



City of Seattle

Frequently Asked Questions: 2020 Seattle Annual Recycling and Reuse Report and 2021 Recycler License

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Who has to report their 2020 recycling activities?

To get a 2021 Recycler License, your company must complete and submit the *2020 Seattle Annual Recycling and Reuse Report* by **March 31, 2021** if your business did any of these activities in 2020:

- Collected, processed, or hauled recyclable materials originating in the City of Seattle (regardless of where the materials were delivered to). Construction and Demolition recycling facilities that accepted materials from Seattle construction job sites, Seattle businesses, or Seattle residents are required to report.
- Provided drop boxes or operated one or more drop-off facilities for recyclable materials in the City of Seattle.
- Operated a Materials Recovery Facility (MRF) processing materials originating in the City of Seattle.

Seattle Municipal Code Subchapter 6.250.020 requires annual reporting of collectors and processors of recyclable materials.:

A "Collector" is defined as:

1. A person who operates one or more vehicles for the collection of recyclable materials from residential, commercial, or industrial premises or construction sites in the City; or
2. A person engaged in construction, demolition, or land clearing who hauls recyclable materials away from job sites in the City; or

3. A person who places drop boxes, kiosks, barrels, or other containers in the City where the public may deposit recyclable materials; or
4. A person who maintains one or more business premises in the City where the public may bring recyclable materials, including but not limited to salvaged or surplus building materials and discarded household items and clothing; or
5. A person who, as part of regular business activities in the City, transports recyclable materials, including but not limited to product packaging, oils, and food waste, directly from one or more business premises to a recyclable materials processor.

City contractors who pick up residential and/or commercial garbage, recyclable materials, including food and yard waste, are collectors under this definition.

A "Processor" is defined as:

A person who operates a facility that receives recyclable materials originating in the City from collectors or private individuals where such materials are sorted for marketability by type, quality, or other criteria and then sold directly to the public for reuse or shipped to a recycling firm or facility for further processing. City contractors who operate transfer stations, materials recovery facilities (MRFs), or other facilities where waste materials are sorted for reshipment or disposal are processors under this definition.

Businesses required to submit the *2020 Seattle Annual Recycling and Reuse Report* should be aware that the list of materials and their definitions are similar but not identical to those in annual reports required by the Department of Ecology (Ecology). Photocopies of Ecology forms are not accepted.

What does my company have to report?

You should report on **tonnages** of recyclable and reusable materials your company received from Seattle (Materials Received) and where those materials then went and how they were used (Destination and Final Use of Materials).

- For **Materials Received**, provide the tonnages of the materials you collected from Seattle residents, businesses, or construction job sites or handled from Seattle sources in 2020. This is similar to the *State Annual Recycling Report* for the Department of Ecology. However, the City requires that you itemize recycled materials originating from construction and demolition (C&D) projects and space is provided for C&D materials. Photocopies of Ecology forms are not accepted.
- For **Destination and Final Use of Materials**, list the companies to which you sold or delivered reusable or recyclable materials including construction materials, and the tonnages sold or delivered to a buyer during 2020. If you sold reusable goods to the public, please note this in your *2020 Seattle Annual Recycling and Reuse Report*.

How does the City define different recyclable materials?

Use the definitions provided in *Recyclable and Reusable Material Type Definitions* on pages 6-7 of the packet mailed to you when reporting on the materials you collected or processed. The *Recyclable and Reusable Material Type Definitions* are also available for reference online at seattle.gov/util/recyclerlicense.

How do I measure the materials I collected or processed in tons?

Report the materials collected or processed in tons (2,000 pounds per ton).

If you complete your report in the *Recycler Reporting App* online at https://web8.seattle.gov/CE_RecycleReportClient, you can enter the pounds you have for each type of material and the app will help you convert them into tons.

If you complete your report by downloading and completing the Excel spreadsheet provided online at seattle.gov/util/recyclerlicense, the *General Measurement Standards and Reporting Guidelines* on pages 8-9 of the packet mailed to you may help you convert materials quantities to tons. The *General Measurement Standards and Reporting Guidelines* are also available online at seattle.gov/util/recyclerlicense.

How does my company report its 2020 recycling activities?

This year, there are two options for reporting your recycling activities by **March 31, 2021**:

1. Report online using the new *Recycler Reporting App* at https://web8.seattle.gov/CE_RecycleReportClient, or
2. Download an electronic version of the *2020 Seattle Annual Recycling and Reuse Report* (Microsoft Excel) from seattle.gov/util/recyclerlicense and email your completed report to SPU_recyclerlicense@seattle.gov.

Why is it important to do the 2020 Seattle Annual Recycling and Reuse Report?

Your business plays a vital role in the City of Seattle reaching its recycling goals. Your completed *2020 Seattle Annual Recycling and Reuse Report* will help us determine how much your business recycled and your role in helping Seattle reach its 70% recycling goal. In 2019, we estimate businesses recycled an impressive 221,000 tons of material, or 62.1%.

To learn more about Seattle's recycling goals and progress to date, visit seattle.gov/utilities/about/reports/solid-waste-reports and select the link for "2019 Waste Prevention and Recycling Report."

Will the information I provide be publicly available?

The information you provide in your *2020 Seattle Annual Recycling and Reuse Report* may be subject to public disclosure. However, you may wish to request confidentiality for certain portions of your *Report*. If you wish to request confidentiality for portions of your *Report*, please notify SPU in writing no later than **March 31, 2021**, according to the instructions in the *Confidentiality Section* mailed to you. You may also obtain a copy of the *Confidentiality Section* by emailing SPU_recyclerlicense@seattle.gov.

How do I get a Recycler License?

To obtain your Recycler License, follow these three steps:

1. Complete the *Recycler License Application/Renewal* included in the packet you received in the mail, or download it from seattle.gov/util/recyclerlicense,
2. Submit your completed *2020 Seattle Annual Recycling and Reuse Report* online using the *Recycler Reporting App* or by emailing your Excel spreadsheet to spu_recyclerlicense@seattle.gov, and
3. Send the completed *Recycler License Application/Renewal*, along with a check for \$105 payable to "City of Seattle" by **March 31, 2021** to:

City of Seattle, Department of Finance and Administrative Services

Attn: Terry Boyle
700 5th Avenue, Suite 4250
P.O. Box 34214
Seattle, WA 98124-4214

What happens if my company doesn't submit a complete and accurate 2020 Seattle Annual Recycling and Reuse Report?

Failure to submit a complete and accurate *Recycler License Application/Renewal* and *2020 Seattle Annual Recycling and Reuse Report* by **March 31, 2021** may result in fines and statutory fees of \$500 or more (SMC 6.202.470). In addition, an inaccurate or incomplete *2020 Seattle Annual Recycling and Reuse Report* may result in the denial of your *Recycler License Application/Renewal*. The Department of Finance and Administrative Services Consumer Protection Division enforces these penalties and will reach out to you if your license application and recycling report are not received on time.

What if I have questions about or need help completing the 2020 Seattle Annual Recycling and Reuse Report or the Recycler License Application/Renewal?

If you have questions about or need help completing your *2020 Seattle Annual Recycling and Reuse Report* or your *Recycler License Application/Renewal*, please contact Jemini Davis at 206-256-6601 or SPU_recyclerlicense@seattle.gov.