### Section 1: Recycling Ordinance

A. RU's recycling ordinance, as approved by the Department, is still in effect. 544.10(2)(b)

B. RU has provided documentation of efforts to enforce their ordinance. 544.10(2)(b)

C. RU has provided documentation of responses to complaints regarding the RU's recycling program. 544.10(2)(g)

D. RU has provided documentation of inspections at multi-family facilities and properties. 544.10(2)(g)

E. RU has provided documentation of inspections at non-residential facilities and properties. 544.10(2)(g)

F. RU has adopted an acceptable Compliance Assurance Plan (CAP). 544.04(9)(g)

### Section 2: Collecting, Processing and Marketing of Recyclables for 1-4 Unit Residential Housing

A. RU has a recycling collection system which meets the general requirements and specific requirements for the size and type of municipality. 544.05(01)

B. RU met the total collection standard during the last reporting year or was granted an exemption by the Department. 544.05(1)(a)4

C. RU uses one or more materials recovery facilities that are self-certified under s. NR 544.16. 544.05(2)(b)

### Section 3: Outreach

A. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at single family and 2 to 4 unit residences. 544.04(1)

B. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at multi-family dwellings. 544.04(1)

C. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at nonresidential facilities and properties. 544.04(1)

### Section 4: Program Implementation

A. RU has submitted an annual report to the Department for the last reporting year. 544.10(1)
RESPONSIBLE UNIT RECYCLING INSPECTION FORM - GENERAL

Section 4: Program Implementation

B. RU maintains records supporting its effective program application and documenting its compliance with ch. NR 544, Wis. Adm. Code. Records are maintained at a single location and are retained for at least 3 years following the submittal of that year's program report. 544.07

Section 5: Drop off Site Operations

A. Is a drop off location offered to residents for recyclable materials collected as part of the RU recycling program? If No, do not be complete sections 5 or 6.

B. Do the site operating hours sufficiently meet the needs of the residents? 544.05(1)(c)

C. Describe who can use the site and how the RU controls who can use the site.

D. Is the site properly sized to handle the population of the RU? 544.05(1)(c)

E. Are recycling containers clearly labeled and maintained in a nuisance free manner? 502.07(2)(h)

F. Are materials maintained in a marketable condition? 544.05(1)(a)3

G. Are recyclable materials removed from the site in a timely manner?

H. Is there an all-weather access road and parking for the site? 502.07(2)(g)

I. Are the containers to store recyclables leak proof? 502.07(2)(a)

J. Are separated recyclables kept separate from other waste materials? 544.05(1)(a)1

K. If the RU only provides the drop-off as a way to recycle residential material, do they have a way to recycle all of the table 1 recyclable materials including aluminum containers, steel containers, bi-metal containers, glass containers, plastic containers (#1 and #2), magazines, newspaper and cardboard? 544.05(1)(c)

L. Is the facility open for a minimum of two days each month for a minimum of 5 hours each day* (applicable to RUs with over 5000 people)? 544.05(1)(c)

* If the RU demonstrates that the hours of operation of the drop-off facility are adequate to meet the needs of the RU this can be exempted.

M. Are recyclables being burned at the site? 502.07(2)(e)5
### Section 5: Drop off Site Operations

**N.** Are flies, rodents and other insects or vermin controlled at the site?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**O.** Is the transfer area kept clean and free of litter?  

- Yes [ ]  
- No [ ]  
- NR [ ]

### Section 6: Other Waste Handling Activities at the Drop off Location

**A.** Is there a compost processing operation located on the property?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**B.** Does the compost operation have a current operating license?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**C.** Was a compost facility inspection form completed?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**D.** Is there a wood burning site located on the property?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**E.** Does the wood burning site have a current operating license?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**F.** Was a wood burning site inspection form completed?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**G.** Are Universal Wastes, Waste oils or Electronic Wastes collected at the property?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**H.** Was the "Assessment Guide for Electronic Waste, Universal Waste and Used Oil Handlers" form completed?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**I.** Is there a closed solid waste landfill on the property?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**J.** Are all material handling activities not directly on top of this landfill?  

- Yes [ ]  
- No [ ]  
- NR [ ]

**K.** Are waste tires, yard residuals, scrap metal or other material managed under a DNR issued beneficial reuse exemption (street sweepings, shingles, gypsum drywall…) handled on the property? If yes describe the material(s) and the date of the issued exemption(s).  

- Yes [ ]  
- No [ ]  
- NR [ ]

**L.** Does each material have available outlets that accept delivery at least annually? If no, list which materials do not and the expected timeline for managing these materials.  

- Yes [ ]  
- No [ ]  
- NR [ ]

**M.** If there is mechanical equipment is access restricted when an attendant is not on duty  

- Yes [ ]  
- No [ ]  
- NR [ ]

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**Notes:**  
* Dept. approved alternate may apply  
* NR 'box' is an open ended question
### Section 6: Other Waste Handling Activities at the Drop off Location

<table>
<thead>
<tr>
<th>Question</th>
<th>Code Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N. Are there issues that could be helped by restricting access when an attendant is not on duty?</td>
<td>502.07(2)(b)</td>
</tr>
<tr>
<td>Q. If yes to the previous questions, how will you make restricted access requirements for the drop-off?</td>
<td>502.07(2)(b)</td>
</tr>
<tr>
<td>P. Are solid wastes being burned at the site?</td>
<td>502.07(2)(e)5</td>
</tr>
<tr>
<td>Q. Are the containers to store solid waste leak proof?</td>
<td>502.07(2)(a)</td>
</tr>
</tbody>
</table>