

Borough of Jefferson Hills

925 Old Clairton Road
Jefferson Hills, PA 15025
412-655-7735
www.jeffersonhillsboro.org

Business Recycling Guidelines

Recycling is the Law

The Borough of Jefferson Hills' recycling ordinance requires businesses to recycle:

High-grade office paper corrugated paper (cardboard)
Leaf waste aluminum

Reporting to the Borough, Due by February 15th

All businesses must annually provide the Borough of Jefferson Hills written documents of the total amount of material recycled from the previous year. Establishments in Jefferson Hills may use the attached **Annual Recycling Report** form as their required documentation to the Borough.

Please note: The attached Annual Recycling Report form **signed by your hauler** is recommended but a letter or statement from your recycling hauler that: 1) certifies recyclable material is being collected from your business; 2) provides a total amount of material recycled from the previous year; and 3) is **signed by the hauler**, will also satisfy the reporting requirement.

For more information on Jefferson Hills' recycling ordinance or questions regarding the Report form, call 412-655-7760 ext. 229, or by email: tlewis@jeffersonhills.net

Completing the Annual Recycling Report Form

- 1) Fill out your establishment's contact information and sections' one, two and three of the form. Then sign and date the bottom.
- 2) **Contact your recycling hauler and send them the Report form.**
- 3) Have your recycling hauler fill out the tonnages of the materials you recycled from the previous year on the second page, and **sign and date the bottom of the first.**
- 4) Once completed, have the hauler send the form back to your establishment.
- 5) Submit the completed Annual Recycling Report form to the Borough of Jefferson Hills by **February 15th.**

Remember – Recycling is not just the law. It also creates a positive public image for your business and demonstrates good citizenship to the community.

This form is provided for businesses, schools, colleges, universities and other commercial and institutional establishments to report annual recycling activity to municipalities. It can be used to calculate local, county and state recycling rates, and as documentation for Recycling Performance Grants.

Please take a few minutes to fill out this form. By reporting the amount of material your establishment recycled in the last year, you help the borough earn monies based on its recycling performance. The Borough of Jefferson Hills can use these extra funds to purchase much needed equipment in order to better serve its constituents. This information is required to be submitted by **February 15th** of each year.

Name of Business/Establishment _____
Previous Calendar year _____
Contact Person _____ Phone Number _____
Address _____
Municipality _____ County _____

1. What type of establishment do you operate?

- Manufacturing School Eating/Drinking Establishment
 Wholesale/Retail Hospital
 Other _____

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

- Food Service Maintenance Retail Operations
 Lunch Room Offices Shipping/Receiving
 Mail Room Print Shop Warehouse
 Do Not Generate Recyclables
 Other: _____

3. Who collects/markets your recyclables?

Name of Business _____
Address _____
Contact Person _____ Phone Number _____

On the reverse side of this report, please record by category the amount(s) of **Post-Consumer Materials** that your establishment separated for recycling. Please list the amount in **TONS**. These weights should be available to you from your recyclable collector or market. Attach to this form any weight receipts or collection report(s) you received as verification of the amount you recycled **OR have your recycling collector/market sign this form to verify its accuracy**. Submit this form to the Borough of Jefferson Hills office.

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 Establishment's Contact Person

Date

Signature of Recycling Collector or Recycling Market

Date

Please list the amount of Post-Consumer materials recycled from your establishment for the calendar year which has just passed. If material recycled is less than one ton, round to the closest quarter of a ton.

- | | | | |
|---|-------|-----------------------|-------|
| 1. Old Newsprint | _____ | 14. Food Waste | _____ |
| 2. High Grade Office paper | _____ | 15. Other Glass | _____ |
| 3. Corrugated Cardboard (Paper) | _____ | 16. Major Appliances | _____ |
| 4. Other Marketable Grades of Paper | _____ | 17. Other Ferrous | _____ |
| Magazines | _____ | 18. Other Non-Ferrous | _____ |
| Telephone Directories | _____ | 19. Textiles | _____ |
| Other _____ | _____ | 20. Mattresses | _____ |
| Other _____ | _____ | 21. Wood | _____ |
| 5. Aluminum Cans | _____ | Wood Packaging | _____ |
| 6. Steel/Bi-metal Cans | _____ | Pallets | _____ |
| 7. Brown Glass | _____ | Other | _____ |
| 8. Clear Glass | _____ | _____ | _____ |
| 9. Green Glass | _____ | 22. Yard Trimmings | _____ |
| 10. PET Plastics (#1) | _____ | Brush & Branches | _____ |
| 11. HDPE Plastics (#1) | _____ | Grass | _____ |
| 12. Other Plastics | _____ | Leaves | _____ |
| PVC (#3) | _____ | Tree Stumps | _____ |
| LDPE (#4) | _____ | 23. Automotive | _____ |
| PP (#5) | _____ | Antifreeze | _____ |
| PS (#6) | _____ | Lead Acid Batteries | _____ |
| Other _____ | _____ | Oil Filters | _____ |
| 13. Commingled | _____ | Tires | _____ |
| (any of the above items mixed together) | _____ | Used Motor Oil | _____ |
| | | 24. Electronics | _____ |
| | | Circuit Boards | _____ |
| | | Computer | _____ |
| | | Monitors & TV's | _____ |
| | | Consumer | _____ |
| | | Electronics | _____ |
| | | 25. Fluorescent Tubes | _____ |
| | | 26. Household | _____ |
| | | Hazardous Waste | _____ |
| | | 27. Other Recyclables | _____ |
| | | _____ | _____ |
| | | _____ | _____ |

Post-Consumer Materials refers to recovered materials that have been used as a consumer item and are diverted from municipal solid waste for the purpose of collection and recycling. The term excludes materials from industrial processes that have not reached the consumer, such as over issues of newspapers or magazines and industrial process scrap.

Pre-Consumer Materials refers to materials generated in manufacturing and converting processes such as manufacturing process scrap and trimmings/cuttings. Also, print overruns, over issue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer material. **These materials should not be included in the above totals**

Comments:

Mail to (by February 15th):
Borough of Jefferson Hills, 925 Old Clairton Road, Jefferson Hills, PA 15025
Or email: tlewis@jeffersonhills.net

Need a Hauler?

Below is a list of recycling haulers that operate in the area.

Listing of these businesses does not indicate endorsement. (Not a complete List.)

Shred-It

611 E. McKeesport Blvd

N. Versailles, PA 15137

Collects: confidential document destruction

866-647-4733

www.shredit.com

Iron Mountain

Confidential document destruction

877-564-6975

www.ironmountain.com

Nickolich Towing

Collects: Cardboard, Paper, Plastic and Glass

Bottles and cans

412-233-8666

Big's Sanitation Inc.

4859 Route 51 North

Belle Vernon, PA 15012

724-379-4331

www.bigssanitation.com

Construction Junction

214 N. Lexington Street

Pittsburgh, PA 15208

Services: Surplus and usable building materials such as doors, windows and sinks.

412-243-5025

www.cjruse.org

Republic Services

Collects: Cardboard, paper, plastic, glass, cans, and newspapers

1-877-788-9400

www.republicservices.com

Waste Management

Collects: Cardboard, paper, plastic, glass, cans, and newspapers

866-909-4458

www.wm.com

Bethel Metal & Recycling

Collects: Ferrous Metal & Stainless Steel

448 S 2nd Avenue

Elizabeth, PA 15025

412-384-6090

Iron City Workplace Services Document Management

6640 Frankstown Avenue

Pittsburgh, PA 15206

Services: Document Management to include On Site and Off Site Shredding, Drop Off at location, Document Scanning, Paper Collection and Recycling

800-532-2010

www.ironcityws.com

Contract haulers to verify the types of materials collected and associated fees.