



CITY OF MANASSAS PARK

Department of Public Works

331 Manassas Dr. • Manassas Park, Virginia 20111-2395
(703) 393-0881 • Fax (703) 368-6038
www.cityofmanassaspark.us

Mayor:
Jeanette Rishell

Vice Mayor:
Suhas Naddoni

John Evans,
Acting City Manager

Laura A. Coughanour.,
Operations Manager,
Dept. of Public Works

City of Manassas Park Uniform Recycling and Refuse Report Calendar Year 2016

Council Members:
Preston Banks
Michael Carrera
Miriam Machado
Hector Cendejas
Donald Schuemaker

January 23, 2017

To: All Manassas Park Business, Commercial & Institutional Organizations

The Commonwealth of Virginia requires the City of Manassas Park to annually report the amount of refuse and recycling materials generated within the city limits.

In an effort to meet reporting requirements pursuant to Section 10.1-1411 Code of Virginia, the City is requesting your assistance in obtaining the necessary refuse and recycling data for calendar year 2016 by asking that you complete and return the attached survey. The information you provide will help the City maintain or exceed the required minimum recycling rate of 25%.

Any business/commercial entity, educational organization or institution, that generates trash or recycling materials in the City of Manassas Park, or any organization that has a contract in Manassas Park or receives any recycling from the City of Manassas Park, should complete and return this survey based on actual weights or cautious estimations using the conversion table (Attachment 1), retaining notes in the event of questions or discrepancies. Companies using zip code designations to determine their recycling jurisdictions should use Manassas Park zip code 20111.

Please be aware that the 20111 zip code overlaps the boundaries of Manassas Park and Prince William County. Please be sure to document only the trash and recyclable materials collected **within the City of Manassas Park**. This will allow the City to accurately calculate its recycling rate in accordance with Virginia Dept. of Environmental Quality (DEQ) requirements.

GENERAL INSTRUCTIONS

Due Date: March 10, 2017

Where to File:

By Mail: City of Manassas Park
Recycling Rate Report
331 Manassas Dr.
Manassas Park, VA 20111

By Fax: (703) 368-6038
Attn: Laura Coughanour

By Email: l.coughanour@manassasparkva.gov

Questions: If you have any questions or concerns, or should you require assistance completing this form, please contact Laura Coughanour, Operations Manager, at (703) 393-0881.

Thank you for helping the City of Manassas Park to achieve its recycling, reuse and waste reduction goals.



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UNIFORM RECYCLING AND REFUSE REPORT Calendar Year 2016

Council Members:
Preston Banks
Hector Cendejas
Miriam Machado
Suhaz Naddoni
Donald Schuemaker

Please return completed report by: **March 10, 2017**

Mail, Email or Fax report to:

Laura Coughanour, Operations Manager
Dept. of Public Works
331 Manassas Dr.
Manassas Park, VA 20111

Phone: (703) 393-0881
Fax: (703) 368-6038
Email: l.coughanour@manassasparkva.gov

Please make sure you have completed all three pages of survey and attached your signature to the last page.

Do not report waste or recycling materials collected outside the boundaries of the City of Manassas Park.

Section A – Contact Information

1. Name of Company: _____

2. Contact Person: _____ Title: _____

3. Property Address: _____
Street/PO Box City State Zip

4. Phone: _____ Fax: _____

5. Email: _____

6. Nature of Business, Commercial/Institutional Organization:

- Automotive
- Food Service
- Transportation
- Construction
- Landscaping
- Office
- Education
- Service
- Retail
- Other: _____

7. IMPORTANT – please provide the following information for your trash/recycling hauler:

Contractor/Company Name: _____

Contractor/Company Address: _____

Contractor/Company Telephone: _____

8. Please check here if you are a property manager and your business tenants are responsible for trash and recycling. **Please attach a list of tenants.**

9. How can Manassas Park Dept. of Public Works better support your efforts to reduce waste and encourage reuse and recycling? _____

Section B – Refuse and Recycling Collected by Waste Collection Firm(s)

(Please include those collectors of special/hazardous waste materials)

Material	Name of Trash Collection Contractor	Amount (tons)

Recycling Material	Name And Address of Recycling Collection Company And Quantity Collected		
	Name	Address	Amount (Tons)
Cardboard			
Office Paper			
Newspaper/Magazines			
Aluminum Cans			
Commingled/Single Stream Recycling			
Kitchen Grease			
Food Waste			
Yard Waste/Brush			
Wood Waste			
Pallets			
Textiles / Cloth			
Carpet/ Foam			
Used Motor Oil			
Used Oil Filters			
Used Anti-Freeze			
Batteries (auto)			
Tires			
Computers/Electronics			
Fluorescent Lamps			
Other:			

Section C – Trash and Recycling Self Hauled (Including Back-Hauled*)

Material	Weight (lbs)	Volume Cu Yd or Gal	Quantity (each)	Recycling or Disposal Location
Refuse				
Cardboard				
Office Paper				
Newspaper/Magazines				
Aluminum Cans				
Commingled Materials				
Scrap Metal				
Bottles & Cans (mixed)				
Plastic, shrink wrap				
Yard Waste / Brush				
Wood Waste				
Pallets				
Textiles / Cloth				
Automotive Batteries				
Tires				
Computers/Electronics				
Other:				

Backed hauled materials include cardboard, shrink wrap, plastic grocery bags and other materials transported back to central distribution centers for recycling

Section D – Other Materials Reused or Recycled

Materials	Tons / Year		Description of Recycling or Reuse Process
Paper			
Metal			
Plastic			
Glass			
Pallets			
Yard Waste			
Electronics			
Used Motor Oil			
Tires			
Industrial			
Construction/Demolition			
Debris			
Other:			

*Reuse means the process of separating a given solid waste material from the waste stream and using it without processing or changing its form, other than size reduction, for the same or another end use.

SECTION E - Certification

Please remember the attach copies of any notes and calculations for any estimated waste. You do not need to attach copies of weight tickets.

CERTIFICATION

I certify that this information is true, accurate and complete, to the best of my knowledge.

Signature_____ Date_____

Print Name_____

Title_____

Attachment 1

Volume to Weight Conversion Table (for estimates only)

Material	Volume	Weight in Pounds
Metal		
Aluminum Cans, Whole	One cubic yard	50-74
Aluminum Cans, Flattened	One cubic yard	250
Aluminum Cans	One full grocery bag	1.5
Ferrous Cans, Whole	One cubic yard	150
Ferrous Cans, Flattened	One cubic yard	850
Automobile Bodies	One vehicle	2,000
Paper		
Newsprint, Loose	One cubic yard	360-800
Newsprint, Compacted	One cubic yard	720-1,000
Newsprint	12" stack	35
Corrugated Cardboard, Loose	One cubic yard	75-100
Corrugated Cardboard, Baled	One cubic yard	1,000-2,000
Plastic		
PETE, Whole, Loose	One cubic yard	30-40
PETE, Whole, Loose	Gaylord	40-53
PETE, Whole, Baled	30" x 62"	500
Film, Baled	30" x 42" x 48"	1,100
Film, Baled	Semi-Load	44,000
Film, Loose	Standard grocery bag	15
HDPE (Dairy Only), Whole, Loose	One cubic yard	24
HDPE (Dairy Only), Baled	32" x 60"	400-500
HDPE (Mixed), Baled	32" x 60"	900
Mixed PET & Dairy, Whole, Loose	One cubic yard	32
Mixed PET, Dairy & Other Rigid (Whole, Loose)	One cubic yard	38
Mixed Rigid, No Film	One cubic yard	49
Glass		
Glass, Whole Bottles	One cubic yard	600-1,000
Glass, Semi-Crushed	One cubic yard	1,000-1,800
Glass, Crushed (Mechanically)	One cubic yard	800-2,700
Glass, Whole Bottles	One full grocery bag	16
Glass, Uncrushed to Manually Broken	55 gallon drum	125-500
Arboreal		
Leaves, Uncompacted	One cubic yard	200-250
Leaves, Compacted	One cubic yard	300-450
Leaves, Vacuumed	One cubic yard	350
Wood Chips	One cubic yard	500
Grass Clippings	One cubic yard	400-1,500
Other		
Battery (Heavy Equipment)	One	60
Battery (Auto)	One	35.9
Used Motor Oil	One gallon	7.4
Used Oil Filters (Uncrushed)	55 gallon drum	66 Lbs./ Used Oil + 110 Lbs./Ferrous Metal
Used Oil Filters (Crushed)	55 gallon drum	16.5 Lbs./ Used Oil + 368 Lbs./Ferrous Metal
Tire - Passenger Car	One	20
Tire - Truck, Light	One	35
Tire - Semi	One	105
Antifreeze	One gallon	8.42
Food Waste, Solid & Liquid Fats	55 gallon drum	412
Electronics: CRT/CPU/LapTop/TV	Each (avg wt from NCER)	38/26/8/49 respectively