



Connecticut Department of Energy and Environmental Protection (DEEP)  
Bureau of Materials Management & Compliance Assurance  
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## Instructions for Completing the CT SOLID WASTE COLLECTOR (i.e. HAULER) ANNUAL MUNICIPAL SOLID WASTE REPORT FORM to be Submitted to **MUNICIPALITIES**

### What Is This Form?

The *CT Solid Waste Collector Annual Municipal Solid Waste Report Form* is prescribed by the Commissioner of the Department of Energy and Environmental Protection pursuant to [CGS Sec 22a-220a\(d\)\(2\)](#). The form consists of three parts.

### Who Must Fill Out This Form?

Any collector hauling (on a regular basis) solid waste, including recyclables, generated by residential, business, commercial, or other establishments within the borders of a municipality shall report to that municipality annually using this form.

### To Whom Shall the Form be Submitted?

Unless otherwise instructed by the municipality, the completed form(s) should be submitted to the [municipal recycling contact](#).

### How Often Must This Form Be Completed?

The report must be completed and provided annually by July 31<sup>st</sup> of each year for the previous fiscal year (i.e. July 1 through June 30). **At the top of page 1 indicate the fiscal year for which you are reporting.**

### What type of Information is Required to be Reported on this Form?



**Part 1: Recyclables Collected from Generators within the Municipality.** Part 1 should include information regarding recyclables collected within the borders of the municipality from businesses, retailers (including bottle bill material), residents, apartments, condos, single and multi-family dwellings, institutions, schools, government offices, industries, hospitals, hotels, nursing homes, bottle bill redemption centers, etc.

Information should include destinations, and in some case quantities, of recyclables collected.

- Indicate the name of the municipality in which you operate (and in which you are registered) and to which you are submitting this report
- Column (A) – Indicate the **types** of recyclables, (based on items listed in [GGG 22a-208e\(c\)](#)) you collected from within the borders of the municipality (including bottle bill containers collected from redemption centers and retailers). If using the fillable form use the drop down menu.
- Column (B) or (B-1) - check the applicable boxes to identify the **source of the recyclables as residential or non-residential**.
  - You may check more than one box – i.e. if you hauled both residential and non-residential to that facility check both boxes. If you hauled a mix of residential and non-residential check the “mixed” box, etc.
    - **Residential sources means real estate containing one or more dwelling units. Please note that condominiums and apartments are residential sources of recyclables.**
    - **Businesses, restaurants, hospitals, hotels, motels, colleges and boarding schools are some examples of non-residential sources (section [22a-220a\(a\)](#)CGS).**
- If you are filling out the form manually, indicate in column (B-2) the type of waste stream for the recyclable item (e.g. if the scrap metal was generated from households, businesses, schools, etc. the waste stream would be MSW; if the scrap metal was separated at a construction or demolition site, the

waste stream would be C&D; etc.)

- Column (C) - Report the name and address of the **first destination** to which you hauled the recyclables.
- Columns (D) – Tons hauled - It is mandatory to report tons if the 1<sup>st</sup> destination of the recyclables is either (1) out-of-state or (2) an end user (e.g. manufacturer, paper mill, etc). Ideally tonnages should be reported for recyclables which never pass through a CT permitted solid waste facility.

## Part 2:



**Other Solid Waste Collected from Generators within the Municipality.** Part 2 should include information regarding solid waste (other than the source separated recyclables reported in Part 1) collected and hauled from within the borders of the municipality. Information must include (but not be limited to) solid waste collected from businesses, retailers, residents, apartments, condos, single and multi-family dwellings, institutions, schools, government offices, industries, hospitals, hotels, nursing homes, bottle bill redemption centers, etc.

Information should include destinations, and in some case quantities, of solid waste collected.

- Column (A) – Indicate the **types** of solid waste you collected from within the borders of the municipality.
- Column (B) - Report the name and address of the **first destination** to which you hauled the solid waste.
- Columns (C) – **Tons hauled.** It is mandatory to report tons if the 1<sup>st</sup> destination of the solid waste is out-of-state. Ideally tonnage should be reported for solid waste which never passes through a CT permitted solid waste facility.

## Part 3:



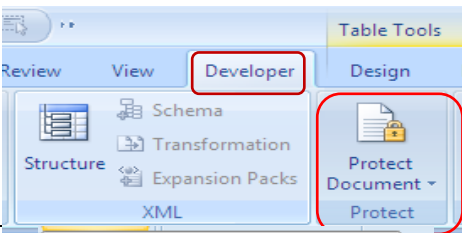
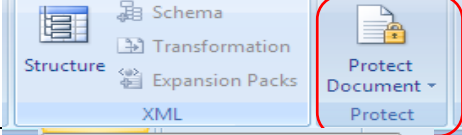
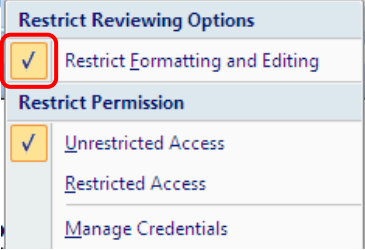
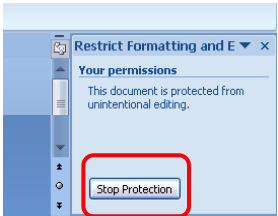
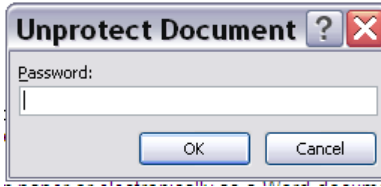


**Certification** - This part of the form is to be used to certify that the information provided on the form is accurate.

### Some Definitions

- **Construction and Demolition (C&D) Waste:** is waste building materials and packaging resulting from construction, remodeling, repair and demolition operations on houses, commercial buildings and other structures. Remember, any waste that is burned (other than waste oil) is not counted as recycled.
- **Corrugated:** Corrugated cardboard boxes and similar corrugated and kraft paper materials which have a minimum of contamination by food or other material
- **Dual-Stream Bottles/Cans/Paper (BCP):** BCP which are collected and processed in a system wherein paper is collected and processed separately from containers (bottles and cans).
- **Food and Beverage Containers:** Glass, metal and plastic, food and beverage containers and paper beverage containers. Identify the types of containers you collected for recycling in the municipality. Include bottles and cans collected through the CT container deposit system.
- **Incoming Leaves:** If reporting quantities of leaves collected use weight (tons) of leaves **before** composting. If you only have measurements in cubic yards, use the following conversion formula:  
1 cubic yard = 500 pounds [1/4 ton] for averagely wet and averagely compacted leaves.
- **Newspaper:** Used or discarded newsprint which has a minimum of contamination by food or other material.
- **Non-Residential Sources of Solid Waste or Recyclables:** Examples of non-residential sources include businesses, restaurants, hospitals, hotels, motels, colleges and boarding schools. See CGS section [22a-220a\(a\)](#).
- **Residential Sources of Solid Waste or Recyclables:** - Real estate containing one or more dwelling units, such as apartment buildings condominiums, etc.
- **Scrap Metal:** Used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel or alloys thereof, including, but not limited to, white goods.
- **Single Stream Bottles/Cans/Paper (BCP):** BCP which are collected and processed in a system wherein paper and containers (bottles and cans) are collected mixed together in the same collection containers and in the same compartment of the collection truck.
- **Storage Batteries:** Lead acid batteries or other batteries used in motor vehicles such as automobiles, airplanes, boats, recreational vehicles, tractors and like applications.  
Most storage batteries will be collected through the deposit/redemption system by retailers (pursuant to [CGS 22a-256f](#)- through [CGS 22a-256i](#)). DEEP encourages the use of this system for storage battery recycling.
- **Waste Oil:** Crankcase oil that has been utilized in internal combustion engines.

**See next page for instructions (if needed) for municipalities to amend the format of the fillable version of the reporting form**

## Instructions for Making Format Changes to the Fillable Word Versions of Solid Waste or Recycling Reporting Forms

(1) From the webpage, open the Word form and <b>save to your computer</b> – <i>if you don't you will lose all your changes.</i>	
(2) Click on the “developer” tab at the top of the screen. (for older versions of WORD try the “tools” tab)	
(3) Click on “protect document” tab at the top of the screen.	
(4) Click on “restrict formatting and editing”	
(5) On the right hand side of the screen click on “stop protection”	
(6) If asked for a password - Type in: Collector	
(7) Reset protection after you have made the changes to the document (you need to do this if you want to fill-in the form electronically) - On the right hand side of the screen click on “Yes, Start Enforcing Protection”	
(8) Password protect if you are so inclined – you can click “OK” without putting in a password.	
(9) Fill in form and save as you go	