

**SITE WASTE RECYCLING**

 CONTRACTOR: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_  
 PROJECT NO: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

 Initial Pre-Construction Estimate     
  Monthly Report (from: \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_)  
 Closeout Project Summary \*

**MATERIAL SUMMARY**

	Not generated at this site	Collected for offsite recycling (tons)	Collected for salvage/ reuse (tons)	Collected for disposal (tons)	Destination (facility name and location)	Comments
<b>RECYCLED MATERIAL</b>						
Concrete						
Asphalt						
Metals (ferrous)						
Metals (non-ferrous)						
Land-clearing debris						
Wood						
Corrugated cardboard						
Plastics						
Electronics and electrical components						
Other (specify)						
Other (specify)						

\* For closeout project summary, include copies of documentation (receipts, bills of lading, etc.) with this report.

 \_\_\_\_\_  
 Signature of Waste Coordinator Certifying Accuracy of this Report

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Print Name

 \_\_\_\_\_  
 Contact Telephone Number

See reverse for instructions and additional information.

## INSTRUCTIONS FOR COMPLETING SITE WASTE RECYCLING FORM

This form is to be used multiple times throughout the project as shown in the examples below.

**MATERIAL SUMMARY**  Initial Pre-Construction Estimate

RECYCLED MATERIAL	Not generated at this site	Collected for offsite recycling (tons)	Collected for salvage/reuse (tons)	Collected for disposal (tons)
Concrete		X		
Asphalt	X			
Metals (ferrous)	X			
Metals (non-ferrous)	X			
Land-clearing debris		X		
Wood			X	
Corrugated cardboard	X			
Plastics		X		
Electronics and electrical components	X			
Other				X

**Pre-Construction Estimate:** Prior to beginning work at the site, submit a completed form that indicates the TYPES (not amounts) of site materials expected to be recycled, salvaged, or disposed of. Do this by marking the appropriate columns for each material as shown.

**MATERIAL SUMMARY**  Monthly Report (from: 4/1 to 4/30, 2005)

RECYCLED MATERIAL	Not generated at this site	Collected for offsite recycling (tons)	Collected for salvage/reuse (tons)	Collected for disposal (tons)
Concrete		35		
Asphalt	X			
Metals (ferrous)	X			
Metals (non-ferrous)	X			
Land-clearing debris		15		
Wood			1.5	
Corrugated cardboard	X			
Plastics				
Electronics and electrical components	X			
Other				X

**Monthly Report:** Each month, submit a completed form that indicates both the TYPES and QUANTITIES (to the nearest 0.5 ton) of site materials that were actually recycled, salvaged, or disposed of during the monthly reporting period. Do this by marking the appropriate columns for each material as shown.

**MATERIAL SUMMARY**  Closeout Project Summary

RECYCLED MATERIAL	Not generated at this site	Collected for offsite recycling (tons)	Collected for salvage/reuse (tons)	Collected for disposal (tons)
Concrete		220		
Asphalt	X			
Metals (ferrous)	X			
Metals (non-ferrous)	X			
Land-clearing debris		65		
Wood			4.5	
Corrugated cardboard	X			
Plastics		0.5		
Electronics and electrical components	X			
Other				6.5

**Closeout Summary:** After all site work is completed, submit a completed form that indicates both the TYPES and QUANTITIES (to the nearest 0.5 ton) of site materials that were actually recycled, salvaged, or disposed of throughout the entire project. Do this by marking the appropriate columns for each material as shown.

IN ADDITION, include documentation (weight receipts, bills of lading, etc.) that support the numbers you report.

- Forms shall be filled out completely and legibly. All amounts shall be reported in tons.