

Recyclable Materials Report Guide

You are required to submit a Recyclable Materials Report for each recyclable material if you answered “YES” to Excluded and/or Exempted Materials on the Business Activities page.

1. Fill out the [Recyclable Materials Report](#)

If you are having trouble filling out the form please refer to the [Instructions for Recyclable Materials Report](#)

The image shows two PDF forms for a Recyclable Materials Report. The left form is 'RECYCLABLE MATERIALS REPORT - PAGE 1' and the right form is 'RECYCLABLE MATERIALS REPORT - PAGE 2'. Both forms are titled 'UNIFIED PROGRAM CONSOLIDATED FORM HAZARDOUS WASTE' and contain various sections for reporting recyclable materials, including type of recycling activities, off-site generator information, and certification sections.

2. Once you have completed your forms and saved them to your computer, click “Start”.

The screenshot shows a web interface with a list of regulatory forms. The 'Recyclable Materials Report' form is highlighted with a red box around the 'Start' button. The interface shows 'Facility Information' as 'DRAFT Nov. 21, 2014' and 'Ready to Submit with warnings'. Other forms include 'Hazardous Materials Inventory', 'Emergency Response and Training Plans', 'Underground Storage Tanks', 'Remote Waste Consolidation Site Annual Notification', and 'Hazardous Waste Tank Closure Certification'.

3. CERS will take you to the next screen to upload your document.
 - a. Select **“Upload Document”** in the **“Document Options”** box
 - b. Click **“Browse”** (or **“Choose File”**) and select the desired file).
The Document Title is automatically entered.
 - c. Click **“Save & Finish”**

Instructions/Help

Recyclable Materials Report Documentation
You may upload documentation for the Recyclable Materials Report (RMR) submittal element. An optional, draft form ([Recyclable Materials Report Form](#)) may be used. Download and complete the draft form on your computer.

To upload a document, select the "Browse" button and then the file on your computer to upload, provide a document title, and then select "Save & Finish" to complete the upload.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document **Browse...**

Date Authored (Required) 11/21/2014

Document Title (Required)

Description/Comments (Optional)

Training