

US EPA ARCHIVE DOCUMENT

Introduction to the Survey Forms

The survey forms contained in this appendix are designed to help you obtain the municipal solid waste (MSW) recycling and disposal data necessary for calculating a standard recycling rate. The forms may be used by states or localities that are measuring recycling for the first time and want to use the standard methodology outlined in this guide or those that wish to redesign their current recycling measurement system according to the standard methodology.

There are six survey forms in total, each uniquely tailored for a specific point in the waste management system. Forms 1-3 allow for the collection of data on the amount of MSW recycled in your state or locality and address collectors, processors, and end users of recyclables, respectively. Forms 4-6 allow for the collection of data on the amount of MSW disposed of in your state or locality and address waste collectors, transfer stations, and disposal facilities, respectively. In addition to MSW, each survey form also allows data to be collected on materials not considered to be MSW (referred to as “other solid waste” and “other recyclables”).

As discussed in Section 4, determining who to survey is a critical step in the design of your recycling measurement system, and you are allowed flexibility in selecting which points in the chain to survey. In order to obtain data on both MSW recycling and disposal, you will want to use two of the survey forms at a minimum, one from each group. You may choose, however, to use more than two or even all six of the survey forms, depending on your particular surveying approach. Table 13 describes each of the survey forms, including the purpose and who should complete the form.

TABLE 13. SURVEY FORMS

SURVEY FORM	TITLE	WHO SHOULD COMPLETE THE FORM	PURPOSE
Form 1	Collectors of Recyclables	Private recycling haulers Government agencies with collection crews or contracts Large generators that self-haul directly to a processor or end user	To collect data on the amount of MSW recyclables and other recyclables collected from residential and commercial sources in your state or locality during the current measurement year.
Form 2	Processors of Recyclables	Material recovery facilities (MRFs) Buy-back centers Drop-off centers Scrap metal processors Paper processors Glass beneficiation plants Plastic processors Tire processors Yard trimmings processors Transfer stations that recover recyclables from waste on site	To collect data on the amount of MSW recyclables and other recyclables from residential and commercial sources in your state or locality processed during the current measurement year by MRFs, buy-back centers, and other processors.
Form 3	End Users of Recyclables	Public and private composting facilities Recycling plants Disposal facilities that recover recyclables from waste on site	To collect data on the amount of MSW recyclables and other recyclables from residential and commercial sources in your state or locality accepted during the current measurement year by recycling mills and composting facilities.
Form 4	Collectors of MSW and Other Solid Waste	Private waste haulers Government agencies with collection crews or contracts Large generators that self-haul directly to a processor or end user	To collect data on the amount of MSW and other types of solid waste collected from residential and commercial sources in your state or locality during the current measurement year.
Form 5	Transfer Stations	Public and private transfer stations	To collect data on the amount of MSW and other types of solid waste from residential and commercial sources in your state or locality processed during the current measurement year by transfer stations.
Form 6	Waste Disposal Facilities	Public and private landfills Public and private incinerators Public and private waste-to-energy facilities	To collect data on the amount of MSW and other types of solid waste from residential and commercial sources in your state or locality accepted during the current measurement year by disposal facilities.

About This Form

Collectors of Recyclables

Use this form to collect information on the amount of recyclables collected from residential and commercial sources in your state or locality during the previous year.

Who Should Fill Out This Form:

- Private Recycling Haulers.
- Government Agencies with Collection Crews or Collection Contracts.
- Large Generators (e.g., Grocery Stores, Retail Chains, Government Facilities) that Self-Haul Directly to a Processor or End User.

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

Collectors of Recyclables

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to: _____
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____	
Address: Street _____	
City _____	Zip _____
Telephone: () _____	FAX: () _____
Name of Contact: _____	Title: _____
Are You a: <input type="checkbox"/> Private Hauler <input type="checkbox"/> Large Generator <input type="checkbox"/> Government Agency With a Collection Crew or a Collection Contract	

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any recyclables that were generated as a result of a natural disaster in Part 2B as construction and demolition (C&D) debris.
- ✓ Report only quantities collected during the reporting period stated above.

2. Recyclables Collection Data

2A. Municipal solid waste (MSW) recyclables collected from residential and commercial sources in _____ during the stated reporting period. Refer to the Scope of MSW Recycling table for specific examples of what to include as recycling.

state or locality

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Commingled Materials (describe in Comments section below)					
Food Waste					
Glass Containers:					
Clear					
Amber					
Green					
Mixed Glass					
Other Glass					
<i>Subtotal Glass</i>					
Lead-Acid Batteries					
Metals:					
Aluminum Cans					
Tin/Steel Cans					
Major Appliances					
Other Ferrous					
Other Nonferrous					
Mixed Metals					
<i>Subtotal Metals</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Paper:					
Old Magazines					
Old Newspaper					
Old Corrugated Containers					
Office Papers					
Telephone Directories					
Mixed Paper					
Other Paper					
<i>Subtotal Paper</i>					
Plastic:					
PETE					
HDPE					
PVC					
LDPE					
PP					
PS					
Mixed Plastic					
Other Plastic					
<i>Subtotal Plastic</i>					
Textiles					
Tires					
Wood:					
Wood Packaging					
Other Wood					
<i>Subtotal Wood</i>					
Yard Trimmings:					
Brush and Branches					
Grass					
Leaves					
Tree Stumps					
Mixed Yard Trimmings					
<i>Subtotal Yard Trimmings</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Other Recyclables:					

<i>Subtotal Other Recyclables</i>					
TOTAL (tons)					
<p>Are any of the reported quantities estimates, i.e., guesses? If they are estimates, explain how they were determined below.</p> <p>Explanation of estimates/Comments: _____</p> <p>_____</p> <p>_____</p>					

2B. Other types of recyclables collected from sources in _____
state or locality
 during the stated reporting period.

RECYCLABLE MATERIAL	Were EPA Conversion Factors Used?	AMOUNT RECEIVED (tons)
Agricultural Waste		
Automobile Bodies		
Combustion Ash		
Construction and Demolition Debris:		
Asphalt		
Concrete		
Metals		
Natural disaster debris		
Wood		
Other C&D		
Industrial Process Waste		
Municipal Sewage Sludge		
Preconsumer Waste		
Used Oil		
Other _____		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

About This Form

Processors of Recyclables

Use this form to collect information on the amount of recyclables from residential and commercial sources in your state or locality processed during the previous year by material recovery facilities and other processors.

Who Should Fill Out This Form:

- Scrap Metal Processors.
- Paper Processors.
- Glass Beneficiation Plants.
- Plastic Processors.
- Tire Processors.
- Material Recovery Facilities.
- Yard Trimmings Processors.
- Buy-Back Centers.
- Drop-Off Centers.
- Transfer Stations That Recover Recyclables From Waste On Site.

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

Processors of Recyclables

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to: _____
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____			
Address: Street _____			
City _____		Zip _____	
Telephone: () _____		FAX: () _____	
Name of Contact: _____		Title: _____	
Are You a:	<input type="checkbox"/> Scrap Metal Processor	<input type="checkbox"/> Paper Processor	<input type="checkbox"/> Drop-Off Center
	<input type="checkbox"/> Glass Beneficiation Plant	<input type="checkbox"/> Plastic Processor	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Material Recovery Facility	<input type="checkbox"/> Buy-Back Center	
	<input type="checkbox"/> Tire Processor	<input type="checkbox"/> Yard Trimmings Processor	

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any recyclables that were generated as a result of a natural disaster in Part 2B as construction and demolition (C&D) debris.
- ✓ Report only quantities received during the reporting period stated above.

2. Recyclables Processing Data

2A. Municipal solid waste (MSW) recyclables received from residential and commercial sources in _____ during the stated reporting period. Refer to the Scope of MSW Recycling table for specific examples of what to include as recycling.

state or locality

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Commingled Materials (describe in Comments section below)					
Food Waste					
Glass Containers:					
Clear					
Amber					
Green					
Mixed Glass					
Other Glass					
<i>Subtotal Glass</i>					
Lead-Acid Batteries					
Metals:					
Aluminum Cans					
Tin/Steel Cans					
Major Appliances					
Other Ferrous					
Other Nonferrous					
Mixed Metals					
<i>Subtotal Metals</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Paper:					
Old Magazines					
Old Newspaper					
Old Corrugated Containers					
Office Papers					
Telephone Directories					
Mixed Paper					
Other Paper					
<i>Subtotal Paper</i>					
Plastic:					
PETE					
HDPE					
PVC					
LDPE					
PP					
PS					
Mixed Plastic					
Other Plastic					
<i>Subtotal Plastic</i>					
Textiles					
Tires					
Wood:					
Wood Packaging					
Other Wood					
<i>Subtotal Wood</i>					
Yard Trimmings:					
Brush and Branches					
Grass					
Leaves					
Tree Stumps					
Mixed Yard Trimmings					
<i>Subtotal Yard Trimmings</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Other Recyclables:					

<i>Subtotal Other Recyclables</i>					
TOTAL (tons)					
<p>Are any of the reported quantities estimates, i.e., guesses? If they are estimates, explain how they were determined below.</p> <p>Explanation of estimates/Comments: _____</p> <p>_____</p> <p>_____</p>					

2B. Other types of recyclables received from sources in _____ state or locality during the stated reporting period.

RECYCLABLE MATERIAL	Were EPA Conversion Factors Used?	AMOUNT PROCESSED (tons)
Agricultural Waste		
Automobile Bodies		
Combustion Ash		
Construction and Demolition Debris:		
Asphalt		
Concrete		
Metals		
Natural Disaster Debris		
Wood		
Other C&D		
Industrial Process Waste		
Municipal Sewage Sludge		
Preconsumer Waste		
Used Oil		
Other _____		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

About This Form

End Users of Recyclables

Use this form to collect information on the amount of recyclables from residential and commercial sources in your state or locality accepted during the previous year by recycling mills and composting facilities.

Who Should Fill Out This Form:

- Public and Private Composting Facilities.
- Recycling Plants and Other End Users.
- Disposal Facilities That Recover Recyclables From Waste On Site.

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

End Users of Recyclables

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to: _____
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____
Address: Street _____
City _____ Zip _____
Telephone: () _____ FAX: () _____
Name of Contact: _____ Title: _____
Are You a: <input type="checkbox"/> Composting Facility <input type="checkbox"/> Recycling Plant <input type="checkbox"/> Disposal Facility <input type="checkbox"/> Other _____

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any recyclables that were generated as a result of a natural disaster in Part 2B as construction and demolition (C&D) debris.
- ✓ Report only quantities received during the reporting period stated above.

2. Recycling Data

2A. Municipal solid waste (MSW) recyclables received from residential and commercial sources

in _____ during the stated reporting period. Refer to the Scope of MSW Recycling table for specific examples of what to include as recycling.

state or locality

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Commingled Materials (describe in Comments section below)					
Food Waste					
Glass Containers:					
Clear					
Amber					
Green					
Mixed Glass					
Other Glass					
<i>Subtotal Glass</i>					
Lead-Acid Batteries					
Metals:					
Aluminum Cans					
Tin/Steel Cans					
Major Appliances					
Other Ferrous					
Other Nonferrous					
Mixed Metals					
<i>Subtotal Metals</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Paper:					
Old Magazines					
Old Newspaper					
Old Corrugated Containers					
Office Papers					
Telephone Directories					
Mixed Paper					
Other Paper					
<i>Subtotal Paper</i>					
Plastic:					
PETE					
HDPE					
PVC					
LDPE					
PP					
PS					
Mixed Plastic					
Other Plastic					
<i>Subtotal Plastic</i>					
Textiles					
Tires					
Wood:					
Wood Packaging					
Other Wood					
<i>Subtotal Wood</i>					
Yard Trimmings:					
Brush and Branches					
Grass					
Leaves					
Tree Stumps					
Mixed Yard Trimmings					
<i>Subtotal Yard Trimmings</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
Other Recyclables:					

<i>Subtotal Other Recyclables</i>					
TOTAL (tons)					
<p>Are any of the reported quantities estimates, i.e., guesses? If they are estimates, explain how they were determined below.</p> <p>Explanation of estimates/Comments: _____</p> <p>_____</p> <p>_____</p>					

2B. Other types of recyclables received from sources in _____ state or locality during the stated reporting period.

RECYCLABLE MATERIAL	Were EPA Conversion Factors Used?	AMOUNT RECEIVED (tons)
Agricultural Waste		
Automobile Bodies		
Combustion Ash		
Construction and Demolition Debris:		
Asphalt		
Concrete		
Metals		
Natural Disaster Debris		
Wood		
Other C&D		
Industrial Process Waste		
Municipal Sewage Sludge		
Preconsumer Waste		
Used Oil		
Other _____		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

4

About This Form

Collectors of Municipal Solid Waste (MSW) and Other Solid Waste

Use this form to collect information on the amount of MSW and other types of solid waste collected from residential and commercial sources in your state or locality during the previous year.

Who Should Fill Out This Form:

- Private Waste Haulers.
- Government Agencies with Collection Crews or Collection Contracts.
- Large Generators (e.g., Grocery Stores, Retail Chains, Government Facilities) that Self-Haul Directly to a Processor or End User.

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

Collectors of Municipal Solid Waste (MSW) and Other Solid Waste

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to:
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____
Address: Street _____ City _____ Zip _____
Telephone: () _____ FAX: () _____
Name of Contact: _____ Title: _____
Are You a: <input type="checkbox"/> Private Hauler <input type="checkbox"/> Large Generator <input type="checkbox"/> Government Agency With a Collection Crew or a Collection Contract

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any wastes that were generated as a result of a natural disaster in Part 2C and 2D as Other Solid Waste.
- ✓ Report only quantities collected during the reporting period stated above.

2. Waste Data

2A. Municipal solid waste (MSW) collected from residential and commercial sources

in _____ during the stated reporting period and hauled to transfer stations or disposal facilities (e.g., landfills, incinerators, and waste-to-energy facilities).

state or locality

Refer to the attached Scope of MSW table for examples of what to include as MSW.

TYPE OF MSW	Amount Hauled to a Transfer Station or Disposal Facility in	Were EPA Conversion Factors Used?	Amount Exported to a Transfer Station or Disposal Facility Outside of	Were EPA Conversion Factors Used?	TOTAL (tons)
	<small>state or locality</small>		<small>state or locality</small>		
Residential					
Commercial					
TOTAL (tons)					

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2B. MSW collected from residential and commercial sources **outside of** _____ state or locality
 during the stated reporting period but hauled to a transfer station or disposal facility
 in _____ state or locality.

IMPORTS

TYPE OF MSW	Were EPA Conversion Factors Used?	TOTAL (tons)
Residential		
Commercial		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2C. Other types of solid waste collected from sources **in** _____ state or locality during the
 stated reporting period. Refer to the attached Scope of MSW table for examples of what to include as
 Other Solid Waste.

OTHER SOLID WASTE	Amount Hauled to a Transfer Station or Disposal Facility in _____ <small>state or locality</small>	Were EPA Conversion Factors Used?	Amount Exported to a Transfer Station or Disposal Facility Outside of _____ <small>state or locality</small>	Were EPA Conversion Factors Used?	TOTAL (tons)
Agricultural Waste					
Combustion Ash					
Construction and Demolition Debris					
Food Processing Waste					
Industrial Process Waste					
Medical Waste					
Municipal Sewage Sludge					
Natural Disaster Debris					
Other _____					
TOTAL (tons)					

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2D. Other solid waste collected from sources **outside of** _____
state or locality
 during the stated reporting period but hauled to a transfer station or disposal facility
 in _____.
state or locality

IMPORTS

OTHER SOLID WASTE	Were EPA Conversion Factors Used?	TOTAL (tons)
Agricultural Waste		
Combustion Ash		
Construction and Demolition Debris		
Food Processing Waste		
Industrial Process Waste		
Medical Waste		
Municipal Sewage Sludge		
Natural Disaster Debris		
Other _____		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

About This Form

Transfer Stations

Use this form to collect information on the amount of municipal solid waste (MSW) and other types of solid waste from residential and commercial sources in your state or locality processed during the previous year by transfer stations.

Who Should Fill Out This Form:

- Public and Private Transfer Stations

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

Transfer Stations

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to:
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____	
Address: Street _____	
City _____	Zip _____
Telephone: () _____	FAX: () _____
Name of Contact: _____	Title: _____

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any wastes that were generated as a result of a natural disaster in Part 2C and 2D as Other Solid Waste.
- ✓ Report only quantities received during the reporting period stated above.

2. Waste Data

2A. Municipal solid waste (MSW) received from residential and commercial sources

in _____ during the stated reporting period and hauled to disposal facilities (e.g., landfills, incinerators, and waste-to-energy facilities).

state or locality

Refer to the attached Scope of MSW table for examples of what to include as MSW.

TYPE OF MSW	Amount Hauled to a Disposal Facility in	Were EPA Conversion Factors Used?	Amount Exported to a Disposal Facility Outside of	Were EPA Conversion Factors Used?	TOTAL (tons)
	_____		_____		
	<small>state or locality</small>		<small>state or locality</small>		
Residential					
Commercial					
TOTAL (tons)					

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2B. MSW received from residential and commercial sources **outside of** _____
state or locality
 during the stated reporting period but hauled to a disposal facility **in** _____
state or locality

IMPORTS		
TYPE OF MSW	Were EPA Conversion Factors Used?	TOTAL (tons)
Residential		
Commercial		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e. guesses?
 If they are estimates, explain how they were determined below.
 Explanation of estimates: _____

2C. Other types of solid waste received from sources **in** _____
state or locality
 during the stated reporting period. Refer to the attached Scope of MSW table for examples of what to include as Other Solid Waste.

OTHER SOLID WASTE	Amount Hauled to a Disposal Facility in <small>state or locality</small>	Were EPA Conversion Factors Used?	Amount Exported to a Disposal Facility Outside of <small>state or locality</small>	Were EPA Conversion Factors Used?	TOTAL (tons)
Agricultural Waste					
Combustion Ash					
Construction and Demolition Debris					
Food Processing Waste					
Industrial Process Waste					
Medical Waste					
Municipal Sewage Sludge					
Natural Disaster Debris					
Other _____					
TOTAL (tons)					

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.
 Explanation of estimates: _____

2D. Other solid waste received from sources **outside of** _____ state or locality
 during the stated reporting period but hauled to a disposal facility **in** _____ state or locality.

IMPORTS

OTHER SOLID WASTE	Were EPA Conversion Factors Used?	TOTAL (tons)
Agricultural Waste		
Combustion Ash		
Construction and Demolition Debris		
Food Processing Waste		
Industrial Process Waste		
Medical Waste		
Municipal Sewage Sludge		
Natural Disaster Debris		
Other _____		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

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About This Form

Waste Disposal Facilities

Use this form to collect information on the amount of municipal solid waste (MSW) and other types of solid waste from residential and commercial sources in your state or locality accepted during the previous year by disposal facilities.

Who Should Fill Out This Form:

- Public and Private Landfills
- Public and Private Incinerators
- Public and Private Waste-to-Energy Facilities

Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

Waste Disposal Facilities

To Be Completed by the Surveyor:
State or Locality: _____
Reporting Period: _____ to _____
Return This Form to: _____
Return This Form by: ____/____/____
Direct All Questions to: Name _____ Telephone () _____

Respondent Information (please type or print clearly):

Name of Company or Government Agency: _____
Address: Street _____
City _____ Zip _____
Telephone: () _____ FAX: () _____
Name of Contact: _____ Title: _____
Are You a: <input type="checkbox"/> Landfill <input type="checkbox"/> Incinerator <input type="checkbox"/> Waste-to-Energy Facility <input type="checkbox"/> Other _____

Certification

I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.

_____	_____	_____
Name and Title	Signature	Date

I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any wastes that were generated as a result of a natural disaster in Part 2C and 2D as Other Solid Waste.
- ✓ Report only quantities received during the reporting period stated above.

2. Waste Disposal Data

2A. Municipal solid waste (MSW) received from residential and commercial sources

in _____ during the stated reporting period.
state or locality

TYPE OF MSW	Were EPA Conversion Factors Used?	AMOUNT RECEIVED (tons)
Residential		
Commercial		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
 If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2B. MSW received from residential and commercial sources **outside of** _____
state or locality
during the stated reporting period.

TYPE OF MSW	Were EPA Conversion Factors Used?	AMOUNT RECEIVED (tons)
Residential		
Commercial		
TOTAL (tons)		

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

2C. Other types of solid waste received during the stated reporting period.

OTHER SOLID WASTE	SOURCE			
	Inside _____ state or locality	Were EPA Conversion Factors Used?	Outside of _____ state or locality	Were EPA Conversion Factors Used?
Agricultural Waste (tons)				
Combustion Ash (tons)				
Construction and Demolition Debris (tons)				
Food Processing Waste (tons)				
Industrial Process Waste (tons)				
Medical Waste (tons)				
Municipal Sewage Sludge (tons)				
Natural Disaster Debris (tons)				
Other _____ (tons)				
TOTAL (tons)				

Are any of the reported quantities estimates, i.e., guesses?
If they are estimates, explain how they were determined below.

Explanation of estimates: _____

