CITY OF LOCK HAVEN COMMERCIAL RECYCLING PROGRAM REGISTRATION

Must be returned by February 3, 2014

EACH ORGANIZATION RECEIVING THIS FORM MUST COMPLETE IT, SIGN IT AND RETURN IT TO THE **RECYCLING COORDINATOR, CITY OF LOCK HAVEN, 20 E CHURCH STREET, LOCK HAVEN, PA, 17745**.

This report is being provided to all businesses, schools, universities, commercial establishments, institutional establishments and multi-family dwellings (apartments with four or more units) that operate within the City of Lock Haven. As indicated by the Recycling Ordinance adopted by the City of Lock Haven, effective December 9, 1991, and in accordance with Pennsylvania Law – Act 101, these entities are mandated to recycle AT LEAST THREE of the following items:

Commercial Establishments, schools, universities, institutions	Multi-Family Residential Properties (four or more units)
Clear, Brown & Green Glass; Aluminum, Steel & Metal Cans	Clear, Brown & Green Glass
Office Paper; Corrugated Cardboard	Aluminum, Steel & Metal Cans

NAME OF BUSINESS/ESTABLISHMENT _____

CONTACT PERSON _____ **PHONE #** _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

MUNICIPALITY _____ **COUNTY** _____

1. What type of business do you operate?

   ☐ Manufacturing ☐ Wholesale/Retail ☐ Multi-unit housing

   ☐ School/university ☐ Other: _____

2. Where was the material you recycled generated? (Check all that apply)

   ☐ Food service ☐ Maintenance ☐ Retail Operations

   ☐ Lunchroom ☐ Offices ☐ Mail room or print shop

   ☐ Shipping/Receiving/Warehouse ☐ Other: _____

3. Who is collecting your recyclables? (**Please circle option 1, 2 or 3 below**). If you select option 2, please list the hauler and contact information because we will be contacting private haulers for written confirmations. **If your recyclables are sent to another establishment other than the Wayne Township Landfill please provide that information to the City by attaching it to this form.**

   1) Self-transport of at least three materials to the Wayne Township Landfill. There is no charge for this option which involves drop off of recyclables at the Wayne Township Landfill; **you must obtain a weigh-slip receipt for each drop-off** in order to provide documentation of recycling and volume. The weigh slips must be turned in at the end of the year along you're your recycling report.

   2) Contracting with a private hauler who will provide separate pickup of recyclables and transport to the Wayne Township Landfill. Haulers may establish their own rates for pickup of recyclables from commercial entities, but may not include the recyclables in regular business waste hauling. The haulers must transport recyclables separately to the Wayne Township Landfill. Please list hauler information below.

   Name of Hauler: _____

   Contact Person: _____ Phone # _____

   3) Contracting with the Wayne Township Landfill for recyclable pickup. The landfill has established rates for commercial recyclers based upon volume and type of business. Please contact them directly at 570-769-6977 for collection and rate information. Green box bi-weekly curbside pickup is available at the rate of $30 per year for commercial entities and multi-unit housing facilities who must register in advance for this option with the Landfill.

Please list the amount of Post-Consumer recyclable materials generated from your business in 2013 and attach weigh slips, unless you are contracted with the Wayne Township Landfill or your private hauler is providing the information for you. All amounts must be recorded in TONS or fractions thereof.

		Tons
1.	Old Newsprint	_____
2.	High Grade Office Paper	_____
3.	Corrugated	_____
4.	Other Marketable Grades of Paper:	
	Magazines	_____
	Telephone Directories	_____
	Other: _____	_____
	Other: _____	_____
5.	Aluminum Cans	_____
6.	Steel/Bimetal Cans	_____
7.	Amber Glass	_____
8.	Clear Glass	_____
9.	Green Glass	_____
10.	PET Plastics	_____
11.	HDPE Plastics	_____
12.	Other Plastics:	
	LDPE	_____
	PVC	_____
	PP	_____
	PS	_____
	Other: _____	_____

		Tons
13.	Commingled (Any of the above)	_____
14.	Single Stream	_____
16.	Other Glass	_____
17.	Major Appliances	_____
18.	Other Ferrous	_____
19.	Other Non-Ferrous	_____
20.	Textiles	_____
21.	Mattresses	_____
22.	Wood	
	Wood Packaging	_____
	Other: _____	_____
23.	Automotive	
	Antifreeze	_____
	Lead Acid Batteries	_____
	Oil Filters	_____
	Tires	_____
	Used Motor Oil	_____
24.	Electronics	
	Circuit Boards	_____
	Computer Monitors & TVs	_____
	Consumer Electronics	_____
	Fluorescent Tubes	_____

I hereby certify that the amount(s) of recyclable materials listed in this report are to the best of my knowledge complete and accurate.

_____ _____
Signature of Business Owner or Authorized Representative Date

_____ _____
Signature of Private Hauler Date

Questions regarding completion of this form should be directed to Leonora Hannagan, Recycling Coordinator at (570) 893-5903.