

# Commercial Solid Waste and Recycling Plan

Please fill out (print or type) post a copy of this plan in your building and return to:

**Philadelphia Streets Department  
Recycling Unit – Commercial Recycling**  
780 Municipal Services Building  
Philadelphia, PA 19102-1664  
Phone: 215-686-5586  
Fax: 215-686-5455

Commercial recycling in Philadelphia has been the law since October, 1994. All properties receiving private waste collection, *referred to as regulated premises*, must complete a **Commercial Solid Waste and Recycling Plan**.

## 1. Regulated Premises Data

Premises Name: \_\_\_\_\_  
Premises Address (Street): \_\_\_\_\_  
Philadelphia, PA (ZIP CODE): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Premises Type:

Office	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Health Care	<input type="checkbox"/>
Residential (# of units: _____)	<input type="checkbox"/>		
Restaurant/Bar	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>
Auto/Service Station	<input type="checkbox"/>	College/University	<input type="checkbox"/>
Hotel/Motel	<input type="checkbox"/>	Sports/Entertainment	<input type="checkbox"/>
School	<input type="checkbox"/>	Public Utility	<input type="checkbox"/>

**OTHER:** \_\_\_\_\_

## 2. Owner /Building Manager Data

(Supply information for corporate headquarters if applicable.)

Name: \_\_\_\_\_

Mailing Address (Street) \_\_\_\_\_

(City, State, ZIP) \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 3. Source - Separated Recycling

### A. Recycling Requirements for Commercial Non-Residential Premises

if your property is **not** a dormitory, condominium, or apartment building, it is considered to be a **Commercial Non-Residential Premises**. Below are the materials you are required to recycle, if generated in your building. Indicate the materials you are **currently** recycling by checking the box to the right of (1). If you are recycling other material(s), write the name of the material in (2).

(1). Mandatory Materials	Recycled	(2). Other Materials Recycled
a) Office paper	<input type="checkbox"/>	_____
b) Corrugated cardboard	<input type="checkbox"/>	_____
c) Aluminum cans	<input type="checkbox"/>	_____
d) Other metal	<input type="checkbox"/>	_____
e) Non-grindable garbage/food waste	<input type="checkbox"/>	_____
f) Concrete, sand, gravel, glass	<input type="checkbox"/>	_____
g) Lumber and other wood	<input type="checkbox"/>	_____
h) Plaster, drywall, gypsum	<input type="checkbox"/>	_____
i) Roofing materials	<input type="checkbox"/>	_____

**B. Recycling Requirements for Residential Premises, that is, apartments and condominiums.** Below are the materials you are required to recycle, if generated in your apartment(s) or condominium. Indicate the materials you are **currently** recycling by checking the box to the right of **(1)**. If you are recycling other materials, write the name of the material(s) in **(2)**.

(1). Mandatory Materials	Recycled	(2). Other Materials Recycled
a) Glass food and beverage containers	<input type="checkbox"/>	_____
b) Newsprint	<input type="checkbox"/>	_____
c) Aluminum cans	<input type="checkbox"/>	_____
d) Steel and bi-metal cans	<input type="checkbox"/>	_____
e) Non-grindable garbage/food waste	<input type="checkbox"/>	_____
f) Concrete, sand, gravel, glass	<input type="checkbox"/>	_____
g) Lumber and other wood	<input type="checkbox"/>	_____
h) Plaster, drywall, gypsum	<input type="checkbox"/>	_____
i) Roofing materials	<input type="checkbox"/>	_____

**C. In addition to the requirements in 4A and B,** you are required to separate yard waste, motor oil, hazardous materials such as regulated chemicals and pesticides, and infectious waste from your trash and from each other.

**4. Hauler Data**

List each hauler and/or recycling service company the premise in question uses; giving name, address and phone number. Indicate the type of service; please check waste and/or recycling.

NAME	ADDRESS	PHONE	WASTE	RECYCLING
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

5. If you have any questions, problems completing the form, or you would like information on hauler separation exemption options, contact the Philadelphia Recycling Office at 215-686-5586.

6. You can also request a copy of the Commercial Recycling Handbook by calling the above number. The handbook describes the commercial regulations and offers useful information to set up a recycling program at your location. Please refer to the handbook when completing the Commercial Solid Waste and Recycling Plan.

7. Once completed, the plan must be copied and:

- A) Mailed to the “Streets Department Recycling Unit – Commercial Recycling”, at the address on page 1, or **faxed** to 215-686-5455
- B) Kept on file at the property;
- C) Posted in public areas;

1) All employees, tenants, and other occupants of the property must be made aware of the intent of the recycling program and the location of the publicly posted Recycling Plan.

## 8. Signature

*I hereby certify that (please check)*

\_\_\_\_\_ the information provided is true, accurate, and complete and that

\_\_\_\_\_ as owner or agent of the regulated premises I am responsible for implementing this plan.

\_\_\_\_\_  
Signature of Executive Officer/Owner/Agent of regulated premises

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number