



11 LaFayette Street  
St. Marys, PA 15857  
[www.cityofstmarys.com](http://www.cityofstmarys.com)

December 16, 2013

Dear City of St. Marys Business Owner(s):

Thank you for continuing to operate and manage your business in the City of St. Marys; we hope you had a great year and we wish you all the more success in 2014!! The City of St. Marys businesses should be proud of their recycling efforts which, continues to show each year through the increase in tonnage figures that are reported.

I credit the Elk County Community Recycling Center and the Elk County Electronics Recycling Center for housing their operations in St. Marys and making it convenient and affordable for residents and businesses to recycle. Enclosed please find the latest brochures for businesses from both centers.

As I'm sure you know, the key to keeping track of your recycling throughout the year is to collect receipts and/or tonnage slips and maintain efficient records. Enclosed you will find the Annual Recycling Report for 2013 tonnage to be **completed and returned (via mail or email) on or before January 31, 2014.**

Please note the following:

1. **Receipts and/or weigh slips are required for the material listed on page 1, only**, of the report. A signed letter from the company or hauler is also acceptable.
2. **No Receipts and/or weigh slips are required for the material listed on page 2** of the report; please report tonnage and retain your receipts in your files for any material listed on page 2.
3. The report is **due no later than January 31, 2014 to City Hall, Attn: Tina, 11 LaFayette Street, St. Marys.**
4. Please sign and date the report.
5. If you would like to receive Annual Reports via email next year please send me an email at: [tina@cityofstmarys.com](mailto:tina@cityofstmarys.com) and we will add you to the list.
6. It **is** acceptable to estimate tonnage if you utilized services from other St. Marys businesses such as:
  - a. Curbside Recycling
  - b. Elk County Community Recycling Center
  - c. Elk County Electronics Center
  - d. Benedictine Sisters
  - e. Elk Waste Services
  - f. Grolls Waste Service
7. If you would like to review the City's Ordinance it can be found at [www.cityofstmarys.com](http://www.cityofstmarys.com); St Marys City Code Book; Chapter 20; Part 2.

As always, you can give me a call if you have any questions or email me at [tina@cityofstmarys.com](mailto:tina@cityofstmarys.com). Thank you, again, for all your efforts and for your participation in completing the required Annual Recycling Report for 2013 tonnage.

Sincerely,

TINA GRADIZZI  
Community & Economic Development Coordinator

TMG:jdg  
Enclosures

Due: <del>Feb. 1</del> <sup>Jan. 31</sup> for previous year	<b>ANNUAL RECYCLING REPORT</b> For Commercial, Municipal, Institutional Facilities	For the period: January 1, 2013 to December 31, 2013
To: Municipality where recyclables were generated		
County Name: <u>ELK COUNTY</u>	Municipality Name: <u>City of St. Marys</u>	
Name of Establishment:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:
Primary Business Function:		

How does your establishment handle recyclable materials?  Source-separated  Commingled  Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): \_\_\_\_\_
- Collected by private hauler (name): \_\_\_\_\_
- Collected by confidential document destruction company (name): \_\_\_\_\_
- Establishment delivers materials to drop-off or curbside program (location): \_\_\_\_\_

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

- Establishment delivers materials to recycling facility (name): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

- CHECK the box in front of each post-consumer\* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue\*\* before entering your weights below.

Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> <b>Single Stream:</b>	[SS1] _____	<b>Metal Cans and Bottles:</b>	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> <b>Commingled:</b>	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
<b>Paper:</b>		<b>Plastics:</b>	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Brown bags & sacks	[C02] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Gabled / Aseptic cartons	[C03] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Newsprint / Newspaper	[PA2] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Mixed / Other Paper	[PA3] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
Grades (junk mail, paperboard, etc.)		<input type="checkbox"/> Plastic: MIXED / OTHER	[PL7] _____
<input type="checkbox"/> Paper: Office Paper	[PA4] _____	<input type="checkbox"/> Plastic: FILM	[PL8] _____
(all high grades)		<b>Organics:</b>	
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<b>Glass Bottles and Jars:</b>		<input type="checkbox"/> Wood Waste	[WW1] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____
<input type="checkbox"/> Glass: Mixed	[GL2] _____		
<input type="checkbox"/> Glass: Green	[GL3] _____		
<input type="checkbox"/> Glass: Brown	[GL4] _____		

\*Report only post-consumer materials on this form. Post-consumer material: Material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

\*\*Processing residue: Material that is collected and weighed with recyclables, but is disposed rather than recycled.

