

## **Maryland Recycling Act (MRA)**

### **Newsprint Tonnage Report Guidelines**

The Annotated Code of Maryland, Environment Article § 9-1707 requires that a publisher of a newspaper distributed in the State shall complete and file with the Secretary a quarterly report, on or before the last day of the month that follows each calendar quarter and an annual report, on or before January 31 following each calendar year. A report required under this subsection shall:

- ▶ Be in the form and manner and contain any information that the Secretary requires by regulation; and
- ▶ State, for the period covered by the report:
  - The total weight of newsprint used by the publisher; and
  - The weight of recycled material contained in that newsprint.

The Secretary may not require the disclosure of the price per ton of newsprint paid by any publisher in any report required under this subsection. A newsprint recycling incentive fee is required to be paid if the Statewide rate is not met.

The Newsprint Tonnage Report has been developed to ensure reporting of consistent, accurate, and complete information.

### **General Instructions**

- ✖ The report must be submitted **by the Publisher** of a newspaper distributed in Maryland and be received by:
  - ▶ January thru March Report – April 30;
  - ▶ April thru June Report – July 31;
  - ▶ July thru September Report – October 31; and
  - ▶ October thru December and Annual Report – January 31.
- ✖ Reporting forms and instructions are available on the Maryland Department of the Environment’s (MDE) recycling web page at [www.mde.maryland.gov/recycling](http://www.mde.maryland.gov/recycling) under “Newsprint Recycling” in the “Special Projects” section.
- ✖ Type or print clearly with black ink to ensure legible photocopies.
- ✖ The report consists of: *Form A – Publisher’s Report, Form B – Printer’s Report, and Form C – Mill Report.*
  - ▶ Only *Form A – Publisher’s Report* needs to be submitted to MDE.
  - ▶ *Form B* is to be used by a publisher’s printer and *Form C* is to be used by printer’s paper mill (supplier) to gather the information necessary for the publisher to complete *Form A*.

- The publisher should send Forms B and C and the report guidelines to each printer used during a reporting period. Since printers will be getting forms from all publishers they are contracted with, the publisher should fill out the “Name of Client/Publishing Company” on Form B prior to sending the form to the printer.
- If needed, the printer should send Form C and the report guidelines to each mill from which they purchased paper used for the printing of newspapers for a specific client. Since mills will be getting forms from all printers they are contracted with, the printer should fill out the “Name of Client/Printing Company” on Form C prior to sending the form to the mill.
- Once completed and returned to the publisher via the printer, the publisher should keep Forms B and C on file for record purposes and in the event of a MDE audit.

✘ Completed Form A – Publisher’s Report should be submitted to:

Christy Bujnovszky  
 Maryland Department of the Environment  
 Land and Materials Administration/Resource Management Program  
 1800 Washington Boulevard, Suite 610  
 Baltimore, MD 21230-1719

Questions should be directed to Christy Bujnovszky at [Christy.bujnovszky@maryland.gov](mailto:Christy.bujnovszky@maryland.gov) or 410-537-3314.

### **Form A – Publisher’s Report**

This Form is completed by the Publisher of a newspaper distributed in Maryland and submitted to MDE as detailed above. Publishers should keep a copy for their records.

**General Information:** Provide information about the publishing company.

**Reporting Period:** Circle the time frame covered in the report. Add calendar year the data covers.

**Publication Data:** **All tonnage totals recorded on *Form A – Publisher’s Report* must be in tons (*i.e.*, tons = short tons = 2000 lbs.)! To convert metric tons to tons, multiply the amount of metric tons by 1.102 (*e.g.*, 2 metric tons x 1.102 = 2.204 tons). To convert long tons to tons, multiply the amount of long tons by 1.12 (*e.g.*, 2 long tons x 1.12 = 2.24 short tons).**

Table A1 is used to track the amount of recycled newsprint used to print each newspaper published by a specific publisher. If the publisher does not have the information needed to complete the form, the publisher will need to send Forms B & C to the contracted printers to complete.

- **Column A:** List all newspapers published by your company and distributed in Maryland. Make sure to complete the data for each newspaper (Columns B thru G) before listing the next newspaper as the data for each newspaper may take up more than 1 line.

- ▶ Column B: List all of the printers used to print the newspapers listed in Column A. Use 1 line for each printer.
- ▶ Column C: For each printer listed in Column B, record the total tons of newsprint used to print the newspaper listed in Column A. This value is from the “Totals” line, Column P in Table B1 on Form B.
- ▶ Column D: For the corresponding newspaper/printer, record the tons of newsprint distributed in Maryland.
- ▶ Column E: For the corresponding newspaper/printer, record the overall recycled fiber content percentage of the newsprint. This value is from the “Totals” line, Column S in Table B1 on Form B.
- ▶ Column F: For the corresponding newspaper/printer, record the tons of recycled newsprint distributed in Maryland. This value is equal to Column D x Column E.
- ▶ Column G: Blank until “Totals” line. See Column G in the “Totals” line, below.

**A “Totals” line will need to be added after each newspaper in Table A1. The “Totals” line will record the overall totals for each newspaper.**

- ▶ Create a “Totals” line to generate final numbers for each newspaper. On the Totals line values are equal to:
  - Column C: Total tons of newsprint used to print a specific newspaper. Sum of all values in Column C for a specific newspaper.
  - Column D: Total tons newsprint distributed in Maryland for a specific newspaper. Sum of all values in Column D for a specific newspaper.
  - Column E: Leave blank on the “Totals” line.
  - Column F: Total tons of recycled newsprint distributed in Maryland for a specific newspaper. Sum of all values in Column F for a specific newspaper.
  - Column G: Overall recycled fiber content percentage for a specific newspaper. Equal to Totals Column F ÷ Totals Column D.

Attach additional sheets if necessary.

**Statistical Data** – The Statistical Data section brings together all of the information from Table A1. Follow the instructions on Form A.

**Note:** The *Recycling Incentive Fee* is required to be paid when the recycled content percentage requirements have not been met on a statewide basis (*e.g.*, If the overall statewide publisher recycled content percentage for 2005 is 38% (less than the required 40%), every newspaper would be required to reach a 40% recycled content percentage in 2006. The *Recycling Incentive Fee* is \$10/ton for each ton of recycled content deficiency for the year.

List any newspapers that were published by your company on the previous report but are no longer in existence or are now published by another company.

## **Form B – Printer’s Report**

If needed, a publisher sends *Form B – Printer’s Report* to each printer to complete. The report contains the information needed for publishers to complete *Form A – Publisher’s Report*. A printer will have to fill out a Form B for each publisher requesting information. The Printer’s report along with Form C (if used by the printer to complete Form B) should be completed and returned to the publisher requesting the information. Printers should keep a copy of the reports for their records.

**General Information:** Provide information about the printing company.

The publisher requesting information should have completed “Name of Client/Publishing Company”. If the “Name of Client/Publishing Company” is not filled out, list the name of the publisher whose information is contained in the report.

**Reporting Period:** Circle the time frame covered in the report. Add calendar year the data covers.

**Table B1:** All tonnage totals recorded on *Form B – Printer’s Report* must be in tons (*i.e.*, tons = short tons = 2000 lbs.)! To convert metric tons to tons, multiply the amount of metric tons by 1.102 (*e.g.*, 2 metric tons x 1.102 = 2.204 tons). To convert long tons to tons, multiply the amount of long tons by 1.12 (*e.g.*, 2 long tons x 1.12 = 2.24 short tons).

For each newspaper listed in Table B1, the amount of newsprint used by the printer to print the newspaper must be recorded. If the printer does not have the “Recycled Fiber Content” for the tons of newsprint used, the printer will need to send Form C to the Paper Mills to complete.

- ▶ Column N: List all newspapers printed for the publisher listed under “Name of Client/Publishing Company”. Make sure to complete the data for each newspaper (Columns O thru S) before listing the next newspaper as the data for each newspaper may take up more than 1 line.
- ▶ Column O: List all of the mills that supplied paper to print the newspapers listed in Column N. Use 1 line for each mill.
- ▶ Column P: For the corresponding newspaper/mill, record the tons of newsprint used to print the newspaper listed in Column N (paper with different recycled fiber content must be recorded separately). This value is from Column U in Table C1 on Form C.
- ▶ Column Q: For the corresponding newspaper/mill, record the recycled fiber content of the newsprint used to print the newspaper listed in Column N. This value is from Column V in Table C1 on Form C.
- ▶ Column R: For the corresponding newspaper/mill, record the tons of recycled newsprint contained in the newsprint used to print the newspaper in Column N. This value is equal to Column P x Column Q.
- ▶ Column S: Blank until “Totals” line. See Column S in the “Totals” line, below

**A “Totals” line will need to be added after each newspaper in Table B1. The “Totals” line will record the overall totals for each newspaper.**

- ▶ Create a “Totals” line to generate final numbers for each newspaper. On the Totals line values are equal to:
  - Column P: Total tons of newsprint used to print a specific newspaper. Sum of all values in Column P for a specific newspaper.
  - Column Q: Leave Blank on the “Totals” line.
  - Column R: Total tons of recycled newsprint used to print a specific newspaper. Sum of all values in Column R for a specific newspaper.
  - Column S: Overall recycled fiber content for each newspaper printed by the printer. Equal to Totals Column R ÷ Totals Column P.

These totals need to be completed for each newspaper listed in Table B1.

Attach additional sheets if necessary.

### **Form C – Mill Report**

This report contains the information needed for printers to complete *Form B – Printer’s Report*. If needed, a printer sends Form C to each mill to complete. Mills will need to complete and return one mill report to each printer requesting information. Mills should keep a copy of the forms for their records.

**General Information** – Provide information about the mill company.

The printer requesting information should have completed “Name of Client/Printing Company”. If the “Name of Client/Printing Company” is not filled out, list the name of the printer whose information is contained in the report.

**Reporting Period** – Circle the time frame covered in the report. Add calendar year the data covers.

**Mill Data** – List all of the newsprint delivered to the printer listed in the “Name of Client/Printing Company” during the reporting period.

Make sure to circle the correct units (*i.e.*, short or metric tons).

- ▶ Column T: Record a unique identification number that can be used to identify the newsprint delivered to a printer (*e.g.*, date sold, serial number, etc.).
- ▶ Column U: If the newsprint tonnage data is in pounds, divide the pounds by 2,000 to get short tons (*e.g.*, 10,000 pounds ÷ 2000 = 5 short tons). If the newsprint tonnage data is in long tons, multiply by 1.12 to get short tons (*e.g.*, 2 long tons x 1.12 = 2.24 short tons).
- ▶ Column V: Record the percentage of recycled fiber of the newsprint. Record the percent as a decimal number (*e.g.*, 30% recycled fiber newsprint ÷ 100 = 0.30)
- ▶ Column W: Circle the units.

Attach additional sheets if necessary.