

Instructions for the 2011 Oregon Material Recovery Survey

The 2011 Material Recovery Survey has ten parts. Detailed instructions for each part follow.

Part A - Beginning Inventory

Part B - Incoming: Material Source

Part C - Incoming Total

Part D - Outgoing: Material Sold/Shipped/Transferred

Part E - Outgoing: Material Exported to Out-of-Country Markets/Used

Part F - Outgoing: Material Disposed/Shrinkage/Other

Part G - Ending Inventory

Part H - Does This Form Balance?

Part I - Comments

Part J - Certification and Signature – **Please provide your e-mail address.**

Line 1: **Material:** *A separate form should be used for each material you handle.* The names of the materials you reported handling last year are pre-printed on the enclosed forms. Two blank forms are also included – please make any extra copies that you may need. On line one, enter the name of the material if you do not have a pre-printed form.

ID Code: This code is pre-printed on the forms sent to you. This is a unique, confidential number which identifies your business. *Be sure your ID code is on each form you return.*

Part A – Beginning Inventory

Line 2: Enter the actual amount of your inventory at the beginning of 2011, if known.

Part B – Incoming: Material Source

Report all amounts in short tons (1 ton = 2,000 lbs.) where possible, or in gallons for used oil or paint. Please refer to www.deq.state.or.us/lq/sw/recovery/materialrecovery.htm for common weight and volume conversion factors for many recycled materials.

Lines 3-28: **Incoming: Material Source:** List the **county or city** from which the material came. If material was collected from Clackamas, Multnomah, or Washington counties, combine these amounts and list the origin as “Metro.”

List the amount of material you **collected yourself** from individuals or companies such as grocery stores, restaurants and bars, schools, hospitals, offices, warehouses, the general public, drop boxes, etc. in the **Direct** column.

List the amount of material you received from **other recyclers** such as garbage haulers or other companies, groups, or individuals engaged in the recycling business in the **Indirect** column. **Also, enter the names of the companies from whom you received materials.**

If you don't know the source of the material but know the county of origin, include it in the **Indirect** column. If you believe this is Oregon material but do not know the county of origin, please give a probable county of origin.

If you do not know the exact amount of material collected, please provide a good estimated amount.

List additional counties and collection methods, if any, on a separate sheet.

Line 29: **Subtotal** – add amounts from lines 2-28 and put the subtotal here.

Line 30: **Additional Oregon County Totals, if Any:** Transfer total amount from separate sheet.

- Line 31: **Total Tons Sorted from Commingled Mix:** Transfer the amount of material that was sorted out of a commingled mix – this must come from the **Commingled Collection Worksheet**, the material listed on one of the lines 18 – 25.
- Line 32: **Total Tons Collected from Out-of-State:** Enter the amount of material received from sources outside of Oregon.
- Line 33: **Total Tons Collected in 2010:** Add lines 29 through 32. Transfer this amount to line 34 on the reverse side.

Part C - Incoming Total

- Line 34: This is the amount from line 33 on the front side.

Part D - Material Sold/Shipped/Transferred

This information will be kept confidential.

- Lines 35-43: List U.S. companies to which you directly sold, shipped, or transferred materials. Include firm name, city and state, and the amount of material sold, shipped, or transferred. To the best of your knowledge, was the material used for composting, energy recovery (e.g., used oil burned for fuel), or recycling? Answer by circling **(C)** for composting, **(E)** for energy recovery, or **(R)** for recycling.

NOTE: You do not need to list your customers in this section if your company makes a product with the recovered material (for example, compost and bark dust, re-refined oil or oil fuels, paper products, etc.). Instead, record this activity on line 50, "Total Used By Your Company to Make a Product."

- Line 44: **Subtotal** – add amounts from lines 35-43 and put the subtotal here.

Part E – Material Exported to Out-of-Country Markets/Used

- Lines 45-48: Enter total quantity sold, shipped, or transferred to markets outside the United States on lines 45-48. *Identify name of company or agent who handled the export of the material.* Indicate if the material was used by the end market for composting **(C)**, energy recovery **(E)**, or recycling **(R)**.

- Line 49: **Total from Additional Companies (if any), Attach Separate Sheet:** Transfer amount from separate sheet.

- Line 50: **Total Used by Your Company to Make a Product:** Enter total quantity used by your company to make a product. Was the product used for energy recovery, composting, or recycling? Answer by circling **(C)** for composting, **(E)** for energy recovery, or **(R)** for recycling.

Part F – Material Disposed/Shrinkage/Other

- Lines 51-53 Enter total quantity that was disposed; was decreased by shrinkage or other. Indicate either **D** or **S** or **Other**.

- Line 54: **Total Outgoing Tons in 2011:** Add lines 44 through 53.

Part G - Ending Inventory, December 31, 2011

Line 55: Enter the actual amount of your inventory at the end of 2011. This should be the difference of Line 34 minus Line 54.

Part H - Does this form balance?

Use this space to make sure your report is completed correctly. The Total Incoming should equal the Total Outgoing. *If the form does not balance, go back and check your math to determine where the error is and make the necessary correction.* If you cannot make the form balance, please explain why in the "Comments" section. (The amount collected in 2010 combined with the beginning inventory should equal the amount sold or used to make a product combined with the ending inventory.)

Part I - Comments

Use this portion of the form to provide any information you think will be helpful for us to know.

Part J - Certification and Signature

Print the name, title, phone number, and e-mail address of the person completing this form and enter the date. We will call this person first if we have questions about the information provided on the form. We will also use this contact information for any enforcement actions. Read the certification statement and sign the form.

Thank you for your assistance!

Need help? Contact Mary Fritzmann toll-free at 1-800-452-4011, ext. 5409, or 503-229-5409, or recovery.info@deq.state.or.us