



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

DEP Form #: 62-716.460(1) F.A.C.
Form Title: Annual Recycling Report from
Public Sector Entities to Counties
Effective Date:
Incorporated in Rule: 62-716.460 F.A.C.

This information shall be submitted electronically using Re-TRAC at
<https://connect.re-trac.com/registration/fl-public-sctr-annl-rpt>
or
recycling@dep.state.fl.us

Public Sector entities may request an exemption from the electronic submission requirement due to technologic hardship. Submission of this form will establish a request for an exemption from the electronic submission requirement in Rule 62-716.460(1), F.A. C.

Annual Recycling Report from Public Sector Entities to Counties

Section 403.7032(3), Florida Statutes: *Each state agency, public institution of higher learning, community college, and state university, including all buildings that are occupied by municipal, county, or state employees and entities occupying buildings managed by the Department of Management Services, must at a minimum, annually report all recycled materials to the county using the department's [DEP's] designated reporting format.*

Instructions: Use one form per reporting entity (either for a single building or for the total of multiple buildings).

This reporting form is also available in an online format. (If you choose to use the online data collection system, lines 13.D. and 14.D. will be automatically calculated and then lines 13 and 14 will be automatically populated with that data.)

*If reporting for multiple buildings (such as all buildings of a university, or all buildings in a school district), ensure that all buildings are located within the same county. **If the reporting entity has buildings in different counties, a separate form must be used for each county.***

1. **Calendar Year of data:** _____
2. **County:** _____
3. **Entity Name:** _____
(Example: Main Street School or Florida City Agency)
4. **Mailing Address:** _____
5. **Contact Person:** _____
6. **Email:** _____
7. **Phone:** _____

Check One:

8. **Single Building** **Multiple Buildings**

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Check One:

- 9. **Public Institution of Higher Learning (Including but not limited to community college, state university, vocational/technical school)**
- 10. **State Agency (including buildings Occupied by State Employees and Entities Occupying Buildings Managed by the Department of Management Services)**
- 11. **Municipal Agency**
- 12. **County Agency**

13. **Amount of Municipal Solid Waste Recycled (tons/year):** _____

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

- A. Number of recycling dumpsters for facility = _____
- B. Size of the recycling dumpsters (in cubic yards, which can be obtained from the recyclables hauler) = _____
- C. Frequency (per week) that the recycling 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. **Put that number on Line 13.**

Note: Per Section 403.706(5), Florida Statutes, **Municipal Solid Waste** includes only: Construction & Demolition Debris, Yard Waste, Metals, White Goods, Tires, Food Wastes, Textiles, Glass, Aluminum Cans, Steel Cans, Plastic Bottles, Other Plastics, Newspapers, Corrugated Paper, Office Paper, and Other Paper. Municipal Solid Waste does not include agricultural waste, industrial waste, mining waste or sludge.

14. **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. **Put that number on Line 14.**

15. **Recycling Rate (%):** _____

Line 13 divided by (Line 13 plus Line 14) multiplied by 100

NOTE: This form may be submitted electronically to recycling@dep.state.fl.us or by mail to the Waste Reduction and Registration Section, MS 4555, Division of Waste Management, Department of Environmental Protection, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.