



Dear Ohio Business:

The Putnam County Solid Waste Management District invites you to participate in a statewide recycling survey.

The purpose of this survey is to collect data on the amounts and types of materials commercial and industrial businesses recycled in Ohio in 2021. The Putnam County Solid Waste Management District is required to document its recycling efforts in an annual report to Ohio EPA. The District uses the data it receives through surveys to complete that report. By submitting data, your business can help the Putnam County Solid Waste Management District meet its reporting requirements. Your data will also help the District track its progress towards meeting local and state recycling goals.

### **Why is your business being surveyed?**

Your business is in the Putnam County Solid Waste Management District. The District facilitates recycling and reduction efforts for commercial and industrial businesses, institutions, residents, and schools. To identify the programs that make the most sense and determine whether programs are achieving intended results, the Putnam County Solid Waste Management District needs to know what and how much material was recycled.

Your completed survey will help the Putnam County Solid Waste Management District better understand recycling in the business community in Putnam County. Submitting a completed survey also allows your business to connect directly with the District which may be able to assist your company with its recycling needs.

### **How do I participate in the survey?**

You can fill out this hard copy. When you are done, you can either mail or email the completed survey to the Putnam County Solid Waste Management District. Instructions for completing and returning the survey are provided on the survey form.

### **What happens to my data?**

The Putnam County Solid Waste Management District will combine your data with data it receives from other businesses and submit the combined data in its annual report to Ohio EPA. Ohio EPA will use the data to calculate recycling rates for the District. Ohio EPA will also combine the data reported by all solid waste management districts to calculate a recycling rate for Ohio.

### **Who do I contact for more information?**

Please contact Alaina Siefker at the Putnam County Solid Waste Management District with any questions regarding the survey. Alaina can be reached at (419) 523-3656 x742 or [alaina.siefker@putnamcountyohio.gov](mailto:alaina.siefker@putnamcountyohio.gov).

**Please complete and return the survey to the Putnam County Solid Waste Management District by 4/30/2022.**

Thank you for your time and participation.

Sincerely,

Alaina Siefker

# Materials Cheat Sheet

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## Food

- Compostable food waste
- Food donations

## Glass

- Bottles (any color)
- Jars

## Ferrous Metals

- Mild Steel
- Carbon Steel
- Stainless Steel
- Cast Iron
- Wrought Iron

## Non-Ferrous Metals

- Aluminum
- Copper
- Brass
- Silver
- Lead
- Misc. Scrap Metals

## All Other Paper

- Office paper
- Paperboard
- Newspapers
- Folders
- Telephone Books
- Magazines
- Catalogs
- Junk Mail

## Plastics

- Plastics #1-7
- Plastic Bottles
- Plastic Jugs
- Shrink Wrap
- Plastic Films
- Coat Hangers

## Textiles

- Fabrics
- Clothes
- Carpet

## Wood

- Bark
- Woodchips
- Sawdust
- Scrap Wood
- Shipping Pallets
- Boards

## Commingled Recyclables

- This is a mix of several different materials that are placed into one container and hauled for recycling. It can include all or a combination of the materials listed above.
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## Examples of materials that fall under "Other"

- Appliances
  - Electronics
  - Non-hazardous chemicals (solids only)
  - Stone/Clay/Sand
  - Yard Waste
  - Sludge
  - Tires
  - Any other solid waste that is recycled at your facility
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**Estimating recycling tonnages** – if you are not able to obtain exact tonnages of materials recycled, there are numerous ways to estimate the amount of material recycled in any given year. Below are some common conversion factors that may assist you with your estimations:

Material Type	Density (lb/cu yd)
Mixed Paper Recycling	484
Bottles and Cans	200
Single Stream Recycling	139
Cardboard	100

- (size of container (in cubic yards) X number of collections per month X 12) X density (see table above) = Total Pounds per Year
- 2,000 pounds = 1 ton

For more assistance, contact your solid waste management district.



Dear Commercial Business,

Thank you for completing this survey. The information you provide for your company is crucial to monitoring the Putnam County Solid Waste Management District’s progress towards achieving Ohio’s recycling goals. Your information will be combined with information submitted by other businesses and used to calculate the amount of material commercial businesses recycled in the Putnam County Solid Waste Management District and Ohio in 2021. Your company’s survey response will not be reported individually; all data will be summarized by the North American Industry Classification System (NAICS) category.

For assistance completing this form or any questions related to the survey, please contact Alaina Siefker, the Putnam County Solid Waste Management District’s Recycling Coordinator, at [alaina.siefker@putnamcountyohio.gov](mailto:alaina.siefker@putnamcountyohio.gov) or (419) 523-3656 x742.

Please complete and submit this survey no later than 4/30/2022.

**Options for Returning the Completed Survey**

- Email directly to Alaina Siefker at [alaina.siefker@putnamcountyohio.gov](mailto:alaina.siefker@putnamcountyohio.gov), Subject Line: 2021 Commercial Survey
- Fax to (419) 523-9213, Attention: Alaina Siefker
- Mail to Alaina Siefker at 245 E. Main Street, Ste 101, Ottawa, Ohio 45875

**Instructions for Table A:**

Please provide all information requested in **Table A** below. Even if your business does not currently recycle or is unable to report quantities of materials recycled, please complete **Table A**. Doing so will allow the Putnam County Solid Waste Management District to contact you in the future to discuss your recycling needs.

Table A: Company Information		
Name:	County:	Store I.D.
Address:	City:	Zip:
Contact Person:	Title:	
Email:	Telephone Number (include area code): ( ) —	
Primary NAICS:	Secondary NAICS:	Number of full-time employees:
Would you like to be contacted by your local solid waste management district for recycling assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Instructions for completing Table B:**

**Table B** provides a list of common materials that are recycled by commercial businesses in Ohio. Please indicate the unit of each quantity of material that is reported (pounds, tons or cubic yards). Provide any comments related to each material as necessary. Please do not report any liquid waste, hazardous waste or construction & demolition debris.

The list in **Table B** is not all-inclusive. If your business recycles a material that is not listed in **Table B**, please enter the name and quantity of that material on a line labeled “Other.” Some materials may not apply to your operation. Some of the listed materials are broad categories. For example, “Plastics” includes plastics #1-7, plastic films etc. Please refer to the “**Materials Cheat Sheet**” attached to this document for examples of materials and definitions.

If you do not currently track this information internally, your solid waste hauler or recycling processor may be able to provide it upon request. The Putnam County Solid Waste Management District may also be able to provide you with assistance.

Table B: Quantities of Recycled Materials			
Recyclable Material Category	Amount Recycled in 2021	Units	Name of hauler or processor that takes the material/ other Comments
Lead-Acid Batteries		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Food		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Glass		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Non-Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Corrugated Cardboard		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
All Other Paper		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Plastics		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Textiles		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Wood		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Rubber		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Commingled Recyclables		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Yard Waste		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
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Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	

Table C: Please provide any additional information, comments, suggestions, questions etc.

Thank you again for taking the time to complete this survey. Please contact Alaina Siefker with any questions.

Alaina Siefker, Recycling Coordinator  
 Putnam County Solid Waste Management District  
 Phone: (419) 523-3656 x742  
 Email: [alaina.siefker@putnamcountyohio.gov](mailto:alaina.siefker@putnamcountyohio.gov)