



Nonresidential Solid Waste Reduction Reporting Form

Calendar Year 2008

Submit by March 1, 2009

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.

- Return this completed form with your business license application OR e-mail to genserv@james-city.va.us OR mail to James City County Recycling Office at 1204 Jolly Pond Road, Williamsburg, VA 23188 OR fax to Recycling Office at (757) 565-1947.
- A fillable PDF is also found online at www.jccEgov.com/recycling under "Resources" on the left. If using Adobe Reader, please print completed form and e-mail scanned copy, mail, or fax form.

Does your business recycle? YES NO

(If YES, complete applicable sections. If NO, STOP HERE; 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 No. _____

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 Oil		
(P) Cloth		
(Q) Arboreal Materials (brush, leaves, grass)		
(R) Total in Tons		

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: Virginia Department of Environmental Quality (DEQ) presentation, found at www.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 in 1991 and applicable to localities State-wide include food waste, pallets, solvents, cooking oil, animal parts, tires, sludge, concrete, and tree stumps.

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

V. TOTAL WASTE DISPOSED AND RECYCLED FOR CALENDAR YEAR 2008

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 & ENERGY CONSERVATION ACTIVITIES

Description of Waste Reduction Activities:

Estimated Waste Reduction in Tons Per Year: _____

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 www.jccEgov.com/recycling and look under "Resources" on the left.

Questions? Call James City County



Recycling Office - Tel: 565-4000, Fax: 565-1947
 Or e-mail genserv@james-city.va.us

Businesses that recycle and take other steps to save resources will be recognized at the Earth Day Business Environmental Awards on Wednesday, April 22, 2009, at 2007 Legacy Hall in New Town.