

Appendix R Blank Survey Forms and Related Information

Survey Forms

Each year the Darke County Solid Waste Management District send out survey forms to commercial businesses and industries in the District to collect information regarding waste disposal and recycling. The data helps the District keep track of waste reduction and recycling Progress in the District and the data is used to prepare an Annual District Report for Ohio EPA. The survey forms used in the reference year, 2018 are attached.

The District uses the NAICS code system to identify types of industries and other commercial enterprises.

The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S.

NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the old Standard Industrial Classification (SIC) system.

The first two digits of the code denote the general type of business. Manufacturers codes Start with 3, 32, or 33. Additional numbers are added to denote specific types of manufacturer. Wholesale business code start with 42, transportation and warehousing with 48-49.

More information, detailed breakdowns of the classification numbers, and an online search assistant for looking up the NAICS codes for specific industries can be found on the NAICS website: <https://www.naics.com/search/>



This Survey is for Industrial Facilities

Dear Industrial Facility;

Thank you for completing this survey. The information you provide for your company is crucial to monitoring the Darke 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 industrial businesses recycled in the Darke County Solid Waste Management District and Ohio, in 2018. Your company's survey response **will not** be reported individually; all data will be summarized by each North American Industry Classification System (NAICS) category.

For assistance completing this form or any questions related to the survey, please contact Melissa Werling, the Darke County Solid Waste Management District's Director, at mwerling@co.darke.oh.us or (937) 547-0827.

Please complete and submit this survey no later than April 3, 2018.

Options for Returning the Completed Survey

- Email directly to Melissa Werling at mwerling@co.darke.oh.us, Subject Line: 2018 Industrial Survey
- Fax to (937) 547-1496, Attention: Melissa Werling
- Mail to Melissa Werling at 684 Wagner Avenue, Suite C, Greenville, Ohio 45331

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 Darke County Solid Waste Management District to contact you in the future to discuss your recycling needs.

Table A: Company Information		
Name:	County:	
Address:	City:	Zip:
Contact Person:	Title:	
Email:	Telephone Number (include area code):	
Primary NAICS:	Secondary NAICS:	Number of full-time employees:
Provide the name(s) of your recycling hauler, processor and/or broker:		
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 industrial facilities 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 facility 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; simply enter “0” for those materials. Some of the materials are listed in broad categories. For example, “Plastics” include plastics #1-7, plastic films, etc. Please refer to the **“Materials Cheat Sheet”** attached to the end of 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 Darke 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 2018	Units	Comments
Food		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Glass		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Non-Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Corrugated Cardboard		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
All Other Paper		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Plastics		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Textiles		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Wood		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Rubber		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Commingled Recyclables		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Ash (recycled ash only)		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Non-Excluded Foundry		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Flue Gas Desulfurization		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	

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

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

Melissa Werling, Administrative Asst.
 Darke County Solid Waste Management District
 Phone: (937) 547-0827 Fax: (937) 547-1496
 Email: mwerling@co.darke.oh.us

Materials Cheat Sheet

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.
-

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
-

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.



This Survey is for Residential/Commercial Facilities

Thank you for completing this survey. The information you provide for your company is crucial to monitoring the Darke 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 Darke County Solid Waste Management District and Ohio in 2017. 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 Melissa Werling, the Darke County Solid Waste Management District's Adm. Asst., at mwerling@co.darke.oh.us or (937) 547-0827.

Please complete and submit this survey no later than April 3, 2018.

Options for Returning the Completed Survey

- Email directly to Melissa Werling at mwerling@co.darke.oh.us, Subject Line: 2017 Commercial Survey
- Fax to (937) 547-1496, Attention: Melissa Werling
- Mail to Melissa Werling at 684 Wagner Avenue, Suite C, Greenville, Ohio 45331

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 Darke 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:
Provide the name(s) of your recycling hauler, processor and/or broker:		
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 Darke 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 2014	Units	Comments
Lead-Acid Batteries		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Food		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Glass		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Non-Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Corrugated Cardboard		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
All Other Paper		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Plastics		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Textiles		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Wood		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Rubber		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Commingled Recyclables		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Yard Waste		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
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Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	

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

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

Melissa Werling, Administrative Asst.
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- 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.
-

Examples of materials that fall under "Other"

- Appliances
 - Household Hazardous Waste
 - Used Motor Oil
 - Electronics
 - Scrap Tires
 - Dry Cell Batteries
 - Any other solid waste that is recycled at your facility
-

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
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For more assistance, contact your solid waste management district.