

Return by: May 2, 2022
Return to: WDNR Recycling Report
Waste and Materials
Management, WA/5
PO Box 7921
Madison, WI 53707-7921

State of Wisconsin
Department of Natural Resources

**2021 RECYCLING PROGRAM ACCOMPLISHMENTS
AND ACTUAL COSTS ANNUAL REPORT**
Form 4400-182

Rev. 02-22

Responsible Unit (RU)	County	Municipal Code	RU Population
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NOTICE: Completion of this form fulfills the mandatory annual reporting requirement for continued approval of a responsible unit's recycling program and retention of the DNR recycling grant, for those who received it. This form is authorized by chs. NR 544.10 and NR 542.09(3), Wis. Adm. Code. Personally identifiable information will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31-19.39, Wis. Stats].

SECTION 1: CONTACT INFORMATION

Authorized Representative Name	
Title	
Primary Phone Number	Best Way to Contact <input type="checkbox"/> Phone <input type="checkbox"/> Email
Email address	
Mailing Address – Street, Route or PO Box	
City, State, ZIP Code	
Primary Contact Name <input type="checkbox"/> Check if same as authorized representative	
Title	
Primary Phone Number	Best Way to Contact <input type="checkbox"/> Phone <input type="checkbox"/> Email
Email address	
Mailing Address – Street, Route or PO Box	
City, State, ZIP Code	

SECTION 2: EFFECTIVE PROGRAM INFORMATION

All questions in this section relate to your collection of ch. NR 544 Table 1 recyclables: Newspapers, corrugated cardboard, magazines, residential mixed paper, aluminum containers, steel/bi-metal (tin) containers, glass containers, plastic containers # 1-7, and foam polystyrene packaging.

A. Collection of Recyclables for 1 to 4 Unit Residential Housing

Provide information on how your program collected recyclables from 1 to 4 unit residential dwellings during the previous calendar year. **If you are a multi-municipality RU, skip to question #4 and complete appendix A for each member municipality.**

1. Do you have curbside collection? ☐ Yes ☐ No

If yes:

a) How is curbside service provided? (Check all that apply)

- ☐ RU provides service with municipal equipment and staff
☐ RU contracts another municipality to provide services with their equipment and staff
☐ RU contracts private hauler(s) to provide collection service
☐ Residents contract private hauler for their recyclable pickup

% of population that does this: _____

b) What is your primary curbside collection method? (Select one)

- ☐ Single Stream (all recyclables in one bin)
☐ Dual Stream (recyclables sorted into two or more bins)
☐ Both (there are two or more haulers, each having a different system)

c) How often are recyclables picked up? (Select one)

- ☐ Weekly ☐ Once every other week ☐ Monthly ☐ Other

2. Do you have drop-off site(s)? ☐ Yes ☐ No

If yes:

a) How many total hours is your drop-off site(s) open monthly, on average? _____ (hours)
(Example: 2 sites, each open 5 hours per month, equals 10 hours total)

b) Who operates the drop-off site(s)?

Your answer should be based on who actually operates a drop-off facility, not who picks up the materials.

(Check all that apply)

- ☐ RU operates drop-off site
☐ Private hauler/MRF operates drop-off site
☐ Other Describe: _____

List only drop-off sites that collected Table 1 recyclables (paper and containers); Do not list sites if they only collected other items (e.g., yard waste, used oil) and did not ALSO collect Table 1 recyclables. Attach additional sheets if necessary.

Drop-off Site Name	County where drop-off site is located
Address/Location of the Drop-off Site (Street, Route)	City, State, ZIP Code

Drop-off Site Name	County where drop-off site is located
Address/Location of the Drop-off Site (Street, Route)	City, State, ZIP Code

3. Do the majority of your residents use curbside or drop-off for their recyclable materials? ☐ Curbside ☐ Drop-off

4. **List the haulers that collected Table 1 recyclables** in your RU during the previous calendar year. Please note that some companies have multiple listings for different regional collection hubs. Work with your hauler to make sure you know what regional office your RU's recycling is collected through and provide the correct listing. Attach additional sheets if necessary. A list of licensed haulers is available on our website at <http://dnr.wi.gov/topic/waste/licenses.html>.

Hauler Name	Telephone Number	DNR License Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code	
Contracted By <input type="checkbox"/> RU/municipality <input type="checkbox"/> Individual residents/households <input type="checkbox"/> Both		

Hauler Name	Telephone Number	DNR License Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code	
Contracted By <input type="checkbox"/> RU/municipality <input type="checkbox"/> Individual residents/households <input type="checkbox"/> Both		

Hauler Name	Telephone Number	DNR License Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code	
Contracted By <input type="checkbox"/> RU/municipality <input type="checkbox"/> Individual residents/households <input type="checkbox"/> Both		

B. Processing of Recyclables for 1 to 4 Unit Residential Housing

1. **List the materials recovery facilities (MRFs) that received and processed Table 1 recyclables** from your RU during the previous calendar year. Please note that some companies have multiple listings for different regional MRFs. Work with your hauler and/or MRF to make sure you know which regional MRF your RU's recycling is processed at and select the correct listing. Attach additional sheets if necessary. A list of MRFs and corresponding facility IDs is available on our website at <http://dnr.wi.gov/topic/Recycling/MRF.html>.

MRF Name	Telephone Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code
Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

MRF Name	Telephone Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code
Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

MRF Name	Telephone Number
Mailing Address – Street, Route, or P.O. Box	City, State, ZIP Code
Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. List places not reported above that received Table 1 recyclables from your RU during the previous calendar year. Examples include farmers that take newspapers for animal bedding and scrap metal yards that collect aluminum cans (Aluminum cans and/or steel and bi-metal cans are the only metal weights to be reported from scrap metal yards. Do not report the weight of other scrap metal recycled). Attach additional sheets if necessary.

Processor Type: <input type="checkbox"/> Farmer <input type="checkbox"/> Paper Mill <input type="checkbox"/> Scrap Metal Yard <input type="checkbox"/> Other Describe: _____		
Processor Name	Contact Name	Telephone Number
Material Accepted	Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Processor Type: <input type="checkbox"/> Farmer <input type="checkbox"/> Paper Mill <input type="checkbox"/> Scrap Metal Yard <input type="checkbox"/> Other Describe: _____		
Processor Name	Contact Name	Telephone Number
Material Accepted	Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Processor Type: <input type="checkbox"/> Farmer <input type="checkbox"/> Paper Mill <input type="checkbox"/> Scrap Metal Yard <input type="checkbox"/> Other Describe: _____		
Processor Name	Contact Name	Telephone Number
Material Accepted	Contracted by RU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

C. Compliance

All RUs are required to have a valid ordinance and compliance assurance plan (CAP) in accordance with ss. NR 544.02(2) and 544.04(9g). Please tell us how your RU ensures that all residents and businesses are complying with your recycling ordinance. If you are unsure about either of these items, contact the recycling specialist whose name appears on the first page of this report.

1. What is your recycling ordinance number? _____
- a) Did your recycling ordinance change during the previous calendar year? ☐ Yes ☐ No

b) If yes, what date was the ordinance effective?_____

2. Did your CAP change during the previous calendar year? ☐ Yes ☐ No

3. How does your RU ensure compliance with your recycling ordinance at residences with 5 or more units? (Check at least one and all that apply)

- ☐ There are no residences with 5 or more units physically located within my RU
- ☐ RU provides outreach to landlords/building managers
- ☐ RU staff conduct inspections/visits
- ☐ RU staff respond to recycling-related complaints

4. How does your RU ensure compliance with your recycling ordinance at non-residential facilities and properties? (e.g., businesses, farms, fairgrounds, churches, schools, etc.) (Check at least one and all that apply)
- ☐ There are no non-residential facilities or properties physically located within my RU
- ☐ RU provides outreach to business owners/managers
- ☐ RU staff conduct inspections/visits
- ☐ RU staff respond to recycling-related complaints

SECTION 3: ANNUAL PERFORMANCE INFORMATION

A. Compliance & Enforcement

Please report the number of recycling-related complaints your RU received during the previous calendar year, along with the number of enforcement actions you took. Records should be maintained to verify these numbers.

Location	Complaints Received	Warning Tags	Verbal Warnings	Written Warnings	Inspections	Citations
1 – 4 units residential						
5+ units residential						
Non-residential						

B. Table 1 Materials and Weights Collected

All NR 544 Table 1 materials except for those with a waiver (plastic container #3-7 and foam PS packaging), are required to be collected by RUs in accordance with s. 287.07(4), Wis. Stats.

1. Did your RU collect all of the required NR 544 Table 1 materials? ☐ Yes ☐ No

If you answered no to the previous question, list the materials your RU does NOT collect for recycling. If you are in a grandfathered incinerator area, please check only materials that are recycled. Do not check newspaper, magazines, cardboard, or plastics if they are incinerated.

- | | |
|---|--|
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Aluminum containers |
| <input type="checkbox"/> Corrugated cardboard | <input type="checkbox"/> Steel/bi-metal (tin) containers |
| <input type="checkbox"/> Residential mixed paper
(includes magazines and office paper) | <input type="checkbox"/> Glass containers |
| | <input type="checkbox"/> Plastic containers #1 and #2 |

2. Provide the tonnage of recyclable materials collected during the previous calendar year from residences with 1 through 4 units. If your hauler or MRF has provided you a list of tonnages by material breakdown, please attach a copy.

Processor Name	Hauler/MRF/Other	Reported Weight in Tons

SUMMARY OF COMPLIANCE WITH TABLE 1 COLLECTION STANDARDS (ch. NR 544, WIS. ADM. CODE)

a) Sum of weights reported in table above _____ tons

b) Pounds per capita collected _____ lbs/person
(reported weight multiplied by 2000 and divided by population)

Your population is: _____

c) Your collection standard is _____ lbs per person per year

d) Did you meet your collection standard of Table 1? ☐ Yes ☐ No

If No, you must complete the Request for Exemption From Table 1 Collection Standards (page 7).

C. Information on Other Materials Collected From Residents (optional)

Please provide information on recyclable materials other than Table 1 recyclables collected within your RU. Check all materials collected and provide the weight, volume or amount if you have reliable information.

Material	Weight/Unit	Material	Weight/Unit
<input type="checkbox"/> Electronics	_____	<input type="checkbox"/> Used oil	_____
<input type="checkbox"/> Major appliances	_____	<input type="checkbox"/> Used Oil filters	_____
<input type="checkbox"/> Used lead acid batteries	_____	<input type="checkbox"/> Waste tires	_____
		<input type="checkbox"/> Yard waste	_____

D. Report of Actual Recycling Costs

If you received a basic recycling grant from the DNR for the previous year **complete and return the attached financial worksheet**. Use the totals from the worksheet to fill out this section.

Remember that grant assistance is provided only for the 1 to 4 unit residential portion of your recycling program. All figures should be entered in whole dollar amounts. These worksheets are also included in the online report or can be found at:

<https://dnr.wisconsin.gov/sites/default/files/topic/Recycling/Fillable2021ActualCostWorksheet.pdf>.

a) Total costs of recycling program (Line 18, Column E):	\$ _____
b) Total ineligible costs and revenue (Line 21, Column E):	\$ _____
c) Total eligible recycling costs: (Line 22, Column E)	\$ _____
d) Total cost of yard waste collection	\$ _____

E. Outreach and Education

Public information and education is a required component of an effective recycling program. What **outreach** and educational efforts did you undertake in previous calendar year? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Community yard sale | <input type="checkbox"/> Printed publications (flyers, handouts, etc.) |
| <input type="checkbox"/> Conduct waste audits | <input type="checkbox"/> Radio ads or public service announcements |
| <input type="checkbox"/> Direct mail (flyers in the tax bill, etc.) | <input type="checkbox"/> Recycling focused event (collections, cleanups, etc.) |
| <input type="checkbox"/> Display booths at fairs, etc. | <input type="checkbox"/> School education program (Green and Healthy Schools, etc.) |
| <input type="checkbox"/> News releases | <input type="checkbox"/> Social media (Facebook, twitter, etc.) |
| <input type="checkbox"/> Print ads (newspaper, magazines, etc.) | <input type="checkbox"/> Web site has recycling info (what to recycle, when, where, and how) |

SECTION 4: CERTIFICATION

A. Request for Exemption from Table 1 Collection Standards (as applicable)

If you did NOT meet your Table 1 collection standard for the past calendar year, you **MUST** answer the following two questions.

Our RU was unable to meet the appropriate Table 1 collection standard for 2021 because of the following reasons:

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Our RU proposes to do the following in order to meet our collection standard for this year:

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B. Assurances

A. The responsible unit certifies the program is operating in accordance with its Effective Recycling Program Approval or, if there have been changes the responsible unit has described those changes in this 2021 Annual Report Form.

B. The responsible unit agrees to comply with all applicable provisions of ch. 287, Wis. Stats., and chs. NR 544 and NR 542, Wis. Adm. Code.

C. The responsible unit understands that if it fails to comply with any applicable provision of ch. 287, Wis. Stats., chs. NR 544 and NR 542 Wis. Adm. Code or its Effective Recycling Program Approval, the following may happen:

- the responsible unit's Effective Recycling Program approval may be revoked,
- the responsible unit may not be allowed to dispose of its solid waste in solid waste disposal and solid waste treatment facilities located in the state of Wisconsin, and
- the responsible unit may lose its eligibility for a state recycling grant.

D. The responsible unit certifies that in the management of its solid waste, it has, whenever possible and practical, followed these priorities: 1) the reduction of the amount of solid waste generated; 2) the reuse of solid waste; 3) the recycling of solid waste; 4) the composting of solid waste; 5) the recovery of energy from solid waste; 6) the land disposal of solid waste; and 7) the burning of solid waste without energy recovery.

C. Certification

☐ I hereby acknowledge that I am the duly authorized representative of the responsible unit and that, to the best of my knowledge and belief, the information contained in this report is correct, true and complete.

Print/Type Name of Authorized Representative	Signature of Authorized Representative	Date Signed
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Recycling is important to Wisconsin's economy and environment. The Wisconsin Department of Natural Resources appreciates the efforts your residents make to recycle at home, at work and on the go. We also thank our municipal partners for operating local recycling programs and for reporting their results.

APPENDIX A – MEMBER INFORMATION

Note: This appendix is for use by multi-municipality RUs only

Please make copies and complete this page for each of your members.

Member Name	Municipal Code	Join Date	Join Method <input type="checkbox"/> By Contract <input type="checkbox"/> By Resolution
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1. Do you have curbside collection? ☐ Yes ☐ No

If yes:

a) How is curbside service provided? (Check all that apply)

- ☐ RU provides service with municipal equipment and staff
 - ☐ RU contracts another municipality to provide services with their equipment and staff
 - ☐ RU contracts private hauler(s) to provide collection service
 - ☐ Residents contract private hauler for their recyclable pickup
- % of population that does this:** _____

b) What is your primary curbside collection method? (Select one)

- ☐ Single Stream (all recyclables in one bin)
- ☐ Dual Stream (recyclables sorted into two or more bins)
- ☐ Both (there are two or more haulers, each having a different system)

c) How often are recyclables picked up? (Select one)

- ☐ Weekly ☐ Once every other week ☐ Monthly ☐ Other

2. Do you have drop-off center(s)? ☐ Yes ☐ No

If yes:

a) How many total hours is your drop-off center(s) open monthly, on average? _____ (hours)
(Example: two centers, each open 5 hours per month, equals 10 hours total)

b) Who operates the drop-off center(s)? Your answer should be based on who actually operates a drop-off facility, not who picks up the materials. (Check all that apply)

- ☐ RU operates drop-off site
- ☐ Private hauler/MRF operates drop-off site
- ☐ Other Describe: _____

List drop-off sites that collected Table 1 recyclables (paper and containers) during the previous calendar year. Do not list sites if they only collected other items (e.g., yard waste, used oil) and DID NOT also collect Table 1 recyclables. Attach additional sheets if necessary.

Drop-off Site Name	
Address/Location of the Drop-off Site (Street, Route)	City, State, ZIP Code
County Name where the Drop-off Site is Located	

3. Do the majority of the residents of this member RU use curbside or drop-off for their recyclable materials?

- ☐ Curbside ☐ Drop-off