



**CITY OF MANASSAS PARK**  
Dept. of Public Works  
331 Manassas Dr. Manassas, VA 20111  
**Phone** (703) 393-0881 **Fax** (703) 368-6038



January 23, 2017

To: Solid Waste/Recycling Haulers  
Re: Annual Recycling Rate Report

Enclosed is a copy of the City of Manassas Park Annual Solid Waste and Recycling Tonnage Report form for calendar year 2016. Northern Virginia Recycling coordinators have developed a regional form to obtain standardized information with the hope that solid waste and recycling haulers will find it easier to complete and the data more consistent if the company covers different jurisdictions. An electronic copy of this form is available in .pdf format on the City's website at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us) under the heading *City Services – Trash & Recycling Collection*.

The purpose of this annual report is to document the total tonnage of trash and recyclable material collected from properties located within the City of Manassas Park (20111) so the City can provide accurately calculate its annual recycling rate in accordance with the Virginia Dept. of Environmental Quality (DEQ) requirements.

***All surveys are considered to be confidential information. The City of Manassas Park will not release any individual information.***

**Due Date:**                      **March 10, 2017**

**Where to file:**

**By Mail:**                      City of Manassas Park  
Dept. of Public Works  
331 Manassas Dr.  
Manassas Park, VA 20111  
Attn: Laura Coughanour

**By Fax:**                      (703) 368-6038

**By Email:**                    [l.coughanour@manassasparkva.gov](mailto:l.coughanour@manassasparkva.gov)

You may also submit this fillable form directly to the email address shown above. Please use your Federal Tax ID number as your digital signature.

**IMPORTANT**

\*If you no longer collect solid waste or recyclable materials within the City of Manassas Park, please indicate this on your reporting form.  
\*If you report collections from routes that cross jurisdictional boundaries, please pro-rate your estimates or use the conversion table in *Attachment 1* to estimate Manassas Park tonnage.

Thank you for your assistance with this report. Please call with any questions or concerns.

Very Truly Yours,  
*Laura A. Coughanour*  
Laura A. Coughanour,  
Operations Manager  
Dept. of Public Works  
City of Manassas Park



**CITY OF MANASSAS PARK**  
Department of Public Works  
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Mayor:  
*Jeanette Rishell*

Vice Mayor:  
*Suhas Naddoni*

*John Evans,*  
Acting City Manager

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

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

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

**SECTION A – CONTACT INFORMATION**

1. Company Name: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
*Street/PO Box City State Zip*
4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Nature of Business: \_\_\_\_\_

**CERTIFICATION:**

I certify that, to the best of my knowledge, the information being submitted on this form is true, accurate and complete. I understand that these records shall be made available for auditing purposes and that there may be penalties for intentionally submitting false information.

Contractor/Company Name: \_\_\_\_\_

Contractor/Company Address: \_\_\_\_\_

Contractor/Company Telephone: \_\_\_\_\_

**SECTION B – Tonnage of Recyclable Materials Collected in 2016**

<b>MATERIALS COLLECTED FOR RECYCLING</b> Report only tonnage collected from The City of Manassas Park (20111)	<b>Tons Recycled</b>	<b>Source</b>	<b>X here if estimate **</b>	<b>NAME OF RECYCLING PROCESSOR</b>
<b>MIXED / SINGLE STREAM RECYCLING</b>				
Single Stream / All in One Recycling				
Bottles & Cans Only (no paper items)				
<b>PAPER</b>				
Mixed Paper				
Cardboard				
Newspapers				
Shredded Paper				
<b>METAL</b>				
Appliances				
Inoperable Vehicles				
Aluminum Cans				
Other Scrap Metal				
<b>PLASTIC</b>				
Plastic Film (shrink wrap, plastic bags, etc.)				
Other Plastics				
<b>GLASS</b>				
Glass (collected source separated)				
<b>ORGANICS</b>				
Yard Waste (grass & leaves)				
Brush				
Tree Stumps				
Scrap Wood (pallets, reels, crates, sawdust, lumber)				
Organic Waste (cooking oil, bone, etc.)				
Food Waste				
<b>ELECTRONICS/BATTERIES/LAMPS</b>				
Electronics (computers, TVs, etc.)				
Batteries (non automotive)				
Fluorescent Lamps				
<b>OTHER PRINCIPAL RECYCLED MATERIALS</b>				
Motor Oil				
Anti-Freeze				
Auto Batteries (35.9 lbs/each)				
Truck Batteries (60 lbs/each)				
Auto/light Truck Tires (20 lbs/each)				
Truck Tires (105 lbs/each)				
Oil Filters/uncrushed (see Attachment 1)				
Oil Filters/crushed (see Attachment 1)				
<b>TOTAL TONS COLLECTED</b>				

**\*\* Source Codes:      R = Residential              C = Commercial              I = Institutional**  
**\* If estimating, please include notes and refer to Attachment 1.**

**SECTION B - Report Tons of Principle Recyclable Materials Collected in 2016**

<b>MATERIALS COLLECTED FOR RECYCLING</b> <i>Report only tonnages collected from                      City of Manassas Park</i>	Tons Recycled	Source**	Estimate (Y/N) *	Name of Recycling Processor †
<b>MIXED / SINGLE STREAM RECYCLING</b>				
Single Stream / All in One Recycling				
Bottles & Cans Only (no paper items)				
<b>PAPER</b>				
Mixed Paper				
Cardboard				
Newspapers				
Shredded Paper				
<b>METAL</b>				
Appliances				
Inoperative Motor Vehicles				
Aluminum Cans				
Other Scrap Metal				
<b>PLASTIC</b>				
Plastic Film (shrink wrap, plastic bags, etc.)				
Other Plastics				
<b>GLASS</b>				
Glass (collected source separated)				
<b>ORGANICS</b>				
Yard Waste (grass & leaves)				
Brush				
Tree Stumps				
Scrap Wood (pallets, reels, crates, sawdust, lumber)				
Organic Waste (cooking oil, bone, etc)				
Food Waste				
<b>ELECTRONICS / BATTERIES</b>				
Electronics (computers, TVs, etc.)				
Batteries (non automotive)				
<b>OTHER PRINCIPAL RECYCLED MATERIALS</b>				
Motor Oil				
Anti-Freeze				
Truck Batteries (60 lbs/each)				
Auto/Light Truck Tires (20 lbs/each)				
Truck Tires (105 lbs/each)				
Oil Filters/Uncrushed (see Attachment 1)				
Oil Filters/Crushed (see Attachment 1)				
<b>TOTAL TONS COLLECTED</b>				

SECTION C - Report tons of other materials not listed in Section B				
	Tons Recycled	Source**	✓ here if Estimate*	Name of Recycling Processor †
<b>OTHER MATERIALS</b>				
Paint				
Textiles (clothing, shoes, leather, etc.)				
Furniture				
Books				
Fluorescent Bulbs				
<b>TOTAL TONS</b>				

SECTION D - Report tonnage of all CDD Materials collected in jurisdiction for 2016			
	Tons Disposed	✓ here if Based on Estimate*	Name of Disposal Facility †
<b>CONSTRUCTION &amp; DEMOLITION DEBRIS</b>			
<b>TOTAL TONS</b>			

SECTION E - Report total tonnage of all Solid Waste Collected in jurisdiction for 2016			
<b>SOLID WASTE COLLECTED</b>	Tons Disposed	✓ here if Based on Estimate*	Name of Disposal Facility †
Residential			
Commercial- includes apartments			
Industrial			
<b>TOTAL TONS</b>			

**\*\* Source Codes:      R = Residential      C = Commercial      I = Institutional**

**\* If estimating, please include notes and refer to Attachment 1.**

**† Refer to Attached page for list of local facility names**

### **ADDITIONAL COMMENTS, CLARIFICATIONS**

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# Attachment 1

## Volume to Weight Conversion Table (for estimates only)

Material	Volume	Weight in Pounds
<b>Metal</b>		
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
<b>Paper</b>		
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
<b>Plastic</b>		
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
<b>Glass</b>		
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
<b>Arboreal</b>		
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
<b>Other</b>		
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