



The RI Annual Recycling Report Frequently Asked Questions



1. Why are we being asked to fill out this report?

Recycling Reports from all organizations with 50 or more employees are required by the Commercial Recycling Regulations. The Department has created this online report to help you easily submit the required information and comply with the regulations.

2. Where can I get a copy of the Commercial Recycling Regulations?

The RI Commercial Recycling Regulations can be found at the following link:
<http://www.dem.ri.gov/pubs/regs/regs/stratpol/commrecy.pdf>

3. Is my organization required to recycle?

According to Commercial Recycling Regulations, any “individual, firm, institution, school, government or quasi-government agency, partnership, association or corporation; public or private; organized or existing under the laws of the state or other states including federal corporations” must recycle.

4. Where can my organization get help in starting a recycling program?

Call or email our Office for assistance with starting a recycling program for your organization. Such assistance may consist of a site visit and waste audit as well as giving you information on how to recycle.

5. What happens if my organization does not currently recycle?

Commercial Recycling Regulations and RI General Laws require that all businesses recycle. If you are not currently recycling, fill out the report and give the reason why you are not recycling. We will not be enforcing the mandatory recycling regulations until after we collect the second Annual Recycling Report in February of 2009. Contact our Office for assistance with setting up your recycling program.

6. What if my waste hauler won't give me the information needed to complete the recycling report?

If you are unable to obtain waste estimates from your waste hauler, you will need to make an estimate using the size of your containers and the number of times per year each is collected. Feel free to call me if you need assistance with the calculations. Also, please note in the comment section of the report, that the hauler would not give you information.



Rhode Island
Department of Environmental Management

235 Promenade Street, Providence, RI 02908-5767

TTY 711
January 11, 2008

«Company_Name»
«Address»
«City», «State» «Zip_Code»

Dear Recycling Manager,

Recently the Rhode Island Department of Environmental Management's (DEM) Commercial Recycling program has undergone some exciting and significant changes that will affect your organization. As you may or may not be aware, the *Rules and Regulations for Reduction and Recycling of Commercial and Non-Municipal Residential Solid Waste* ("Commercial Recycling Regulations") effective September 1996 require companies with 50 or more employees to submit yearly recycling reports to DEM. We have created an online reporting form in order to make it easy for your company to comply with the Commercial Recycling Regulations requirements. This is a result of the DEM's efforts to reinvigorate the Commercial Recycling Program, which has moved from the Office of Strategic Planning and Policy to the Office of Waste Management (OWM). I have also been hired as the recycling coordinator to assist you with your business's recycling program.

The online reporting form can be accessed via a website at RI.gov. Please go to the following link and type in your 4 digit ID and Pin Number combination to login.

<http://www.ri.gov/DEM/recycling>

ID Number: «ID_Number»
Pin Number: «Pin_Number»

If you are unable to login, please contact me, Alyson Silva at 401-222-2797 extension 7134 or alyson.silva@dem.ri.gov. The Rhode Island Annual Recycling Report is due February 15, 2008 unless you request an extension. Attached is a page of Frequently Asked Questions (FAQs). If you have a question that I have not addressed, please feel free to call or e-mail.

If your business is not currently recycling, your company still needs to complete certain sections of the online reporting form. Feel free to contact me if your company does not currently have a recycling program and we can work together to build a program and bring your company into compliance.

Sincerely,

Alyson Silva
Commercial Recycling Coordinator
Office of Waste Management