



DEPARTMENT OF PUBLIC WORKS

101 West Poplar Street | Scranton, PA 18508 | 570.348.4180

January 11, 2023

TO: Scranton Commercial Establishments, Offices, Businesses, and Institutions

From: City of Scranton Department of Public Works

It's that time of the year again for all businesses and institutions located in the City of Scranton to complete the enclosed recycling report and return it to the Scranton Department of Public Works **AS SOON AS POSSIBLE.**

According to City of Scranton Ordinance #45 of 2016 and the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101), it is required by law that all businesses, institutions, and commercial establishments must recycle at a minimum the following items and report weights to their municipality each year:

- **CARDBOARD**
- **OFFICE PAPER**
- **ALUMINUM CANS**
- **LEAF WASTE**
- **PLASTIC BOTTLES**

Please report these items and any other materials you recycle on the enclosed form.

- You may email this form to: cmonroe@scrantonpa.gov
- you can fax to:
570 – 348 - 0197
- You may send through U.S Mail to:

Scranton Department of Public Works
c/o Cecelia Portalatin- Recycling Supervisor
101 W. Poplar Street
Scranton, PA 18508

All reporting forms must be completed and signed by your hauler, recycling broker, market, or recycling center where recyclables are delivered or processed. You can also attach weight slips, or have your hauler or market provide a summary of what is recycled.

Thank you very much for your cooperation. We are available to answer any questions as you complete this form. You can call 570-348-4180 Ext 15 or email cmonroe@scrantonpa.gov if you need assistance. Thank you for making recycling work in the City of Scranton.

2022 COMMERCIAL/INSTITUTIONAL RECYCLING REPORT

Due: February 28th, 2023 (For January 1, 2022 – December 31, 2022) to _____

NAME OF ESTABLISHMENT: _____

ADDRESS: _____

MUNICIPALITY where the establishment is located: _____

Contact Person(s): _____

Phone: _____ Fax: _____ Email: _____

You can get the below weights from your recycling hauler or where you take your recyclables

RECYCLABLES: (Convert all volumes to TONS)	Code	Commercial, Institutional Businesses, Offices
SINGLE STREAM (<i>paper fibers & containers collected & processed together</i>)	SS1	
COMMINGLED (<i>two or more materials collected together, paper separate</i>)	XXX	
PAPER: (Fibers)		Weight MUST be in TONS
PAPER: CARDBOARD	C01	
PAPER: MAGAZINES & CATALOGS	PA1	
PAPER: MIXED / OTHER (<i>junk mail, paper bags, paperboard etc.</i>)	PA3	
PAPER: NEWSPRINT	PA2	
PAPER: OFFICE PAPER (<i>all grades</i>)	PA4	
PAPER: PHONE BOOKS	PA6	
DRUM FIBER	DR3	
METALS:		Weight MUST be in TONS
ALUMINUM CANS	AA1	
STEEL & BIMETALLIC (TIN) CANS	F02	
MIXED CANS	MX2	
ALUMINUM SCRAP	AA2	
BRASS	N03	
COPPER	N02	
FERROUS METALS	F01	
NON FERROUS METALS	N01	
LEAD	N04	
NICKEL	N10	
STAINLESS STEEL	N05	
WHITE GOODS: (<i>Freezers & Refrigs 250 lbs ea., other appliances 150 lbs ea.</i>)	F03	
DRUM STEEL	DR2	
WIRE/CABLE	W01	
MIXED METALS	MM1	
GLASS:		Weight MUST be in TONS
GLASS: BROWN	GL4	
GLASS: CLEAR	GL1	
GLASS: GREEN	GL3	
GLASS: MIXED	GL2	
GLASS: OTHER	GL6	
GLASS: PLATE	GL5	

PLASTICS:			Weight MUST be in TONS
PLASTIC: PET	PL1		
PLASTIC: HDPE	PL2		
PLASTIC: PVC (POLYVINYL/CHLORIDE)	PL3		
PLASTIC: LPDE (LOW DENSITY POLYETHYLENE)	PL4		
PLASTIC: PP (POLYPROPLENE)	PL5		
PLASTIC: PS (POLYSTYRENE)	PL6		
PLASTIC: FILM	PL8		
PLASTIC: MIXED	PL7		
PLASTIC: OTHER	PL9		
DRUM PLASTIC	DR1		
OTHER RECYCLABLES:			Weight MUST be in TONS
ASPHALT	ASP		
CLOTHING/TEXTILES	M03		
CONSTRUCTION & DEMOLITION	M02		
FURNITURE & FURNISHINGS	M04		
MATTRESSES	MT1		
RUBBER TIRES: (<i>Cssssar = 21 lbs. & Truck = 70 lbs.</i>)	M01		
MISCELLANEOUS / OTHER CONSUMER ITEMS	MIS		
HOUSEHOLD HAZARDOUS WASTE:			Weight MUST be in TONS
ANTIFREEZE: (<i>7.2 lbs. per gallon</i>)	O02		
BATTERIES: LEAD-ACID (<i>Car = 17.8 lb., Truck = 48.7 lb, Motorcycle = 8.7 lb</i>)	B01		
BATTERIES: OTHER HOUSEHOLD BATTERIES	B02		
CATALYTIC CONVERTERS, RADIATORS	V01		
COMPUTER SYSTEMS	CB1		
CONSUMER ELECTRONICS	CR1		
FLUORESCENT TUBES & CFLs	FL1		
OIL FILTERS: (<i>1.2 lbs. per filter</i>)	OL3		
OTHER HOUSEHOLD HAZARDOUS WASTE (<i>paints, varnishes, pesticides, etc.</i>)	HHW		
USED OIL: (<i>7.2 lbs. per gallon</i>)	OL2		
ORGANICS:			Weight MUST be in TONS
FOOD WASTE	FW1		
WOOD WASTE	WW1		
YARD & LEAF WASTE: (<i>Leaves:1 ton = 4 cu. yd; Grass Clippings:1 ton = 2 cu. yd</i>)	Y01		

Please specify how recyclables are collected:

_____ Material collected by Hauler/Broker/Market : _____
(Name)

_____ We deliver recyclables to : _____

_____ Other (please specify) _____

PA Act 101 requires the validation of recycling by your establishment. Please have your reported totals signed by the HAULER or MARKET and/or request a report on their letterhead.

I certify, to the best of my knowledge, the above accurately represents recycling activity from the above-named establishment. I further authorize the Municipality to use this report to administer all reporting and grant applications established under Act 101 of 1988.

Return by **February 28th** to
Your **Municipality**

Signature of Hauler or Market

PLEASE PRINT Name of the Hauler or Market