

# Public Sector Recycling Reports

## Calculating Recycling Rates/ Estimating Disposed and Recycled Tons

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Two Ways to Do This.

1. Contact your service provider to obtain tonnage for specific calendar year.
2. Estimate the tonnages using the following:
  1. [Recycling Rate Calculator](#)
  2. Use one of the four following methods.

Example 1.

### I. Amount of Municipal Solid Waste Disposed (tons/year):

*To estimate this amount, the following methodology may be used (but is not required).*

A. Number of garbage dumpsters for facility = \_\_\_\_\_

B. Size of the garbage dumpsters (in cubic yards, which can be obtained from the waste hauler) = \_\_\_\_\_

C. Frequency (per week) that the garbage dumpsters are emptied = \_\_\_\_\_

D. Multiply Item A by Item B by Item C by 52 weeks per year by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= \_\_\_\_\_

### Step 2: Amount of Municipal Solid Waste Recycled (tons/year):

*(To estimate this amount, the following methodology may be used (but is not required).*

E. Number of recycling dumpsters for facility = \_\_\_\_\_

F. Size of the recycling dumpsters (in cubic yards, which can be obtained from the recyclables hauler) = \_\_\_\_\_

G. Frequency (per week) that the recycling dumpsters are emptied = \_\_\_\_\_

H. Multiply Item A by Item B by Item C by 52 weeks per year by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= \_\_\_\_\_

I. Recycling Rate (%): \_\_\_\_\_ Line H. divided by (Line H. plus Line D.) multiplied by 100.

Example 2:

Multiple Offices/Buildings sharing recycling and waste containers

- Determine who owns your building. \_\_\_\_\_
- If your building is privately owned, contact the owner or rental management company to determine who your waste hauler is.
- If DMS owns your building, contact the DMS building manager to determine who your waste hauler is.
- If your agency owns your building, contact the building manager to determine who your waste hauler is.
- Contact the waste hauler and ask for the following information:  
How large are the recycling and waste containers that service this building?  
How often are the containers emptied (pulled)?
- For the recycling and waste containers, separately multiply the number of containers by the size of the containers by the number of pulls per year by 225 pounds of MSW per cubic yard and then divide the total by 2000 pounds per ton. This is your recycling and waste tonnages.
- Multiply tonnage by percent of total personnel (see below for in-depth explanation) to get tonnage applied to your office or building for both recycling and waste.
- To get the recycling rate: Divide the recycling tonnage by (recycling tonnage plus waste tonnage) then multiply the total by 100.

### Example 3:

#### Shared Building/Complex

If your building is within a complex or the containers that service your building also service other buildings you will want to determine a methodology to assign a portion of the waste and recycling to your building. To do this, use a per capita basis.

Example: There are three buildings that share one recycling container. Building one has 500 people, building two has 300 people and building three has 200 people. Using a per capita basis you would assign 50% of the recycling to building one, 30% to building two and the remaining 20% to building three.

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- If your agency owns your building, contact the building manager to determine who your waste hauler is.
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How large are the recycling and waste containers that service this building?  
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- Multiply tonnage by percent of total personnel (see below for in-depth explanation) to get tonnage applied to your office or building for both recycling and waste.
- To get the recycling rate: Divide the recycling tonnage by (recycling tonnage plus waste tonnage) then multiply the total by 100.