

## MRF SURVEY: Acceptable Materials Worksheet

MRF Facility Name Recycling Works Date 3-28-25

MRF Location (city, state) Elkhart

Please fill out the form below to convey acceptable and problematic materials. It is recommended that the **local program representative and MRF operator/plant manager** complete this worksheet together every six months and during the creation or renewal of processing contracts. We encourage this document be used in the RFP process as well.

Mark whether each item is: **YES: Acceptable**

**NO: Detrimental** or **NO: Non-detrimental** or **NO: But recycled**

**Detrimental items:** Can shut down or damage equipment, harm employees, and/or substantially degrade the value of material.

**Non-detrimental items:** Not accepted, but do not cause any major problems. Item ends up in residual.

**But recycled items:** Not formally accepted, do not cause major problems but may be pulled off line to be recycled in some cases.

### PRO TIP

This tool is meant for use with your MRF, and uses industry terms. All educational materials should use terms easy to recognize and understand by your community audience and not necessarily the terms used in this document.

<div> <div>YES: Acceptable</div> <div>NO: Detrimental</div> <div>NO: Non-detrimental</div> <div>NO: But recycled</div> </div>				PAPER PRODUCT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cartons (gable top e.g., milk, orange juice, and aseptic e.g., juice boxes, soup)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold Cups (e.g., paper soda fountain drink cup)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard Cover Books
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Cups (e.g., coffee cup)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kraft Bags
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Magazines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Newspaper
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OCC (old corrugated cardboard)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office Paper
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paperback Books
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paperboard Boxes (e.g., cereal, tissue)

## MRF SURVEY: Acceptable Materials Worksheet (pg. 2/6)

<div> <div>YES: Acceptable</div> <div>NO: Detrimental</div> <div>NO: Non-detrimental</div> <div>NO: But recycled</div> </div>				
<b>PAPER PRODUCT (cont.)</b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pizza Boxes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shredded Paper Directions on how to prepare:
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Take-out Containers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissue Paper
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wet Strength Paper (e.g., frozen food boxes, ice cream containers, six-pack carriers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>GLASS PRODUCT</b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bottles & Jars
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking Glasses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceramics (e.g., mugs, dishes)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pane Glass (e.g., mirrors, windows)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>ALUMINUM PRODUCT</b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerosol
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cans (e.g., beverage container)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foil or Foil-like Container (e.g., pie plate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Aluminum Containers (e.g., pet food)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>STEEL PRODUCT</b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerosol
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pots & Pans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scrap Metal Directions on how to prepare:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spiral Wound Container (e.g., canned potato chips, nuts, coffee, refrigerated biscuit dough)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:



## MRF SURVEY: Acceptable Materials Worksheet (pg. 3/6)

### How do you describe which plastics are accepted?

- ☐ By object shape and/or size (e.g. bottles and containers)
- ☒ By resin type/number (e.g., #1-7, #1 and #2 only, #1, 2, 3, 4, and 5)

<div> <div>YES: Acceptable</div> <div>NO: Detrimental</div> <div>NO: Non-detrimental</div> <div>NO: But recycled</div> </div>				PLASTIC PRODUCT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bags, Wrap, Film (if Yes, check all that apply: <input type="checkbox"/> accept bag of bags <input type="checkbox"/> accept loose)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buckets (any size)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulky Plastic (e.g., crates)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPS Foam Packaging (e.g., foam blocks, coolers, packing peanuts)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPS Foam Food Service Packaging & Containers (e.g., foam cups, to-go boxes, meat trays)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flower Pots
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HDPE Bottles Jars & Containers (e.g., #2 milk jugs, shampoo bottles, bleach bottles)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LDPE Bottles & Containers (e.g., #4 squeezable cosmetic and travel bottles, honey bottles)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PET Bottles & Jars (e.g., #1 soda, water, and juice bottles, peanut butter jars)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PET Cups (e.g., #1 clear plastic fast food cups, iced coffee cups)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PET Thermoforms (e.g., #1 fruit and produce containers, deli and bakery)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polypropylene Bottles (e.g., #5 syrup bottles, ketchup bottles, medicine bottles)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polypropylene Containers & Lids (e.g., #5 yogurt containers, margarine tubs)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVC Bottles & Containers (e.g., #3 cleaning product bottles, candy trays, blister packs)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toys Size or preparation requirements: <u>Remove Batteries</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Containers & Packaging (e.g., baskets, molded packaging, food storage containers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Plastic Size Restrictions? None

Other Preparation Requirements? \_\_\_\_\_

# Drop-off Recycling Contamination Reduction Kit



## SITE SURVEY: Acceptable Hard-to-Recycle Materials Worksheet (pg. 4/6)

Drop-Off Site Name & Location Recycling works Date 3-28-25

Please fill out the form below to convey acceptable and problematic Hard-To-Recycle materials commonly dropped off at your site. It is recommended that the local program representative complete this form.

Mark whether each item is: **YES: Acceptable**

**NO: Detrimental** or **NO: Non-detrimental** or **NO: But recycled**

**Detrimental items:** Considered illegal/illicit dumping, can shut down or damage facility, harm employees, and/or require substantial clean-up activities or hauling costs.

**Non-detrimental items:** Not accepted, but do not cause any major problems. Item ends up in garbage.

**But recycled items:** Not formally accepted, do not cause major problems but may be set aside to be recycled in some cases.

### PRO TIP

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HARD-TO-RECYCLE MATERIAL				PROCESSOR/FACILITY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ammunition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appliances—freon (e.g., refrigerators, air conditioners)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appliances—large metal or white goods (e.g., stoves, dryers)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appliances—small metal or plastic (e.g., microwaves, coffee pots)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Auto Tires
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Batteries (if Yes, check all accepted: <input type="checkbox"/> Li <input type="checkbox"/> NiCad <input type="checkbox"/> NiMH <input type="checkbox"/> alkaline)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bicycles & Bike Parts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Books
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceramics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electronics—Cables & Wire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electronics—Computers, Tablets, Cell Phones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electronics—TVs (if Yes, check all accepted: <input type="checkbox"/> CRT <input type="checkbox"/> flat screen)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking Oil
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPS Foam Blocks



## SITE SURVEY: Acceptable Hard-to-Recycle Materials Worksheet (pg. 5/6)

<div> <div>YES: Acceptable</div> <div>NO: Detrimental</div> <div>NO: Non-detrimental</div> <div>NO: But recycled</div> </div>				HARD-TO-RECYCLE MATERIAL (cont.)	PROCESSOR/FACILITY
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPS Foam Packing Peanuts	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Furniture	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Household Hazardous Chemicals	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large/Bulky Plastics (e.g., crates, buckets, chairs)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Latex Paint	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lightbulbs (if Yes, check all accepted: <input type="checkbox"/> LED <input type="checkbox"/> CFLs <input type="checkbox"/> fluorescent tubes)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lumber/Building Materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mattresses & Box Springs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Motor Oil	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plastic Bags, Wrap, Film	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plate Glass (e.g., mirrors, windows)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Printer Cartridges	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scrap Metal	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shredded Paper	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Syringes	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Textiles	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yard or Wood Waste	

Do you have a reuse/free materials center? NO

If so, which materials are collected and offered for reuse? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MRF/SITE SURVEY: Acceptable Materials Worksheet (pg. 6/6)

It is recommended that the local program representative and MRF operator/plant manager complete this worksheet together.

**Rank the top five (5) unacceptable items** that are causing the most problems at your facility (e.g., degrading other commodities significantly, being dropped off illicitly, damage or stoppage to MRF equipment, presenting danger to staff and/or becoming high volume residual).

Please rank with numbers "1" through "5." Put a "1" in the box of the worst contaminant. Only rank the top five and leave everything else blank.

### Top 5 Prohibitive Items (Choose only 5 and rank 1-5)

If an item is currently accepted at your facility, it cannot be a prohibitive item.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Batteries   | <input type="checkbox"/> Glass: indicate if bottles/jars or other types of glass                    |
| <input type="checkbox"/> Bulky Plastics (e.g. furniture, toys, buckets)                                 | _____   |
| <input type="checkbox"/> Cartons  | <input type="checkbox"/> Mattresses/Box Springs   |
| <input type="checkbox"/> Ceramics (e.g., dishes, mugs)  | <input checked="" type="checkbox"/> Needles   |
| <input type="checkbox"/> Clothing/Bedding   | <input type="checkbox"/> Plastic Bags or Wrap (e.g. film, dry cleaner bags, pet food bags, pouches) |
| <input type="checkbox"/> Concrete   | <input type="checkbox"/> Small Appliances (e.g., coffee pots, microwaves)                           |
| <input type="checkbox"/> Cooking Oil  | <input checked="" type="checkbox"/> Large Appliances (e.g., refrigerators, washers/dryers)          |
| <input checked="" type="checkbox"/> Diapers   | <input type="checkbox"/> Scrap Metal (e.g., pots and pans, rebar)                                   |
| <input type="checkbox"/> EPS Foam (e.g., foam blocks and/or food service packaging)                     | <input type="checkbox"/> Shredded Paper   |
| <input checked="" type="checkbox"/> Flammables (e.g., propane tanks, batteries, fuel)                   | <input type="checkbox"/> TVs  |
| <input type="checkbox"/> Electronics (e.g., computers, tablets, cell phones)                            | <input type="checkbox"/> Tanglers (e.g., wire, hose, cords, rope, chains)                           |
| <input type="checkbox"/> Food or Liquid   | <input type="checkbox"/> Wood   |
| <input type="checkbox"/> Furniture  | <input type="checkbox"/> Yard Waste   |
| <input checked="" type="checkbox"/> Hazardous Waste (e.g., mercury devices, paint, solvents, motor oil) | <input type="checkbox"/> Other: _____   |
|   | <input type="checkbox"/> Other: _____   |