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01-07-16

MILLCREEK TOWNSHIP (ERIE COUNTY, PA) ANNUAL RECYCLING REPORT

Please find the Annual Recycling Report forms for the time period **January 1 - December 31, 2015** enclosed with this letter. **Pennsylvania Law (Act 101 of 1998)** and **Millcreek Ordinance No. 2006-11** (available online at www.millcreektownship.com) requires that all businesses collecting, hauling, backhauling, and disposing of recyclables within Millcreek Township are obligated to maintain complete records (i.e. weight slips, bill of sale, etc.) and return the necessary report forms in order for the Recycling Department to prepare state-mandated recycling reports and for the purpose of obtaining Performance Grant funding. The **Section 904 Performance Grant** is based on the total tons recycled and the township's recycling rate. In essence, the more our residents and commercial establishments recycle, the more funding Millcreek is able to put back into improving its recycling program. After reviewing the attached form, please complete the appropriate spaces with tonnages collected or recycled by your facility for the **2015** calendar year.

If your business **DID NOT** engage in gathering, collecting, and disposing of municipal waste and/or recyclables within Millcreek Township from residential entities (mobile home parks, condominiums, and apartment dwellings) or commercial businesses (industrial, institutional, or retail establishments), please enter **0 (zero)** on the report along with your signature and date before returning to the Millcreek Township Recycling Department. Also, a detailed list of your serviced accounts or stores is **MANDATORY** for the reports the township is required to send to the County and State. Your report to us will remain confidential, as always.

Be sure to check that no spaces have been left blank and that your **RESIDUE RATE** is clearly identified. Your residual rate should identify the percentage of material that was accepted at your facility, but **NOT** recycled. If you **DID NOT** accept contaminated material, please rate your residual rate as **0% or 1%** accordingly and maintain accurate data records to reiterate this figure in the event of an audit review. Complete the enclosed forms and email back to jjames@millcreektownship.com, fax to 814-835-6622, or mail back to the Recycling Department at the address listed above in our letterhead. Completed forms must be received by **February 1, 2016** in order to comply with the state deadline.

It has been found that past reports are not 100% accurate because of missed tonnages and frequent staff turnover. Over the next month, haulers and businesses may request a meeting with the Millcreek Township Recycling Department in order to properly complete these forms to the fullest extent. Similar to last year, the Recycling Department will be following up with phone calls if forms are not completed in their entirety.

We hope to continue improving our recycling rate each year and appreciate your timely response. All forms are also available online at www.millcreektownship.com found in the Recycling Department section of the website. If you have any questions pertaining to this letter or the attached form, please do not hesitate to contact me.

Respectfully,

Jessica James

Millcreek Township Recycling Coordinator

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