

# MRF SURVEY: Acceptable Materials Worksheet



MRF Facility Name \_\_\_\_\_ Date \_\_\_\_\_

MRF Location (city, state) \_\_\_\_\_

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.

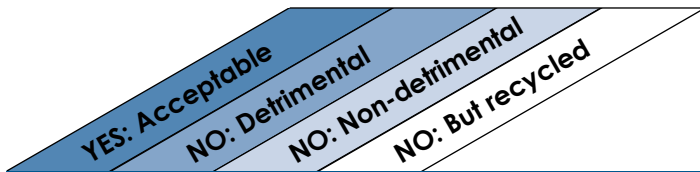
Mark whether each item is: **YES: Acceptable**  
**NO: Detrimental** or **NO: Non-detrimental** or **NO: But recycled**

**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.



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

YES: Acceptable				NO: Detrimental				NO: Non-detrimental				NO: But recycled			
<b>PAPER PRODUCT (cont.)</b>															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pizza Boxes											
<input 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 type="checkbox"/>	<input type="checkbox"/>	Take-out Containers											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissue Paper											
<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bottles & Jars											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking Glasses											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceramics (e.g., mugs, dishes)											
<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerosol											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cans (e.g., beverage container)											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foil or Foil-like Container (e.g., pie plate)											
<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerosol											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cans											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pots & Pans											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scrap Metal Directions on how to prepare:											
<input 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:											

## 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)

PLASTIC PRODUCT				
YES: Acceptable	NO: Detrimental	NO: Non-detrimental	NO: But recycled	
<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buckets (any size)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulky Plastic (e.g., crates)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPS Foam Packaging (e.g., foam blocks, coolers, packing peanuts)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPS Foam Food Service Packaging & Containers (e.g., foam cups, to-go boxes, meat trays)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flower Pots
<input 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PET Thermoforms (e.g., #1 fruit and produce containers, deli and bakery)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polypropylene Bottles (e.g., #5 syrup bottles, ketchup bottles, medicine bottles)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Polypropylene Containers & Lids (e.g., #5 yogurt containers, margarine tubs)
<input 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 type="checkbox"/>	Toys Size or preparation requirements:
<input 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? \_\_\_\_\_

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

Drop-Off Site Name & Location \_\_\_\_\_ Date \_\_\_\_\_

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.

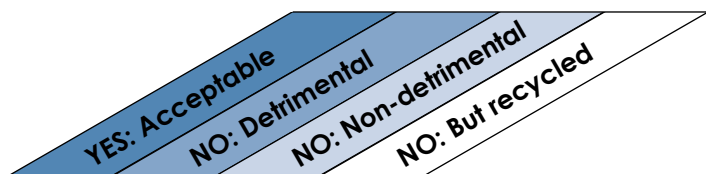
Mark whether each item is: **YES: Acceptable**  
**NO: Detrimental** or **NO: Non-detrimental** or **NO: But recycled**

**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.

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



				HARD-TO-RECYCLE MATERIAL (cont.)	PROCESSOR/FACILITY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EPS Foam Packing Peanuts	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furniture	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Household Hazardous Chemicals	
<input 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 type="checkbox"/>	<input type="checkbox"/>	Latex Paint	
<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	Lumber/Building Materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mattresses & Box Springs	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Motor Oil	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plastic Bags, Wrap, Film	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plate Glass (e.g., mirrors, windows)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printer Cartridges	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scrap Metal	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shredded Paper	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Syringes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Textiles	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yard or Wood Waste	

Do you have a reuse/free materials center? \_\_\_\_\_

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

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