use a complete separate form for each wasteshed.
- Include only recovered post-consumer (non-industrial) materials. **Attachment A** gives definitions of common materials that “count” toward the recovery rate. **Do not report recovered industrial and manufacturing materials** such as:
 - Wood waste from sawmill, lumber mill or logging operations.
 - Major land clearing debris (such as material recovered in the process of clearing farmland for a housing development).
 - Manufacturing waste such as wood waste from manufactured homes or paper mill scrap or butt rolls. However, office papers, cardboard containers, and lunchroom waste from manufacturing sites is considered post-consumer materials and should be included.
 - Agricultural waste including slaughter house waste.
- Report both the materials you collect **directly** and the materials you **handle** (for example, as a broker, obtained from another hauler, etc.). If you receive materials from another company, please list the amount and name of the company from whom you receive the materials in column (G) on page 1.
- If you collect **commingled loads**, please total all commingled material and report the total on page 1 on the line labeled “**Commingled**”.
- This form lists commonly collected materials and commingled materials. If you collect other materials, be sure to list them in one of the rows marked “Other.” **Attachment B** gives guidelines for converting volume to weight for some common materials.
- **Keep a copy of the survey** for your records. You will need to refer to it if we have questions and for your year-end inventory that will serve as beginning inventory for the 2011 survey.
- Send the completed surveys directly to your wasteshed representative by **Jan. 31, 2012**.

COVER PAGE

Review the cover page, correct or add information as needed, and return it with the rest of the survey so DEQ staff can update your records before sending you next year’s survey.

A. POST-CONSUMER MATERIALS HANDLED IN 2011 (single wasteshed, page 1)

Use this portion of the survey to report the amount of materials you collected in each wasteshed (by each collection method your company uses). If you collect and handle materials in only one wasteshed, the total amount you report for each material in column (H1) on page 1 should match column (H2) in Part B, page 2.

If you collect materials in more than one wasteshed, fill out a separate page 1 for each wasteshed and allocate the total amount of each material collected between wastesheds. You can use a number of methods to do this, such as actual collection methods by customer or route or set out counts or customer counts. Use the method that you believe will give the most accurate allocation.

Next, for each wasteshed, report how much material you collected and handled using each of the methods listed (columns A through G). Again, you should use whatever method of making this allocation that you believe is the most accurate. The total for the seven methods should equal the total listed in column (H1) of the survey.

Be sure to list (in column G) the names of the companies from which you received materials.

B. TOTAL POST-CONSUMER MATERIALS SOLD, DELIVERED, AND/OR USED IN 2011 (all wastesheds, page 2)

You do not need to separate out materials by wasteshed. Use this portion of the survey for all wastesheds combined to determine the actual amount of material your company collected for the year. Use the amount of material sold and the change in inventory on your site over the year to determine the total amount of material you collected.

All recycling collectors are expected to keep accurate records on the total amount of material recycled. To do this, you can tabulate weight slips or other records of materials marketed or shipped off site to another recycler or end-user and keep records of any collected material that was used on-site (example - used oil burned in a small space heater). Adjusting for changes in "inventory" (materials collected on your site, but not yet sent off for recycling) as shown on the survey will provide the amount of each material actually collected throughout the year.

Use **Attachment B** to help you estimate the inventory of each material you have on-site (but have not yet marketed) at the end of the year. If you have no way of making a reasonable estimate, fill in the same number for the beginning of the year that you used at the end.

C. TOTAL POST-CONSUMER MARKETING INFORMATION 2011 (all wastesheds, pp. 3-5)

You do not need to separate out material by wasteshed. Use this portion of the survey for all wastesheds combined. Since DEQ is also surveying other recycling collectors, private recyclers, and end-users, information from this portion of the survey will be used to track materials as they pass from collectors to intermediate recyclers to end-users.

Some collectors have indicated that they do not want information on where they market materials to be public information. If you wish this information to be held as confidential, you can send this part of the survey directly to DEQ and write "confidential business information" on the bottom of page 5. You must return all other parts of the survey directly to your wasteshed representative.

D. OUT-OF-STATE SOLID WASTE DISPOSAL (page 5)

Report here the quantity of solid waste that you transported out-of-state for disposal. If you know of other companies (such as private businesses or demolition firms) in your wasteshed that are transporting wastes out-of-state, do not report those quantities here, but make sure that your wasteshed representative is aware of them. This will ensure that the wasteshed representative can report the total amount of waste generated in the wasteshed.

Thank you for your help in providing data to calculate Oregon's recovery rates!

Need help? Call your local DEQ technical assistance staff member.	DEQ Northwest Region <i>Clatsop, Columbia, Tillamook and Metro (Clackamas, Multnomah and Washington counties) wastesheds:</i> Leslie Kochan, 503-229-5529
	DEQ Eastern Region <i>Hood River, Sherman, and Wasco wastesheds:</i> Bruce Lumper, 541-298-7255, ext. 40 <i>Baker, Malheur, Milton-Freewater, Morrow, Umatilla, Union and Wallowa wastesheds:</i> Larry Brown, 541-633-2025 <i>Crook, Deschutes, Grant, Harney, Jefferson, Klamath, Lake and Wheeler wastesheds</i> Susan Christensen, 541-633-2007
	DEQ Western Region <i>Benton, Linn, Lincoln, Marion, Polk, and Yamhill wastesheds:</i> Cathie Rhoades, 503-378-5089 <i>Coos, Curry, Douglas, Jackson, Josephine, and Lane wastesheds:</i> Craig Filip, 541-686-7868