



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Subject: 2008 Recycling Program Accomplishments and Actual Costs Annual Report

Dear Recycling Contact:

It's once again time for you to submit your recycling program annual report, due **April 30, 2009**.

The DNR has developed a new electronic reporting system for responsible unit (RU) annual reports and grant applications. This is part of DNR's effort to update our recycling database, improving the way we collect data and making it more available to the recycling community. As we have worked to create new, online versions of these forms, we have made changes to simplify some reporting requirements and provide us with better information on recycling efforts statewide.

While the report will look different, it covers the same basic topics as in the past. However, the new report asks for more detail on certain topics, such as enforcement and outreach, and some questions are worded differently. If you are unsure about how to answer a question, we encourage you to look at the detailed instructions for completing the report, which include definitions and explanations of what information you need to provide.

Each RU is required by law to submit an annual accomplishment report and report of actual program costs (s. NR 544.10, Wis. Adm. Code). The completed accomplishment report ensures continued DNR approval of your effective recycling program, allowing continued access to Wisconsin landfills and incinerators. In addition, only RUs that maintain an approved effective recycling program are eligible for a recycling grant. RUs jeopardize their grant eligibility status if they do not submit a report in a timely manner. If we do not receive information on actual costs during 2008, we must assume the RU did not have any grant-related costs, and thus would have to invoice the RU for the full grant amount awarded last year.

Instructions for Completing the 2008 Annual Report

This year's reporting process is similar to last year's. You must submit a single report covering both recycling accomplishments and actual program costs. **Please complete and submit the report by April 30, 2009.**

IF WE HAVE YOUR E-MAIL ADDRESS. RUs for which we have an e-mail address received an e-mail with instructions on how to complete your annual report online. If for some reason you cannot complete the report online, contact Sarah Murray at (608) 264-6001 or sarah.murray@wisconsin.gov to request a paper copy.

IF WE DO NOT HAVE YOUR E-MAIL ADDRESS. RUs for which we do not have an e-mail address receive hard copies of all the forms and information needed to complete the annual report. The hard copy report should be submitted to your DNR regional recycling contact (shown on the first page of your form). **We encourage all RUs to consider submitting their report online.** Go to <http://dnr.wi.gov/org/aw/wm/recycle/audit/> for a link to the form and instructions. Reports can be submitted electronically from any computer with Internet access, including those at libraries and other public offices or institutions.

Please note that we will be moving to all-electronic reporting in 2011 to reduce costs and streamline the report approval process. At that time, you will no longer be able to submit a paper copy of your report.

Please complete the report accurately and completely. We encourage you to include collection tonnages of all the recyclable materials your program handles, not just the banned paper and container products. RUs that are going “beyond compliance” by recycling a wider range of materials than required under the recycling law should get recognition for their efforts.

Your recycling tonnages prove that state grants to RUs yield tangible results. Each year, we use the data you provide us to update statistics on recycling collection in the state and to inform elected officials and the public about Wisconsin’s recycling accomplishments.

Visit the DNR Web site at <http://dnr.wi.gov/org/aw/wm/> to learn more about our state’s recycling program, and how to manage recycling or disposal of other materials such as discarded electronics, plastic shopping bags and compact fluorescent light bulbs.

Thank you again for your continued efforts to make recycling a success in Wisconsin.

Sincerely,

Gene R. Mitchell, P.E.
Chief, Recycling and Solid Waste Section
DNR Waste and Materials Management Program

Enclosures: 2008 Annual Report Instructions
 2008 Annual Report Form 4400-182
 2008 Financial Report Forms & Instructions
 List of Material Recovery Facilities (MRFs)
 2009 Recycling Grant Application Notification