**Instructions for requesting municipal-specific data from haulers**

Haulers bringing MSW to your solid waste facility may be valuable sources of information when determining where the waste received at your facility was generated. You can use the letter and form below to request MSW collection data from haulers in your region to help municipalities served by your facility with completing their annual reports. These documents are customizable to your facility and may be edited as needed. There are several sections where you will need to enter information specific to your facility, and these are highlighted in yellow and enclosed in brackets. Here is the list of sections that need to be edited; please be sure to edit each highlighted section before sending the documents to a hauler.

1. Date
2. Name
3. Address
4. Name of your facility
5. Year (use reporting year)
6. Date when you want the form returned to you
7. Contact person who can assist hauler with completing form if needed
8. Phone number or email for contact person
9. Your name (or name of person who will be sending the form)

If the hauler picks up from multiple towns in one route, you may apportion the MSW disposal and recycling tons based on each town’s population.

{Date}

{Name}

{Address}

Dear **{Private Hauler}**:

The {name of your facility} would appreciate your assistance in calculating our municipalities’

{year} recycling rate. As you may know, the State of Maine has set a recycling goal of 50%

percent by January 1, 2021. To measure our progress toward achieving this goal, we are collecting data on the amount of municipal solid waste (MSW) collected and recycled in the region.

By completing and returning the form below, you will contribute valuable information. These numbers will be combined with data from other collectors, processors, and end users of waste and recyclable materials to calculate a recycling rate and to help us plan for the future solid waste management needs. Please return the completed form to us by {date of deadline} with the most complete and accurate information you have available.

If you have any questions, please contact {name of contact person} at {phone number or email}. This person is available to provide you with any assistance you may need.

Thank you for your time and assistance.

Sincerely,

{Your name or name of sender}

MSW Tracking form

# hauler Contact INFORMATION

|  |  |
| --- | --- |
| Contact name |  |
| Company name |  |
| Phone |  |
| E-mail |  |
| Company address |  |
| City, State ZIP Code |  |

# annual MSW collection data

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| If you track amounts of waste by haul routes that combine MSW more than one town, please include the name of each municipality per route in column 4, and the number of households and businesses served on that route in each municipality in columns 5 and 6. |
|  |  |  |  |  |  |
| **Haul route #** | **Tons of trash collected** | **Tons of recycling collected** | **Municipality served** | **# of households served** | **# of businesses served** |
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| Additional comments may be added in the space below. If your collection route includes commercial facilities, please provide an estimate of the percent of MSW and recycling collected from businesses and commercial entities rather than households.  |
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