



August 2007

**FY 2008/2009  
REGIONAL SOLID WASTE  
GRANTS PROGRAM**

**Pass-Through Grant  
Summary Reports**

printed on  
recycled paper

**Waste Permits Division**

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**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

## INSTRUCTIONS

The Council of Governments (COG) is responsible for monitoring each pass-through grant to ensure completion of the grant-funded activities and is required by contract to enter into legal agreements with each pass-through grant recipient. Those agreements are to include a defined work program, to include specific tasks and deliverables, with a concise schedule for completing the tasks and providing the deliverables.

The COG is also required to collect the results of each FY 2008/2009 implementation project funded in the region. For each project, data must be collected from the time the project is initiated through approximately one year after the end of the biennium, with the exception of projects which are not ongoing or one-time events; grantees must be made aware of this requirement in COG pass-through grant contracts. This will enable the COG to supply the Texas Commission on Environmental Quality (TCEQ) the regional results reports during the biennium, and a follow-up regional results report approximately one year after the end of the biennium.

The attached reporting form allows the COG to obtain necessary information from pass-through grant recipients on the activities conducted for each project. In order to better establish routine reporting responsibilities for grantees, it is recommended that the COG require quarterly results reporting for each project. However, the actual frequency for reporting project results may vary at the COG's discretion. This document provides **example** reporting forms that may be used by the COG to obtain the necessary information.

The Summary Results Report Form consists of three sections, as outlined below:

### **Cover Sheet:**

This cover sheet should be completed with each report submitted. The report is to be signed by an authorized official.

### **Results Report:**

These forms are provided for use by the COG in gathering project results during the biennium. The information requested on the forms will need to be included by the COG in its report to the TCEQ.

Quantitative information must be provided in the units of measurement specified on each results sheet. To facilitate this, a copy of the standard volume-to-weight conversion factors for various materials is included in the report forms. It is recommended that this or a similar reference sheet be distributed to all grantees along with their reporting forms.

It is important to note that all information provided should be *cumulative*, beginning with the initiation of project activity through the reporting date. Additional instructions to the grantee are indicated on certain other attachments.

### **Status of Completion of Work Tasks:**

The report should provide information on the status of completing each major work task or deliverable set forth in the project authorization form. The grant recipient should also provide the COG with copies of all materials and documents produced with grant funds to date (e.g., reports, plans, brochures, educational materials, public notices, advertisements, videos, etc.).

**VOLUME-TO-WEIGHT CONVERSION FACTORS  
FOR REPORTING PURPOSES**

*(for programs that cannot weigh materials or determine their own factors)*

In order to standardize reporting and maximize accuracy, recycling programs are encouraged to weigh their materials or develop their own volume-to-weight conversion factors (densities). The following table is provided to help programs without access to scales convert volumes to weights for reporting purposes. These factors are not intended for use in determining payments for handling or sales of materials. These factors were compiled from several sources (primarily by Resource Recycling Magazine) and do not necessarily represent your conditions, particularly for yard trimmings. Where references listed a range of values, a mid-range density is tabulated below.

Wherever possible, you should indicate the conversion factors that you used in reporting the quantities of materials recovered. Volumetric equivalents are provided at the end of the table to help determine volumes in cubic yards knowing other volumetric measures or numbers of certain containers. To report in tons, divide weights in pounds by 2000 pounds per ton.

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
<b>GLASS CONTAINERS</b>		
Whole		500
Semi-crushed (manually broken)		1000
Crushed to less than 1-1/2" (mechanically broken)		1800
Furnace ready, less than 1/4"		2700
<b>METAL</b>		
Aluminum Cans	Whole	60
	Flattened	200
	Baled	350
	Densified	1080
	Shreds	400
Steel (Tin) Cans	Whole	150
	1/3 Flattened	235
	Flattened	400
	Baled	850
	Densified	1600
Appliances	Uncompacted	200

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
<b>ORGANICS</b>		
Grass Clippings	Loose, green	350
	Compacted, green	650
Leaves	Loose, dry	150
	Shredded, dry	300
	Vacuumed	400
	Compacted	550
Brush & Branches	Loose	250
	Chipped, 3" Screen	600
Yard Trimmings	Loose	600
	Compacted	1040
Clean Wood Material	Chipped	500
Vegetative Food Material	From the kitchen	800
	Solid & liquid fats	1500

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
<b>PAPER</b>		
Newspaper	Loose	430
	Loose, stacked	600
	Baled	650
	Baled, horizontal, single ram	700
	Baled, horizontal, double ram	800
Corrugated Containers	Loose	100
	Compacted, packer truck	250
	Baled, downstroke	500
	Baled, horizontal, single ram	650
	Baled, horizontal, double ram	750
Office/Computer Paper	Loose	350
	Baled	750
Mixed Paper	Loose	150
E-Waste	CPUs	20 - 40 lbs. ea.
	Hard Drives	1 lb. ea.
	Keyboards	2 lbs. ea.
	Laptops	5 - 12 lbs. ea.
	Monitors	15 - 35 lbs. ea.
	Printers	35 - 100 lbs. ea.
	Speakers	3 lbs. ea.

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
<b>PLASTIC</b>		
PET Soft Drink Bottles	Whole	34
	Flattened	75
	Baled	400
	Baled and perforated	650
	Granulated	550
HDPE Milk or Water Bottles	Whole	30
	Flattened	65
HDPE Colored Bottles	Whole	45
	Flattened	90
HDPE Bottles	Baled	400
	Granulated	550
PET & HDPE Milk or water bottles	Whole, loose	32
PET & HDPE Colored Bottles	Whole, loose	38
Plastic Film	Baled	850
<b>TEXTILES</b>		
	Loose	240
	Baled	480

#### OTHER CONVERSION FACTORS:

1 Pallet = 30 to 100 pounds each, averaging 40 pounds each

1 Passenger Tire = 20 pounds each (19.8 pounds by statute)

1 Truck Tire = 60 to 90 pounds each

#### VOLUMETRIC EQUIVALENTS

27 cubic feet = 1 cubic yard

46656 cubic inches = 1 cubic yard

One Gaylord box (40x48x36) = 1.48 cubic yards

One 55-gallon barrel = 0.27 cubic yard

#### To get volume in cubic yards:

Divide the number of cubic feet by 27

Divide the number of cubic inches by 46656

Multiply number of Gaylord boxes by 1.48

Multiply number of 55-gallon barrels by 0.27



## STATUS OF COMPLETION OF WORK TASKS\*

For each major work task or deliverable set forth in your grant contract, provide the following information (attach additional pages as needed):

- Estimate the percent (%) complete of the task/deliverable
- Briefly explain the activities conducted to date towards completing the task or deliverable. Be sure to provide information on the status of equipment purchases and/or facility construction, if applicable.
- List the major activities remaining to be conducted towards completing the task or deliverable.
- Provide an estimated date for the completion of the task or deliverable.
- Explain any problems or delays in completing the task or providing the deliverable.

*\*Provide copies of all materials and documents produced with grant funds to date (e.g., reports, plans, brochures, educational materials, videos, etc.).*

### 1. Task/Deliverable:

- A. Percent (%) Completed:
- B. Activities conducted to date:
  
- C. Major activities remaining to complete task:
  
- D. Estimated completion date:
- E. Comments:

### 2. Task/Deliverable:

- A. Percent (%) Completed:
- B. Activities conducted to date:
  
- C. Major activities remaining to complete task:
  
- D. Estimated completion date:
- E. Comments:

### 3. Task/Deliverable:

- A. Percent (%) Completed:
- B. Activities conducted to date:

C. Major activities remaining to complete task:

D. Estimated completion date:

E. Comments:

**4. Task/Deliverable:**

A. Percent (%) Completed:

B. Activities conducted to date:

C. Major activities remaining to complete task:

D. Estimated completion date:

E. Comments:

**5. Task/Deliverable:**

A. Percent (%) Completed:

B. Activities conducted to date:

C. Major activities remaining to complete task:

D. Estimated completion date:

E. Comments:

**6. Task/Deliverable**

A. Percent (%) Completed:

B. Activities conducted to date:

C. Major activities remaining to complete task:

D. Estimated completion date:

E. Comments:

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10a: Local Enforcement**

Reporting Parameter	Cumulative FY 2008/2009 Results
Total amount of grant funding	\$
Total number of illegal dumping sites investigated	
Number of Class C misdemeanor sites investigated (5 lbs or less)	
Number of Class B misdemeanor sites investigated (5 -500 lbs.)	
Number of Class A misdemeanor sites investigated (500 - 1000 lbs.)	
Number of Felony sites investigated (1000 lbs. or more)	
Total number of chronic dump sites routinely investigated	
Total number of violators identified	
Total number of fines issued	
Total amount of fines collected	\$
Total number of illegal dumping sites cleaned up through enforcement actions	
Total amount of waste ( <i>in pounds</i> ) removed from illegal dumping sites through enforcement actions	
<i>If surveillance camera(s) purchased:</i> Number of days camera(s) were used	

**Education & Training Component**

Reporting Parameter	Results
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10b: Litter/Illegal Dumping Cleanup  
& Community Collection Event**

Reporting Parameter	Cumulative FY 2008/2009 Results
Total grant funding amount	\$
Total number of participants/volunteers:	
<b>For community collection events:</b>	
Total number of individual collection events held	
Total amount of waste collected for disposal ( <i>in tons</i> )	
Total amount of materials diverted for recycling/reuse ( <i>in tons</i> )	
Total revenue from sale of diverted materials	\$
<b>For river/lake and community litter cleanups:</b>	
Total number of individual cleanup events held	
If applicable, total waterfront cleaned up ( <i>in miles</i> )	
If applicable, total estimated land area cleaned up ( <i>in acres</i> )	
Total debris/litter collected for disposal ( <i>in pounds</i> )	
Total amount of materials collected for recycling/reuse ( <i>in pounds</i> )	
<b>For periodic or ongoing cleanup of illegal dump sites:</b>	
Total number of litter and illegal dump sites cleaned up	
Total estimated land area cleaned up ( <i>in acres</i> )	
Total amount materials collected for disposal ( <i>in pounds</i> )	
Total amount of material collected for recycling/reuse ( <i>in pounds</i> )	

**Education & Training Component**

Reporting Parameter	Results
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10c: Source Reduction & Recycling**

Reporting Parameter	Cumulative FY 2008/2009 Results
Total grant funding amount	\$
Total amount ( <i>in tons</i> ) of materials diverted	
Amount ( <i>in tons</i> ) of brush/yard waste diverted	
Amount ( <i>in tons</i> ) of glass diverted	
Amount ( <i>in tons</i> ) of metal diverted	
Amount ( <i>in tons</i> ) of plastic diverted	
Amount ( <i>in tons</i> ) of cardboard diverted	
Amount ( <i>in tons</i> ) of newspaper diverted	
Amount ( <i>in tons</i> ) of other paper diverted	
Amount ( <i>in tons</i> ) of C&D debris diverted	
Number of months materials collected ( <i>to be used in obtaining averages</i> )	
Average monthly diversion amount ( <i>in tons</i> )	
Total number of persons served	
Total revenue from sale of diverted materials	\$
Average monthly revenue	\$
Total disposal costs avoided ( <i>i.e., what it would have cost to landfill the total amount of materials diverted</i> )	\$
Average monthly disposal costs avoided	\$

**Education & Training Component**

Reporting Parameter	Results
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10d: Local Solid Waste Management Plans**

<b>Reporting Parameter</b>	<b>Cumulative FY 2008/2009 Results</b>
Total grant funding amount	\$
Total population affected or covered by plan	
Total number of municipalities affected or covered by plan	
Total number of counties affected or covered by plan	
Total number of persons served	
Total number of entities having implemented actions related to plan goals, objectives, or recommendations	

**Education & Training Component**

<b>Reporting Parameter</b>	<b>Results</b>
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10e: Citizens' Collection Stations and  
"Small" Registered Transfer Stations**

Reporting Parameter	Cumulative FY 2008/2009 Results
Total grant funding amount	\$
Total number of persons served	
Total amount of waste collected for disposal ( <i>in tons</i> )	
Total amount of materials diverted for beneficial use ( <i>in tons</i> )	
Total revenue from sale of diverted materials	
Number of months collection or transfer station in operation ( <i>to be used in obtaining averages</i> )	
Average monthly disposal amount ( <i>in tons</i> )	
Average monthly amount diverted for beneficial use ( <i>in tons</i> )	
Total fees collected for station use	\$
Average monthly fees collected	\$
Average monthly revenues from sale of materials diverted for beneficial use	\$

**Education & Training Component**

Reporting Parameter	Results
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10f: Household Hazardous Waste Management**

Reporting Parameter	Cumulative FY 2008/2009 Results
Grant funding amount	\$
Total number of collection events, including Texas Country Cleanups & E-waste	
Total number of permanent collection facilities/mobile collection units	
Total number of participants/customers	
<b>FOR HHW &amp; Texas Country Cleanup Events</b>	
Total amount of HHW (excluding hazardous paint) collected ( <i>in pounds</i> )	
Total amount of hazardous paint collected ( <i>in pounds</i> )	
Total cost of hazardous materials contractor services	\$
Total cost of tire contractor services	\$
Total cost of electronics materials contractor services	\$
Total amount of nonhazardous paint collected for reuse/recycling ( <i>in gallons</i> )	
Total number of lead-acid batteries collected for reuse/recycling	
Total amount of used oil collected for reuse/recycling ( <i>in gallons</i> )	
Total number of used oil filters collected for reuse/recycling	
Total amount of used antifreeze collected for reuse/recycling ( <i>in gallons</i> )	
Total number of used tires collected for reuse/recycling	
Total number of empty pesticide containers collected for recycling/reuse	
<b>For E-Waste Events</b>	
Amount ( <i>in tons</i> ) of low grade electronics diverted	
Amount ( <i>in tons</i> ) of televisions diverted	
Amount ( <i>in tons</i> ) of CPUs diverted	
Amount ( <i>in tons</i> ) of monitors diverted	
Amount ( <i>in tons</i> ) of Other diverted (list other)	

(continued on next page)

### **Education & Training Component**

<b>Reporting Parameter</b>	<b>Results</b>
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT  
Results Report Form 10g: Technical Studies**

<b>Reporting Parameter</b>	<b>Cumulative FY 2008/2009 Results</b>
Grant funding amount	\$
Total population affected or covered by study	
Total number of municipalities affected or covered by study	
Total number of counties affected or covered by study	
Total number of entities having implemented actions related to study findings or recommendations	

**Education & Training Component**

<b>Reporting Parameter</b>	<b>Results</b>
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT**  
**Results Report Form 10h: Education and Training (*stand alone project*)**

Reporting Parameter	Cumulative FY 2008/2009 Results
Total grant funding amount for stand-alone education/training grant	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**

**FY 2008/2009 REGIONAL SOLID WASTE GRANT**  
**Results Report Form 10i: Other - \_\_\_\_\_(include project name)**

*Note: For use with other projects that may be authorized by TCEQ for funding by the COG. The COG should include appropriate reporting parameters, consistent with the parameters used for the general category projects, to allow for consolidation of the information to include in a report to TCEQ.*

<b>Reporting Parameter</b>	<b>Cumulative FY 2008/2009 Results</b>

**Education & Training Component**

<b>Reporting Parameter</b>	<b>Results</b>
Amount of grant funding applied toward education/training activities	\$
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

**Comments:**