MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land Management Administration • Technical Services & Operations Program
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Annual All State Agencies Recycle (All StAR) Recycling Survey Form
JANUARY 1—DECEMBER 31, 2012

Office/Facility Name: _____

Facility #: _____ Date: _____
(4 digit # in upper right of mailing label)

Address of Facility: _____
(STREET)

_____
(CITY, STATE, ZIP CODE)

_____
(COUNTY)

Total Number of Buildings at the Office/Facility: _____

Office/Facility Recycling Coordinator: _____

Coordinator Address: _____
(if different from facility address)

_____

Job Title: _____ Phone #: _____

E-mail: _____ Fax #: _____

IMPORTANT: This survey is ONLY for STATE AGENCY OFFICES/FACILITIES. In instances where a State Agency is only 1 office of many non-State agency offices/businesses located in a single building, every attempt should be made to report ONLY State Agency totals.

Thank you very much for your cooperation! Completed All StAR reports should be returned to our Agency Recycling Coordinator below by ***February 22, 2013 or SOONER if possible.*** Agency Recycling Coordinators need to return the complete surveys to MDE by ***February 28, 2013.***

Agency Recycling Coordinator
% Department of Public Safety and Correctional Services
Division of Capital Construction and Facilities Maintenance
6776 Reisterstown Road, Suite 201
Baltimore, Maryland 21215

Office/Facility Name: _____ Office/Facility #: _____
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Annual All StAR Recycling Survey Form
January 1—December 31, 2012

State Agency Recycling Plan

Does your Agency Recycling Coordinator have a current version of your recycling plan on file?

_____

Does your office/unit recycle all 4 materials required by law (paper, plastic, aluminum, glass)?
If no, why?

_____

If your office/unit currently does not have a recycling program in place, did you, at least once this year, reinvestigate the possibility of establishing a program?

Contractor/Hauler/Market Information

This is very important! These are entities that remove the recycling and waste materials from the office/facility—not who collects the material throughout the office/facility such as housekeeping or custodial staff.

Solid Waste (*i.e.* trash) **Contractor/Hauler:** _____

Office/Facility Occupants
Include ONLY those occupants whose recycling and waste amounts are included in the totals being reported in this report. See "IMPORTANT" note on Page 1.

Example 1:

- ► If you State office/facility is 1 of 5 establishments in a single building; and
- ► the waste disposed and recycling totals are only from your office facility; then
- ► occupant totals should only include people associated with your office/facility.

Example 2:

- ► If your State office/facility is 1 of 5 establishments in a single building; and
- ► your office/facility totals could not be discerned from the building totals; and
- ► recycling and waste amounts reported represent all building occupants; then
- ► the occupant totals would include everyone in the building.

Total number of **MD State Employees:** _____

Total number of **Other Occupants:** _____

Total number of Occupants (add 2 above): _____

Office/Facility Name: _____ Office/Facility #: _____
(4 digit # in upper right of mailing label)

Annual All StAR Recycling Survey Form
January 1—December 31, 2012
Maryland Recycling Act (MRA) Materials (BE SURE TO LOOK AT THE NOTES BELOW!)

MATERIALS	MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL**
COMMINGLED CONTAINERS	Glass, metal, plastic containers collected together		
GLASS	Mixed Glass		
	Fluorescent Light Tubes		
LANDSCAPING/ ORGANICS← (must be composted or mulched)	Grass, Leaves, Brush Branches, and Mixed Yard Trimmings		
	Wood Materials		
	Other 1:		
METALS	Aluminum Cans		
	Tin/Steel Cans		
	White Goods		
	Other 2:		
PAPER	Corrugated Cardboard		
	Mixed Paper (includes shredded paper)		
	Newspaper		
	Telephone Directories		
	White Paper		
	Other 3:		
PLASTIC	Mixed Plastic bottles		
OTHER MATERIALS	Commingled Containers		
	Laser Toner Cartridges		
	Lead Acid (Auto) Batteries		
	Tires🖂		
	Electronics/Computer Equipment		
	Other 4:		
	Other 5:		
	Other 6:		
TOTAL MRA RECYCLING MATERIALS		**tons**	

* One ton = 2,000 pounds. See volume to weight conversion table on page 7 to help determine tonnages.

** Please remember to fill in the "Contractor/Market for Material" column. For materials handled on-site, write "in-house" in the space **(generally ONLY applicable for "Landscaping/Organics" materials)**. For materials dropped off at a local recycling center, please designate name and county of the Recycling Center or Drop-Off.

← Recycled *landscaping* debris **(the materials must be composted or mulched!)** is an MRA material and should be included in this table. Recycled *land clearing* debris is a Non-MRA material and should be included in the Non-MRA Materials table on page 4.

🖂 Only retread tires, tires used to make rubber products, tires sent to cement kilns (12% of the total weight sent) or tires used for engineering purposes are an MRA material and should be included on this table.

Office/Facility Name: _____ Office/Facility #: _____
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Annual All StAR Recycling Survey Form
January 1—December 31, 2012

Non-MRA Materials

NON-MRA MATERIALS	TONS RECYCLED*	CONTRACTOR/MARKET for MATERIAL
Antifreeze		
Asphalt		
Concrete		
Construction & Demolition Debris		
Industrial Fluids (cleaning, pest, etc.)		
Landclearing Debris← **(must be composted or mulched!)**		
Motor Oil		
Scrap Automobiles		
Scrap Metal		
Sewage Sludge		
Tree Stumps		
Other 1:		
Other 2:		
Other 3:		
Other 4:		
Other 5:		
TOTAL TONS Non-MRA Materials	**tons**	

* one ton = 2,000 pounds. See volume to weight conversion table on page 7 to help determine tonnages.

← Recycled *land clearing* debris **(composted or mulched ONLY!)** is a Non-MRA material and should be included in this table. Recycled landscaping debris is a MRA material and should be included in the MRA Materials table on page 3.

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Annual All StAR Recycling Survey Form
January 1—December 31, 2012

Waste Disposed (Use ONLY 1 option of the 3 available)

Option 1 (Preferred)

Tons of waste disposed. From disposal records or actual hauling reports: _____ **tons**

Option 2 (Use **ONLY** if Option 1 is not available)

Calculate approximate tons of waste disposed. The next chart and table will help you determine the amount of solid waste **disposed** by your facility (use only Option 1—disposal records and tonnage reports are unavailable). Number of solid waste dumpsters used by your facility:

_____	2 yd^3 dumpster(s)	_____	30 yd^3 open top(s)
_____	4 yd^3 dumpster(s)	_____	20 yd^3 compactor(s)
_____	6 yd^3 dumpster(s)	_____	30 yd^3 compactor(s)
_____	8 yd^3 dumpster(s)	_____	_____
_____	20 yd^3 open top(s)	_____	_____

Use the information above to fill out the following table below. If any information is unavailable, refer to the *"Total Office Solid Waste Generated Formula" (Option 3)* on page 6.

Size of dumpster (yd^3s)	X	No. of this type of dumpster	X	Frequency of pick-up/week	X	Yd^3s to tons (.05) ratio	=	Tons/week	X	No. of weeks/year operating between Jan-Dec '12	=	Total tons of waste disposed between Jan-Dec '12
(Example) 8	x	2	x	2	x	0.05	=	1.6	x	52	=	83.2
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
	X		X		X	0.05	=		X		=	
Compactor	X		X		X	0.15	=		X		=	
Compactor	X		X		X	0.15	=		X		=	
Compactor	X		X		X	0.15	=		X		=	
Total Solid Waste Disposed from Your Agency Location												**tons**

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Annual All StAR Recycling Survey Form
January 1—December 31, 2012

Option 3 (Use **ONLY** if Options 1 and 2 are not available)
TOTAL OFFICE SOLID WASTE **GENERATED** FORMULA (To be used **ONLY** when disposal records or actual tonnage reports and disposal information are not available—Options 1 & 2). Insert the total from this equation into **3** of the *"Facility Summary Table"* below.

$$\frac{}{(No.\ of\ people)} \times \frac{240}{(No.\ of\ working\ days)} \times \frac{3 \approx}{(Pounds\ of\ waste/person/day)} \div \frac{2{,}000}{(Weight\ conversion)} = \frac{}{(Tons\ of\ waste/year)}$$

≈ Source: Average of 1992 Washington State Waste Characterization Study, 1994 Montgomery Co. Non-Residential Waste Generation Analysis, 1998 Ca. Integrated Waste Management Board Generation Rates, and EPA's 1977 Office Paper Recycling Guide.

Facility Summary Table

1	Total MRA Recycling Materials	tons	from page 3 MRA table
2	Total Solid Waste Disposed^	tons	see note (^) below
3	**Total Solid Waste Generated***	tons	See note (*****) below

^ From Options 1 or 2 above. This field will be blank if Option 3 is used to determine total waste generated.

***** Determined by adding Total MRA Recycling Materials **(1)** and Total Solid Waste Disposed **(2)** or by the *"Total Office Solid Waste Generated Formula."* If calculated from the *"Total Office Solid Waste Generated Formula,"* on page 6 (above), please indicate by checking here _____. If tonnage was calculated using the *"Total Office Solid Waste Generated Formula,"* the Total Solid Waste Disposed **(2)** will be blank.

How to figure your recycling rate:

$$\frac{(1)\ \text{Total MRA Recycling Materials}}{(3)\ \text{Total Solid Waste Generated}} \times 100 = \text{Recycling Rate}$$

Your Facility Recycling Rate = _____ %

I certify, to the best of my knowledge, that the tonnage claimed on this form is accurate and based upon actual records maintained by the Agency. These tonnage records will be made available to MDE for auditing purposes, if requested.

FACILITY RECYCLING COORDINATOR

_____
Signature

_____ _____
Print Name and Title Date

PLEASE SEND THIS REPORT TO THE AGENCY RECYCLING COORDINATOR, **BY FEBRUARY 22, 2013** ***or sooner if possible. Thank you very much for your cooperation!!!***

Office/Facility Name: _____ Office/Facility #: _____
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Annual All StAR Recycling Survey Form
January 1—December 31, 2012
Volume to Weight Conversion Table

Material	Volume	Weight	Material	Volume	Weight
Aluminum cans-whole	1 yd^3	63 lbs.	Metal license tags*****	1 tag	0.31 lbs.
Antifreeze*****	1 gallon	9.8 lbs.	Mixed wood	1 yd^3	372 lbs.
Asphalt*****	1 yd^3	1,380 lbs.	Motor oil*****	1 gallon	7 lbs.
Cardboard-compacted	1 yd^3	400 lbs.	Motor oil filters	1 filter	1 lb.
Cardboard-uncompacted	1 yd^3	50-150 lbs.^	Newspaper-uncompacted	1 yd^3	433 lbs.
Commingled containers	1 yd^3	248 lbs.	Office paper-computer	1 yd^3	655 lbs.
Computer CPU	1 CPU	35 lbs.	Office paper-mixed	1 yd^3	435 lbs.
Computer keyboard	1 keyboard	2.5 lbs.	Paint	1 gallon	10 lbs.
Computer monitor	1 monitor	41 lbs.	Pallets	1 pallet	40 lbs.
Concrete	1yd^3	4,000 lbs.	Plastic bottles-whole	1 yd^3	32 lbs.
Fluorescent light tubes	1 tube	0.83 lbs.	Scrap tires-car/truck	1 tire	21/70 lbs.
Frying grease	55 gal. drum	405 lbs.	Telephone directories	1 book	4.5 lbs.
Glass	1 yd^3	600-1,400 lbs.+	Tin/steel cans-whole/flattened	1 yd^3	150/850 lbs.
Industrial Fluids*****	1 gallon	8.5 lbs.	White goods (large)	1 item	143 lbs.
Laser toner cartridges	1 cartridge	3 lbs.	Yard waste-compacted	1 yd^3	700 lbs.
Lead acid batteries	1 battery	39-53 lbs.******	Yard waste-uncompacted	1 yd^3	470 lbs.

^ Loose, unflattened cardboard weighs 50 lbs./yd^3, crushed cardboard weighs closer to 150 lbs./yd^3.
***** Should be included as a **Non-MRA Material** on page 4.
\+ 600 lbs. for whole glass, 1,400 lbs. for manually broken glass.
** 39 lbs. for a car battery, 53 lbs. for a truck battery.

Other helpful hints to determine recycling weights:

Aluminum cans: flattened 1 yd^3 weighs 340 lbs., uncompacted 1 full grocery bag weighs 1.5 lbs., uncompacted 1 case of 24 cans weighs 0.75 lbs., 32 cans weigh 1 lb.

Glass: 1 case of 24-8 oz. glass containers weigh 12 lbs., 24-12 oz. glass containers weigh 14 lbs., manually broken bottles in a 55-gallon drum weigh 300 lbs.

Gaylord box: approx. 1 yd^3 (3´x3´x3´)