



# Nonresidential Solid Waste Reduction Reporting Form

**Submit 2018 Calendar Year by March 1, 2019**

Please answer all questions using the most accurate information available. If measurements are not available, provide carefully prepared estimates based on the table below. This information is required to meet reporting requirements adopted pursuant to Titles 10.1-1411 and 15.2-939, Code of Virginia and Chapter 10, Article IV, Section 10-26 through Section 10-30, James City County Code. **PLEASE TYPE or PRINT LEGIBLY.**

- Return this completed form by mail to the Virginia Peninsulas Public Service Authority (VPPSA) at 475 McLaws Circle, Suite 3B, Williamsburg, VA 23185
- OR fax to VPPSA at 757-259-9855
- OR email to [curbsiderecycling@vppsa.org](mailto:curbsiderecycling@vppsa.org)
- A fillable PDF can also be found online at [jamescitycountyva.gov](http://jamescitycountyva.gov) on the Solid Waste home page. If using Adobe Reader, please print completed form and email scanned copy, mail, or fax form.

**Does your business recycle?**       YES      **If YES, COMPLETE SECTIONS I-VI and SIGN FORM.**  
 NO      **If NO, DO NOT RETURN FORM.**

I. Name of Business \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address (*within James City County*) \_\_\_\_\_ Zip Code \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Number of Employees \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Phone \_\_\_\_\_

II. If a management firm is responsible for your recycling program, or if you recycle in a cooperative with another business, list the management firm or business and address:

### III. Principle Recyclable Materials

Recycled Waste Type	Amount (tons)	Recyclables are collected by or sent to:
(A) Aluminum		
(B) Auto Bodies		
(C) Other Ferrous Metals		
(D) Newspapers		
(E) Corrugated Cardboard		
(F) Other Cardboard		
(G) Office Paper		
(H) Other Paper Products		
(I) PETE #1 Plastics		
(J) HDPE #2 Plastics		
(K) Mixed #1 & #2 Plastics		
(L) Other Plastics		
(M) Glass Containers		
(N) Other Glass		
(O) Used Motor Oil		
(P) Cloth		
(Q) Arboreal Materials (brush, leaves, grass)		
<b>(R) Total in Tons</b>		

### Conversion Table for Estimate Purposes

Office Paper	1 cu. yd.	380 lbs.	0.19 tons
Newspaper	1 cu. yd.	433 lbs.	0.217 tons
Cardboard	1 cu. yd.	100 lbs.	0.05 tons
Glass	1 cu. yd.	800 lbs.	0.4 tons
Mixed plastic	1 cu. yd.	32 lbs.	0.016 tons
Oil	10 gal.	74 lbs.	0.037 tons
Aluminum	1 cu. yd.	62 lbs.	0.031 tons

**To convert pounds to tons:**  
 Number of pounds/2,000 = \_\_\_\_\_ tons

**Example:**  
 A 4-cubic-yard container of cardboard is collected weekly. To estimate tons per year:  
 1 cubic yard = 0.05 tons of cardboard (listed above)  
 4 cubic yards X 0.05 = 0.2 tons  
 0.2 X 52 weeks = 10.4 tons/year

*Adapted from the Virginia Department of Environmental Quality (DEQ) presentation, found at [deq.state.va.us/recycle/mandatory.html](http://deq.state.va.us/recycle/mandatory.html), revised 1/27/05; EPA document, Business Guide for Reducing Solid Waste; EPA/530-K-92-004; November 1993.*

**IV. Supplemental Recyclable Materials (SRM)**

Some SRM approved by DEQ and applicable to localities State-wide include: cooking oil & grease, food waste, pallets, batteries, electronics, antifreeze, tires, concrete, and asphalt.

Material	Tonnage Recycled	Market Name of Business or End-User	Product
Example: wood pallets	5 tons	ABC Company - James City County	Mulch
<b>(S) Total in Tons</b>			

**V. Total Waste Disposed and Recycled for Calendar Year 2018**

① Total Recycling = III. (R) + IV. (S) = \_\_\_\_\_  $\frac{\textcircled{1}}{\textcircled{1} + \textcircled{2}}$  X 100 = \_\_\_\_\_ % Recycled  
 ② Total Waste Disposed = \_\_\_\_\_  
 (Check with waste hauler)

**VI. Source Reduction, Reuse and Energy Conservation Activities**

*Description of Waste Reduction Activities:*

\_\_\_\_\_

**Estimated Waste Reduction in Tons Per Year:** \_\_\_\_\_

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*Description of Energy Saving Activities:*

\_\_\_\_\_


**Estimated Energy Savings Per Year:** \_\_\_\_\_ (e.g., in Kilowatt-Hours, GHG Reduction)

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

*For information on recycling haulers and other resources for businesses, visit [jamescitycountyva.gov/recycling](http://jamescitycountyva.gov/recycling) and look under "Resources" on the left.*

**Questions? Call VPPSA**



757-259-9850 or e-mail [curbsiderecycling@vppsa.org](mailto:curbsiderecycling@vppsa.org)