

**Penn Township Board of Commissioners**  
**20 Wayne Avenue, Hanover, PA 17331**  
**York County**  
**Phone # 717-637-1561 / Fax # 717-637-1989**

**COMMERCIAL SOLID WASTE REPORT FORM & AGREEMENT**

As required by Township ordinance #434 Section 4C, All commercial or institutional establishments that do not utilize the Township's curbside program or drop off center are required to provide written documentation as to the type and weight of the material recycled.

Instructions:

1. Complete this form indicating each material being recycled.
2. Verifying documentation FROM THE PROCESSING FACILITY that receives the material must accompany this form. Examples are, company letterhead, fax headers that indicate the company name, or emails that contain the "from address" of the facility.
3. Submit this form each year on or before the 15<sup>th</sup> of January, April, July and October.

REPORT DATE: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STREET: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRODUCT/SERVICE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

RECYCLED MATERIAL	AMOUNT IN TONS		PROCESSING FACILITY
	THIS QUARTER	YEAR TO DATE	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL TONS	_____	_____	_____

The commercial/institutional establishment completing this form approves the use of the above weight figures for Pennsylvania Recycling Performance Grant purposes by the Penn Township Board of Commissioners for its recycling program. The commercial/institutional establishment herewith gives its assurance that the recyclables reported were source separated at its establishment.

NAME (PRINTED): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_