

# Borough of Penbrook



150 South 28th Street • Harrisburg, Pennsylvania 17103-1998  
Telephone (717) 232-3733 • Fax (717) 233-8589

June 20, 2018

Attention ALL Penbrook Commercial Business / Landlords

RE: Penbrook Recycling Ordinance

Greetings! As you may know, both state and local laws have made recycling mandatory within the Borough of Penbrook.

The Borough of Penbrook's Ordinances state that it shall be the responsibility of the **owner/operator of a commercial (including multifamily rental housing properties with four or more units), municipal or institutional establishment** to establish a collection system for required recyclable materials through the use of a Dauphin County registered hauler.

PA Act 101 requires the annual reporting of your mandatory recycling to the Borough of Penbrook, who reports it to the Pennsylvania Department of Environmental Protection.

Please complete and return to the Borough of Penbrook:

1) The Recycling Compliance Report form on the reverse side of this letter  
AND

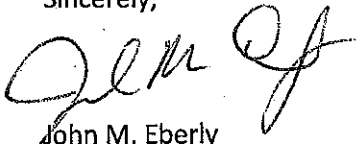
2) Your 2017 annual recycling tonnage report (this can be obtained from your solid waste and recycling hauler) for each of your properties that meet the qualifications in bold above by August 30, 2018.

Additional forms can be found on our website or picked up at the Borough Office.

Failure to comply may result in an inspection of your properties and/or a fine.

Thank you for your anticipated participation and cooperation.

Sincerely,



John M. Eberly

Penbrook Borough Manager

**ACT 101 RECYCLING COMPLIANCE REPORT**

**For Commercial, Municipal and Institutional Facilities**

**Due: August 30, 2018 to the Borough of Penbrook**

Name of Establishment \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State PA Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Name of Authorized Business Contact \_\_\_\_\_

Primary Business Function \_\_\_\_\_

**Please indicate below how your recyclable materials are collected.**

Collected by recycle facility or hauler (name) \_\_\_\_\_

Establishment delivers to drop-off or curbside program (location) \_\_\_\_\_

Establishment delivers materials to recycling facility (name) \_\_\_\_\_

Note: If you own more than one property, a form and annual tonnage report must be submitted for each property

**Please return this form and annual tonnage report from your hauler to the Penbrook  
Borough Office 150 South 28<sup>th</sup> Street Penbrook, PA 17103**

**OR**

**scan and email to [Penbrookmanager@outlook.com](mailto:Penbrookmanager@outlook.com) by August 30, 2018**

I certify, to the best of my knowledge, that the information on this report is complete and accurate. I further authorize the Borough to aggregate this report for DEP reporting purposes. If a legible weight ticket is attached, this report may also be used for DEP grant purposes.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date