

# Wisconsin Department of Natural Resources

## Materials Recovery Facility Annual Self-Certification

(Form 4400-164 rev. 02/2022)

### 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 30<sup>th</sup> 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](mailto:DNRRecycling@Wisconsin.gov)

---

## 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 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. Please verify that this information is correct. If incorrect, email [DNRWAFacilityContactRegistry@wisconsin.gov](mailto: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 Section 1. Sections 2 & 3 will automatically be saved and validated. Proceed to Section 4 – Certification to complete the report. If you served *any RUs or municipalities*, this box should **not** be checked.

### 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](mailto: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.

---

## SECTION 2: FACILITY INFORMATION

---

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

**For online reports:** The facility information is auto filled from the previous year's self-certification. Please review this information and update as necessary to accurately reflect your facility's current operations.

### 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.

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](mailto:DNRRecycling@Wisconsin.gov).

**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 <http://dnr.wi.gov/wastemgmt/wm/wmexternal/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.

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

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

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

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].

---

## 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.

- Newspaper
- Corrugated cardboard
- Magazines
- Residential mixed paper
- Non-residential office paper
- Cartons – gable top and aseptic
- 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**.”

**To the best of your ability, make sure that non-residential office paper is included only in the non-residential or unknown source totals.**

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: Enter the 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. A description of the materials in each of the four categories is provided below.

You can provide a total tonnage *or* breakdown by *material type* within the metal, plastic and paper categories ONLY. A breakdown by end use is required for the glass category. If you enter information in any glass beneficial reuse category you will be asked for the name of the facility or processor who received the material. For many MRFs, tonnages will be entered in the first category “Shipped to a secondary glass processor (cullet or fiberglass)”. If you are unsure about whether or not glass tonnages from your facility should be entered into one of the four beneficial reuse categories, contact the DNR at [DNRRecycling@wisconsin.gov](mailto: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 - # 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.

Materials shipped off-site for processing: Select “Yes” 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, select “No” and proceed to Section 3D.

Materials shipped to MRF/Other Processor: If you answered “Yes” 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.

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.

#### **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](mailto:DNRRecycling@Wisconsin.gov). The total number of tons will be calculated for you.

#### **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.

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 report): 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.

---

## SECTION 4: ADDITIONAL REPORTING

---

### 4A. Other Recyclable Materials Accepted

The DNR is seeking additional voluntary information in this section to ensure our public outreach and communication tools address the materials and issues most important to MRFs.

Indicate which materials your MRF accepts and does not accept as of January of the **current calendar year** from residential recycling programs.

- Mark *Accept for recycling* for materials your MRF wants for processing and marketing to end users.
- Mark *Do not officially accept, but will recycle* for materials your MRF does not actively tell users to recycle, but which you can process and market.
- Mark *Do not accept (detrimental)* for materials that can shut down or damage equipment, harm employees and/or substantially damage the recycling value of other materials.
- Mark *Do not accept (non-detrimental)* for materials your facility does not market for recycling, but that do not cause major problems if they arrive with other materials at your MRF.

### 4B. Contaminants

Indicate the biggest sources of contamination in your system (e.g., items that cause the most down time, biggest effect on commodity value or worker safety problems) by clicking the boxes for up to five materials.

### 4C. Challenging Markets

Indicate which of the materials listed you had trouble finding markets for during the **previous calendar year** by clicking the boxes next to the material. DNR wants to know if it was difficult to find a buyer for a material, regardless of a low price.

### 4D. Consumer Education

The DNR is working to improve the clarity and consistency of recycling information provided to state residents. Answers to the following questions will help DNR understand how MRFs are currently educating customers about how to prepare recyclables.

Thank you for sharing this valuable information!



---

## SECTION 5: CERTIFICATION (MRF)

---

### 5A. Assurances

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

### 5B. Certification and Submitting your report

When you have completed the assurances, check the box in this section to certify the report. This certification indicates that the duly authorized operator of the facility has provided to the best of their knowledge and belief information that is correct, true and complete.

#### For Online Reports:

When you have completed and validated all four sections of the report, the “Submit” button will be enabled.

1. Click the **Submit** button. A box will appear asking if you want to submit your report. Click “OK.” The status of your report in the left-hand menu will change to **Submitted**.
2. Click the **Print** button to view, print and save a copy [PDF] of your annual self-certification.
3. Once you are finished, click the **Logout** link in the upper right of the screen and 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**