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](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.