

Tips for Getting Your Responsible Unit Annual Report In On Time

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:

- Notify the DNR with any changes in contact information to be sure we are reaching a valid contact.
- 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 <http://dnr.wi.gov/topic/Switchboard/>.
- **If you have NOT registered for the online reporting system**, visit the [DNR Switchboard](#) to register and request access. Approval of your request to access the report through the DNR Switchboard must be performed by a DNR employee during normal business hours. For this reason, we encourage you to complete these steps as soon as possible. Registration instructions and an online tutorial can be found on the [DNR's annual reports website](#).
- 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 s. NR 502.06 (4)(er), Wis. Adm. Code, to provide, within 4 weeks of a written request from a responsible unit, information regarding the amount of recyclable materials collected under contract with the responsible unit. Be sure to request the information for recyclables collected through privately contracted subscription collection services as well.

If you have questions about how to fill out the online annual report, please refer to the detailed instructions available on our [annual reports website](#). If you have any questions or comments please contact DNRRecycling@Wisconsin.gov or call (608) 267-7550.