



**Environmental Services**

222 Laporte Ave  
PO Box 580  
Fort Collins, CO 80521

**970-221-6600**  
*fcgov.com*

Dear Trash and/or Recycling and/or Compost Hauler,

January 2020

Thank you in advance for providing the City of Fort Collins with accurate reports of the materials you collect from residents and businesses in Fort Collins. These reports allow us to track the community's progress toward meeting recycling goals and greenhouse gas reduction goals.

Enclosed you will find the reporting form for the second half of 2019. If you have any questions about which category to use for a specific material, please contact me for clarification. **If a quantity of material you collect has significantly increased or decreased since last year, please include a note describing the reason / context for the change in the field on the second page of the reporting form.**

If you don't track the recycling collected from multi-family complexes separately, a best guess of the amount of recycling that is collected from businesses vs. multi-family locations is adequate.

The deadline for reporting 2019 quarters 3 & 4 data is **Wednesday, February 12, 2020**. If you won't have data available at that time, it is very important for you to please contact me as soon as possible.

Please submit forms to [cmitchell@fcgov.com](mailto:cmitchell@fcgov.com). You may also mail your report to:

City of Fort Collins Environmental Services  
Attn: Caroline Mitchell  
PO Box 580  
Fort Collins, CO, 80522-0580.

Thank you,

Caroline Mitchell  
City of Fort Collins  
Environmental Services Department  
970-221-6288  
[cmitchell@fcgov.com](mailto:cmitchell@fcgov.com)