

INSTRUCTIONS FOR CERTIFIED RECOVERED MATERIALS PROGRAM APPLICATION

A. GENERAL INFORMATION

- 1) Applications are submitted via Re-TRAC, a web-based reporting system. (www.connet.re-trac.com)
- 2) All applications for certification shall be accompanied by a certification fee of \$50.00 in check or money order made payable to the Department of Environmental Protection and mailed to the following address:

*Florida Department of Environmental Protection
2600 Blair Stone Road
Mail Station 4555
Tallahassee, Florida 32399*

THE CERTIFICATION APPLICATION MUST BE SUBMITTED VIA Re-TRAC AND THE FEE MUST BE RECEIVED BY THE DEPARTMENT BY APRIL 1ST OF EACH YEAR.

- 2) The application for certification is for the period July 1st of the application year through June 30th of the following year.

Note: The recovered material reporting form(s) is (are) based on the previous calendar year's data.

B. APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the **CERTIFICATION APPLICATION FORM**, referenced by item number.

- 1) **Provide the Applicant Name, Physical Address, Mailing Address, Telephone, Fax, Contact Person, E-Mail & Web addresses, Legal Owners, Partners, Officers, and/or Directors:** The applicant is the name of the entity (company) within the State of Florida which is engaged in recycling activities. Only one application shall be required per entity (as an example, a business entity may consist of three recycling facilities located throughout the State; but only one application is required). The contact person should be an applicant's representative who is authorized to answer questions pertaining to these forms. The Contact information is to include the addresses & phone numbers where this person can be reached. Include on the appropriate lines the names of owners, partners, corporate officers and directors.
- 2) Indicate if you are applying for a new (first) certification or renewing a certification by selecting in the appropriate field.
- 3) **Describe the applying entity:** By shading the appropriate circle(s), indicate the type of recycling activity being conducted. Indicate whether it is a public (governmental) entity or a private (business or nonprofit) entity and whether the function is as end user of recovered materials, a non-exempt generator, or a dealer/processor. If more than one description applies, indicate as appropriate.

Use the following definitions for the terms in this item:

- "Dealer/Processor" means any person who handles, purchases, receives, recovers, sells recovered materials. A person whose activities are limited strictly to the transportation of

recovered materials is not considered to be a person who handles, purchases, receives, recovers, sells or is an end user of recovered materials.

- **“Nonexempt Generator”** Any person who produces recovered materials; and annually transfers in excess of 600 tons of recovered materials to any combination of 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.
- **“End User”** means a person who makes a product utilizing recovered materials as a raw material in place of, or in addition to virgin raw materials and who receives more than 600 tons per year of recovered materials from persons in Florida who are not certified.

4) **Location and Type of Facility:** For each facility location owned or operated in the State of Florida, please provide the facility name, street address, the county in which the facility is located, the Latitude & Longitude coordinates (for mapping purposes) and the type of facility. In the facility type column, use one or more codes to describe the type(s) of facility(ies). Codes R-a through R-c are for facilities that process source separated materials, and code M is for solid waste facilities, as follows:

- **R-a: A Recovered Material Processing Facility (RMPF):** This is engaged solely in the collection, storage, processing, resale, or reuse of recovered materials, e.g., a scrap metal or paper stock dealer/processor.
- **R-b: A Recovered Materials Processing Facility (RMPF):** This handles or processes recovered materials from curbside recycling programs in which the materials are separated by type prior to the time of delivery to the facility.
- **R-c: A Recovered Materials Processing Facility (RMPF):** This handles or processes recovered materials from a curbside, a separately collected “blue bag”, or other collection program where various types of recovered materials are commingled with each other at the time of delivery to the facility.
- **M: Materials Recovery Facility (MRF):** This is a permitted solid waste facility that extracts recyclable materials from solid waste, including materials suitable for use as a fuel or soil amendment, or any combination of such materials. This facility type separates more than 600 tons annually of recovered materials extracted from mixed solid waste and sells or transfers this material directly out-of-state or to an in-state person who makes a product utilizing recovered materials as a raw material in place of, or in addition to virgin raw materials. This includes “blue bag” collection programs which collect and transport recovered materials commingled with solid waste.

5) **Authorization and Fee Statement:** Confirm that the fee statement has been read and the fee will be sent in accordance with instructions by checking the “Yes, *I have read the instructions*” box. the Authorized Representative must also provide their name and title in the appropriate fields.

6) **Submit application:** Submit the application upon completion.

Note: Applications will be approved upon receipt of payment.