

# State Agency Materials Request Form

For (Agency, Division, or Office): \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Existing, expanded or new program? (circle one)

**Pick up at 2045 Morse Road, Building I - Warehouse, Rear Dock - Allow 2 business days for order preparation**

Specify Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person Handling Pick Up: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:**  
Someone will contact you to discuss the pick up date and time to verify when order may be received (due to limited staff availability). Confirmation **MUST** be received before pick up of materials.

<u>Item:</u>	<u># Needed</u>	<u># Provided</u>
Beverage Container Collection Box w/Lid	_____	_____
Desk Side Recyclables Collection Box	_____	_____
Plastic Tote (for Copy Center Recyclables)	_____	_____
Recycling Poster (also available online)	_____	_____
Labels*	_____	_____

\*Label Types (please circle): Newspaper, Confidential Documents, White Office Paper, Mixed Office Paper, Computer Paper, Special File Stock, Corrugated Cardboard, Special Collection, Phone Books, Aluminum Cans, Bi-Metal Cans

**DRLP use only**

Received by: \_\_\_\_\_ Date completed: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date completed: \_\_\_\_\_

**Please contact the Division of Recycling & Litter Prevention  
to make arrangements to pick up materials.**

To order:  
Email to [drlp@dnr.state.oh.us](mailto:drlp@dnr.state.oh.us) or

**FAX form to (614) 262-9387 or call (614) 265-6333**

The form can also be mailed to:

**ODNR-DRLP  
2045 Morse Road - Bldg. B-1  
Columbus, OH 43229-6693**