

Form 3A: Materials Recycled or Reused

**Refer to the next page for help in completing this form.*

List each material that left your business for the purpose of recycling or reuse during a one-year period (many businesses use their fiscal years). You may want to attach additional information outlining in-house or on-site examples of reduction and reuse you have incorporated into manufacturing processes or procurement practices.

Operation	Material	Recycler	Start Date	Weight/Volume
Total				

List any of the above materials that you have stopped recycling or do not intend to continue recycling during the next year. Explain why recycling was (or is going to be) stopped and give the date when the program ended (or will end).

Material	Recycler	Date ended	Explanation

Form 3B: Materials Recycled or Reused

In this exercise, you will list the materials your business has recycled during the twelve months preceding the date your plan is filed. Record only those materials recycled or reused off-site. That is, scrap steel collected by a scrap dealer should be reported, while scrap lead reused in your operation should not be reported. Also, do not list by-products of your operations which have a high enough value that they can be resold. An example is precious metal dust from a polishing process, which is sent out for reclamation. The following describe column headings on Form 2A:

Operation

List the area or department in which the solid waste material is generated.

Material

Give a specific description (e.g. white ledger or mixed office grade – not just waste paper). See glossary below for definitions.

Recycler

List the method by which the material left your facility for recycling or reuse (e.g. collected by Acme Recycling Co., or taken by company truck to recycling depot).

Date of Start

List the date you began recycling each material.

Weight

Give the weight in kilograms of that material recycled in the past twelve months, or provide estimates, based on the size of the refuse container (e.g. 4 cubic yards/metres per bin, 2/3 full, collected twice weekly).

Total

List the total weight of all materials recycled.

Glossary

Boxboard	Single-walled rigid paper packaging (e.g. cereal and detergent boxes).
Coated stock	Smooth, glossy paper treated with clay or plastic to produce a shiny finish.
Coloured ledger	Printed or plain sheets of coloured or white sulphite or sulphate papers with similar fibre and filler content, and that are free of treated, coated, padded or heavily-printed paper, carbon paper, and non-paper materials (e.g. coloured and bond ledger, photocopier paper, carbonless forms and cheques).
Computer printout	High-grade paper; white or with bright green bars.
Corrugated cardboard	(Also known as “old corrugated containers” or OCC.) Unbleached, unwaxed kraft paper, with ruffled inner layers.
Disposables	Consumer products/packaging that are used once or a few times before being discarded.
Glass	There are three types of food and beverage glass: brown, green, and “flint” glass, which is clear and colourless.
HDPE (#2)	(High Density Polyethylene) Used for milk jugs, detergent containers, and grocery bags. The symbol for HDPE, found on the underside of containers, is a “2” inside a Mobius loop.
High Grade Paper	Readily-recyclable grades of paper such as CPO, white ledger, etc.
LDPE (#4)	(Low Density Polyethylene) Most commonly used in flexible plastic film (e.g. shrink wrap, bread bags, food storage containers). The symbol is a “4” inside a Mobius loop.
Low Grade Paper	Lower-quality paper with a lower value on the recycling market (e.g. newsprint, mixed office paper).
Maintenance Waste	Waste generated in the course of maintaining a building (e.g. floor sweepings, rags, etc.).
Mixed Office Paper	Waste paper that has not been separated according to colour or quality.
Mixed Paper	A mixture of various qualities of paper by type or fibre content.
NCR	Brand name for paper used in carbonless forms.
Organic Waste	Biodegradable wastes including food scraps, yard wastes, etc.
PET (#1)	(Polypropylene) A flexible plastic used for small containers, pop bottles, snap-on tops, etc.).
PVC (#3)	(Polyvinyl chloride) Used to make salad and vegetable oil and ketchup bottles, blister-pack bubbles, window frames, pool liners, etc.
PP (#5)	(Polypropylene) While or coloured. Some yogourt and cottage cheese containers.
PS (#6)	(Polystyrene) or styrofoam. A plastic used for eating utensils, plates, and clear drinking glasses.
White Ledger	White office paper, such as photocopier paper, letterhead, and white notebook paper.