

ULSTER COUNTY RESOURCE RECOVERY AGENCY

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Directors

Anna Ropollo, Interim Executive Director
Timothy DeGraff, CPA, Director of Finance & Admin
Charles Whittaker, Director of Operations and Compliance
Angelina Brandt, Director of Sustainability

Phone: (845) 336-0600
Fax: (845) 336-4129

January 2nd 2024

Attn: Facilities Manager

This letter requires your immediate attention and response.

The Ulster County Resource Recovery Agency (UCRRA) is gathering waste characterization data to compile the **Ulster County Annual Waste & Recycling Report**, covering all materials management and recycling activities in Ulster County during January 1st 2023 – December 31st 2023, in accordance with our Local Solid Waste Management Plan.

Your cooperation to report accurate information in a timely manner is essential for determining recycling and diversion rates for the County of Ulster. The requested information is required under the **Ulster County Mandatory Source Separation and Recycling Law**. These reporting requirements may also be applicable under the **Ulster County Food Waste Prevention and Recovery Act**. Therefore, failure to respond to this request is considered an unlawful act.

The Ulster County Resource Recovery Agency Please is requesting that your facility promptly complete the enclosed report form and return it to the Agency via mail, fax, or e-mail as soon as possible and no later than Friday, March 1st 2024.

Your cooperation in this process is an essential function of materials management in the communities we serve. Should you need assistance completing this form, I am ready to answer any questions you may have. Please do not hesitate to contact me at (845) 336-0600 or apeo@ucrra.org. **Your timely response is greatly appreciated.**

Sincerely,

Angelina Brandt
Director of Sustainability
Ulster County Resource Recovery Agency

**The enclosed Report Form has been updated.
DO NOT use a copied form from a previous year.**

CC: Anna Ropollo, Interim Executive Director

UCRRA Annual Waste & Recycling Report FAQ's

What is the UCRRA Annual Recycling and MSW Report and who is required to complete it?

For more information, please visit www.ucrra.org/waste-recycling/annual-recycling-report/

Do I need to complete a separate form for each facility or business location in Ulster County?

Yes. If your business or organization operates in multiple locations in Ulster County, you should complete a separate form for each individual location.

How do I complete this form?

1. **Section 1. Complete the Contact Information section** – In this section, designate a representative to receive all communications about the Annual Recycling Report. The contact person should be the primary person completing and submitting the report.
2. **Section 2. If the facility is located in Ulster County, complete the Recycling Education Questionnaire section. Incomplete forms will not be accepted.**
3. **Section 3. Complete the Waste Stream Detail section.**
 - ✓ Review all forty five categories (numbered 1-45) and identify the categories that apply to you.
 - ✓ For each material, report the total amount in TONS.
 - Please estimate with accuracy using the calculations provided under each item, or contact your disposal/recycling company or contact UCRRA for assistance.
 - ✓ Where applicable, leave a category BLANK to note that the item/material was NOT separated from the general trash.
 - ✓ For each category reported, include the name and address of the company that recycled or disposed of that material. Incomplete forms will not be accepted.
 - If material was collected curbside up by a hauler, simply list the name and address of that company, but be sure to include the tonnage.
 - ✓ A space for a brief description is provided next to each item. Add comments if necessary for clarification.
4. **Return all forms to:**
Angelina Brandt, Director of Sustainability
apeo@ucrra.org (fax) 845-336-4129 P.O. Box 6219, 999 Flatbush Road Kingston NY 12401



ULSTER COUNTY RESOURCE RECOVERY AGENCY
2023 ANNUAL WASTE & RECYCLING REPORT
January 1, 2023 through December 31, 2023
 For Material Collected in Ulster County ONLY *

Section 1: Contact Information

Company Name		
Contact Person		Title
Telephone	Fax	E-mail
Mailing Address		Location Address
City, State, Zip		City, State, Zip

Section 2: Recycling Education Questionnaire

REQUIRED IF LOCATED IN ULSTER COUNTY** INCOMPLETE FORMS WILL NOT BE ACCEPTED

1	How do customers, employees, students, etc. know where, how, and what can be recycled at your facility? <u>Provide a detailed explanation of any practices that promote awareness of recycling.</u> <i>Examples: posters, fliers, bin stickers, memos, staff meetings, events, etc.</i>	
2	Has your facility implemented any strategies to reduce waste? <u>Provide examples of any waste reduction practices that may not be otherwise classified in this report.</u>	
3	UCRRA provide guidebooks, posters, bin stickers, and other resources to Ulster County businesses, schools, and facilities. Would you like a sample kit mailed to the address listed on this form? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3: Municipal Solid Waste & Recycling Form

PLEASE READ INSTRUCTIONS CAREFULLY

INSTRUCTIONS			
<ul style="list-style-type: none"> ✓ If an item in the list below is not applicable to your facility, simply leave that space blank. ✓ Provide a brief description of an item, if necessary, for clarification. ✓ For each item you report, list the company and address of the hauler/vendor. ✓ To complete this form for multiple facility locations, submit one report for each individual location. ✓ Only report materials that were generated in Ulster County. ✓ All data must be reported in TONS. Conversion factors are provided. Contact UCRRA for assistance. 			
ITEM	DESCRIPTION	TOTAL TONS	HAULER/VENDOR/DISPOSAL FACILITY
WASTE DISPOSAL			
1. Garbage (Municipal Solid Waste, MSW)			Company: Address:
1 cubic yard MSW (loose) = 0.15 tons 1 cubic yard MSW (compacted) = 0.33 tons			
2. Construction & Demolition Debris (C&D) Disposal	If recycled, skip to #40-42		Company: Address:
1 cubic yard BULK C&D = 0.24 tons or refer to volume-to-weight conversion sheet			
3. BIOSOLIDS			Company: Address:
1 cubic yard Sewage Sludge (dry) = 0.47 tons 1 cubic yard Sewage Sludge (wet) = 0.61 tons			
REGULATED RECYCLABLE MATERIALS			
4. Single Stream Recyclables (paper, plastic, cardboard, glass, and metal)			Company: Address:
1 cubic yard SSR = 0.13 tons			
5. Mixed Paper (all grades)			Company: Address:
1 cubic yard mixed paper = 0.16 tons			
6. Corrugated Cardboard			Company: Address:
1 cubic yard OCC = 0.05 tons			

ITEM	DESCRIPTION	TONS	HAULER/VENDOR/DISPOSAL FACILITY
7. Container Glass (all colors)			Company: Address:
1 cubic yard semi-crushed glass containers = 0.70 tons			
8. Dual Stream Recyclables (plastic, glass, and metal)			Company: Address:
1 cubic yard DSR = 0.034 tons			
9. Beverage Containers (5 cent deposits) (Specify types)			Company: Address:
1 unit (plastic) = 0.022 LBS 1 unit (glass) = 0.49 LBS 1 unit (aluminum) = 0.33 LBS			
MISCELLANEOUS RECYCLABLES			
10. Film Plastics (plastic bags)			Company: Address:
1 cubic yard film plastics = 0.018 tons			
11. Electronics (all types)			Company: Address:
Refer to volume-to-weight conversion sheet			
12. Clothing, Shoes, & Textiles			Company: Address:
1 cubic yard mixed textiles = 0.088 tons			
13. Tires			Company: Address:
1 small passenger car tire = 0.02 tons 1 medium truck tire = 0.03 tons			
14. Furniture, Misc. Bulk items for *REUSE*			Company: Address:
Estimate or Refer to volume-to-weight conversion sheet			
15. Wood Pallets for *REUSE*			Company:
1 pallet = 0.013 tons			
HAZARDOUS WASTES			

ITEM	DESCRIPTION	TONS	HAULER/VENDOR/DISPOSAL FACILITY
16. Fluorescent Lighting			Company: Address:
1 Fluorescent Tube (≤4 foot) 0.63 LBS (10 ounces) 1 Fluorescent Tube (≥4 foot) 1.3 LBS			
17. Batteries (specify type)			Company: Address:
1 passenger car Lead-Acid Battery = 0.02 tons 1 cubic yard household batteries = 1.08 tons			
18. Antifreeze			Company: Address:
1 gallon antifreeze = 0.004 tons			
19. Motor Oil			Company: Address:
1 gallon used motor oil = 0.004 tons			
20. Oil Filters			Company: Address:
1 unit = 0.6-1 LBS			
21. Waste Fuels (specify type)			Company: Address:
1 gallon = 0.004 tons 1 55-gallon drum = 0.138 tons			
22. Propane Tanks			Company: Address:
1 unit (empty) = 0.009 tons			
23. Bulk Industrial Liquids (specify type)			Company: Address:
Refer to volume-to-weight conversion sheet			
24. Pharmaceutical Waste (medications)			Company: Address:
Unknown reference interval – Refer to disposal invoices			
25. Medical SHARPS (syringes, needles, etc.)			Company: Address:
1 cubic yard SHARPS = 0.15 tons			

ITEM	DESCRIPTION	TONS	HAULER/VENDOR/DISPOSAL FACILITY
26. Contaminated Soil			Company: Address:
1 cubic yard soil = 1 ton			
SCRAP METAL RECYCLING			
27. Bulk mixed metal (residential)	See Also: #30 FREON		Company: Address:
1 cubic yard = 0.11 tons or refer to volume-to-weight reference sheet			
28. Ferrous metal			Company: Address:
1 cubic yard = 0.11 tons			
29. Nonferrous metal			Company: Address:
1 cubic yard = 0.11 tons			
30. Freon appliances (air conditioners, refrigerators, dehumidifiers, etc.)			Company: Address:
1 unit Refrigerator = 0.13 tons 1 unit AC = 0.03 tons			
ORGANICS RECYCLING			
31. Food Scraps (diverted for composting or anaerobic digestion)			Company: Address:
1 cubic yard commercial food scraps = 0.54 tons or 55 gallon drum = 0.21 tons			
32. Food Scraps (diverted for farm animal feeding)			Company: Address:
1 cubic yard commercial food scraps = 0.54 tons or 55 gallon drum = 0.21 tons			
33. Food Donations			Company: Address:
1 meal = 1.2 LBS			
34. Fats, Oils, Grease			Company: Address:

55 gallon drum = 0.21 tons			
ITEM	DESCRIPTION	TONS	HAULER/VENDOR/FACILITY
35. Yard Wastes (Brush, Branches, Trees, Stumps)			Company: Address:
1 cubic yard bulk yard waste = 0.13- 0.32 tons or 1 cubic yard woodchips = 0.24			
36. Wood Pallets (for composting)			Company: Address:
1 pallet = 0.013 tons			
37. Leaves/Grass			Company: Address:
1 cubic yard leaves/grass = 0.125 - 0.25 tons			
38. Animal Manure			Company: Address:
1 cubic yard manure = 0.33-0.75 tons			
39. For compost sites: tons/cy compost produced (specify)			
C&D RECYCLING			
40. Brick, Concrete, Masonry Materials (specify type)			Company: Address:
41. Plaster, drywall, non-asbestos insulation, etc.			Company: Address:
42. Clean Soil & Rock (Uncontaminated)			Company: Address:
OTHER WASTES NOT CLASSIFIED ABOVE			
43. Other (please specify)			Company: Address:
44. Other (please specify)			Company: Address:
45. Other (please specify)			Company: Address:

NOTE: You may include attachments or additional reports if necessary.