



RECYCLABLES HAULER REPORT

Reports are due by the 15th day of January, April, July and October.
 Reports must be submitted even if no activity occurred during the quarter.
 Reporting questions? Contact RecycleSmart 231-941-5555.

Submit reports to RecycleSmart
 2650 Lafranier Rd. • Traverse City, MI 49686
 T: 231-941-5555 F: 888-789-3942 • recyclesmart@grandtraverse.org

Date		Contact Person	
Company		Contact Phone	

YEAR _____ Collection Period – Check One		
<input type="checkbox"/> 1 st Quarter Jan/Feb/Mar	<input type="checkbox"/> 2 nd Quarter Apr/May/June	<input type="checkbox"/> 3 rd Quarter Jul/Aug/Sep
<input type="checkbox"/> 4 th Quarter Oct/Nov/Dec – include example of promotional materials with report		

Instructions: Refer to example below.

- ① Write the name of the material recovery facility where the recyclables were delivered.
- ② Record the amount of recyclables hauled to each designated facility. Separate the amount by category type – commercial, residential, industrial/other. Enter “0” when no activity occurred.
- ③ Check the box that describes the unit of measure for the amount entered on the form.
- ④ Check the box to identify whether the material was hauled loose or in a compactor truck (compacted).
- ⑤ Check the box that describes how the material was collected.

Definitions:

Single stream – paper, cardboard, plastics, metals and glass are collected mixed together

Dual stream – paper/cardboard is separated from plastics, metals and glass.

Single material – only one material is hauled for example, only cardboard, only metals, etc. Please identify the type of material recycled.

EXAMPLE:

RECYCLABLES	Designated Facility Name	Residential	Commercial	Industrial/Other
	① ABC Material Recovery Facility	② Amt. 500	<input checked="" type="checkbox"/> cubic yards <input type="checkbox"/> pounds <input type="checkbox"/> tons <input type="checkbox"/> other ③ <input type="checkbox"/> loose ④ <input checked="" type="checkbox"/> compacted <input checked="" type="checkbox"/> single stream <input type="checkbox"/> dual stream <input type="checkbox"/> single material – please specify ⑤	② Amt. 150 <input checked="" type="checkbox"/> cubic yards <input type="checkbox"/> pounds <input type="checkbox"/> tons <input type="checkbox"/> other ③ <input type="checkbox"/> loose ④ <input checked="" type="checkbox"/> compacted <input type="checkbox"/> single stream <input type="checkbox"/> dual stream <input checked="" type="checkbox"/> single material – please specify cardboard ⑤