



# MATERIALS RECOVERY FACILITY INSPECTION FORM

Revision: 10/05/2020  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

This inspection form is used for Material Recovery Facilities as defined in NR 500.03(140) Wis. Admin. Codes. The form evaluates compliance with NR 544.16 facility operating requirements and operator certifications

## Section 1: General Operating Requirements

A. The facility is operated and maintained in a nuisance-free and environmentally sound manner.		544.16(1)(a)
B. Records are maintained to verify that at least 75% of recyclable materials received are recycled or transported from the facility within a 12 month period.		544.16(1)(b)

## Section 2: Facility Self-Certification Evaluation

A. Procedures are established to minimize residual materials.		544.16(3)(a)14
B. The storage capacity is adequate to maintain the quality and quantity of recyclable materials for markets.		544.16(3)(a)9
C. The processing capacity is adequate to accommodate the quantities of recyclable materials received.		544.16(3)(a)11
D. Recovered recyclable materials are processed and stored in a manner that maintains marketable condition.		544.16(3)(a)15
E. Accurate records are maintained to document the types and quantities of recyclable materials processed and marketed for all responsible units using the facility and these records are available for inspection upon request by the department.		544.16(3)(a)16
F. The owner or operator provides by February 1 of each year sufficient information so that a responsible unit can comply with the reporting requirements under s. NR 544.10(2)(d). For all measurements, the owner or operator of the materials recovery facility shall use sampling methods or measurements acceptable to the department.		544.16(3)(a)17
G. Recyclable materials are NOT stored in wetlands as defined in s. NR 500.03 (258).		544.16(3)(a)18
H. Recyclable materials are NOT stored in a floodplain as defined in s. NR 500.03 (87).		544.16(3)(a)19
I. The owner and operator complies with the disposal and incineration prohibitions under s. 287.07 (1m) to (4), Wis. Stats.		544.16(3)(a)20
J. The owner or operator maintains records at the site documenting information required for self-certification for at least 3 years.		544.16(3)(b)
K. The owner or operator submits self-certification renewal reports by March 30 of each year.		544.16(4)

## Section 3: Other Waste Handling Activities

A. Are NR 673 Universal Wastes handled at the MRF? (if yes list the materials).		NA1
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## Section 3: Other Waste Handling Activities

B. Are any other NR 500 -538 solid waste handling activities performed at the facility (If yes list the activities).		NA1
C. Are Used oil, oil filters or oil absorbents collected at the facility?		NA1
D. Are any used electronics handled at the MRF? (If yes is the facility a registered E-Cycle WI collector or recycler?)		NA1