



# RESPONSIBLE UNIT RECYCLING INSPECTION FORM - GENERAL

HARRISON VILLAGE OF

Revision: 04/29/22

Contact Date: 1/6/2025

FIST SEQ #: 78182

WASTE & MATERIALS  
MANAGEMENT PROGRAM

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.

## Section 1: Recycling Ordinance

### A. RU's recycling ordinance, as approved by the Department, is still in effect.

Ordinance on file is from 2014, RU has plans in place to update ordinance this year. Discussed adopting an updated ordinance utilizing information and template on the DNR website: [dnr.wisconsin.gov](http://dnr.wisconsin.gov) that includes correct statutory references and can be updated to include current recycling practices. When a new ordinance is adopted, a copy needs to be provided to the department.

C

544.10(2)(b)

### B. RU has provided documentation of efforts to enforce their ordinance.

GFL will tag carts and will notify RU of any violations. RU will document all violation notices from hauler and will follow up with residents with a phone call or letter. If necessary, RU will issue a citation if violation continues to occur. RU documents all violations on a spreadsheet.

C

544.10(2)(b)

### C. RU has provided documentation of responses to complaints regarding the RU's recycling program.

Complaints are rare, all complaints are recorded and kept in a spreadsheet.

C

544.10(2)(g)

### D. RU has provided documentation of inspections at multi-family facilities and properties.

Multi-family properties use dumpsters and contract on their own for waste and recyclables removal. Discussed RU is responsible to assure compliance, RU mentioned that they will follow up with multi-family/non-residential properties if they discover any violations. In the past, RU has had to issue letters to multi-family properties regarding the need to provide recycling dumpsters, but hasn't had any recent violations of the like recently.

C

544.10(2)(g)

### E. RU has provided documentation of inspections at non-residential facilities and properties.

Businesses contract on their own for recycling and waste removal. Discussed RU is responsible to assure compliance, RU will follow up with non-residential properties if they discover any violations.

C

544.10(2)(g)

### F. RU has adopted an acceptable Compliance Assurance Plan (CAP).

RU sent over CAP from 2014. Discussed making updates to both the CAP and ordinance. When a new/updated CAP is adopted, please send a copy to the department for RU file.

C

544.04(9)(g)

## 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.

Hauler is GFL who uses single stream and pick up is weekly.

C

544.05(01)

### B. RU met the total collection standard during the last reporting year or was granted an exemption by the Department.

RU has exceeded collection standard of 106.55 lbs/person/year in each of the last 3 years. Per capita collection was below standard in 2022, RU explained this was due to incorrect tonnage reports.

C

544.05(1)(a)4

### C. RU uses one or more materials recovery facilities that are self-certified under s. NR 544.16.

MRF is Outagamie County Dept of Solid Waste/Recycling, tonnage reports received monthly.

C

544.05(2)(b)

## 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.

Recycling information is available in newsletters that are mailed out quarterly. Recycling information is also available on the RU website/social media and new residents receive recycling information. Discussed that the DNR has many publications that can be used including posters and pamphlets that can be requested at [dnr.wisconsin.gov/topic/Recycling/Outreach](http://dnr.wisconsin.gov/topic/Recycling/Outreach).

C

544.04(1)

### 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.

Residents and owners of multi-family facilities have access to information on the website. Discussed that DNR has publications specifically for renters and Owners of Apartments and other multi-family dwellings.

C

544.04(1)

### 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.

Owners of non-residential facilities have access to information on the RU website. Discussed that DNR has publications concerning workplace recycling and different specific industries such as restaurants.

C

544.04(1)

## Section 4: Program Implementation

### A. RU has submitted an annual report to the Department for the last reporting year.

C

544.10(1)



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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.

C

544.07

## 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 complete sections 5 or 6.

N

B. Do the site operating hours sufficiently meet the needs of the residents?

NA

544.05(1)(c)

C. Describe who can use the site and how the RU controls who can use the site.

D. Is the site properly sized to handle the population of the RU?

NA

544.05(1)(c)

E. Are recycling containers clearly labeled and maintained in a nuisance free manner?

NA

502.07(2)(h)

F. Are materials maintained in a marketable condition?

NA

544.05(1)(a)3

G. Are recyclable materials removed from the site in a timely manner?

NA

H. Is there an all-weather access road and parking for the site?

NA

502.07(2)(g)

I. Are the containers to store recyclables leak proof?

NA

502.07(2)(a)

J. Are separated recyclables kept separate from other waste materials?

NA

544.05(1)(a)1

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?

NA

544.05(1)(c)

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)?

NA

544.05(1)(c)

\* 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?

NA

502.07(2)(e)5

N. Are flies, rodents and other insects or vermin controlled at the site?

NA

502.07(2)(f)

O. Is the transfer area kept clean and free of litter?

NA

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?

NA

B. Does the compost operation have a current operating license?

NA

502.12(6)(d)



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

C. Was a compost facility inspection form completed?	NA
D. Is there a wood burning site located on the property?	NA
E. Does the wood burning site have a current operating license?	NA 502.11(1)(a)(5)
F. Was a wood burning site inspection form completed?	NA
G. Are Universal Wastes, Waste oils or Electronic Wastes collected at the property?	NA
H. Was the "Assessment Guide for Electronic Waste, Universal Waste and Used Oil Handlers" form completed?	NA
I. Is there a closed solid waste landfill on the property?	NA
J. Are all material handling activities not directly on top of this landfill?	NA 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).	NA
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.	NA
M. If there is mechanical equipment is access restricted when an attendant is not on duty	NA 502.07(2)(b)
N. Are there issues that could be helped by restricting access when an attendant is not on duty?	NA 502.07(2)(b)
O. If yes to the previous questions, how will you make restricted access requirements for the drop-off?	NA 502.07(2)(b)
P. Are solid wastes being burned at the site?	NA 502.07(2)(e)5
Q. Are the containers to store solid waste leak proof?	NA 502.07(2)(a)