



# MATERIALS RECOVERY FACILITY INSPECTION FORM

Revision: 10/21/2025  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

This inspection form is used for Material Recovery Facilities as defined in NR 500.03(140) Wis. Admin. Codes. The form evaluates compliance with NR 544.16 facility operating requirements and operator certifications

## Section 1: General Operating Requirements

A. Operates and maintains the facility in a nuisance-free and environmentally sound manner in which litter, odors and vectors are controlled.		544.16(1)(a)
B. Maintains records to verify that at least 75% of recyclable materials received are recycled or transported for recycling or disposal from the facility within a 12 month period. (Unless first year of op or otherwise approved).		544.16(1)(b)
C. Maintains materials in marketable condition.		544.16(1)(c)
D: For facilities that accept 5,000 tons of material per year, maintains OFR (starting June 2027).		544.16(1)(d)
E: Maintains a recycling rate where glass sent for reuse or recycling is at least 12% of the total incoming materials from residential and unidentified sources. (Unless approved justification or approved improvement plan).		544.16(1)(e)
F: Maintains a residual rate of 20% or less of tons processed. (Unless approved justification or approved improvement plan).		544.16(1)(f)
G: Submitted self-certification of operation (starting January 2026).		544.16(3)(a)
H: Submitted a self-certification renewal by March 30th.		544.16(4)
I: For anticipated disruptions of service to an RU of more than a week, plans to move locations, or changes to its methods of receiving materials, the facility notifies contracted RUs, contracted transporters and the department 60 days in advance or as soon as practicable for unanticipated disruptions of service more than 48 hours or changes to material acceptance.		544.16(8)
J: Submits necessary information to each landfill that accepted residual materials from them within 1 week of the end of each calendar quarter if claiming a fee exemption for residual materials at a landfill.		544.16(9)

## Section 2: Operating According to Self-Certification of Operation.

A: Maintains operation according to self certification of operation descriptions.		544.16(3)(a)1.
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## Section 3: General Operation Requirements Certified in Self-Cert

A: Produces materials in accordance with market quality specifications.		544.16(3)(a)23.a.
B: Provides information to each contracted RU on the materials accepted at the facility annually and within 30 days of a change.		544.16(3)(a)23.b.
C: Provides information to each contracted transporter on the materials accepted at the facility annually and within 30 days of a change.		544.16(3)(a)23.c.

Key : C or EV: Evaluated - no noncompliance detected at the time of inspection

CA: Compliance with Concern

R: Returned to Compliance

X or V: Non-Compliance

Y: Yes N: No UN: Unknown NA: Inspected, Not Applicable NE: Evaluation Determination will be Made at a Later Date NI: Not Inspected

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\*: Dept. approved alternate may apply

No 'box' is an open ended question

ND: Inspected, Not Determined

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## Section 3: General Operation Requirements Certified in Self-Cert

D: Provided sufficient information needed for the RU to complete their annual report to each RU that used the facility in the previous calendar year by Feb. 1 of the following year.		544.16(3)(a)23.d.
E: Materials are not stored in wetlands.		544.16(3)(a)23.e.
F: Materials are not stored in a floodplain unless the storage area has been established on or prior to November 1st, 1992.		544.16(3)(a)23.f.
G: Complies with disposal bans.		544.16(3)(a)23.g.
H: Maintains a storage capacity that is adequate for materials.		544.16(3)(a)23.h.
I: Maintains a processing capacity that is adequate for materials.		544.16(3)(a)23.i.
J: Only stores unbaled paper, cardboard, plastic and other materials that can easily be moved by wind or water outside if they are within a 3 sided bunker that is taller and longer than the materials it holds or other equivalent containment.		544.16(3)(a)23.j.
K: Maintains contingency plans for shutdowns of 48 hours or less and shutdowns of greater than 48 hours.		544.16(3)(a)23.k.
L: If creating outreach materials after July 2025 that cover materials accepted by the facility, they are dated and labeled as guidance that is specific only to their facility.		544.16(3)(a)23.L.
M: Reviews for accuracy any outreach material that covers acceptable materials and rules that are created by a contracted RU within 60 days of a request.		544.16(3)(a)23.m.

## Section 4: Self-Certification of Operation Records

A: Maintains records to demonstrate compliance with self-certification of operation for 3 years.		544.16(3)(b)
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