

INSTRUCTIONS FOR CERTIFIED RECOVERED MATERIALS PROGRAM ANNUAL REPORTING

Recovered Materials Reports are due to DEP by February 1 of each year.

Recovered Materials Dealers are required to submit an annual report for each facility listed in the certification application. Reports are submitted via [Re-TRAC](#) by February 1st of each year.

A. General Information

1. **DO NOT report recovered materials received from other certified companies.** A listing of other certified dealers is provided. Review this list & omit any materials received from these companies as these tons have already been reported. Verification about the reporting of materials can be obtained from the seller or person(s) transferring recovered materials to your facility. This eliminates double counting.
2. Recovered material quantities must be reported in **short tons** (one short ton = 2,000 Pounds).
3. Report by **County of Origin** those recovered materials that the company has received and sold only. One Reporting Form must be used for each county from which a facility handles materials.

C. REPORTING FORM INSTRUCTIONS

For each facility listed in item 3 of the Certification Application Form, complete a separate reporting form for each county from which the facility received recovered materials.

ALL REPORTS shall be entered in Re-TRAC:

1. **Certified Name:** The name of the reporting entity which is engaged in recycling activities (as on Certification Application Form).
2. **Facility Name:** This is the name of the individual facility at the address in item 3 below. If the facility does not have a name to differentiate it from other facilities owned or operated by your company or business, use the business name.
3. **Address:** This is the actual street address, including city, of the facility (not post office box).
4. **City:** fill on only if the facility is located within the incorporated limit of a municipality.
5. **County:** The name of the county in which the facility is physically located.
6. **County of Origin:** The county from which the recovered materials were received then sold. Use a separate form for each of these counties.
7. **Contact Name and Telephone number:** The name and telephone number of the person knowledgeable to answer questions regarding the data reported on the form.

8) **Recovered Materials**

Report in SHIPPED Tons by material type and Subtotal:

- **Non-Exempt Generators-** Enter **ONLY** the total tons generated within the "County of Origin" listed in item 6 above which were shipped to in-state persons who make a product utilizing recovered materials as a raw material in place of, or in addition to virgin raw materials, or to persons out of this state. Subtotal the tons being reported for each recovered material category.

- **End Users:** Enter ONLY the total tons received from the “County of Origin” listed in item 6 above which were received from in-state persons who are NOT certified under Rule 62-722 F.A.C., (“Regulation of Recovered Materials-Certification and Registration of Recyclers”). DO NOT REPORT TONS GOING TO DEALER/PROCESSORS. Subtotal the tons being reported for each recovered material category.
 - **Dealer/Processors:** Enter ONLY the total tons received from the “County of Origin” listed in item 6 above which were received from either 1) in-state persons who are NOT certified under Rule 62-722 F.A.C., (“Regulation of Recovered Materials Certification and Registration of Recyclers”), or 2) from Non-Exempt Generators. Subtotal the tons being reported for each recovered material category.
- 9) **Reported SHIPPED Tons of all Recovered Materials total:** Total of the material subtotals from item 7 above. NOTE: The total tons handled at the facility (see item 9 below) are not reported on this line in order to prevent, to the greatest extent possible, “double counting” of materials recycled.
 - 10) **Total Tons of Recovered Materials Received or Handled: THIS ITEM IS TO BE FILLED OUT ONLY IF THE COUNTY AS SHOWN IN ITEM 6 IS THE SAME AS THE COUNTY AS SHOWN IN ITEM 5 ABOVE.** Enter the total tons of all recovered materials handled at the facility. On this line include tons of recovered materials reported in item 8 above plus other recovered materials (as listed in item 7 above and does not include materials such as construction and demolition debris, yard waste, etc.) handled at the facility which are NOT required to be reported in item 8 above, e.g., recovered materials received from other registrants or certified persons.
 - 11) **Amount of Solid Waste Disposed: THIS ITEM IS TO BE FILLED OUT ONLY IF THE COUNTY AS SHOWN IN ITEM 6 IS THE SAME AS THE COUNTY AS SHOWN IN ITEM 5 ABOVE.** Enter the total tons or estimated amount, to the best of your knowledge, of solid waste which was transferred from the facility for disposal, or collected by a solid waste hauler. Level of service information, e.g., size of solid waste container and frequency of collection, will satisfy this requirement and may be entered on this line, in the event that total tons or volume cannot be determined.
 - 12) **Disposal Facilities or Haulers Receiving And Collecting: THIS ITEM IS TO BE FILLED OUT ONLY IF THE COUNTY AS SHOWN IN ITEM 6 IS THE SAME AS THE COUNTY AS SHOWN IN ITEM 5 ABOVE.** Provide the facility name and street address for each disposal facility receiving solid waste from the reporting facility. In the event that the disposal site is unknown, enter the name, business address and city/zip code of the person with whom such disposal was arrange.
 - 13) **Non-Confidentiality Statement:** If you want the information provided in the annual report to be available to the public, then check the box in the Non-Confidentiality Statement section of Re-TRAC. By checking this box, you are stating this information is NOT confidential.
 - 14) **Submit:** The reporting form(s) must be submitted via [Re-TRAC](#) by an authorized representative by February 1st.

* Please telephone Shannan Reynolds with the Waste Reduction Recovered Materials Program at 850/245-8716 to request any necessary assistance.