

Tally Form for Weighed Recyclables



This form has been designed to help you keep track of your recycling weights before you can report them in your Recycle Rally account.

While only the recycling of aluminum, PETE #1 plastic, and HDPE #2 plastic beverage containers may be credited with reward points, we encourage you to report all the materials you are recycling at school.

Instructions

1. Within the form, list the materials that you would like to report in your online account.
2. Note the date for which you are reporting recyclables.
3. If applicable, note the location where you sourced the recyclables in the "Location" column.
4. Record the weight readings for each material.
 - Wait for the scale to read 0.0 lb. Then, place your bag of segregated recyclables onto the scale hook. Rather than closing the bag, we recommend either poking the hook of the scale through the bag or wrapping the bag around the hook to weigh it, so that the bag can be used again.
 - When the light on top of the scale turns red and says "HOLD," record the weight reading.
5. Use the "Reported" column in the form to keep track of which readings have been reported into your Recycle Rally account and which ones still need to be reported.
6. Use the "Recycled" column in the form to keep track of which readings have been taken for recycling and which ones have not.

Sample Form

Date	Location	Material: PETE #1 Plastic	Material: HDPE #2 Plastic	Material: Aluminum	Material: Glass	Material: Paper	Reported	Recycled
9/1/2023	Cafeteria	10.1 lbs.	9.5 lbs.	15.3 lbs.	8.9 lbs.	3.4 lbs.	✓	✓
9/1/2023	Waste Station	5.3 lbs.	6.2 lbs.	2.2 lbs.	5.4 lbs.	5.8 lbs.	✓	✓
9/1/2023	Classroom	4.2 lbs.	1.3 lb.	3.4 lbs.	2.2 lbs.	7.1 lbs.	✓	✓
9/8/2023	Cafeteria	14.4 lbs.	12.4 lbs.	16.2 lbs.	17.1 lbs.	4.9 lbs.	✓	✓
9/8/2023	Waste Station	8.8 lbs.	10.6 lbs.	8.7 lbs.	3.6 lbs.	6.4 lbs.	✓	✓
9/8/2023	Classroom	1.0 lb.	2.2 lbs.	2.3 lbs.	1.4 lbs.	5.6 lbs.	✓	✓

