

# Tips For Getting Your Responsible Unit Annual Report In On Time

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We are committed to helping you comply with the annual reporting requirement, but ultimately the obligation is yours to submit a complete report on time. Here are some suggestions:

- Make sure to update your contact information by January at the very latest. Preferably, you should update your contact information with us as necessary any time during the year.
- Aim to submit your report **before** local elections and possible changes in staff. If this is not possible, make sure the new staff are informed and have the information they need to file a timely report.
- Get a copy of your report from last year to see what information needs to be updated. Do this **BEFORE** you start to fill out your report. Make any necessary updates to:
  - Your RU contact information
  - Information on collection practices
  - Names of your hauler or MRF
- **If you have already registered for the online reporting system**, and the same person will be submitting your report this year, you do **NOT** need to register again. We do, however, encourage you to confirm that your registration is still valid by logging onto the system at [https://dnrx.wisconsin.gov/wastemgmt/wm/wmexternalx/WM\\_ExtHome.aspx](https://dnrx.wisconsin.gov/wastemgmt/wm/wmexternalx/WM_ExtHome.aspx).
- **If you have NOT registered for the online reporting system**, please first attend one of two free webinars, schedule for January 7 at 2:00 p.m. or January 8 at 2:00 p.m., to walk through the process and obtain your WAMS ID and get registered for online reporting. Sign up here for one of these two free webinars.
- **If you have questions about how to fill out the online annual report**, attend one of two free webinars, scheduled for January 29 at 2:00 p.m. or January 30 at 2:00 p.m., to learn more. We'll be happy to answer any of your questions then. Sign up here for one of these two free webinars.

- Get all pertinent information together by early January. Contact your hauler or MRF for data they need to supply. **Remember, the Recycling Grant actual expenditures and recyclable tonnage relates to only residential single family and 2-4 unit households\*.** Information you should have ready includes:
  - The number of enforcement actions you took the past year
  - Tonnage of recyclable materials collected\*
  - Grant budget (if applicable)
  - Outreach efforts

### **Getting Data from Your Hauler**

If you do not already receive reports regularly from your hauler, request one. Haulers are required by Wisconsin Administrative Code NR 502.07 (4)(er) to provide, within 4 weeks of a written request from a responsible unit, information regarding the amount of recyclable materials collected. Be sure to get the information for recyclables collected through privately contracted subscription collection services as well. If you have had trouble in the past getting data from your hauler, let us know now so we can work with the hauler to ensure you have the data in time for your report.

If you have questions on any of the above, please contact me by phone at 608-266-5334 or email at [daniel.werner@wisconsin.gov](mailto:daniel.werner@wisconsin.gov).

\*Note: As of the 2012 RU annual report, RUs may (voluntarily) include tonnages from residences with 5 or more units. This tonnage will be automatically credited towards the collection standard. Certain conditions apply. See the “What’s New with RU Annual Reports” on the website for more on this and other modifications to the report form.