

Wisconsin Department of Natural Resources

2015 Materials Recovery Facility Self-Certification Annual Report

(Form 4400-164 rev. 01/2016)

Instructions

Completion of Form 4400-164 is required if a material recovery facility (MRF) serves as a component of a responsible unit's (RU's) effective recycling program and provides confirmation of a MRF's compliance with program criteria. The deadline for this report is March 30th, 2016.

These instructions explain how to fill out the MRF self-certification annual report. For more information on the annual report process, please visit the DNR's website at <http://dnr.wi.gov/topic/Recycling/Reports.html> where you will find helpful tips on a variety of topics including how to:

- Notify the DNR of changes to your contact information
- Create a personal WAMS ID and request access through the DNR Switchboard
- Log into the online reporting system and find your facility report
- Submit the report

If you need additional assistance, please contact the DNR Specialist found on the first page of your report or email DNRRecycling@Wisconsin.gov

SECTION 1: FACILITY AND CONTACT INFORMATION

Please provide both the physical address of the MRF and the contact information for the facility operator and primary contact of your MRF. Providing a correct email address will assist the DNR in providing you with important and timely information and updates.

If you did not serve any responsible units or municipalities in the previous calendar year, check the appropriate box in this section and then proceed to the last section of the report.

For online reports: The MRF information, facility operator, and primary contact listed are auto-filled from the previous year's self-certification or from recent updates you have provided to the DNR. Please verify that this information is correct. A blue asterisk indicates all required fields.

If you did not serve any RUs or municipalities and check the box shown above, you can then validate Section 1. Sections 2 and 3 will automatically be validated and you can proceed to Section 4 – Certification to complete your report. If you served any RUs or municipalities this box should **not** be checked.

For paper reports: Please provide the most current information on your facility and contacts.

If you did not serve any RUs or municipalities and check the box in this section, you can proceed to Section 4 – Certification to complete your report. If you served any RUs or municipalities this box should **not** be checked.

SECTION 2: FACILITY INFORMATION

Only information on services provided during the previous calendar year (2015) should be included in this report.

For online reports: The Facility Information is auto-filled from the information on file from the previous year's self-certification. Please review this information and update as necessary to accurately reflect your facility's current operations.

2A. Materials Accepted

Indicate which of the materials listed your facility accepts, and if the material is stored outside on a regular basis, before or after processing.

Materials are listed in three categories: Table 1 Materials Accepted, Other Regulated Materials Accepted and Other Non-Regulated Materials Accepted. You must select at least one material in the Table 1 Materials Accepted category. The other two material categories are optional.

Table 1 Materials Accepted

- Glass Containers
- Aluminum containers
- Steel (tin)/bi-metal containers
- Plastic containers #1 & # 2
- Plastic containers #3 - #7
- Foam PS packaging
- Newspaper
- Corrugated cardboard
- Magazines
- Residential mixed paper*
- Non-residential office paper*
- Cartons – gable top and aseptic*

***Note that non-residential office paper, residential mixed paper, and cartons may now be included in your Table 1 tonnages.**

Other Regulated Materials Accepted

- Waste tires
- Waste oil
- Oil filters
- Electronics
- Fluorescent lamps
- Lead acid batteries
- Major appliances

Other Non-Regulated Materials Accepted

- Carpet
- Cooking oil
- Food/beverage cartons
- Food waste (residential)
- Mattresses
- Non-bottle plastic containers
- Other rigid plastics
- Plastic bags, film and WRAP
- Scrap metals
- Scrap wood/wooden furniture
- Textiles
- Yard waste

2B. Material Sources

RUs and Municipalities Served:

Wis. Adm. Code requires MRFs that serve RUs to list these RUs on the self-certification report. You must enter at least one RU or Municipality. Please include RUs with whom you have a contract and those who contract with the haulers you serve.

For online reports: You will be able to search a list of municipalities in the DNR database. If you do not see your RU or municipality's name on the list, please contact the DNR Specialist listed on the first page of your report

For paper reports: Please provide the name and basic contact information for any RUs or municipalities you serve.

2C. Material Handling Capacity and Processing

Wis. Adm. Code requires MRFs that serve RUs to re-certify handling and processing capacity annually as part of the annual self-certification process.

Average tons processed per day: Enter or update the average number of tons that your facility processed per day during the previous calendar year.

Maximum processing capacity per day: Enter or update the maximum number of tons that your facility could process per day during the previous calendar year.

How are materials received? Check all of the methods by which materials are received at your facility. If you select "Other", please provide a short description of the method in the text box provided.

How are materials sorted? Check all of the methods by which materials are sorted at your facility. If you select "Other", please provide a short description of the method in the text box provided.

How are materials processed? Check all of the methods by which materials are processed at your facility.

Covered storage capacity: Enter or update the amount, in square feet, of your facility's covered storage capacity.

Exposed storage capacity: Enter or update the amount, in square feet, of your facility's exposed storage capacity.

How is a material's marketable condition maintained? Enter or update a description of the effort your facility takes to assure that materials are maintained in marketable condition as defined in [s.NR 544.16(1)(c).].

What does your facility do to minimize nuisance conditions? Enter or update a description of the effort your facility takes to prevent nuisance conditions as defined in [s.NR 544.16(3)(a) 12.].

What does your facility do to minimize residual materials sent for disposal: Enter or update a description of the effort your facility takes to minimize residual materials sent for disposal as defined in [s.NR 544.16(3)(a)14.].

How does your facility store and manage waste tires: If your facility accepts waste tires, enter or update a description of the efforts your facility takes to store and manage waste tires as defined in [ss.NR 544.16(3)(a)11. and 12.].

SECTION 3: MATERIALS PROCESSING

Provide information on the tons of recyclables your facility received, processed on-site, shipped off-site for processing and sent for disposal during the previous calendar year.

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

- Glass Containers
- Aluminum containers
- Steel (tin)/bi-metal containers
- Plastic containers #1 & # 2
- Plastic containers #3 - #7
- Foam PS packaging
- Newspaper
- Corrugated cardboard
- Magazines
- Residential mixed paper*
- Non-residential office paper*
- Cartons – gable top and aseptic*

3A. Materials Received

Provide information on the tons of recyclables your facility received during the previous calendar year **from Wisconsin sources only**. Include total tonnages from both **residential** (single and multi-family residences) and **non-residential** (businesses/institutional/commercial) sources. If you had loads for which the sources are unknown (e.g., from transfer stations), enter those as “sources you cannot accurately identify as residential or non-residential.”

Note that residential mixed paper and cartons can now be included in any source (residential, non-residential, or unknown) totals. To the best of your ability, make sure that non-residential office paper is included only in the non-residential or unknown source total.

Residential source tons received: Enter the amount, in tons, that your facility received in the previous calendar year from Wisconsin residential sources. Amounts may be entered to two decimal places.

Non-residential source tons received: Enter the amount, in tons, that your facility received in the previous calendar year from Wisconsin non-residential sources. Amounts may be entered to two decimal places.

Unknown source tons received: Enter the amount, in tons, that your facility received in the previous calendar year that you could not determine were from residential or non-residential sources (i.e. from transfer stations). Tonnages included in this source total should **NOT** be included in the residential or non-residential source amounts entered above. Amounts may be entered to two decimal places.

How are tons received allocated to residential, non-residential, or unknown sources? Provide a description of the methods your facility uses to determine that tonnages received originated from residential or non-residential sources. If you have an amount for unknown sources, please specifically include an explanation of why they could not be allocated to residential or non-residential sources.

Low hazard exemption for glass: Check “Yes” if your MRF has a Low Hazard Exemption for Glass. If yes, you must also enter the date the exemption was approved and all approved alternative uses and corresponding tonnages.

Date low hazard exemption for glass was approved: Enter the date in mm/dd/yyyy format that the low hazard exemption for glass was approved for your MRF.

Approved alternative uses for glass name: Enter a descriptive name for each of the alternative uses your facility has been approved for.

Approved alternative uses for glass tonnage amount: Enter the tonnage of glass your facility processed for each alternative use you list. Amounts may be entered to two decimal places.

3B. Materials Processed On-site and Shipped to End Markets

Provide information on the tons of processed recyclables your facility shipped to end markets during the previous calendar year. Processed includes: baled, compacted, shredded or ground. For the purposes of this form, end markets include brokers, beneficial use applications and material-specific processors or end users that further prepare a commodity (e.g., plastics) for manufacturing or other end uses.

MRFs must provide a tonnage for processed materials sent to end markets for **each** of the four categories: **Glass, Metal, Plastic, and Paper**. If you did not process any material for any of these categories, enter a zero.

You can provide tonnages for the overall category or individual materials within a category. Please **avoid double counting materials**. Amounts that are entered for the overall category should not be entered as individual materials within the same category. Amounts may be entered to two decimal places.

The following is a list of the materials in each of the four categories glass, metal, plastic and paper.

Glass

- Green glass containers
- Amber (brown) glass containers
- Flint (clear) glass containers
- Other single color glass containers
- Glass containers - all mixed

Metal

- Aluminum containers
- Steel & bi-metal containers
- Metal containers – all mixed

Plastic

- Foam PS packaging
- Plastic containers # 1 – bottles only
- Plastic containers # 1 – all except bottles
- Plastic containers - # 1 – all mixed
- Plastic containers - # 2 – natural color only
- Plastic containers - # 2 – colored only
- Plastic containers - # 2 – all mixed
- Plastic containers - # 1 & # 2 – all mixed
- Plastic containers - # 3 thru # 7 – all mixed
- Plastic containers - # 1 thru # 7 – all mixed

Paper

- Corrugated cardboard
- Non-residential office paper
- Residential mixed paper
- Cartons – gable top and aseptic
- Newspaper
- Magazines
- Newspapers and magazines - mixed
- Paper – all mixed, except cardboard

3C. Materials Sent Off-site for Processing

Provide information on recyclables from Wisconsin sources that your facility sent off-site for processing at another MRF during the previous calendar year. Any material included in Section 3B should not be included in this section.

Materials shipped off-site for processing: Check “Yes” if your facility sent any materials you included in your received totals off-site for processing. If you did not send any materials off-site for further processing, you may skip this section and proceed to 3D.

Shipped to MRF/Other Processor: If you answered “Yes” and shipped materials offsite for processing in the previous calendar year, you must enter the name and location for at least one MRF/Other Processor that you shipped the materials to.

For online reports: you will be able to search a list of MRFs in the DNR database. If you do not see the MRF you sent materials to for processing, please contact your DNR Specialist. The total number of tons will be calculated for you.

For paper reports: please provide the name of any MRF/Other Processor you shipped recyclable materials to for processing. Calculate the total number of tons and enter it in the space provided.

Co-mingled containers shipped: If you separated and shipped containers for processing, enter the amount in tons of co-mingled containers that you shipped to each MRF/Other Processor. Amounts may be entered to two decimal places.

Co-mingled paper shipped: If you separated and shipped paper for processing, enter the amount in tons of co-mingled paper that you shipped to each MRF/Other Processor. Amounts may be entered to two decimal places.

Co-mingled recyclables shipped: If you sent mixed containers *and* paper for processing, enter the amount in tons of co-mingled containers *and* paper that you shipped to each MRF/Other Processor. To avoid double counting, the amount here **should NOT include tonnages entered for the co-mingled containers or paper listed above.** Amounts may be entered to two decimal places.

3D. Materials Sent for Disposal

Provide information on the tons of materials your facility sent for disposal during the previous calendar year. This includes contaminated recyclables, non-recyclables that arrive in recycling loads, residuals generated by your operations, and other materials that cannot be recycled. It does **NOT** include general trash/garbage or materials sent to a landfill for use within the landfill footprint (e.g., glass for road beds). Materials sent to a landfill for use within the landfill should be entered in section 3B.

Tons of residuals sent for disposal: Enter the amount in tons of materials your facility sent for disposal during the previous calendar year. Amounts may be entered to two decimal places.

3E. Recyclables Received and Processing Summary

Total recyclables received: Enter the sum of the three amounts entered in Section 3A. **If you are using the online form, this is calculated for you and displayed here for your review.**

Total processed recyclables shipped to end markets: Enter the sum of the amounts entered in Section 3B. **If you are using the online form, this is calculated for you and displayed here for your review.**

Total recyclables shipped off-site for processing: Enter the sum of the amounts entered in Section 3C. **If you are using the online form, this is calculated for you and displayed here for your review.**

Total materials processed leaving the MRF: Enter the sum of the amounts entered in Section 3B and Section 3C. **If you are using the online form, this is calculated for you and displayed here for your review.**

Percentage of recyclables received that was processed or shipped for processing: Calculate the percentage of recyclables received that your facility processed or sent off-site for further processing, by dividing the total materials processed by the total received and multiplying by 100. Round the answer to the nearest whole percentage. **If you are using the online form, this is calculated for you and displayed here for your review.**

Total materials sent for disposal: Enter the amount from section 3D. **If you are using the online form, this is calculated for you and displayed here for your review.**

Percentage of recyclables received that was sent for disposal: Calculate the percentage of recyclables received that your facility sent for disposal, by dividing total materials sent for disposal by total received and multiplying by 100. Round the answer to the nearest whole percentage. **If you are using the online form, this is calculated for you and displayed here for your review.**

3F. Waste Tires

Complete this section **ONLY** if your facility handled waste tires during the previous calendar year.

Handled waste tires: Check “Yes” if your facility handled waste tires during the previous calendar year. If your facility did not handle any waste tires during the previous year, you may skip this section.

Tons of waste tires received: If you answered “yes” that you handled waste tires, you **must** enter an amount here. If you did not receive any enter zero.

Tons of waste tires shipped off-site: If you answered yes that you handled waste tires, you **must** enter an amount here. If you did not ship any tires off-site enter zero.

SECTION 4: CERTIFICATION (MRF)

4A. Assurances

Assurance statements: Check the box to the left of each assurance statement to affirm the responses included in your report.

4B. Certification and Submitting your report

When you have completed the assurances, check the box in this section to certify the report. The authorized operator of the facility must sign and date the certification page. This certification indicates that the duly authorized operator of the facility has provided to the best of their knowledge and belief information that is correct, true and complete.

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

1. Click the **Submit** button. A box will appear asking if you want to submit your report. Click “OK.” 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 Annual Self-Certification. Print a copy for your records including the Certification page.
3. On the printed copy of the Certification page, the facility operator should sign and date where indicated.
4. **Mail only the signed Certification page** of your report to the **DNR contact** provided on your certification page.
5. Once you are finished, click the **Logout** link in the upper right of the screen and close your browser.

For Paper Reports: As in previous years, when you have finished your report, sign and date it, make a copy for your records, and mail the entire completed annual report to:

Angela Carey
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