



For more information please contact:
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Recordkeeping and Reporting Requirements for Processing & Recycling Facilities

Reporting

- **Semi-annual reports of all recyclable materials received, transferred, sold, or conveyed out of state are required and should include:**
 - Amount of material accepted, amount transferred, and type and quantity of material removed from the facility as residues or waste.
 - Due by February 15th and August 15th and signed by the responsible official
- **Semi-Annual Reporting will take place online using the Re-TRAC Connect Program at <https://connect.re-trac.com/register/ADEM>.**
 - When a registration is issued, the facility will be required to create a membership profile on the Re-TRAC system. Re-TRAC Connect is the online reporting system that ADEM uses to easily track waste diversion data, streamline data collection, and easily create analytical reports and surveys.
- **Documentation must be kept to demonstrate compliance with 75% annual throughput.**
 - Based on calendar year Jan 1-Dec 31, 75% of materials must be incorporated into end product, transferred for further processing, or disposed.
- **Facilities exempt from registration must also complete semi-annual reports.**

Operating Record

- **The following records must be kept and maintained in accordance with Solid Waste Regulations, Processing and Recycling Chapter 335-13-3-.05, except as noted in Solid Waste Regulations, Processing and Recycling Chapter 335-13-3-.05(3).**
 - Copies of material receipts received at the facility, the person delivering the materials, and the receiving recycling facility.
 - ADEM Semi-annual reports that include all materials received, stored, processed, or transferred.
- **Records are to be kept and maintained for a duration of three years and made available for inspection by ADEM personnel upon request.**