

HAZARDOUS WASTE
UNIFIED PROGRAM CONSOLIDATED FORMS



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RECYCLABLE MATERIALS
BIENNIAL REPORT

EXCLUDED OR EXEMPTED MATERIALS ONLY
Page 1 - INSTRUCTIONS

Page 2 of 4

Complete this report if you recycle more than 100 kilograms per month of recyclable material under a claim that the material qualifies for an exclusion or exemption pursuant to HSC §25143.2. Facilities that recycle at the same location at which the material was generated (on-site recyclers) and facilities that recycle materials generated at an off-site location (off-site recyclers) must complete a report. Persons who send materials to another location to be recycled, and who do not recycle material on-site under a claim to an exclusion or exemption provided in HSC §25143.2, need not complete a report.

Off-site recyclers must complete one report for each generator from whom they receive recyclable materials. Complete a separate Page 2 of the Report for each recyclable material. When this report is submitted, provide a copy of the completed report to the generator of the material recycled.

Refer to HSC §25143.10 for reporting requirements for recyclers.

(NOTE: The numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

1. **FACILITY ID NUMBER** – Leave this blank. This number is assigned by the CUPA. This is the unique number which identifies your facility.
2. **EPA ID NUMBER** – Enter your facility's 12-character U. S. Environmental Protection Agency (U. S. EPA) or California Identification Number. For facilities in California, the number usually starts with the letters CA. If you do not have a number, contact the DTSC Telephone Information Center at 916-324-1781 or 800-618-6942, to obtain one.
3. **BUSINESS NAME** – Enter the full legal name of the business.
500. **BEGINNING DATE OF REPORTING PERIOD** – Enter the beginning date of the reporting period for this report. This report is for two calendar years and is due July 1 of every even-numbered year.
501. **ENDING DATE OF REPORTING PERIOD** – Enter the ending date of the reporting period for this report.
502. **ON-SITE RECYCLING** – Check yes if the recycling facility recycles more than 100 kilograms per month of recyclable material under a claim that the material qualifies for an exclusion, or exemption pursuant to HSC §25143.2. Check no if the recycling facility does not recycle on-site.
503. **OFF-SITE RECYCLING** – Check yes if the recycling facility recycles more than 100 kilograms per month of recyclable material under a claim that the material qualifies for an exclusion, or exemption pursuant to HSC §25143.2, and that material was received from one or more off-site locations. Check no if the recycling facility does not recycle material generated off-site.
504. **OFF-SITE GENERATOR NAME** – If the generator is different from the recycler, enter the name of the person that generated the recyclable material. Complete a separate report for each generator.
505. **OFF-SITE GENERATOR EPA ID NUMBER** – Enter the generator's 12-character U. S. Environmental Protection Agency (EPA) identification number. If the generator needs an identification number but does not yet have one, the owner or operator can contact the Telephone Information Center at 916-324-1781.
506. **OFF-SITE GENERATOR STREET ADDRESS** – Complete Items 506-510 for each generator of recyclable material.
507. **OFF-SITE GENERATOR PHONE NUMBER**
508. **OFF-SITE GENERATOR CITY**
509. **OFF-SITE GENERATOR STATE**
510. **OFF-SITE GENERATOR ZIP CODE**
511. **OFF-SITE GENERATOR MAILING ADDRESS** – Complete Items 511-514 if the mailing address for the off-site generator is different from the street address.
512. **MAILING ADDRESS CITY**
513. **MAILING ADDRESS STATE**
514. **MAILING ADDRESS ZIP CODE**
515. **SIGNATURE OF CERTIFIER** – The business owner/operator of the recycling facility shall sign the space provided. This signature certifies that the signer believes that the information submitted is true, accurate, and complete.
516. **DATE CERTIFIED** - Enter the date that the certification was signed.
517. **NAME OF DOCUMENT PREPARER** – Enter the name of the person who prepared the report.
518. **CERTIFIER NAME** – Enter the full printed name of the certifier.
519. **CERTIFIER TITLE** – Enter the title of the person signing the report if the activities are seasonal or periodic.
520. **TOTAL NUMBER OF RECYCLABLE MATERIALS** – Enter the total number of recyclable materials which will be described in this report. Complete a separate Report Page 2 for each recyclable material and verify that the number of pages is the same as the total number listed here.



RECYCLABLE MATERIALS REPORT
EXCLUDED OR EXEMPTED MATERIALS ONLY

IV. RECYCLABLE MATERIAL INFORMATION

A. DESCRIPTION

RECYCLABLE MATERIAL NUMBER	520	COMMON NAME OF RECYCLABLE MATERIAL	521	QUANTITY DURING TWO YEAR REPORTING PERIOD	522	UNITS <input type="checkbox"/> a. GALLONS <input type="checkbox"/> b. POUNDS	<input type="checkbox"/> c. TONS <input type="checkbox"/> d. KILOGRAMS	523
RECYCLABLE MATERIAL DESCRIPTION								524
RECYCLING PROCESS AND BENEFICIAL USE OF RECYCLABLE MATERIAL								525
AUTHORIZING PROVISION OF HSC SECTION 25143.2				526	BASIS FOR CLAIM TO AN EXCLUSION OR EXEMPTION			527

B. PRODUCT AND CONSTITUENT INFORMATION: OFF-SITE ONLY

(Only complete if recyclable material was used to make or substitute for a product and operating pursuant to HSC Section 25143.2(b) or (d) (5) or (6).

	HAZARDOUS CONSTITUENT	HAZARDOUS CONSTITUENT		LIST FINAL PRODUCT(S) MADE FROM THIS RECYCLABLE MATERIAL AND BENEFICIAL USE OF FINAL PRODUCT(S)
		In Recyclable Material	In Final Product	
1	528	529	531	533
		UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	530 UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	532
2	534	535	537	539
		UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	536 UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	538
3	540	541	543	545
		UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	542 UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	544
4	546	547	549	551
		UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	548 UNITS <input type="checkbox"/> s. Percent <input type="checkbox"/> b. ppm	550

If more than four constituents are recycled, attach additional sheets using this same format.

V. DOCUMENTATION OF KNOWN MARKET (OFF-SITE RECYCLERS ONLY)

552

- DOCUMENTATION IS ATTACHED:** Off-site recyclers must attach documentation that there was a known market for disposition of the recyclable material and any products manufactured from the recyclable material and provide a copy of this report to the generator when the report is submitted to the CUPA (HSC Section 25143.10(a) (3) (A)).



Complete a separate Page 2 of the Report for each recyclable material.

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

520. RECYCLABLE MATERIAL NUMBER – Enter the unique identification number of the recyclable material that is described on this page. The recyclable materials can be numbered sequentially, or by any other system as long as the numbers are not repeated or duplicated.

521. COMMON NAME (RECYCLABLE MATERIAL) – Enter the common name of the material recycled. This is the same as Item 207, the Common Name on the Hazardous Materials Inventory – Chemical Description page.

522. QUANTITY DURING TWO YEAR REPORTING PERIOD – Enter the total quantity of this recyclable material recycled during the two-year reporting period. Round to the nearest decimal, in this case, 1.4 tons = 1 ton reported.

523. UNITS – Enter the unit of measure for the quantity reported in Item 522.

524. RECYCLABLE MATERIAL DESCRIPTION – Describe the recyclable material that was used in the recycling process, if not described in Item 521, COMMON NAME.

525. RECYCLABLE MATERIAL PROCESS AND BENEFICIAL USE DESCRIPTION – Describe the recycling process and, if the recyclable material was used to provide a product, or was used as a substitute for a product, describe the beneficial use of the recyclable material.

526. AUTHORIZING PROVISION OF HSC SECTION 25143.2 – Enter the sub-division(s), and subparagraph(s) (if applicable) of HSC §25143.2 that served as the basis for the claim to exemption or exclusion. For example: HSC §25143.2 (d) (2) (c).

527. BASIS FOR CLAIM TO EXCLUSION OR EXEMPTION – Explain the basis for the claim to an exclusion or exemption.

528. HAZARDOUS CONSTITUENT 1-4 – Describe up to four hazardous constituents of the recyclable material (use common name, if appropriate). If more than four constituents of the recyclable material are recycled, attach additional sheets using the same format as on the UPCF. (Report for constituents 2 through 4 in 534, 540, and 546)

529. CONCENTRATION RECYCLABLE MATERIAL 1-4 – Enter the concentrations of up to four hazardous constituents of the recyclable material as a decimal number. (Report for constituents 2 through 4 in 535, 541, and 547)

530. UNITS RECYCLABLE MATERIAL 1-4 – Enter the unit measure of the concentration that is most appropriate, for up to four hazardous constituents of the recyclable material. (Report for constituents 2 through 4 in 536, 542, and 548)

531. CONCENTRATION FINAL PRODUCT 1-4 – Enter the concentration in the final product of up to four hazardous constituents of the recyclable material as a decimal number. (Report for constituents 2 through 4 in 537, 543, and 549)

532. UNITS FINAL PRODUCT 1-4 – Enter the unit of measure of the concentration in the final product, for up to four hazardous constituents of the recyclable material. (Report for constituents 2 through 4 in 538, 544, and 550)

533. FINAL PRODUCT/USES FOR CONSTITUENT 1-4 – Describe the final product(s) that resulted from the recycling process and how each product was beneficially used. (Report for constituents 2 through 4 in 539, 545, and 551)

552. DOCUMENTATION – For off-site recyclers, check the box to indicate that documentation of known market is provided. Documentation is required pursuant to HSC §25143.10 (a) (3) (A) to show that there was a known market for disposition of the recyclable material and any products manufactured from it.