

RU Annual Report Reminder

Recycling Responsible Units must file by April 30



Wisconsin's waste reduction successes are driven by its local and county governments operating as **recycling responsible units (RUs)**. This publication reminder gives RU primary contacts instructions for completing the RU annual report and other resources to aid their recycling work.

Annual reports are due on April 30

The 2014 RU Recycling Annual Report template is now available. Completed reports are due on April 30, 2015. The DNR highly recommends that individual RUs plan to complete their reports before April 30 to avoid delays from unexpected absences, election transitions, technical difficulties or other complications.

To access annual report templates or report online, search "annual report for RUs" at dnr.wi.gov.

What is an annual report?

The annual report is used to document that an RU is maintaining an effective recycling program. Among other things, annual reports verify that public funds are being spent for their proper purpose.

It is important to remember that:

- the annual report pertains to the *previous* calendar year (in this case, 2014);
- an annual report is required for *all* RUs, regardless of whether they receive a grant or not; and
- it is an *RU's responsibility* to verify it is operating an effective recycling program and using any grant money on approved uses with the report.



Late filing dates and penalties

May 15: RU is placed on probation until a report is submitted on time the following year

May 16: RU is placed on probation and invoiced for grant money received for that reporting year

ATTENTION: NEW POLICY

IF AN RU SUBMITS LATE REPORTS FOR TWO CONSECUTIVE YEARS, THE RU BECOMES INELIGIBLE FOR GRANTS UNTIL TIMELY ANNUAL REPORTING IS ESTABLISHED

The role of the RU primary contact

The person serving as an RU primary contact has at least three core responsibilities during the year. The RU primary contact:

- completes the **annual report** at some time between January and the end of April;
- applies for **state recycling grants**, between July and October; and
- is responsible for making sure the RU meets the Wisconsin state standard for an "**effective recycling program**."

News on annual reports and annual report webinars is regularly posted online. RU primary contacts can access this content by searching "responsible unit" at dnr.wi.gov.

The people serving as RU primary contact often play multiple other roles in the community. To help make RU work as easy and efficient as possible, the DNR provides many recycling resources (see sidebar).

State recycling grants for RUs



Grant application timeline

Grant applications are *optional*, and are due by **October 1**

RUs request funding based on predicted recycling expenses for *upcoming* calendar year

Late filing dates:

- October 10:** RU can still receive up to 95 percent of grant amount for 2015
- October 20:** RU can still receive up to 90 percent of grant amount for 2015
- October 30:** RU can still receive up to 75 percent of grant amount for 2015
- October 31:** RU no longer eligible for 2015 grant



RU resources

For more information on RU recycling roles and requirements, search the following terms at dnr.wi.gov.

Basic requirements for running an effective RU recycling program

Search "WA1593" or see DNR publication WA-1593

List of recyclable items in Wisconsin

Search "WA1574" or order DNR publication WA-1574

Education and outreach materials

Search "recycling publications"

Timely recycling news and updates

Search "recycling" and subscribe to the Recycling Updates monthly mailing

Recycling Excellence Awards

Search "responsible unit"

More RU information and resources

Search "responsible unit"

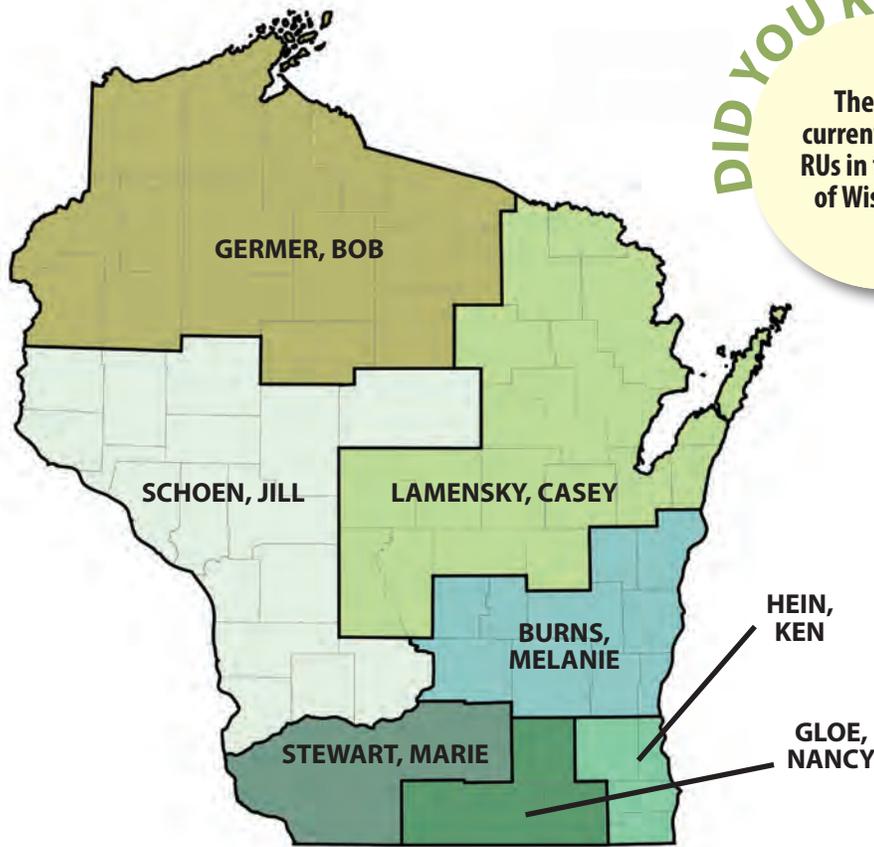
Updating contact info

If your RU has changed its contact information or staff, please alert your regional specialist to help update their records. RUs should also make sure that emails from **Daniel Werner@wisconsin.gov** do not go in a junk email folder.



Wisconsin Department of Natural Resources REGIONAL RECYCLING CONTACTS

DID YOU KNOW?
There are currently 1,061 RUs in the state of Wisconsin.



Know your regional recycling specialist

The DNR regional recycling specialists are an RU primary contact's best resource for ensuring their recycling program meets RU requirements while also running efficiently and avoiding unnecessary complications. The regional specialist can field RU questions, send timely updates, tips and reminders, encourage RUs to apply for recycling awards and more.

New RU primary contacts are encouraged to phone or email their regional specialist to learn more about their position and communicate their own community's needs.

For more information on the DNR recycling program, contact:

Waste & Materials Management Bureau
Wisconsin Dept. of Natural Resources
101 South Webster Street
P.O. Box 7921
Madison, WI 53707
608-266-2111
DNRWasteMaterials@Wisconsin.gov

For additional questions about the RU annual report, contact:

General report questions:
Dan Werner, 608-266-5334
Daniel.Werner@wisconsin.gov
Questions about grants:
Kari Beetham, 608-264-9207
Kari.Beetham@wisconsin.gov
Instructions on registering for online reporting:
Search "responsible unit" at dnr.wi.gov.

Recycling contacts may change. For the most up-to-date information, search "recycling staff contacts" at dnr.wi.gov.

Melanie Burns

414-263-8652
Melanie.Burns@wisconsin.gov
Counties served: Calumet, Columbia, Dodge, Fond du Lac, Green Lake, Manitowoc, Marquette, Ozaukee, Sheboygan, Washington

Bob Germer

715-635-4060
Robert.Germer@wisconsin.gov
Counties served: Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Lincoln, Oneida, Polk, Price, Rusk, Sawyer, Taylor, Vilas, Washburn

Nancy Gloe

262-574-2142
Nancy.Gloe@wisconsin.gov
Counties served: Green, Jefferson, Rock, Walworth

Ken Hein

414-263-8714
Kenneth.Hein@wisconsin.gov
Counties served: Kenosha, Milwaukee, Racine, Waukesha

Casey Lamensky

920-662-5488
Casey.Lamensky@wisconsin.gov
Counties served: Adams, Brown, Door, Florence, Forest, Juneau, Kewaunee, Langlade, Marinette, Menominee, Oconto, Outagamie, Portage, Shawano, Waupaca, Waushara, Winnebago, Wood

Jill Schoen

715-839-2788
Jill.Schoen@wisconsin.gov
Counties served: Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, La Crosse, Marathon, Monroe, Pepin, Pierce, Richland, Sauk, St. Croix, Trempealeau, Vernon

Marie Stewart

608-275-3298
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Counties served: Dane, Grant, Iowa, Lafayette

