

# City of Saint Marys

P.O. Box 1994  
11 LaFayette Street  
Saint Marys, PA 15857  
[www.cityofstmarys.com](http://www.cityofstmarys.com)

Phone 814-781-1718

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January 9, 2012

Dear City of St. Marys Business Owner:

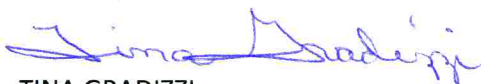
Happy New Year to you, your employees and families! Thank you so much for choosing to maintain your business in St. Marys. We wish you much success in 2012!

Enclosed please find the required Annual Recycling Report for 2011 tonnage. A few things to remember for this year's report:

1. **Receipts and/or weigh slips are required for the material listed on page 1, only**, of the report. A signed letter from the company or hauler is also acceptable.
2. **No Receipts and/or weigh slips are required for the material listed on page 2** of the report; please report tonnage and retain your receipts in your files.
3. The report is due no later than February 13, 2012 to **City Hall, Attn: Tina** at the address above.
4. Please sign and date the report.
5. If you would like to receive Annual Reports via email next year please send me an email at [tina@cityofstmarys.com](mailto:tina@cityofstmarys.com) and we will add you to the list.
6. It's o.k. to estimate tonnage if you utilized services from other St. Marys businesses. Some examples are:
  - a. Curbside Recycling
  - b. Elk County Community Recycling Center
  - c. Elk County Electronics Center
  - d. Benedictine Sisters
  - e. Elk Waste Services
  - f. Grolls Waste Service
  - g. Etc.
7. If you would like to review the City's Ordinance it can be found at [www.cityofstmarys.com](http://www.cityofstmarys.com); St Marys City Code Book; Chapter 20; Part 2.

If you have any questions please give me a call 781-1718 ext. 225 Monday - Friday 8 am to 4:30 pm or contact me at the email address listed in item #5. Thank you in advance for your cooperation!! Again, Happy New Year!!!

Sincerely,



TINA GRADIZZI  
Community & Economic Development Coordinator  
And City Recycling Coordinator

TMG:jdg  
Enclosure



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**ANNUAL RECYCLING REPORT**  
For Commercial, Municipal, Institutional Facilities

Due: **FEB. 13, 2012**  
To: **CITY HALL**  
**ATTN: TINA**

County Name: <b>ELK</b>		Municipality Name: <b>St. Marys</b>
Name of Establishment:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:
Primary Business Function:		

How does your establishment handle recyclable materials?  Source-separated  Commingled  Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): \_\_\_\_\_
- Collected by private hauler (name): \_\_\_\_\_
- Collected by confidential document destruction company (name): \_\_\_\_\_
- Establishment delivers materials to drop-off or curbside program (location): \_\_\_\_\_

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

- Establishment delivers materials to recycling facility (name): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

- CHECK the box in front of each post-consumer\* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue\*\* before entering your weights below.

**Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.**

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> <b>Single Stream:</b>	[SS1] _____	<b>Metal Cans and Bottles:</b>	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> <b>Commingled:</b>	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
<b>Paper:</b>		<b>Plastics:</b>	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.)	[PA3] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Newsprint	[PA2] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
<b>Glass Bottles and Jars:</b>		<input type="checkbox"/> Plastic: Film	[PL8] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: Mixed	[PL7] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: Other	[PL9] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	<b>Organics:</b>	
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<input type="checkbox"/> Wood Waste	[WW1] _____
		<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____

**\*Report only post-consumer materials on this form.** Post-consumer material: Material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing 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 materials and should **not** be reported on this form.

**\*\*Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

