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 aid in completing 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 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 for contact person
9. Your name (or name of waste facility person who will be sending the form)

If the hauler picks up from multiple towns in one route, you will need to apportion the MSW disposal and recycling tons based on each town’s population.
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. This tracking will help us expand markets for recyclable materials, better allocate resources, make effective solid waste management decisions, and gauge our disposal capacity.

By completing the form below and returning it, 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 of solid waste management in Maine. To assist us in our recycling measurement efforts, please return it 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}. This person is available to provide you with any assistance you may need.

Thank you for your time and assistance.

Sincerely,

{Name of Waste Management Official}
# MSW TRACKING FORM

## HAULER CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Company name</th>
<th>Phone</th>
<th>E-mail</th>
<th>Company address</th>
<th>City, State ZIP Code</th>
</tr>
</thead>
</table>

## ANNUAL MSW COLLECTION DATA

<table>
<thead>
<tr>
<th>1. Route #</th>
<th>2. Tons of MSW collected</th>
<th>3. Tons of recycling collected</th>
<th>4. Municipality served</th>
<th>5. # of households served</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

If you track amounts of waste by haul routes that combine MSW from households in more than one town, please include the name of each municipality on a haul route in column 4, and the number of households served on that haul route in each municipality in column 5.

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.