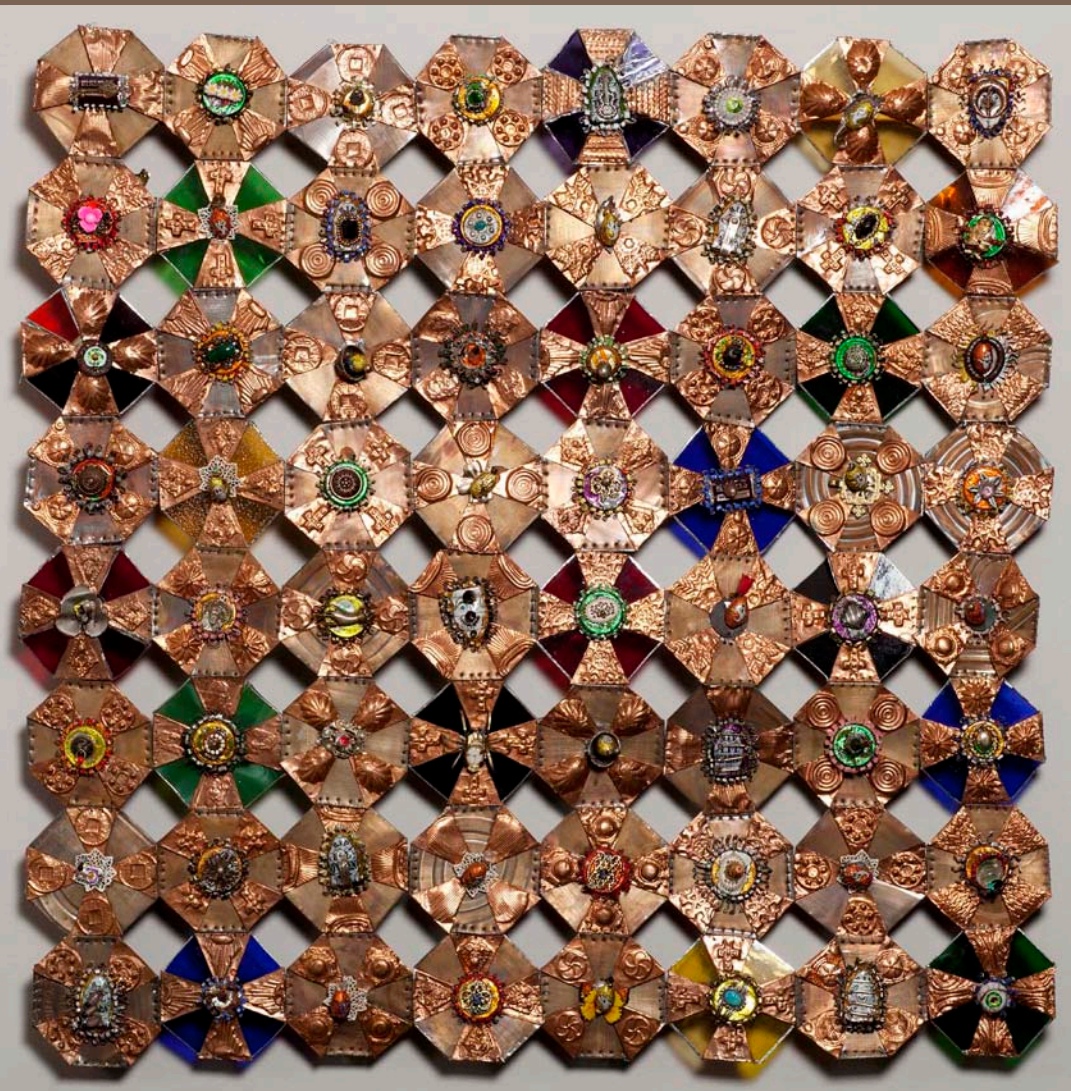


Recycling Businesses
Reporting

e



Ross Palmer Beecher

Candy Cobweb Quilt, 2003

Wire-stitched metal, paint wood,
costume jewelry and found objects
35 x 35.5 x 3 inches

Appendix E: Recycling Businesses Reporting

The following contains information about the annual reporting required of recycling businesses. This information is taken from the annual letter mailed to Seattle Recycler License holders.

2010 Seattle Recycling Annual Report and 2011 Recycler License

Who should obtain a City of Seattle Recycler License and file an Annual Report?

You are required to have a Seattle Recycler License if during 2011 your business expects to collect or haul recyclable materials originating in the City of Seattle, regardless of where the materials are to be delivered; or if you will operate a materials recovery facility (MRF) or expect to provide drop boxes or operate one or more drop-off facilities for recyclable materials in the City. **If you engaged in any of these activities in 2010, you must file a completed annual report on the quantities of materials you handled along with your 2011 license application by March 31, 2011.**

Specifically, under Seattle Municipal Code subchapter 6.250.020, a Recycler License and annual reporting is required of collectors and processors of recyclable materials as follows:

"Collector" means:

1. A person who operates one or more vehicles for the collection of recyclable materials from residential, commercial or industrial premises or construction sites in the City; or
2. A person engaged in construction, demolition or land clearing who hauls recyclable materials away from job sites in the City; or
3. A person who places drop boxes, kiosks, barrels or other containers in the City where the public may deposit recyclable materials; or
4. A person who maintains one or more business premises in the City where the public may bring recyclable materials, including but not limited to salvaged or surplus building materials and discarded household items and clothing; or
5. A person who, as part of regular business activities in the City, transports recyclable materials, including but not limited to product packaging, oils and food waste, directly from one or more business premises to a recyclable materials processor.

City contractors who pick up residential and/or commercial garbage, recyclable materials, including food and yard waste are collectors under this definition.

"Processor" means:

A person who operates a facility that receives recyclable materials originating in the City from collectors or private individuals where such materials are sorted for marketability by type, quality or other criteria and then sold directly to the public for reuse or shipped to a recycling firm or facility for further processing. City contractors who operate transfer stations, materials recovery facilities (MRFs) or other facilities where waste materials are sorted for reshipment or disposal are processors under this definition.

A business such as a recyclable materials processor or MRF located outside the City of Seattle is not required to obtain a Seattle Recycler License unless the business also operates hauling or collection services in Seattle as specified above.

Businesses required to file an annual report should be aware that the list of materials and their definitions are similar and in most cases identical to those required in annual reports that also must be filed with the Department of Ecology (Ecology). The list includes materials whose end uses are outside the state's and City's definition of recycling (such as the burning of used oil or wood scrap for energy generation). Nevertheless, the quantities of these materials handled and not in the end disposed in a landfill should be included in your Recycling Annual Report. These materials will not be included in the City's recycling rate but will be reported separately as tons diverted from the landfill, which remains an important objective.

Please note:

1. **The Seattle Recycling Annual Report requires that you separately list tonnages for recyclable materials originating from construction and demolition (C&D) activities.**

2. **Because of this change Seattle and Ecology forms are no longer identical. Use this form for your Seattle Recycling Annual Report. File with the Department of Ecology using only the forms provided by Ecology. (For Ecology forms, contact Layne Nakagawa, recycling survey coordinator at the Department of Ecology, at (360) 407-6409 or e-mail Layne.nakagawa@ecy.wa.gov.)***

**July 2012 update: for Ecology forms contact Daniel Weston (360) 407-6409, Daniel.weston@ecy.wa.gov*

Seattle Recycling Annual Report for 2010

Instructions:

1. Fill in the information about your business on the **Collector-Processor Identification Form** (Page 3). (Note: Your business identification code is the number the Department of Ecology has assigned you. If this is your first report to Ecology or Seattle, you may not have one.)
2. The City does not release or publish individual company reports; however, you may wish to formally request confidentiality for your firm's annual report forms for 2010. If so, prepare a letter as described at the bottom of Page 3.
3. Review the **Material Type Definitions** on Page 4 for the materials on which you will be reporting. (These definitions may be updated from year to year.)
4. Provide the tonnages of the materials you collected or processed in Seattle during 2010 on the **Materials Form**. The forms provided are substantially similar to the annual reporting forms you are required to provide to the Department of Ecology. **However, the City requires that you itemize recycled materials originating from construction and demolition (C&D) projects and use only City of Seattle forms for reporting. Space is now provided on Page 6 for C&D materials. Photocopies of Ecology forms will no longer be accepted.**
5. Complete the **Destination of Materials Form**, listing the companies to which you sold or delivered recyclable materials and the tonnages sold or delivered during 2010. Space is now provided on Page 8 for C&D materials. **Note that if you use all the blank lines on Page 8 you must copy the form so that each individual buyer of your materials can be shown on a separate line.**
6. When you have finished, please review your entries for completeness and check for errors. On the Materials Form, **be sure you are reporting ONLY Seattle-origin tons**. On the Destination of Materials Form **be sure to report ALL businesses you sold or delivered to in 2010 and that you've entered the final use in each case**. Note that for all forms in this packet, **reporting in tons is required**. For conversion of volume and various units to tons, see the **Volume and Count to Weight Conversion Factors for Recyclables** table on pages 9 and 10.
7. Completed annual reports (pages 3 through 8 of this packet) along with your Recycler License application and \$100 fee should be returned to:
**City of Seattle, Department of Finance and Administrative Services
Attn: Iskra Ivanova
700 5th Avenue Suite 4250
P.O. Box 34214
Seattle WA 98124-4214**

Or, you may send an electronic copy in MS Word of your annual report as an email attachment to:

Luis Hillon, Seattle Public Utilities
luis.hillon@seattle.gov

However, even when filing your annual report electronically, you must send your Recycler License application and fee to the Department of Finance and Administrative Services at the address above.

City of Seattle

SEATTLE PUBLIC UTILITIES

Ray Hoffman, Acting Director

2010 Seattle Recycling Annual Report – Due March 31, 2011

Recyclable materials collector/processor information, all fields required:

Business/Company Name		ID Code (Provided by Dept. Ecology)	
Contact Person		Title	
Telephone		FAX	
Email			
Mailing Address		Business Location (If Different)	
City		City	
State	Zip + 4	State	Zip + 4

Check if you are a “Collector” or “Processor” under the definitions on page 1.

Did you operate in 2010? Yes No If yes, proceed to complete the forms below.

If **NO**, answer the following questions, sign, date and return only this page.

When did you stop operations? _____ Do you plan to restart? **Yes** **No**

If, yes, when? _____ (If planning to restart in 2011 you must obtain a Recycler License.)

Report prepared by (Signature Required): _____ **Date** _____

Please note that the City does not release or publish individual company reports. Information you provide as part of the Seattle Recycling Annual Report will be compiled with the information submitted by other companies. If your firm desires confidentiality in the event of a public request for information, please refer to the procedure below.

The information you provide on your Recycling Annual Report forms may be protected from public disclosure under the Public Records Act, RCW 42.56 if the information qualifies as “trade secrets” under the Uniform Trade Secrets Act, RCW 19.108. The Uniform Trade Secrets Act defines a “trade secret” as information that “derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of

Appendix E: Recycling Businesses Reporting

reasonable efforts to maintain its secrecy.”

If you would like the City to consider the information in your firm’s Recycling Annual Report form to be “trade secrets” under the Uniform Trade Secrets Act, RCW 19.108, and exempt from the disclosure requirements of the Public Records Act, RCW 42.56, please include with your Recycler License application and completed Annual Report a letter to the Director of SPU explaining how the information contained in the survey form constitutes “trade secrets.” Should the City receive a public records request for this information, the City will notify you and you will have the opportunity to present additional information concerning the nature of the information and why it should not be subject to public disclosure.

Lists of recyclers serving the Seattle area can be found at the State of Washington Department of Ecology website 1-800-RECYCLE. Or by calling 1-800-732-9253.