

Recommendations for MRF & Hauler Reporting to RUs

Your customers that are local government recycling programs (responsible units, or RUs) are required to report recycling program data annually to the Department of Natural Resources. This includes the total tonnage of recyclable materials collected from their single-family and 2–4-unit residences. Wisconsin law requires RUs to report the defined materials described below.

Many RUs rely on you, their hauler or materials recovery facility (MRF), for this information. Providing them with the correct information will not only help your customers, but it may also help MRFs in completing their annual self-certification.

How can you help your RU customers?

- Provide accurate tonnages for specified recyclables to the RUs you serve so that can submit their report on time. MRFs must provide this information to RUs by February 1 of each year. Haulers must provide this information within 4 weeks of a written request. RUs will begin working on their annual reports covering calendar year 2021 in March 2022. The reports will be due to DNR on April 30, 2022.
- Use the template below to report tonnages of recyclables. Tonnage can either be reported by commodity, comingled paper and containers, or as a total tonnage. Adopting this format will ensure RU reports are accurate and will reduce confusion that often results in follow-up with both the MRF/hauler and RU.
- Report materials in tons. The unit of “tons” is the most widely accepted unit and helps to maintain consistency when RUs fill in their Annual Report. For more information on Volume-to-Weight Conversion Factors, please see the April 2016 U.S. Environmental Protection Agency’s guidance on this topic at https://www.epa.gov/sites/production/files/2016-04/documents/volume_to_weight_conversion_factors_memorandum_04192016_508_fnl.pdf.
- Break down the tonnages by the proper material type to help the RU separate the tonnages of required materials from the other materials.
 - **Note** that newspaper and magazines may also be included with mixed residential paper if not sorted.
 - **Note** that categories such as “scrap metal”, “rigid plastics” or “other” are not categories used in the RU Annual Report and thus should not be sent to RUs. Just because it is recycled doesn’t mean it can be reported by RUs.
- Don't use acronyms such as “PETE” or “HDPE” to describe recyclables.

- Don't provide tonnage for garbage/residuals unless required by contract. If residuals are reported, label as garbage as the term "residuals" is often misunderstood and incorrectly reported.
- Provide a local point of contact to answer questions for the RU. Communication is key!
- Use the template below to provide tonnage information to RUs that matches how they report it.

Each year, the DNR devotes a significant amount of staff time following up with RUs to correct tonnage data problems. The way you format your tonnage report to your RUs can affect the completeness and accuracy of tonnages they report to DNR.

Materials Descriptions:

- **Newspapers** - newspapers or items printed on newsprint-style paper.
- **Corrugated cardboard** - corrugated cardboard or paperboard.
- **Magazines** - magazines or items printed on similar glossy paper.
- **Residential mixed paper** - junk mail, home office paper, paper cartons and packaging, etc.
- **Aluminum containers** - aluminum cans or other food/beverage containers.
- **Steel (tin)/bi-metal containers** – steel/tin cans such as for canned vegetables.
- **Plastic containers #1 & 2** - soda/water/juice bottles, milk jugs and laundry detergent bottles (PETE and HDPE).
- **Plastic containers #3-7** - plastic containers, such as yogurt cups, deli containers, etc. (PVC, LDPE, PP, and PS).
- **Foam polystyrene packaging** - block Styrofoam packaging and food/beverage containers.
- **Glass containers** - glass bottles or jars.

Sample Tonnage Report Template:

Breakdown of Recyclable Materials	
Year:	
City/Town:	
Municipal Code:	
Individual Material Collected	Weight (tons)
Newspaper	
Corrugated cardboard	
Aluminum containers	
Steel/bi-metal (tin) containers	
Plastic containers #1 and #2	
Plastic containers #3 - #7	
Glass containers	
Foam polystyrene packaging	
Residential mixed paper (includes newspaper & magazines)	
Subtotal Individual Materials	
Co-mingled Materials Collected (not reported individually above)	Weight (tons)
Co-mingled containers	
Single source co-mingled	
Co-mingled paper	
Subtotal co-mingled	
TOTAL RECYCLABLES TONNAGE COLLECTED	
Other Materials	Weight (tons/pounds/number of)
Waste Tires	
Waste Oil	
Oil Filters	
Electronics	
Major Appliances	
Lead Acid Batteries	
Yard Waste	

We appreciate your assistance in helping to serve the RUs in their efforts to implement effective recycling programs statewide.

Questions? Contact Ariana Mankerian, DNR Recycling and Solid Waste Reporting Specialist at ariana.mankerian@wisconsin.gov or (608)982-6588.