

CONTRACTOR'S DISPOSAL REPORT – INSTRUCTIONS

The Prime Contractor is responsible for the completion and submission of the Contractor's Disposal Report to the designated Project Manager. The Disposal Report is due on the following dates: **January 1, April 1, July 1, October 1** and must be submitted throughout the contract period. Attach a copy of the manifests, weight tickets, and/or receipts supporting the amounts of material recycled, reused, or disposed of reported on the Contractor's Disposal Report.

Column Entries

- (1) Describe the material recycled as specifically as possible.
- (2) Enter the amount of the material (in either tons or cubic yards) recycled
- (3) Enter the date the material was removed from the job site.
- (4) Enter the name of the organization, facility, and/or company that accepted the material for recycling.
- (5) Enter the cost of transporting the material to the recycling facility
- (6) Note the amount of money received for the material recycled (if applicable)
- (7) The Net Cost of Recycling is the Redemption Value Given (Column 6) less the Transportation Costs (Column 5).

- (8) Describe the material disposed of as specifically as possible.
- (9) Enter the amount of the material (in either tons or cubic yards) disposed of.
- (10) Enter the date the material was removed from the job site
- (11) Enter the name of the landfill or facility that accepted the material
- (12) Enter the cost of transporting the material to the disposal facility
- (13) Enter the amount paid to dispose of the material
- (14) The Net Cost of Disposal is Transportation Costs (Column 12) plus Landfill Fees (Column 13).

- (15) Describe the material reused on the project.
- (16) Enter the amount of the material reused on the project
- (17) The Estimated Cost Savings from Reuse is figured by adding (a) the estimated transportation and disposal fees for an equivalent amount of material and (b) the estimated purchase price of the equivalent amount of material new. For example, if a door can be refurbished and reused for the project, the estimated cost savings from reuse should include (a) the cost of transporting the door to the landfill and the typical landfill fees and (b) the typical cost of buying a brand new door.