

Wisconsin Department of Natural Resources

Materials Recovery Facility Annual Self-Certification

(Form 4400-164 rev. 02/2025)

Instructions

Completion of Form 4400-164 is required if a materials recovery facility (MRF) serves as a component of a responsible unit's (RU's) effective recycling program and provides confirmation of a MRF's compliance with program criteria. The deadline for this report is March 30th each year.

These instructions explain how to complete and submit the MRF annual self-certification. For more information, visit the DNR's website at <http://dnr.wi.gov/topic/Recycling/Reports.html> where you will find helpful tips on a variety of topics including how to:

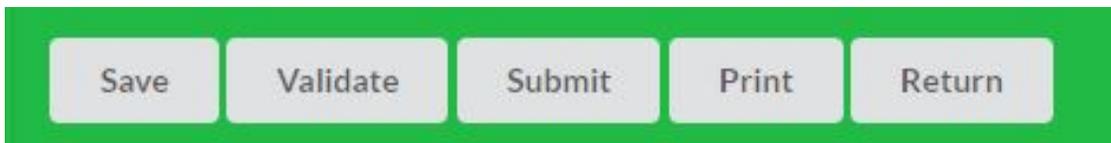
- Notify the DNR of changes to your contact information
- Create a personal WAMS ID and request access through the DNR Switchboard, and
- Log into the online reporting system and find your facility report

If you need further assistance, contact the DNR at DNRRecycling@Wisconsin.gov

SELF-CERTIFICATION FORM TIPS

Form Buttons:

There are a series of buttons that are important for the proper completion of this form. These buttons are located at the top of the Self-Certification Webpage.



Save: This button will save your progress in the Self-Certification Form. Use this frequently as the form does not auto save and will timeout after 15 minutes.

Validate: This button will validate the status of your form. Should any sections be incomplete, a window will appear, notifying you of which section is incomplete.

Submit: This button will submit the form. Only use this once you are sure the form is accurate, and a validation produces no errors.

Print: This button allows the user to print the contents of their form.

Return: Returns the user to their list of active and previous self-certifications. NOTE: Do not use your browser's 'Back' arrow to undo sections of your submission. This will take you out of the form and delete any unsaved progress.

Text Boxes:

To assist in the completion of this form, all text boxes can be resized by dragging on the bottom right corner of the box:



SERVICE VERIFICATION

Before beginning Section 1 of the MRF Annual Self-Certification Form check to ensure the facility is correct at the top of the form:

Materials Recovery Facility (MRF) Details	
Facility Name	Your MRF Info Here
FID	123456789
Facility Address	123 45th Ave, Cityville, WI 54321
County	Dane

If incorrect, email DNRWAFacilityContactRegistry@wisconsin.gov. Once we receive your request, we will contact you to confirm the updates.

If you did not directly serve any RUs or municipalities, check the certification box near the top of the page, and then save and validate. Sections 1, 2, & 3 will automatically be saved and validated. Proceed to the Certification Section to complete the report. If you served *any RUs or municipalities*, this box should **not** be checked.

Certification Statements	
The facility did not process recyclables for any WI RUs or municipalities in year 2024. If this is true for the MRF, please verify your contact information below and then, certify and submit. If your contact information is incorrect, please contact the DNR at DNRRecycling@wisconsin.gov .	<input type="checkbox"/>
The facility will not process recyclables for any WI RUs or municipalities in 2025. For questions related to this, please contact the DNR at DNRRecycling@wisconsin.gov .	<input type="checkbox"/>

SECTION 1: FACILITY AND CONTACT INFORMATION

Provide the physical address of the MRF and contact information for the facility operator and primary contact. This will ensure that you continue to receive important information and timely updates.

For paper reports:

Please provide the most current information for your facility and contacts. If you do not know the facility identification number (FID) for your MRF, contact the DNR at DNRRecycling@Wisconsin.gov.

If you did not serve any RUs or municipalities, check the certification box at the bottom of the page and proceed to Section 4 – Certification, to complete your report. If you served *any RUs or municipalities*, this box should **not** be checked.

For online reports:

The information on the MRF, facility operator, and primary contact is auto filled from the previous year's self-certification or from recent updates you have provided to the DNR. Once again verify that this information is correct. If incorrect, email DNRWAFacilityContactRegistry@wisconsin.gov. Once we receive your request, we will contact you to confirm the updates.

A. MRF Owner Information

Your MRF Info Here

123 45th Ave, Cityville, WI 54321

B. Facility Operator Name

John A Deer

123 Apple St, City, WI, 54321

L: (123) 098-7654

john.deer@city.wi.us

C. Primary Contact Name

Jane Doe

543 21st St, Town, WI 54321

L: (123) 456-7890

jane.doe@town.wi.us

SECTION 2: FACILITY PROGRAM INFORMATION

Only information on services provided for the **current year** should be included in this section of the report.

2A. Materials Accepted for Recycling

Indicate the materials that your facility accepts for recycling. Indicate if the material is stored outside on a regular basis, before or after processing. To do this, click on the search box under each criterion. A dropdown menu will appear showing accepted recycling materials. Click a material to add it to your list. Repeat until all of the materials you accept are added.

A. Materials Accepted for Recycling

Select all materials that are accepted at the MRF as of 2024. For each material that is checked, also indicate if any of the material is stored outside.

Mandatory Responsible Unit Materials Accepted for Recycling
Select the box below the word "search" to display the menu.

Search...

[Click here for material list](#)

Material	Is any of this material stored Outside?	
Corrugated cardboard	<input type="text" value="Select"/>	<input type="button" value="Remove"/>

← Answer for each material type

As you add materials, selected either 'Yes' or 'No' under the 'Is any of this material stored outside?' column. If you wish to remove a material, you can press the associated 'Remove' button on the right.

Materials are listed in two categories: "Table 1 Materials Accepted for Recycling" and "Other Regulated Materials Accepted for Recycling." Providing information for the "Other Regulated Materials" category is optional.

Table 1 Materials Accepted for Recycling

- Newspaper
- Corrugated cardboard
- Aluminum containers
- Steel/bi-metal (tin) containers
- Glass containers
- Magazines
- Residential mixed paper
- Plastic containers #1 & # 2
- Plastic containers #3 - #7
- Foam PS packaging

Other Regulated Materials Accepted for Recycling

- Waste tires
- Used oil
- Used oil filters
- Oil absorbent materials
- Used lead acid batteries
- Major appliances
- Electronics
- Yard waste
- Fluorescent lamps

2B. Material Sources

RUs and Municipalities Served:

WI Administrative Code requires MRFs that serve RUs to list these RUs on the annual self-certification. Include RUs you contract with and those that contract with the haulers you serve.

For online reports: You will be able to search a list of municipalities in the DNR database. If you do not see your RU or municipality's name on the list, contact the DNR at DNRRecycling@Wisconsin.gov.

To add an RU or municipality, click on the search box. You can either enter the name or scroll through the provided dropdown list. Once you find the correct RU or municipality, click to add it to your list. For each RU or municipality served, used the dropdown menu to indicate if the MRF is under contract. To remove a selection, click the associated 'Remove' button on the right.

B. Material Sources

Provide information on the sources from which the facility received the recyclable materials selected in section 2A. If this facility is both a MRF and an RU, please be sure to include that RU in the list below. List of RUs and their municipal codes.

Select the RUs or municipalities the MRF served during the previous calendar year. If the MRF is both a MRF and an RU, please be sure to include that RU in the list. Include RU's both served under contract and RUs served on a regular basis that were not under contract. These would include materials that arrived through a transfer station or private hauler.

Search ...

[Click here to search for an RU or Municipality](#)

RU or Municipality Served	Under Contract	
Responsible Unit #1	Select	Remove
Responsible Unit #2	Select	Remove

Identify if under contract →

For paper reports: Please provide the name and municipal code for all RUs or municipalities you serve. A list of RUs and their municipal codes is available at <https://apps.dnr.wi.gov/wmmps/ShellReportViewer.aspx?RID=30>.

2C. Material Handling Capacity and Processing

WI Administrative Code requires MRFs that serve RUs to re-certify handling and processing capacity annually as part of the annual self-certification process. The following instructions will walk through filling out this subsection.

Average tons processed per day:

Enter or update the average number of tons that your facility processes per day during the current calendar year.

Maximum processing capacity per day:

Enter or update the maximum number of tons that your facility could process per day during the current calendar year.

How are materials received at the facility? (Check all that apply)

Dual Stream – Containers separated from fiber

Single Stream – Containers & fiber commingled and NOT separated by blue bag or other packaging

Source Separated

Other

Other (Description)

Text here

How are materials received?
Check all of the methods by which materials are received at your facility. If you select “Other,” please provide a short description of the method in the space provided.

How are materials sorted at the facility? (Check all that apply)

Air classification

Grates or screens

Magnetic separation

Optical classification

Workers extract materials off moving sorting line or conveyor

AI/robotics

Disc screen/ballistic separator

Workers extract materials off tipping floor

Other

Text here

How are materials sorted?
Check all of the methods by which materials are sorted at your facility. If you select “Other,” please provide a short description of the method in the space provided.

How are materials processed at the facility? (Check all that apply)

Baled

Shredded or ground

Compacted

Bulk Loaded

How are materials processed?
Check all of the methods by which materials are processed at your facility.

What is the facility's indoor storage capacity (in square feet)?

What is the facility's outdoor storage capacity (in square feet)?

Indoor storage capacity:

Enter or update the amount, in square feet, of your facility’s indoor storage capacity.

Outdoor storage capacity:

Enter or update the amount, in square feet, of your facility’s outdoor storage capacity.

For the next several questions, enter the answer into the provided text boxes.

REMINDER: Text boxes can be resized by dragging on the bottom right corner.

How is a material’s marketable condition maintained?

Provide a description of the effort your facility takes to assure that materials are maintained in marketable condition [as defined in s.NR 544.16(1)(c)].

What does your facility do to minimize nuisance conditions?

Provide a description of the effort your facility takes to prevent nuisance conditions [as defined in s.NR 544.16(3)(a) 12].

What does your facility do to minimize residual materials sent for disposal?

Provide a description of the effort your facility takes to minimize residual materials sent for disposal [as defined in s.NR 544.16(3)(a)14].

How does your facility store and manage waste tires?

If your facility accepts waste tires, enter or update a description of the efforts your facility takes to store and manage waste tires [as defined in s.NR 544.16(3)(a)11 and 12]. If you do not accept tires, type N/A.



Remember to Save!

If you haven't done so already, use the 'Save' button at the top of the page to save your progress.

SECTION 3: MATERIALS PROCESSING

Provide information on the tons of recyclables your facility received, processed on-site, shipped off-site for processing, and sent for disposal during the **previous calendar year**.

Unless otherwise noted, questions in Section 3 apply to ch. NR 544 Table 1 Recyclables.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Newspaper • Corrugated cardboard • Magazines • Residential mixed paper • Non-residential office paper • Cartons – gable top and aseptic | <ul style="list-style-type: none"> • Steel/bi-metal (tin) containers • Aluminum containers • Glass containers • Plastic containers #1 & # 2 • Plastic containers #3 - #7 • Foam PS packaging |
|--|--|

3A. Materials Received

Provide information on the tons of recyclable materials your facility received during the previous calendar year **from Wisconsin sources only**. Include total tonnages from both **residential** (single and multi-family residences) and **non-residential** (business/institutional/commercial) sources. If you had loads for which the sources cannot accurately be identified as residential or non-residential (e.g., from transfer stations), enter those as “**unknown sources**.”

Residential source tons received: Enter the amount, in tons, that your facility received in the previous calendar year from Wisconsin residential sources. Amounts may be entered to two decimal places.

Non-residential source tons received: Enter the amount, in tons, that your facility received in the previous calendar year from Wisconsin non-residential sources. Amounts may be entered to two decimal places.

Unknown source tons received: Enter the amount, in tons, that your facility received in the previous calendar year that you could not determine were from residential or non-residential sources (e.g. from transfer stations). Tonnages included in this category should **NOT** be included in the residential or non-residential categories entered above. Amounts may be entered to two decimal places.

Total tons received: The report will sum of the tons reported in 1, 2 and 3 for residential, non-residential, and unknown sources.

How are tons received allocated to residential, non-residential, or unknown sources? Provide a description of the methods your facility uses to determine that tonnages received originated from residential or non-residential sources. If you have an amount for unknown sources, please specifically include an explanation of why they could not be allocated to residential or non-residential sources.

3B. Materials Processed On-site and Shipped to End Markets

Provide information on the tons of processed recyclables your facility shipped to end markets during the previous calendar year. **Processed materials include** those that are baled, compacted, shredded or ground. For the purposes of this form, **end markets include** brokers, beneficial reuse applications and material-specific processors or end users that further prepare a commodity for manufacturing or other end uses.

MRFs must provide a tonnage for processed materials sent to end markets for **each** of the four categories: **Glass, Metal, Plastic, and Paper**. If you did not process any material for a particular category, enter a zero.

After you enter a total tonnage for each material, click the associated search bar and select a material subtype. This will add it to your submission. For each material subtype, enter the total tonnage. It is important that the sum of all material subtypes equals the total material tonnage.

Glass

Enter total tons of glass processed:

Search ...

[Click here for material type dropdown](#)

Material	Amount	
Beneficial Reuse as aggregate replacement exempt from LHE	<input type="text" value="1"/>	<input type="button" value="Remove"/>
Glass (all colors) for cullet or fiberglass processing	<input type="text" value="9"/>	<input type="button" value="Remove"/>

Glass Total Tons Sum of Materials

EQUAL

A description of the materials in each of the four categories is provided on the next page. If you are unsure about what category a material should be entered under, contact the DNR at DNRRecycling@wisconsin.gov.

Glass

- All colors shipped to a secondary glass processor (cullet or fiberglass)
- Beneficial reuse with a low hazard exemption (LHE) such as drainage medium or backfill for utility lines, decorative landscaping materials, etc.
- Beneficial reuse in a landfill when approved in that facility's plan of operation in accordance with s. 287.07(7)(f) Wis. Stats.
- Beneficial reuse as an aggregate replacement in asphalt or sub-base material under roadways in accordance with s. NR 500.08(2)(f) Wis. Adm. Code.
- Beneficial reuse in a new product that is not used in semi-permanent surface or sub-surface applications (e.g. sandblast media)

Metal

- Aluminum containers
- Steel & bi-metal (tin) containers
- Metal containers – all mixed

Plastic

- Foam PS packaging
- Plastic containers # 1 – bottles only
- Plastic containers # 1 – all except bottles
- Plastic containers - # 1 – all mixed (not included above)
- Plastic containers - # 2 – natural color only
- Plastic containers - # 2 – colored only
- Plastic containers - # 2 – all mixed (not included above)
- Plastic containers - # 1 & # 2 – all mixed (not included above)
- Plastic containers - #5 (not included above)
- Plastic containers - # 3 thru # 7 – all mixed (not included above)
- Plastic containers - # 1 thru # 7 – all mixed (not included above)

Paper

- Corrugated cardboard
- Non-residential office paper
- Residential mixed paper
- Cartons – gable top and aseptic
- Newspaper
- Magazines
- Newspapers and magazines – mixed (not included above)
- Paper – all mixed, except cardboard (not included above)

3C. Materials Sent Off-site for Processing

Provide information on recyclables from Wisconsin sources that your facility sent off-site for processing at another MRF during the **previous calendar year**. Any material included in Section 3B should not be included in this section.

Did your facility send recyclables off-site for processing during the previous year?

Check the box if your facility sent any materials included in your “received totals” off-site for processing. If you did not send any materials off-site for further processing, leave the box

unchecked and proceed to Section 3D.

Materials shipped to MRF/Other Processor:

If you checked the previous box and shipped materials offsite for processing in the previous calendar year, you must enter the name and location of at least one MRF/Other Processor that received these materials.

Click the search box and either type or scroll to find the licenses MRF your facility shipped to. Click on the MRF to add it to your list. If you wish to remove a MRF, select its associated 'Remove' button on the right-hand side. Once added, proceed by inputting tonnage levels for the following conditions:

Co-mingled containers shipped:

If you separated and shipped containers for processing, enter the amount in tons of co-mingled containers that you shipped to each MRF/Other Processor. Amounts may be entered to two decimal places.

Co-mingled paper shipped:

If you separated and shipped paper for processing, enter the amount in tons of co-mingled fiber that you shipped to each MRF/Other Processor. Amounts may be entered to two decimal places.

Co-mingled recyclables shipped:

If you sent mixed containers *and* paper for processing, enter the amount in tons of co-mingled recyclables (single stream) that you shipped to each MRF/Other Processor. To avoid double counting, the amount here **should NOT include tonnages entered for the co-mingled containers or paper listed above**. Amounts may be entered to two decimal places.

Once entered, your total values will be calculated for you.

Search...

[Click here to view list of MRFs](#)

Facility	Co-mingled containers	Co-mingled fiber	Co-mingled recyclables (single stream)	Total	
MRF #1	10.00	10.00	10.00	30.00	Remove
MRF #2	5.00	5.00	5.00	15.00	Remove
Total	15.00	15.00	15.00	45.00	

Total tons shipped off-site for processing (sum all): 45.00

For online reports:

You will be able to search a list of MRFs in the DNR database. If you do not see the MRF you sent materials to for processing, please contact the DNR at DNRRecycling@Wisconsin.gov.

For paper reports:

Please provide the name of any MRF/Other Processor to which you shipped recyclable materials for processing. Calculate the total number of tons and enter it in the space provided.

3D. Materials Sent for Disposal

Provide information on the tons of materials your facility sent for disposal during the **previous calendar year**. This includes contaminated recyclables, non-recyclables that arrived in recycling loads, residuals generated by your operations, and other materials that cannot be recycled. It does **NOT** include general trash/garbage, or materials designated for beneficial reuse and included in section 3B (e.g., glass for roadbeds).

Tons of residuals sent for disposal: Enter the amount of residuals in tons that your facility sent for disposal during the previous calendar year. Amounts may be entered to two decimal places.

3E. Recyclables Received and Processing Summary

If you are using the online form, these entries are calculated for you and displayed for your review.

If you are using a paper form:

Total recyclables received: Enter the sum of the three amounts entered in Section 3A.

Total processed on site and sent to end markets: Enter the sum of the amounts entered in Section 3B.

Total sent off-site for processing: Enter the sum of the amounts entered in Section 3C.

Total recyclables processed leaving the MRF: Enter the sum of the amounts entered in Section 3B and Section 3C.

Percentage of recyclables received that was processed on site or sent off-site for processing: Calculate the percentage of recyclables received that your facility processed, or sent off-site for further processing, by dividing the total materials processed by the total received and multiplying by 100. Round answers to the nearest whole percentage.

Total materials sent for disposal: Enter the amount from section 3D.

Percentage of materials received that was sent for disposal: Calculate the percentage of recyclables received that your facility sent for disposal, by dividing total materials sent for disposal by total received and multiplying by 100. Round answers to the nearest whole percentage.

Percentage of materials received that left the MRF: Calculate the percentage of recyclables that left the MRF during the previous calendar year. This includes the materials processed on site (3B), materials sent off site for processing (3C), and materials sent for disposal (3D). Divide the sum of all materials that left the site by the amount of recyclables received during the calendar year and multiply by 100. Round answers to the nearest whole percentage.

3F. Waste Tires

Complete this section **ONLY** if your facility handled waste tires during the previous calendar year.

Handled waste tires (online form):

Check “Yes” if your facility handled waste tires during the previous calendar year. If your facility did not handle any waste tires during the previous year, go to Section 4.

Tons of waste tires received:

If you handled waste tires, you **must** enter an amount here. If you did not receive any, enter zero.

Tons of waste tires shipped off-site:

If you handled waste tires, you **must** enter an amount here. If you did not ship any tires off-site, enter zero.

F. Waste Tires

Complete this section **ONLY** if the facility handled waste tires during the previous calendar year.

The facility handled waste tires during the previous calendar year.

Yes No

How many tons of waste tires did the facility receive during the previous calendar year?

How many tons of waste tires did the facility ship off-site during the previous calendar year?

Save

Remember to Save!

If you haven't done so already, use the 'Save' button at the top of the page to save your progress.

SECTION 4: ADDITIONAL REPORTING

If you wish to report additional statistics about your MRF, select the yes button. Otherwise, select no and continue onto the certification section.

This section will ask questions on the following:

- Other recyclable materials accepted at your MRF.
- Sources of contamination in your MRF system.
- Market challenges during the report year.
- Education provided to consumers.

CERTIFICATIONS (MRF)

A. Assurances

Assurance statements: Check the box to the right of each assurance statement to affirm the responses included in your report.

When you have completed the assurances, enter the name of the individual who has completed the report. This certification indicates that the duly authorized operator of the facility has provided information to the best of their knowledge and belief and the information is correct, true and complete.

B. Certification and Submitting your report

For Online Reports:

When you have completed all sections of the report, click **Validate**. If everything is complete you will see a pop-up box which indicates the report is valid.

Report Validation

 The report is valid

Close

1. Click the **Submit** button. A box will appear asking if you want to submit your report. Click “Yes.” The status of your report will change to **Submitted**.
2. Click the **Download** button to view, print and save a copy [PDF] of your annual self-certification.
3. Once you are finished, close your browser.

For Paper Reports:

Once you have finished your report, sign and date the certification page, make a copy for your records, and mail the entire completed original certification to:

**MRF Self-Certification WA/5
Waste & Materials Management
P.O. Box 7921
Madison, WI 53707-7921**