

Instructions for Completing the 2008 Recycling Program Accomplishments and Actual Costs Annual Report (Form 4400-182)

Most items on the report form should be self-explanatory, and the online version of the form provides additional information for some sections. The following instructions do not explain every item in the report, but respond to the most commonly asked questions. If you have additional questions, consult your **DNR Recycling Contact** (found on the first page of your online or paper form).

SECTION 1: RESPONSIBLE UNIT (RU) CONTACT INFORMATION

The Authorized Representative and Primary Contact listed are taken from your Effective Program Application or your Recycling Grant Application from the previous year. Please review the information as it appears and correct any inaccuracies. **To assist the DNR in our communications with you, be sure to verify your e-mail address or add one if yours is not listed.**

Note: To change your authorized representative, contact Diane Glodoski at (608) 264-8902.

SECTION 2: EFFECTIVE PROGRAM INFORMATION

Unless otherwise noted, questions in Section 2 apply to ch. NR 544 Table 1 recyclables:

- Aluminum containers
- Corrugated cardboard
- Foam polystyrene packaging
- Glass containers
- Magazines
- Newspaper
- Plastic containers
- Steel/bi-metal containers

Definition of “contract”: In all questions in this section, “contract” refers to an official, written contract.

2A. Collection of Recyclables for 1-4 Residential Unit Housing

Curbside collection method: If residents in your RU have curbside collection service, you are asked if the materials are collected in an unsorted, single-stream system or if materials are sorted into two or more categories.

- **Single stream or unsorted collection** means residents put all glass, aluminum, plastic, tin AND paper into one container, with no requirement that any of these materials be kept separate from the others.
- **Dual stream or sorted collection** means that residents are required to separate paper from containers, either in separate bins/bags or with materials separated from each other within the same container. **This may include “sorted” or “presorted” systems in which materials are separated into more than two categories.**

Drop-off service: If you have drop-off service (provided by your RU, MRFs, haulers, etc.), estimate the number of hours the drop-off site or sites are open on an average week.

- If you have multiple drop-off sites, enter the **total** number of hours your sites are open. For example, if you have one site open 10 hours a week and one open 20, enter 30 into the form.

- If your drop-off site is only open during certain times of year (seasonally), provide the average hours it is open weekly during those times (e.g., during summer months).

Alternate collection method: A small number of RUs have a DNR-approved alternative collection method. You should answer yes **ONLY if the DNR has approved an alternative method** for your RU or a member municipality within your RU.

Primary collection method: Please select the method available to the majority of your residents (> 50%).

Multi-municipality RUs: You must provide information for each of your members. Answer the questions **based on the collection opportunities offered to residents in a member municipality, not on facilities located in that community**. We ask for this information about each member since in some multi-municipality RUs, different members have different levels of service.

- If residents of a member municipality have access to drop-off centers, answer “Yes” to the question “Does this member have drop-off service?” and answer the other questions based on the drop-off center(s) residents can access.

Haulers: Since many RUs now have a more direct relationship with their haulers than their MRFs, we are asking RUs to provide a list of haulers that collect and transport their Table 1 recyclables. This includes haulers with which an RU has a contract, as well as haulers you are aware of that households contract with directly.

- If you are using the **online** form, you will be able to search a list of haulers in the DNR database, or enter your hauler’s information if you do not find it on the list.
- If you are using the **print** form, please provide the name and basic contact information for any haulers that collect recyclables in your RU.

2B. Processing and Marketing of Recyclables for 1-4 Residential Unit Housing

Materials recovery facilities (MRFs): RUs are required to use MRFs that are self-certified with the DNR to process Table 1 recyclables collected through the RU’s residential program. **You must enter at least one MRF.** If you are not sure what MRF you are using, ask your hauler.

- If you are using the **online** form, you will be able to search a list of self-certified MRFs in the DNR database, or enter your MRF’s information if you do not find it on the list.
- If you are using the **print** form, please provide the name and basic contact information for any MRFs that process recyclables from your RU. We have provided you with a list of self-certified MRFs, also available at <http://dnr.wi.gov/org/aw/wm/recycle/audit/>.

Other processors/end users: If you send any **Table 1 recyclables** to other processors or end users **INSTEAD** of a traditional MRF, please list them. These might include a paper mill that you send paper to directly, a farmer that uses newspapers for animal bedding or a scrap dealer that takes aluminum cans.

- You **do not** need to list end users of your Table 1 materials that are **processed by a MRF**.
- **You are not required to enter anything in this section**, but if you want to report tonnages from any of these sources (instead of a hauler or MRF), you must enter the names here. You may count these tonnages toward your collection standard.

2C. Compliance

Effective Recycling Ordinance: If your RU has changed its recycling ordinance during the report year, please provide the date the change was or will be effective.

Compliance Assurance Plan (CAP): RUs have been required to have a CAP since August 2006. The CAP should describe the procedure an RU “will follow to address at a minimum one act of non-compliance with recycling requirements specified in its recycling ordinance which is commonly encountered by the responsible unit.” [s. NR 544.04 (9g), Wis. Adm. Code]. Your CAP must be consistent with your recycling ordinance, and may or may not require changes to the existing ordinance.

- Check “Yes” for the first question **only if you have a written CAP in place**. Check “Yes” to the second question if your written CAP changed during the previous calendar year.

Ensuring compliance at non-residential facilities and properties and residences with 5 or more units: While RUs are not required to provide recycling services to these facilities, they must ensure that the facilities and properties are complying with the recycling ordinance. Indicate any actions you took to ensure compliance at these facilities and properties.

In the next section, you will be asked to provide more details about compliance and enforcement actions you took during the report year.

SECTION 3: ANNUAL PERFORMANCE INFORMATION

Unless otherwise noted, questions in Section 3 apply to ch. NR 544 Table 1 recyclables:

- Aluminum containers
- Corrugated cardboard
- Foam polystyrene packaging
- Glass containers
- Magazines
- Newspaper
- Plastic containers
- Steel/bi-metal containers

3A. Compliance and Enforcement

The format of this section has changed significantly, and we recognize that RUs may not have kept complete records in all of these categories. If you do not have records for an item this year, please use your best estimate.

Complaints received: This is the number of recycling-related complaints your RU received during the report year from each of the three categories (1-4 unit residences, 5 or more unit residences and non-residential facilities and properties). Include both written and verbal complaints.

Inspections: Include the number of inspections conducted by staff or volunteers from your RU during the previous calendar year. This may include inspections you conducted in response to complaints and inspections you conducted as part of general efforts to ensure compliance with your recycling ordinance.

Citations and written warnings: Enter the number of citations and/or written warnings your RU issued for recycling violations during the report year.

Fines: Enter the **number** of fines your RU issued for recycling violations during the report year. This might include penalties or extra charges for service based on failure to comply with your ordinance. Do not enter the amount of the fines.

3B. Table 1 Materials and Weights Collected

Table 1 materials collected: Check any materials collected as part of your effective recycling program, including at drop-off centers and through households’ contracts with private haulers.

Residential tonnage reporting:

RUs must report quantities of residential recyclables collected in order to determine annual compliance with collection standards, which are based on population and density.

- You **must** report collections from buildings with 1 to 4 residential units to maintain your effective program status. The “1-4 residential unit” category includes single-family and 2-4 unit residential dwellings such as condominiums, town houses and apartment buildings.
- Starting with the 2008 Annual Report (due in calendar year 2009), RUs are asked to report a **total weight of all Table 1 recyclables collected**, rather than breaking the weights out by material. This total weight will then be compared to the **total collection standard from Table 1** (shown below).

Table 1: Standards for collection of recyclables (in pounds per person per year)*

	Rural Municipalities	Incinerator Area	Other Municipalities	Incinerator Area
TOTAL	82.4	30.4	106.6	39.8

* This represents Table 1 from ch. NR 544, **without** the weights of plastic containers #3 - #7 and foam polystyrene packaging. The requirement to recycle these materials has been waived by the DNR until it is determined that their collection and processing is practical.

Instead of reporting the weight of recyclables collected by material, RUs now report by source—MRF, hauler and other processor/end user.

- If your RU receives recycling tonnages from **only one source** (your hauler or MRF), enter the total weight of Table 1 recyclables that source reported to you.
- If your RU receives recycling tonnages from **multiple sources** (e.g., both a hauler and a paper mill), enter the weights each reported to you.
- If you have to convert from volume to weight, we recommend the U.S. Environmental Protection Agency (EPA) resource available on the EPA Web site:
http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/docs/guide_b.pdf

You do NOT need to report weights from every hauler, MRF or other processor/end user you listed in Section 2. Be sure not to double-count by reporting weights for the same materials twice (e.g., reporting the weight for the same load from both a hauler and MRF).

For each source, we ask a couple of questions to help us maintain consistent data among the diverse RU population. If your RU does not collect and/or process recyclables yourself, you will need to ask your hauler and/or MRF to provide this information. If you cannot get this information, you can check the “I have asked my hauler or MRF for this information and they have not provided it to me” option.

Determining compliance with collection standards:

RUs must annually meet the collection amounts in Table 1 of ch. NR 544, Wis. Adm. Code.

- **RUs in a grandfathered incinerator service area** have the option to use the standards for “rural-incinerator” or “other-incinerator,” which only account for glass and metal containers. If your RU is located in an incinerator area but you collect all Table 1 materials, including paper, for recycling, you should be meeting the regular “rural” or “other” standards.
- As in the past, you have the option to determine compliance with Table 1 collection standards by including the weights of materials collected from residences with 5 or more units. To do this, include this weight in your total weight of Table 1 recyclables collected, and check the “Residences with 5 or more units” option in the first question below the tonnage reporting table.

If you are using the online form: these calculations will be done automatically and they system will tell you whether you meet the Table 1 collection standard for your program. If you do not meet the Collection Standard, you will be asked to complete an exemption request in the next report section.

If you are using the paper form: To determine if your RU meets the minimum collection amounts, follow steps 1 and 2 below to calculate pounds recycled per person per year. You cannot modify the population number provided for your RU. The form also states what DNR records indicate as your municipality definition for population density and the resulting collection standard.

Step 1: _____ tons x 2,000 lb/ton = _____ total pounds
Total weight of collected recyclables

Step 2: _____ divided by _____ = _____
Total pounds from Step 1 above RU population Pounds per person per year

Step 3: Compare your pounds per person collected during the report year to the appropriate collection standard from Table 1 above.

If you met the Table 1 collection standard, check “Yes.” If you did not meet the collection standard in Table 1, check “No” and complete the Request for Exemption from Table 1 Collection Standard.

3C. Optional Tonnage Information for Non-Table 1 Materials

Most RUs collect additional materials beyond those listed in Table 1. Although reporting collection of additional materials is voluntary, we encourage you to report so that we can provide a more accurate and complete report on the accomplishments of the Recycling Program to the Legislature. We want to give credit to RUs for going beyond the basic requirements of an effective recycling program.

Use this section to report the numbers, weights or volumes of these materials that were recycled in your RU during the report year. These can include materials collected by your RU or collected by private businesses that provide you with the weights.

Although you may report in numbers, if you would like to convert to tons, use these conversion factors:

Major appliances: 205 pounds each

Car or light truck tires: 21 pounds each

Lead acid batteries: 39 pounds each

EPA conversion factor chart: http://www.epa.gov/osw/conserves/tools/recmeas/docs/guide_b.pdf

Divide the number of pounds by 2,000 to get the number of tons. For example, to convert from 200 tires to weight in tons:

200 car & light truck tires x 21 pounds = 4,100 pounds / 2,000 = 2.1 tons of tires

Definition of residential mixed paper: includes types of paper not included on the list in section A, including computer paper, junk mail and boxboard generated by households.

3D. Report of Actual Recycling Costs for Grant Purposes

You must complete this section if you received a Basic Recycling Grant during the report year. (If you did **not** receive a Basic Recycling Grant for the report year, please proceed to the next section.) If you have questions on this section, contact Sandy Chancellor at (608) 264-9207 or sandra.chancellor@wisconsin.gov.

Before you can complete this section, you will need to fill out supporting financial Form 4A and Forms 2DA and/or 2EA, if applicable. Unless the materials were mailed to you, you will need to download these forms and the 2008 Financial Report and Instructions.

- **To download forms, start at:** <http://dnr.wi.gov/org/aw/wm/recycle/audit/index.htm>

After you fill out the financial forms, transfer the numbers to the appropriate lines on the Annual Report. The Annual Report form includes references to the relevant lines on the financial forms.

Please **do not** submit Form 4A and supporting schedules with your Report of Recycling Accomplishments and Actual Costs, but **retain** them for your own records and potential audit purposes.

3E. Outreach and Waste Reduction Efforts

Beginning with the 2008 report year, we have a new format for reporting your recycling outreach and waste reduction efforts and accomplishments.

Provide details for significant outreach or waste reduction effort your RU undertook during the previous year. Examples include mailing out recycling brochures, a campaign to increase awareness on a specific recycling topic, or a special event related to recycling or waste reduction. You can include both your routine, ongoing efforts and special activities that happened during the report year.

The intention of this section is that you can add a single item to cover an effort that may have included multiple pieces (e.g., both print ads and a door-to-door information campaign). So a single effort may be a one-time event or a multimedia, ongoing campaign.

For each effort, provide a brief title/description and then answer the questions about the primary purpose, primary audience, media or methods used.

- Use your best judgment in choosing the primary purpose for efforts that addressed both recycling and waste reduction.
- For primary audience, select the answer that most closely fits with your effort. If your audience does not fit any listed, select "Other."
- For media/method, check all that apply and, where applicable, indicate the number or frequency.

SECTION 4: CERTIFICATIONS & SUBMITTAL

Exemption request: If you did not meet your collection standards for the report year, this is the page where you will be asked to request an exemption from the collection standard. You will be asked to answer two questions as part of the exemption request.

Online Form Users

When you have completed and validated all sections of the report, the “Submit” button will be enabled.

1. Click the **Submit** button. The status of your report in the left-hand menu will change to **Submitted**.
2. Click the **Print** button to view and print a copy of your report. Print a copy for your records and print a copy of the **last page of the report** (the certifications page).
3. On the printed copy of the last page, check the assurances box and sign and date where indicated.
4. **Mail the signed last page** of your report to your **DNR Regional Recycling Contact** (name and address included on the first page of the form).
5. Once you are finished, click the **Logout** link in the upper right of the screen and close your browser.

Paper Form Users

As in previous years, when you have finished your report, sign and date it, make a copy for your records, and mail the completed form to your **DNR Regional Recycling Contact** (name and address included on the first page of the form).