



# RESPONSIBLE UNIT RECYCLING INSPECTION FORM - GENERAL

This inspection form, used for NR 544 effective program audits, evaluates specific waste program initiatives as well as compliance with required components of a recycling program.

Revision:  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

## Section 1: Recycling Ordinance

A. RU's recycling ordinance, as approved by the Department, is still in effect.	<input type="checkbox"/>	544.10(2)(b)	<input type="text"/>
B. RU has provided documentation of efforts to enforce their ordinance.	<input type="checkbox"/>	544.10(2)(b)	<input type="text"/>
C. RU has provided documentation of responses to complaints regarding the RU's recycling program.	<input type="checkbox"/>	544.10(2)(g)	<input type="text"/>
D. RU has provided documentation of inspections at multi-family facilities and properties.	<input type="checkbox"/>	544.10(2)(g)	<input type="text"/>
E. RU has provided documentation of inspections at non-residential facilities and properties.	<input type="checkbox"/>	544.10(2)(g)	<input type="text"/>
F. RU has adopted an acceptable Compliance Assurance Plan (CAP).	<input type="checkbox"/>	544.04(9)(g)	<input type="text"/>

## Section 2: Collecting, Processing and Marketing of Recyclables for 1-4 Unit Residential Housing

A. RU has a recycling collection system which meets the general requirements and specific requirements for the size and type of municipality.	<input type="checkbox"/>	544.05(01)	<input type="text"/>
B. RU met the total collection standard during the last reporting year or was granted an exemption by the Department.	<input type="checkbox"/>	544.05(1)(a)4	<input type="text"/>
C. RU uses one or more materials recovery facilities that are self-certified under s. NR 544.16.	<input type="checkbox"/>	544.05(2)(b)	<input type="text"/>

## Section 3: Outreach

A. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at single family and 2 to 4 unit residences.	<input type="checkbox"/>	544.04(1)	<input type="text"/>
B. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at multi-family dwellings.	<input type="checkbox"/>	544.04(1)	<input type="text"/>
C. RU has a public information and education program to address recycling of materials specified in s. 287.07(1m) to (4), Stats., and waste reduction and reuse efforts at nonresidential facilities and properties.	<input type="checkbox"/>	544.04(1)	<input type="text"/>

## Section 4: Program Implementation

A. RU has submitted an annual report to the Department for the last reporting year.	<input type="checkbox"/>	544.10(1)	<input type="text"/>
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## Section 4: Program Implementation

B. RU maintains records supporting its effective program application and documenting its compliance with ch. NR 544, Wis. Adm. Code. Records are maintained at a single location and are retained for at least 3 years following the submittal of that year's program report.	<input type="checkbox"/>	544.07
		<input type="text"/>

## Section 5: Drop off Site Operations

A. Is a drop off location offered to residents for recyclable materials collected as part of the RU recycling program? If No, do not be complete sections 5 or 6.	<input type="checkbox"/>	<input type="text"/>
		<input type="text"/>

B. Do the site operating hours sufficiently meet the needs of the residents?	<input type="checkbox"/>	544.05(1)(c)
		<input type="text"/>

C. Describe who can use the site and how the RU controls who can use the site.	<input type="checkbox"/>	<input type="text"/>
		<input type="text"/>

D. Is the site properly sized to handle the population of the RU?	<input type="checkbox"/>	544.05(1)(c)
		<input type="text"/>

E. Are recycling containers clearly labeled and maintained in a nuisance free manner?	<input type="checkbox"/>	502.07(2)(h)
		<input type="text"/>

F. Are materials maintained in a marketable condition?	<input type="checkbox"/>	544.05(1)(a)3
		<input type="text"/>

G. Are recyclable materials removed from the site in a timely manner?	<input type="checkbox"/>	<input type="text"/>
		<input type="text"/>

H. Is there an all-weather access road and parking for the site?	<input type="checkbox"/>	502.07(2)(g)
		<input type="text"/>

I. Are the containers to store recyclables leak proof?	<input type="checkbox"/>	502.07(2)(a)
		<input type="text"/>

J. Are separated recyclables kept separate from other waste materials?	<input type="checkbox"/>	544.05(1)(a)1
		<input type="text"/>

K. If the RU only provides the drop-off as a way to recycle residential material, do they have a way to recycle all of the table 1 recyclable materials including aluminum containers, steel containers, bi-metal containers, glass containers, plastic containers (#1 and #2), magazines, newspaper and cardboard?	<input type="checkbox"/>	544.05(1)(c)
		<input type="text"/>

L. Is the facility open for a minimum of two days each month for a minimum of 5 hours each day* (applicable to RUs with over 5000 people)?	<input type="checkbox"/>	544.05(1)(c)
		<input type="text"/>

\* If the RU demonstrates that the hours of operation of the drop-off facility are adequate to meet the needs of the RU this can be exempted.

M. Are recyclables being burned at the site?	<input type="checkbox"/>	502.07(2)(e)5
		<input type="text"/>



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**Section 5: Drop off Site Operations**

N. Are flies, rodents and other insects or vermin controlled at the site?	<input type="checkbox"/>	502.07(2)(f)

O. Is the transfer area kept clean and free of litter?	<input type="checkbox"/>	NR 502.07(2)(d)

**Section 6: Other Waste Handling Activities at the Drop off Location**

A. Is there a compost processing operation located on the property?	<input type="checkbox"/>	

B. Does the compost operation have a current operating license?	<input type="checkbox"/>	502.12(6)(d)

C. Was a compost facility inspection form completed?	<input type="checkbox"/>	

D. Is there a wood burning site located on the property?	<input type="checkbox"/>	

E. Does the wood burning site have a current operating license?	<input type="checkbox"/>	502.11(1)(a)(5)

F. Was a wood burning site inspection form completed?	<input type="checkbox"/>	

G. Are Universal Wastes, Waste oils or Electronic Wastes collected at the property?	<input type="checkbox"/>	

H. Was the "Assessment Guide for Electronic Waste, Universal Waste and Used Oil Handlers" form completed?	<input type="checkbox"/>	

I. Is there a closed solid waste landfill on the property?	<input type="checkbox"/>	

J. Are all material handling activities not directly on top of this landfill?	<input type="checkbox"/>	506.085(1)&(2)

K. Are waste tires, yard residuals, scrap metal or other material managed under a DNR issued beneficial reuse exemption (street sweepings, shingles, gypsum drywall...) handled on the property? If yes describe the material(s) and the date of the issued exemption(s).	<input type="checkbox"/>	

L. Does each material have available outlets that accept delivery at least annually? If no, list which materials do not and the expected timeline for managing these materials.	<input type="checkbox"/>	

M. If there is mechanical equipment is access restricted when an attendant is not on duty	<input type="checkbox"/>	502.07(2)(b)



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## Section 6: Other Waste Handling Activities at the Drop off Location

N. Are there issues that could be helped by restricting access when an attendant is not on duty?	<input type="checkbox"/>	502.07(2)(b)
O. If yes to the previous questions, how will you make restricted access requirements for the drop-off?	<input type="checkbox"/>	502.07(2)(b)
P. Are solid wastes being burned at the site?	<input type="checkbox"/>	502.07(2)(e)5
Q. Are the containers to store solid waste leak proof?	<input type="checkbox"/>	502.07(2)(a)