

## **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 31, 32, or 33. Additional numbers are added to denote specific types of manufacturer. The wholesale business code starts 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 2020. 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 the Darke County Solid Waste Management District at mwerling@co.darke.oh.us or (937) 547-0827.

**Please complete and submit this survey no later than April 1, 2021.**

### Options for Returning the Completed Survey

- Email directly to Melissa Werling at mwerling@co.darke.oh.us, Subject Line: 2020 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.

<b>Table B: Quantities of Recycled Materials</b>			
<b>Recyclable Material Category</b>	<b>Amount Recycled in 2020</b>	<b>Units</b>	<b>Comments</b>
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>	
Ash (recycled ash only)		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Non-Excluded Foundry		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	
Flue Gas Desulfurization		<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>	
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>	
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>	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd <sup>3</sup>	

<b>Table C: Please provide any additional information, comments, suggestions, questions etc.</b>

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

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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
- 

**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.



# Darke County Solid Waste Management District

684 Wagner Ave, Suite C. • Greenville, Ohio 45331  
Phone: (937) 547-0827 • Fax (937) 547-1496

Larry Holmes, County Commissioner  
Chairman Solid Waste Policy Committee

Krista K. Fourman, District Director  
Melissa L. Werling, Adm. Assistant

Date:

To: Darke County Resale Stores

From: Krista Fourman, Director, Darke County Solid Waste Management District

RE: Collection of recycling data to assist the District in documenting recycling in Darke Co.

This year, as in the past, the Darke County Solid Waste Management District must prepare a report on our programs for the Ohio Environmental Protection Agency. It is important that we have data to show that we are meeting or surpassing the 25% state mandated residential/commercial recycling goal. We believe that this goal is being met, but we must have supporting data. This survey is one of the instruments we use to collect

This year the District is updating the Darke County Solid Waste Management Plan. As we plan for the next 15 years, we need good data.

Please review the instructions of the back of this memo. *Note that this survey includes categories that are specific to resale operations.* These items are listed in green print. If you have questions about the survey or [mwerling@co.darke.oh.us](mailto:mwerling@co.darke.oh.us). If you request a survey to be emailed to you, we'll email you a survey that you can complete on your computer and return to us by email. Please return the completed survey by April 1, 2021.

Thank you for your cooperation and assistance.

**Instructions on back of this page**

Visit our website at : [www.co.darke.oh.us/solidwaste](http://www.co.darke.oh.us/solidwaste)

## Instructions for Completing the 2021 Commercial Solid Waste Survey

### REPORT CALENDAR YEAR 2020 DATA

The following explanations may be helpful to you:

**For the purpose of this survey, recycling is considered to be any beneficial use that diverts waste from disposal.** Examples:

**All of the previously used material that you handle including furniture, appliances, household items and clothing that you sell or gave away is diverted from disposal and returned to a beneficial use.**

Other examples of recycling and waste diversion:

Your facility has a separate dumpster for corrugated cardboard and your garbage hauler picks up the cardboard to be recycled.

Your save and reuse corrugated boxes to store records or to ship out merchandise.

.You return printer ink cartridges to the seller to be reused.

Questions specific to resale stores that receive furniture, other household items, and clothing for resale are listed in green on the survey. This information is important to the District because it diverts material from disposal and puts this material back into useful service.

#### **How to report the amount collected recycling?**

If you have records that you recycle a certain number of tons, pounds, or cubic yards, just fill that amount in and tell us the unit of measure if it in not tons.

**If you do not know the weight of the material you have recycled,** list the number of items sold or shipped for repurposing or recycling and indicate that your response is the number of items using the # sign or writing “number” by the amount.



# Darke County Solid Waste Management District

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 Phone: (937) 547-0827 • Fax (937) 547-1496

Larry Holmes, County Commissioner  
 Chairman Solid Waste Policy Committee

Krista K. Fourman, District Director  
 Melissa L. Werling, Adm. Assistant

## 2021 COMMERCIAL/INSTITUTIONAL SOLID WASTE SURVEY FOR THE 2020 CALENDAR YEAR

Please complete and return by April 1, 2021

Recycler  
 Ben Franklin  
 4 W George St  
 Arcanum, OH 45304

- Please correct the above label as needed by crossing it out and writing in the correction.
- Name of person filling out this survey: \_\_\_\_\_
- Contact phone number or email address: \_\_\_\_\_

**Please tell us if you recycled the following materials in 2020 and if so, how much. Please write in pounds or cubic yards or other unit of measure if you are NOT REPORTING IN TONS.**

Material Type	Tons Recycled (write in lbs., cu. yds. Or other measure if not tons. )	Name of Recycler/Hauler
Paper (All types including white and colored office paper, computer printout, newspaper, and shredded paper)		
Corrugated cardboard		
Iron or steel (Include food cans, steel drums, steel scrap, appliances, other. Do not include vehicles or vehicle parts)		
Non-ferrous metal (aluminum cans, scrap metals including aluminum, copper, brass, etc.)		
Glass containers (all colors)		
PETE (#1) plastic bottles (water and soft drink bottles, and other bottles marked as PETE or #1)		
HDPE (#2) plastic bottles (Milk jugs, and other small neck bottles marked HDPE of #2.)		
Other plastic: List type		
Wood and wood pallets		
<b>Used furniture and appliances sold</b>		
<b>Used clothing sold retail, wholesale or for repurposing into wiping cloths or other non-clothing use.</b>		
<b>Other household items sold or repurposed</b>		
Printer/copier cartridges (if reporting number recycled indicate #)		
Other: Please indicate		

- Have you reduced waste for disposal by waste prevention programs?  YES  NO  
 If yes, please describe program and give estimates of the amount of waste reduced.

**Thank you for completing this survey. Your help is deeply appreciated.  
 For your convenience, we have enclosed a pre-addressed envelope to return this survey.**

Visit our website at : [www.co.darke.oh.us/solidwaste](http://www.co.darke.oh.us/solidwaste)