

**AmeriCorps National Performance Measures
Pilot Year 2: 2011-2012
Output Instrument Packet
MATERIAL COLLECTED AND RECYCLED**

Environmental Stewardship Focus Area

| |
|--|
| National Performance Measure |
| Output: Number of tons of materials collected and recycled (EN6). |

Definition of Key Terms¹

- See the following **link at the Environmental Protection Agency** for helpful information on recycling: <http://www.epa.gov/waste/conserve/rrr/recycle.htm>
- **1 Ton** = 2,000 pounds
- **Collected:** materials may be brought to your program or your program may collect them from places that would otherwise not benefit from free recycling programs
- **Recycled:** your program may deliver them to a reputable recycling site or may recycle the materials directly

Considerations for this National Performance Measure²

Output

- Will your material be collected AND recycled? (You need to conduct both tasks for this national performance measure.)
- Will collection of material and recycling meet the description as stated in the Definition of Key Terms?

Outcome

- You will be required to identify and measure an intermediate outcome, a change that you expect will occur because of your recycling efforts. What measurable gain can be expected in your community that receives material collection and recycling services? Will you be able to measure this change?

¹ 2011 National Performance Measures: Background Information References and Authorities, Definitions, Suggestions Regarding Data Collection, and Additional Notes, CNCS:

http://www.americorps.gov/pdf/11_1018_ameriCorps_nofa_background_document.pdf.

² For more on alignment of performance measures, see the AmeriCorps Toolkit:

<http://nationalservicerresources.org/star/ac-program-toolkit>.

Data Collection Challenges

- Can you have the equipment to reliably measure pounds/tons of materials collected and accurately report tons of materials recycled?
- Will you be able to avoid counting the same materials more than once?
- Will you be able to avoid counting non-recyclable material that may inadvertently end up mixed in with recyclable material? If some materials you collect cannot be recycled, you will need to exclude these materials from your count of recyclable materials.
- After using the data collection instruments to document outputs and outcomes, do you have a safe place to store these documents? This “raw data” will provide evidence that you collected the data in a systematic manner and will verify the results reported.

Data Collection Strategies

- Determine a reliable method to measure pounds/tons of materials collected and recycled. Two possible methods are:
 1. Sort the materials by type and weigh each set of materials to obtain a direct measure of pounds/tons.
 2. Sort the materials by type and estimate the weight of each set of materials using the Environmental Protection Agency’s “Standard Volume-to-Weight Conversion Factors: Appendix B” (see pdf file: EPA Guide Appendix b). Note this method assumes you can reliably measure the *volume* of materials collected and recycled. The conversion factors can be download from the EPA’s website at http://www.epa.gov/wates/conserves/tools/recmeas/docs/guide_b.pdf
- To avoid counting the same materials more than once, tag larger recyclable material (e.g., televisions, computer equipment) after they have been sorted and weighed, or separate them from materials that have not been sorted and weighed (e.g., by placing them in separate storage containers).
- Consider developing your instrument in an Excel spreadsheet, or at least transferring your data to an Excel spreadsheet. This will facilitate calculating the total weight of materials collected and recycled.

Sample Instruments in this Packet

Monthly Log of Materials Collected

Monthly Log of Materials Recycled

This packet contains separate instruments to track pounds/tons of materials collected and recycled. These logs collect output data on the types of materials collected and recycled, including glass, metal, paper, plastic, and other household and industrial waste. The logs provide spaces to track pounds of each type of material collected and recycled weekly during a one-month period. At the end of the month, total pounds of materials collected and recycled can be calculated. Use a new log sheet for each month of project activities. These forms can be expanded to include more rows. The list of materials can also be modified to reflect the types of materials your project collects and recycles. You are encouraged to develop an Excel spreadsheet to facilitate calculating totals.

Material Collected and Recycled

Sample Instruments:

Monthly Log of Collected Materials

Monthly Log of Recycled Materials

Monthly Logs of Materials Collected and Recycled

Instructions

| | |
|--|---|
| What is the purpose? | To determine how many pounds/tons of materials are collected and recycled |
| Who should complete this instrument? | AmeriCorps members, site supervisors or other staff who are directly involved in or oversee the collection and recycling of materials can complete these instruments. |
| When should we complete this instrument? | In each log, enter the number of pounds of material of each type that are collected or recycled in a given week in the appropriate box. At the end of the month, add up each row and sum the “monthly total” column to obtain a total for the month. Transfer the subtotals for each type of materials collected or recycled to the “all materials” table on the second page of the log to calculate a grand total in pounds and tons for the month. Use a new log sheet each month that materials are collected and recycled. |
| What should we do to prepare? | Identify a reliable method to measure pounds of materials collected and recycled. Either weigh the materials directly (after sorting by type of material), or use the “Standard Volume-to-Weight Conversion Factors” provided by the Environmental Protection Agency at http://www.epa.gov/waste/consERVE/tools/recmeas/docs/guide_b.pdf |
| What should we do afterwards? | Once all service activities are completed for the program year, add up the monthly totals for pounds/tons of materials collected and recycled and report this information (in tons) to the Corporation for your output target. |
| Can I use an alternative instrument? | <p>Different forms can be developed/used to document pounds/tons of materials collected and recycled. In any case, remember to save the “raw” data as proof that a systematic process was used to document the outputs.</p> <p>The instrument collects information in greater detail than is required by the National Performance Measure. It may not be necessary to weigh each type of recyclable material separately as long as you can report accurate information on the total amount of material (of all types) that is collected and recycled.</p> |

Monthly Log of Materials Collected

Program Name: _____ **Form Completed by:** _____

Month: _____ **Year:** _____

Instructions: Use this log to track pounds of materials COLLECTED each month. For each type of material, enter the number of pounds collected during a particular week in the appropriate box. At the end of the month, add up the subtotals for each table and transfer these subtotals to the table for "All Materials Collected". Calculate a grand monthly total and convert to tons. Supervisor should sign and date to verify the information. **Report materials collected and recycled to the Corporation in tons (2,000 pounds = 1 ton).**

| RECYCLABLE Materials | Pounds of Materials COLLECTED | | | | | Monthly Total |
|---|-------------------------------|--------|--------|--------|--------|---------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Glass Containers | | | | | | |
| Other Glass | | | | | | |
| Aluminum Cans | | | | | | |
| Tin/Steel Cans | | | | | | |
| Major Appliances | | | | | | |
| Other Metal | | | | | | |
| Newspaper/Magazines | | | | | | |
| Corrugated Containers | | | | | | |
| Office Papers | | | | | | |
| Other Paper | | | | | | |
| Automotive Tires | | | | | | |
| Other: _____ | | | | | | |
| RECYCLING MATERIALS COLLECTED, Total Pounds: | | | | | | |

| RE-USABLE Materials | Pounds of Materials COLLECTED | | | | | Monthly Total |
|---|-------------------------------|--------|--------|--------|--------|---------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Computers | | | | | | |
| Building Materials | | | | | | |
| Other: _____ | | | | | | |
| RE-USABLE MATERIALS COLLECTED, Total Pounds: | | | | | | |

| COMPOSTABLE Materials | Pounds of Materials COLLECTED | | | | | Monthly Total |
|---|-------------------------------|--------|--------|--------|--------|---------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Food Waste | | | | | | |
| Yard Waste | | | | | | |
| Other: _____ | | | | | | |
| COMPOSTABLE MATERIALS COLLECTED, Total Pounds: | | | | | | |

| TAKE-BACK Materials | Pounds of Materials COLLECTED | | | | | Monthly Total |
|---|-------------------------------|--------|--------|--------|--------|---------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Household Chemicals | | | | | | |
| Paint | | | | | | |
| Batteries | | | | | | |
| Used Oil | | | | | | |
| Other: _____ | | | | | | |
| TAKE-BACK MATERIALS COLLECTED, Total Pounds: | | | | | | |

| All Materials Collected | Monthly Total |
|--|---------------|
| RECYCLABLE | |
| RE-USABLE | |
| COMPOSTABLE | |
| TAKE-BACK | |
| Grand Monthly Total Pounds Collected: | |
| Total Tons* | |

**REMINDER: Divide pounds of materials collected by 2,000 to get tons.*

NOTE: This is not the number you will report since the materials have not yet been recycled. To report the output, sum the total tons **recycled** (that were collected) from all months of the program year.

Supervisor Signature: _____

Date: _____

Monthly Log of Materials Recycled

Program Name: _____ Form Completed by: _____

Month: _____ Year: _____

Instructions: Use this log to track pounds of materials RECYCLED each month. For each type of material, enter the number of pounds recycled during a particular week in the appropriate box. At the end of the month, add up the subtotals for each table and transfer these subtotals to the table for "All Materials Recycled". Calculate a grand monthly total and convert to tons. Supervisor should sign and date to verify the information. **Report materials collected and recycled to the Corporation in tons (2,000 pounds = 1 ton).**

| Pounds of Materials RECYCLED | | | | | | |
|--|--------|--------|--------|--------|--------|---------------|
| RECYCLABLE Materials | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Monthly Total |
| Glass Containers | | | | | | |
| Other Glass | | | | | | |
| Aluminum Cans | | | | | | |
| Tin/Steel Cans | | | | | | |
| Major Appliances | | | | | | |
| Other Metal | | | | | | |
| Newspaper/Magazines | | | | | | |
| Corrugated Containers | | | | | | |
| Office Papers | | | | | | |
| Other Paper | | | | | | |
| Automotive Tires | | | | | | |
| Other: _____ | | | | | | |
| MATERIALS RECYCLED, Total Pounds: | | | | | | |

| Pounds of Materials RE-USED | | | | | | |
|---|--------|--------|--------|--------|--------|---------------|
| RE-USABLE Materials | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Monthly Total |
| Computers | | | | | | |
| Building Materials | | | | | | |
| Other: _____ | | | | | | |
| MATERIALS RE-USED, Total Pounds: | | | | | | |

| COMPOSTABLE Materials | Pounds of Materials COMPOSTED | | | | | Monthly Total |
|---|--------------------------------------|---------------|---------------|---------------|---------------|--------------------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Food Waste | | | | | | |
| Yard Waste | | | | | | |
| Other: _____ | | | | | | |
| MATERIALS COMPOSTED, Total Pounds: | | | | | | |

| TAKE-BACK Materials | Pounds of Materials TAKEN BACK | | | | | Monthly Total |
|--|---------------------------------------|---------------|---------------|---------------|---------------|--------------------------|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | |
| Household Chemicals | | | | | | |
| Paint | | | | | | |
| Batteries | | | | | | |
| Used Oil | | | | | | |
| Other: _____ | | | | | | |
| MATERIALS TAKEN BACK FOR SAFE DISPOSAL, Total Pounds: | | | | | | |

Double-check your numbers by comparing the amount collected and the amount recycled. Generally the amount recycled should be the same as or less than the amount collected. If the amount recycled is more, there should be a reason (e.g. there was a backlog of items collected that did not get recycled until a few months later).

| All Materials Recycled | Monthly Total |
|---|----------------------|
| RECYCLABLE | |
| RE-USABLE | |
| COMPOSTABLE | |
| TAKE-BACK | |
| Grand Monthly Total Pounds Recycled: | |
| Total Tons*: | |

**REMINDER: Divide pounds of materials recycled by 2,000 to get tons.*

TO REPORT THE OUTPUT (EN6): Sum the total tons recycled from all months of the program year and report this number as your output.

Supervisor Signature: _____

Date: _____