Sample Instruments

MATERIAL COLLECTED AND RECYCLED

Environmental Stewardship Focus Area

***Output*:** Number of tons of materials collected and recycled (EN6).

Sample Instruments in this Packet

This packet contains separate instruments to track pounds/tons of materials collected and recycled.

- ***Monthly Log of Materials Collected***
- ***Monthly Log of Materials 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 collected and recycled. You are encouraged to develop an Excel spreadsheet to facilitate calculating totals.

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?	National service participants, 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. To calculate a grand total in pounds and tons 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. 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) for your output target.
Can I use an alternative instrument?	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. The instrument collects information in greater detail than is required. 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.

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 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[1]	

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: _____

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

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 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[2]:	

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: _____

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