



# Voluntary Recycling Reporting Form

## School Energy Recycling Team (SERT)

MCPS Form 201-9  
May 2013

Department of Facilities Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 4000 • Rockville, Maryland 20850

Please return fully completed form and supporting documentation via the pony to SERT, 45 W. Gude Drive or Fax to 301-279-3005.

Name of School/Facility: \_\_\_\_\_ FAC # \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Title of Person Completing Form: \_\_\_\_\_

E-mail of Person Completing Form: \_\_\_\_\_

Reporting Date: \_\_\_\_\_

### TYPE OF VOLUNTARY RECYCLING

- Printer/toner cartridges
- Rechargeable batteries/cell phones
- Office/school supplies
- Terracycle Program (specify type of material in box below)
- Others, specify below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COLLECTION INFORMATION

Frequency of Collection:

- Monthly  Weekly  Daily  Other, specify below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Collection Date(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONTRACTOR/HAULER INFORMATION

- Contractor/hauler under contract with MCPS. If under contract, please provide name of MCPS contract manager, e-mail, and telephone number.

Contract Manager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Weight of Collection:

- Pounds  Tons  Other, specify below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- One-time use only

- Pick-up from MCPS location

- MCPS drop off at hauler/contractor's location. If drop off at contractor's location, please provide name of hauler/contractor and address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

### DISPOSAL SITE/SHIP TO INFORMATION

Please provide name and address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_