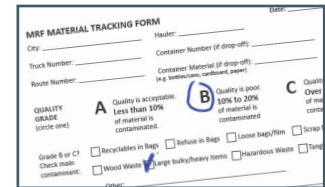


## MRF Tracking Form

This form is a tool to facilitate feedback on material quality and to create that needed dialogue. Feedback on each load as a standard operating procedure will help isolate problem areas for better targeting, and track progress in fighting contamination.

Every MRF and community operates slightly differently. Thus, this form can be used in two ways:

1. As it is - MRF operator looks at inbound material at three times: before the project begins, when it's under way, and after the project ends to assess results.
2. As a framework to build upon – incorporate these feedback elements into the material/reports the driver or community is already receiving.



### MRF TRACKING

Effectively reducing contamination requires monitoring quality and clear, regular communication between the community and the MRF.

#### INITIAL STEP:

To properly address contamination the MRF and community need to meet and formalize an efficient best management practice for consistent feedback loop that identifies contaminated routes, specific contaminants, and levels of contamination. This form is a starting point for that work.

#### FORM DIRECTIONS:

1. MRF and community talk about contaminated loads and set thresholds regarding what is acceptable and what is not acceptable. This will set the standard for grading each load moving forward (A, B, or C).
2. MRF assigns employee to inspect quality of every truck from the community's curbside or drop-off program. This is the loader operator or someone at tip floor available when trucks arrive.
3. After truck dumps material on floor, the operator performs a quick visual inspection of load with the driver present and fills out form identifying the main contaminant and assigning a grade. (Picture of full load, not just contaminants in load, recommended.)
4. Operator gives the driver a copy of the form to be delivered back to supervisor and community.
5. Operator gives copy of form to scale house to incorporate information into community's existing report.
6. At the end of each month the community receives a regular report with truck numbers, routes, weights, grades, and main contaminant. Thus giving quality feedback to the community on every route; What routes are good (A), what routes need to be watched (B), and what routes need a targeted education and operations strategy (C).
7. MRF and community determine result of "C" loads based on discussions and existing contract language. Are they just warnings to identify worst loads? Will these loads be rejected? Will there be a fine associated with the load?

# MRF MATERIAL TRACKING FORM

Date: \_\_\_\_\_

City: \_\_\_\_\_

Hauler: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Container Number (if drop-off): \_\_\_\_\_

Route Number: \_\_\_\_\_

Container Material (if drop-off): \_\_\_\_\_  
(e.g. bottles/cans, cardboard, paper)

**QUALITY  
GRADE**  
(circle one)

**A** Quality is acceptable.  
**Less than 10%**  
of material is  
contaminated.

**B** Quality is poor.  
**10% to 20%**  
of material is  
contaminated

**C** Quality is bad.  
**Over 20%**  
of material is  
contaminated.

Grade B or C?  
Check main  
contaminant:

Recyclables in Bags  Refuse in Bags  Loose bags/film  Scrap Metal

Wood Waste  Large bulky/heavy Items  Hazardous Waste  Tangles  Textiles

Other: \_\_\_\_\_

MRF Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

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# MRF MATERIAL TRACKING FORM

Date: \_\_\_\_\_

City: \_\_\_\_\_

Hauler: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Container Number (if drop-off): \_\_\_\_\_

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Recyclables in Bags  Refuse in Bags  Loose bags/film  Scrap Metal

Wood Waste  Large bulky/heavy Items  Hazardous Waste  Tangles  Textiles

Other: \_\_\_\_\_

MRF Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_