



BUSINESSES: WHY RECYCLE?

BOROUGH OF FOREST HILLS 2071 ARDMORE BOULEVARD PITTSBURGH, PA 15221
PHONE: 412.351.7330 FAX: 412.351.7337 WWW.FORESTHILLSPA.ORG

IT'S THE LAW

Pennsylvania's Municipal Waste Planning, Recycling, and Waste Reduction Act (Act 101) requires businesses in mandated communities to recycle a number of materials. The Borough of Forest Hills is a mandated community.

The Forest Hills recycling ordinance requires businesses to recycle **high-grade office paper, aluminum, corrugated paper, glass containers, bi-metal containers, ferrous containers, newspaper, plastic containers (#1 and #2) and leaf waste (if generated).**

REPORTING

Forest Hills Ordinance No. 935 requires businesses to report to the Borough the amount of materials they recycle each year. Establishments may use the attached Annual Recycling Report form to report their tonnages.

It is not necessary to submit the attached form if the Borough receives a letter or statement from your recycling hauler that certifies recyclable material is being collected from your business and provides the total amount of material recycled from the previous year. Contact your hauler to determine if it is currently submitting this information to the Borough.

COMPLETING THE ANNUAL RECYCLING REPORT FORM

- 1 Complete your establishment's contact information and sections' one, two and three.
- 2 Contact your recycling hauler and send them the Report form. If you or an employee takes your recyclables home or to another location, please indicate that on the form.
- 3 Have your recycling hauler fill out the tonnages of the materials your business recycled from the previous year on the second page. (If material recycled is less than one ton, round to the closest quarter of a ton.)
- 4 The hauler must sign and date the bottom of the first page.
- 5 Once completed, have your hauler mail or fax the form back to your establishment.
- 6 Submit the completed Annual Recycling Report form to the Borough by March 31st.

For questions regarding the Report form or to request additional copies, call 412.351.7330.

FINANCIAL INCENTIVES

Reducing the amount of material in your solid waste dumpster by separating out recyclables can reduce the frequency of hauler pick-up, thus potentially cutting disposal costs.

Moreover, recycling may result in the need for smaller or fewer solid waste dumpsters leading to additional cost savings.

Remember — recycling is not just the law, it also creates a positive public image for your business and demonstrates good citizenship to the community.

PRACTICAL RECYCLING FOR SMALL BUSINESSES

A small office or retail establishment may not be able to effectively recycle by itself, due to producing too little volume to justify the costs of collection.

TEAM UP

- Adjoining businesses and complexes may jointly manage recycling cost-effectively.

REDUCE WASTE

As much as 93% of all office waste is paper, most of it recyclable. Typical business offices generate almost 2 pounds of waste paper per employee each day.

- Eliminate junk mail – Remove company name from direct mail lists.
- Make double-sided copies.
- Re-use packing peanuts or donate them.

INFORM AND EDUCATE

- Familiarize current and new employees with company policy and recycling procedures.

CONFIDENTIAL DOCUMENT DESTRUCTION SERVICES

We know that client confidentiality is important to businesses. The following companies recycle paper and ensure that the confidentiality of the records is not compromised during destruction.

Cintas 412.798.7720

Paper Exchange 412.325.7075

Iron Mountain 724.742.1360

Shred It 412.798.3800

Contact haulers to verify fees and services.

PAPER RECYCLING DROP-OFF LOCATIONS (look for the green and yellow Abitibi Paper Retriever Containers)

Christ Lutheran School

400 Barclay Avenue, Pittsburgh, PA 15221

St. Maurice School

2001 Ardmore Boulevard, Pittsburgh, PA 15221

Both locations accept: computer paper, mixed paper, newspaper, junk mail, magazines, catalogs and white office paper. **No phone books or cardboard, please.**

ADDITIONAL RECYCLING RESOURCES

ATM Laser Products

412.279.7977

4118 Campbells Run Road, Pittsburgh, PA 15205

www.atmlaser.com

Specializes in the sale and service of remanufactured toner cartridges.

Construction Junction

412.243.5025

214 N. Lexington Street, Pittsburgh, PA 15208

www.constructionjunction.org

Accepts: Surplus and usable building materials such as doors, windows, and sinks. Donations are tax-deductible.

Reclamere

814.684.5505

905 Pennsylvania Avenue, Tyrone, PA 16686

www.reclamere.com

Specializes in data destruction services and computer recycling.

Tear along this line

ANNUAL RECYCLING REPORT

Borough of Forest Hills • 2071 Ardmore Boulevard • Pittsburgh, PA 15221

Phone: 412.351.7330 • Fax: 412.351.7337

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. Forest 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 **March 31st** 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 Do Not Generate Recyclables
- Lunch Room Offices Shipping/Receiving
- Mail Room Print Shop Warehouse
- Other: _____

3. Who collects your recyclables?

Name of Business _____

Address _____

Contact _____ 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 Forest Hills Borough 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 Recycling Collector

Date

Tear along this line

Please list the amount of Post-Consumer materials recycled from your establishment for the calendar year which has just passed.

	TONS		TONS
1. Old Newsprint	_____	14. Food Wastes	_____
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/Bimetal Cans	_____	Pallets	_____
7. Brown Glass	_____	Other _____	_____
8. Clear Glass	_____	22. Yard Trimmings	_____
9. Green Glass	_____	Brush & Branches	_____
10. PET Plastics (#1)	_____	Grass	_____
11. HDPE Plastics (#2)	_____	Leaves	_____
12. Other Plastics	_____	Tree Stumps	_____
LDPE	_____	23. Automotive	_____
PVC	_____	Antifreeze	_____
PP	_____	Lead Acid Batteries	_____
PS	_____	Oil Filters	_____
Other _____	_____	Tires	_____
13. Commingled	_____	Used Motor Oil	_____
(any of the above items mixed together)	_____	24. Electronics	_____
		Circuit Boards	_____
		Computer Monitors & TVs	_____
		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 overissues 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, overissue 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: