

INSERT COUNTY LETTERHEAD

Date

Dear **contact name of business/industry**,

**County name** County is preparing the **2020** Annual Progress Report (APR) in accordance with TCA § 68-211-861. As such, each county reports efforts toward meeting a 25% waste reduction and recycling goal. All local governments, businesses and industry actively engaged in the recovery or recycling of materials are encouraged to contribute their **2020** waste reduction and diversion efforts and be included in the measurement toward achieving the goal. Enclosed/Attached is a Recycling and Diversion Survey that can easily be completed and submitted for inclusion in the APR.

Inclusion in the APR may benefit local business or industry through improved end markets for recovered materials, identification of needed infrastructure to better manage materials being generated, and increased opportunities for materials exchanges with other industries that needing feedstock. The county will benefit toward achieving the 25% waste reduction and diversion goal, by demonstrating a need for collection or processing infrastructure, and by identifying opportunities for improved marketing or diversion.

Please submit the completed Recycling and Diversion Survey by **day of the week, date** to ensure inclusion in the APR. Proprietary information that you wish to keep anonymous may be submitted directly to the Tennessee Department of Environment and Conservation and compiled and reported in cumulative statewide totals, by type of recovered material [T.C.A. § 68-211-871(e)]. Contact the Division of Solid Waste Management for more details:

Trey White at (615) 532-0075 or at [Trey.White@tn.gov](mailto:Trey.White@tn.gov)  
Ashby Barnes at (615) 532-8010 or at [Ashby.Barnes@tn.gov](mailto:Ashby.Barnes@tn.gov)  
Bishop Wagener at (615) 253-9929 or at [Bishop.Wagener@tn.gov](mailto:Bishop.Wagener@tn.gov)  
Christina Perez at (615) 532-0814 or at [Christina.Perez@tn.gov](mailto:Christina.Perez@tn.gov)

If you have any other questions regarding the form or need clarification you may contact **Local Contact Name** at **phone number** or by email at **email address**. Thank you for your efforts toward helping **county name** County and the state achieve their waste reduction and diversion goals.

Sincerely,  
**Name**  
**Title, Organization**

**INSERT COUNTY NAME**

**MUNICIPAL SOLID WASTE REGION**

**RECYCLING & DIVERSION SURVEYS**

The Recycling & Diversion Surveys are to be completed by all collectors or primary collection point recyclers. Processors and end-users are exempt from having to complete this report. The survey should be completed early enough to allow the Annual Progress Report (APR) to be reviewed, approved by the solid waste board for the region and submitted to the Tennessee Department of Environment prior to March 31 of the year immediately following the reporting year.

Should the Region have difficulty collecting the information the statute allows the Region to compel those actively engaged in the collection, transportation, and/or disposal of solid waste to provide the necessary information [T.C.A. § 68-211-871(c) and (d)].<sup>1</sup> If you want to keep your data anonymous and do not wish to submit your information to the Region, you may submit it directly to TDEC.<sup>2</sup> Such information shall be treated as proprietary information but may be compiled and reported in cumulative statewide totals, by type of recovered material.<sup>3</sup> Such information shall not be released to the public in such a manner as to identify it with an individual recovered materials processing facility.<sup>4</sup>

**Amounts can be reported in tons, pounds (Lbs.), cubic yards (Yd<sup>3</sup>) or gallons. Make sure the correct unit of measure is indicated.**

County of Origin:
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Name:	Contact:	Phone:
Address :	Email:	Fax:

**Select the type of recycling or diversion:**

Institutional (Schools, Hospitals) <input type="checkbox"/>	Industry (Manufacturing Sector) <input type="checkbox"/>
Commercial (Retail and Office) <input type="checkbox"/>	Other (Call TDEC) <input type="checkbox"/> Please specify:

<sup>1</sup> T.C.A. § 68-211-871(c) and (d)

<sup>2</sup> T.C.A. § 68-211-871(e).

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

## Industrial, Commercial and Institutional (ICI) Recycling Survey

**Instruction:** Separate recycling reports will be completed for each ICI who are actively engaged in the recovery or recycling of materials within the county boundaries. Residential tonnages should not be included in these numbers.

**Recycling:** Means the process by which recovered materials are transformed into new products, including the collection, separation, processing, and reuse of recovered materials either directly or as raw materials for the manufacture of new products.

Commodity	Amount (Tons, Lbs., Yd <sup>3</sup> , or Gallons)
<b>Metals</b>	
Steel	
Tin	
Iron	
Copper	
Aluminum Beverage Containers	
Other Aluminum	
Bronze & Brass	
Mixed Metal	
Auto Body Scrap	
Oil Filters	
<b>Fiber</b>	
Sorted Office Paper (SOP)	
Mixed Office Paper (MOP)	
Old Newsprint Paper (ONP)	
Old Corrugated Cardboard (OCC)	
All other grades	
<b>Plastics</b>	
PET #1	
HDPE #2	
PVC #3	
LDPE #4	
PP #5	
PS #6	
Other #7	
ABS	
Mixed 1&2	
Mixed 3-7	
Mixed All Plastic	
<b>Glass</b>	
Clear (Flint)	
Green	
Amber	
Blue	
Non-ABC	
Mixed Glass	
<b>Batteries</b>	
Lead-Acid	
Dry Cell	
<b>Automotive Fluids</b>	
Used Oil	
Antifreeze	
Transmission Fluid	
Other	

**Industrial, Commercial and Institutional (ICI) Recycling Survey (continued):**

<b>Commodity</b>	<b>Amount (Tons, Lbs., Yd<sup>3</sup>, or Gallons)</b>
<b>Scrap Tires</b>	
Scrap Tires	
<b>Single Stream</b>	
Single Stream Recycling	
<b>Other Recyclables</b>	
Latex Paint	
White Goods/Appliances	
Textiles	
Pallets	
Electronics	
Mattresses	
Cooking Oil/Grease	
Carpet and Padding	
Recycled C & D (not landfilled)	

**Industrial, Commercial and Institutional (ICI) Diversion Survey:**

**Diversion:** Items Diverted away from Class I or III/IV landfills but do not fit the definition of recycling in the previous section.  
**State credit will still be given to this material.**

<b>Commodity</b>	<b>Amount (Tons, Lbs., or -Yd<sup>3</sup>)</b>
<b>Organics</b>	
Food Waste (composted)	
Food Waste (donated)	
Yard Trimmings (composted)	
Yard Trimmings (mulched)	
<b>Bio-Solids</b>	
Bio-Solids (land applied)	
Bio-Solids (composted)	
<b>Industrial Byproducts</b>	
Industrial Byproducts	
<b>Alternative Daily Cover</b>	
Alternate Daily Cover	
<b>Construction and Demolition Debris</b>	
Diverted C & D (not landfilled, not recycled)	
Crushed Glass for civil engineering projects (not landfilled, not recycled)	

**Comments:** Please write any comments to explain why a certain material was recycled or diverted or why there may have been a significant increase or decrease from previous years.