



State of Oregon Department of Environmental Quality

Instructions for the 2024 Oregon Material Recovery Survey

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The 2024 Material Recovery Survey has ten parts. Detailed instructions for each part follow.

NOTE: If you sort commingled materials, complete a "Commingled Collection Worksheet" before completing the individual material collection survey(s). Contact Michelle Shepperd, 503-229-6724, or via email: recovery.info@deq.oregon.gov, if you need to complete a commingled collection worksheet.

Line 1 (Two boxes above Part A): **Material:** *A separate form should be used for each material you handle.* The names of the materials you reported handling last year are pre-printed on the enclosed forms. One blank form is also included – please make any extra copies that you may need. If using the Excel file, select Page 1 and Page 2 of the blank sheets and create a copy at the end of the workbook. On line one, enter the name of the material if you do not have a pre-printed form.

ID Code: This code has already been filled out on the Excel form sent to you. This is a unique, confidential number which identifies your business. *Make sure your ID code is on each form for each material you return.* Contact DEQ if you do not already have an ID code.

Part A – Beginning Inventory, January 1, 2024

Line 2: Enter the weight, in tons, of your inventory at the beginning of 2024, if known.

Part B – INCOMING: Material Source

Report all amounts in tons (2,000 lbs = 1 ton). Please refer to [Attachment B](#) (online) for common weight and volume conversion factors for many recycled materials. Please state the form of weight if other than tons.

Lines 3-28: **Incoming: Material Source:** List the **county or city (REQUIRED)** from which the material came. If material was collected from Clackamas, Multnomah, or Washington counties, combine these amounts and list the origin as "Metro." Use one row per Oregon county/city.

- List the amount of material you **collected yourself** from individuals or companies such as grocery stores, restaurants and bars, schools, hospitals, offices, warehouses, the general public, drop boxes, etc. in the **DIRECT** column.
- List the amount of material you received from **other recyclers** such as garbage haulers or other companies, groups, or individuals engaged in the recycling business in the **INDIRECT** column. **REQUIRED - enter the names of the companies from whom you received materials (one company per line).**
- If you don't know the source of the material but know the county of origin, include it in the **INDIRECT** column. If you believe this is Oregon material but do not know the county of origin, please give a probable county or city of origin.
- If you do not know the exact amount of material collected, please provide a good estimated amount.
- List additional counties and collection methods, if any, on a separate sheet(s). *If familiar with Excel, you may use the columns/cells to the right of the form to list the additional counties/cities/recyclers and amounts, putting the total on line 30.*

Line 29: **Subtotal:** Add amounts from lines 3-28 and put the subtotal here. *The Excel form will automatically do this.*

Line 30: **Additional Oregon County Totals, If Any:** Total the amount from the separate sheet(s). *If familiar with Excel, you may use the columns/cells to the right of the form to list the additional counties/cities/recyclers and amounts, putting the total on line 30.*

Line 31: **Total Tons Sorted from Commingled Mix:** Transfer the amount of the matching material that was sorted out of a commingled mix – this must come from the **Commingled Collection Worksheet**, the matching material listed on one of the lines 19-28.

Line 32: **Total Tons Collected from Out-of-State:** Enter the amount of material received from sources outside of Oregon.

Line 33: **Total Tons Collected in 2024:** Add lines 2 and 29 through 32. Transfer this amount to line 34 on the back side of this form (Page 2). *The Excel form will automatically calculate the total and populate line 34 on page 2.*

Part C - Incoming Total (Back side, Page 2 of form)

Line 34: This is the amount from line 33 on the front side (Page 1). *The Excel form will automatically populate this for you.*

Part D – OUTGOING: DOMESTIC - Material Sold/Shipped/Transferred (Within US)

(This information will be kept confidential.)

Report all amounts in tons (2,000 lbs = 1 ton). Please refer to [Attachment B](#) (online) for common weight and volume conversion factors for many recycled materials. Please state the form of weight if other than tons.

Lines 35-42: List only U.S. companies (Domestic) to which you directly sold, shipped, or transferred the materials. Include the broker (if applicable), city and state, and the amount of material sold, shipped, or transferred. To the best of your knowledge, was the material used for composting, energy recovery (e.g., used oil burned for fuel), or recycling? Answer by typing “C” for composting, “E” for energy recovery, or “R” for recycling.

NOTE: If your company makes a product with the recovered material (for example, compost and bark dust, re-refined oil or oil fuels, paper products, etc.), record this activity on line 49, “Total Used By Your Company to Make a Product.”

Line 43: **Total Tons Sold to Additional Companies, If Any:** Total the amount from the separate sheet(s). *If familiar with Excel, you may use the columns/cells to the right of the form to list the additional counties/cities/recyclers and amounts, putting the total on line 43.*

Line 44: **Subtotal D** – add amounts from lines 35 through 43 and put the subtotal here. *The Excel file will automatically calculate the subtotal.*

Part E – OUTGOING: Material EXPORTED to Out-of-Country Markets (Outside US)

Lines 45-46: Enter the total quantity sold, shipped, or transferred to markets **outside the United States**. You may combine totals for individual countries. *Identify name of company or broker who handled the export of the material.* To the best of your knowledge, was the material used for composting, energy recovery (e.g., used oil burned for fuel), or recycling? Answer by typing “C” for composting, “E” for energy recovery, or “R” for recycling.

Line 47: **Total Tons Sold to Additional Companies, If Any:** Total the amount from the separate sheet(s). *If familiar with Excel, you may use the columns/cells to the right of the form to list the additional counties/cities/recyclers and amounts, putting the total on line 43.*

Line 48: **Subtotal E** – add amounts from lines 45 through 47 and put the subtotal here. *The Excel file will automatically calculate the subtotal.*

Line 49: **Total Used by Your Company to Make a Product:** Enter total quantity used by your company to make a product. Was the product used for energy recovery, composting, or recycling? Answer by typing “C” for composting, “E” for energy recovery, or “R” for recycling.

Part F – Material Disposed/Shrinkage/Other

Lines 50-52: Enter total quantity that was disposed; was decreased by shrinkage or other. Indicate either **D** or **S** or **Other**.

Line 53: **Subtotal F** – add amounts from lines 50 through 52 and put the subtotal here. *The Excel file will automatically calculate the subtotal.*

Line 54: **Total Outgoing Tons in 2024:** Add lines 44, 48, 49 and 53. *The Excel file will automatically calculate the total.*

Part G - Ending Inventory, December 31, 2024

Line 55: Enter the amount of any material that is still in inventory at the end of 2024. This should be the difference of Line 34 minus Line 54. *The Excel file will automatically calculate the ending inventory, so the cell should already be populated.*

Part H - Does this form balance?

Use this space to make sure your report is completed correctly. The Total Incoming, plus beginning inventory, should equal the Total Outgoing, minus ending inventory. **If there is a negative number for the ending inventory, then the form doesn't balance.** *If the form does not balance, check your numbers to determine where the error is and make the necessary correction.* If you cannot make the form balance, please explain why in the "Comments" section.

Part I - Comments

Use this portion of the form to provide any information you think will be helpful for us to know.

Part J - Certification and Signature

Type the name, e-mail, title, and telephone number of the person completing this form and enter the date. We will call this person first if we have questions about the information provided on the form. We will also use this contact information for any enforcement actions. If submitting the Excel file, the e-mail's signature block may be considered the form's signature provided they match the e-mail on the form; therefore, a handwritten signature is not required.

Thank you for your assistance!

Need help? Contact Michelle Shepperd toll-free at 1-800-452-4011, or 503-229-6724, or recovery.info@deq.oregon.gov

Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.oregon.gov.