

Hawaii Deposit Beverage Container Program

Instructions on completing the DR-1 Form

Use these instructions in companion with the numbered report form to help you complete the DR-1 Form. You must submit DR-1 Forms to the State of Hawaii Department of Health (DOH) at least twice a month (HRS 342G-119).

The DR-1 & HR-1 Forms are available as an Excel Spreadsheet. Do not alter the form. If the form is altered payment may be delayed. Please contact DOH if you need this excel format. Completing the form on your computer will allow you to expand rows heights to accommodate more information per entry. If you choose to use hardcopy versions of the form, you may write or type in information on multiple rows to accommodate information for each entry. If you need additional space you may make copies of pages and add as an attachment. Instructions for both forms are available at www.hi5deposit.com under the [Redemption Centers](#) link.

CONTACT INFORMATION

1. Tracking Number (assigned by the recycler using the format below)

a b c d e f

Example: CRC-1-0106-DR1-101-A

- a. Recycler Initials (same as the beginning of Certification Number)
 - Ex: Reynolds = RRI, Honolulu Recovery = HRS, Aloha Glass = AGR
 - b. Quarter Reported based on State Fiscal Year
 - 1: July-Sept, 2: Oct-Dec, 3: Jan- March, 4: Apr-June
 - c. Month and Year Covered by Report
 - Ex: January 2006 = 0106
 - d. Form Type (DR1 or HR1)
 - e. Number in Sequence (101, 102, 103, 104, ect.)
 - f. Version Number in case of need for revisions (A, B, C, D, ect)
2. Name of the redemption center or network.

Example: ABC Recycling Center
 3. Address of the center or network.

Example: 1234 Aluminum way, Honolulu, HI 96814
 4. Contact person who is authorized to answer questions about information on the form.

Example: John Doe
 5. Contact's phone number.

Example: (808) XXX -XXXX

6. Certification number issued by Department of Health for the redemption center or network.

Example: CC-XXXX-XX

7. Calendar dates from the reporting started to when it ended. All reporting must remain within a single month. Reporting shall occur no less than two times per month. HRS 342G-119 states "Requests for payment shall be no less than two times per month."

Example: *January 1, 2005 to January 14, 2005*

not

January 25, 2005 to February 12, 2005

8. Total refunded requested during the reporting period. The total refund is the sum of all the material type totals on the bottom of pages 2-5.
9. Signature and title of person authorized to sign that the form is accurate and the amounts are correct to the best of their knowledge.

Example: *John Doe Operations Manager*

10. Print name and date.

Example: *John Doe January 14, 2005*

DEPOSIT BEVERAGE CONTAINER (DBC) 5¢ REFUND

Before you begin the next section it is important to identify what kind of certified redemption center you are because this affects how you summarize and report information on the DR-1 Form. See below descriptions.

Are you a certified redemption center separate from a recycler/processor?

- You mainly receive loads from the general public and maybe small commercial loads.
- You invoice the DOH for material received at your center.
- You have a business arrangement with a permitted recycler/processor to ship your material to end market.

Are you a certified redemption center network?

- You have a network of satellite redemption centers that receive loads from the general public and commercial entities.
- All satellite locations send material to the network's main processing facility.
- You invoice the DOH for material received by your entire network. You will compile the entire network onto one DR-1 form for each reporting period.

- You process and ship your material to end market.

Are you a recycling facility that is certified to be a redemption center?

- You have one location and accept loads from the general public and commercial entities.
- You will invoice the DOH for material received at this location.
- You process and ship material from this location.

Note that no Certified Redemption Site Operator shall invoice DOH for Handling Fees on any material that has not been reported in that same site operators “Deposit Refund Paid to Consumer” section of the DR-1 report. Meaning that a Certified Redemption Site Operator cannot claim Handling Fees unless that site operator has paid out deposits for the same containers.

11. In this column you must summarize loads of material collected and assign each load a unique number. The column is repeated on pages 2 thru 5 for each material type (aluminum, bimetal, glass, and plastic).

- 1st. Summarize the total amount of DBC material received during the reporting period. If you are reporting material collected from more than one island group each Island together under the appropriate material type. Indicate the total of all Islands on the bottom “**Total**” line. This is DBC material you paid out deposits on and will invoice the DOH for Deposit refund.
- 2nd. Assign each load of material a number. You may use your own number system and may include: trailer numbers with a date; container numbers with a date; weight tickets; or a sequential number system.

Example:

Incoming Load/Container Number for Recyclables Collected During Reporting Period
<i>05-00001</i>
<i>05-TR1234</i>
<i>05-SEAU123456</i>
<i>05-14-01-ABC123</i>

In lieu of your own number system, the DOH has established a numeric system in the format YYCCCCC where YY is the request year (ex. 05 = 2005) and CCCCC is a numeric sequence. Whatever number system is used, a specific load number must be assigned to each load or shipping container. Each load number may only be reported once for 5-cent/ADF deposit refunds. If the same load number is listed on a subsequent 5-cent deposit refund request form, the form will be rejected.

See more examples on the following page...

More Examples:

Are you a certified redemption center separate from a recycler/processor?

- Compile all the loads received at your center during the reporting period and assign load numbers.

Your redemption center's records may track individual transactions.

Date	Name	Material	Count	Weight	Refund
1/1/05	Public A	Alum.	50		\$ 2.50
1/2/05	Public B	Alum.	200		\$ 10.00
1/2/05	Commercial A	Alum.		60 lbs.	\$ 90.00
1/3/05	Public C	Alum.	100		\$ 5.00
1/4/05	Commercial B	Alum.		200 lbs.	\$ 300.00

You would compile the above information into the DR-1 Form. Under the section for Aluminum DBC you would compile the public transactions and assign a load number (see example below: the public is given a chronological load number 05-00001). Do the same for commercial loads.

Incoming Load/Container Number for Recyclables Collected During Reporting Period *	QTY	LBS	Total Refund Value
<i>05-00001 (public)</i>	350		\$ 17.50
<i>05-00002 (commercial)</i>		260	\$ 390.00

Are you a certified redemption center network?

You may track information coming into your network's main center.

Date	Name	Material	Count	Weight	Refund
1/1/05	Center Honolulu	Alum.	50		\$ 2.50
1/2/05	Center Waikiki	Alum.	200		\$ 10.00
1/2/05	Commercial A	Alum.		60 lbs.	\$ 90.00
1/3/05	Center Honolulu	Alum.	100		\$ 5.00
1/4/05	Center Waianae	Alum.		200 lbs.	\$ 300.00

You would compile the above information into the DR-1 Form. Under the section for Aluminum DBC you would compile the material coming in from the different centers and assign a load number (see example below: each center is given a load number that includes the trailer number and date 05-TR1234). *Note: The number assigned to the compiled loads on the DR-1 form may be the trailer number that is "outgoing" from the recycling facility.*

Incoming Load/Container Number for Recyclables Collected During Reporting Period *	QTY	LBS	Total Refund Value
05-TR1234 (<i>Honolulu</i>)	150		\$ 7.50
05-TR5678 (<i>Waikiki</i>)	200		\$ 10.00
05-TR5678 (<i>Waianae</i>)		200	\$ 300.00
05-TR9012 (<i>commercial</i>)		60	\$ 90.00

Are you a recycling facility that is certified to be a redemption center?

You may track information coming into your facility.

Date	Name	Material	Count	Weight	Refund
1/1/05	Public A	Alum.	50		\$ 2.50
1/2/05	Commercial A	Alum.	200		\$ 10.00
1/2/05	Commercial B	Alum.		60 lbs.	\$ 90.00
1/3/05	Public B	Alum.	100		\$ 5.00
1/4/05	Commercial C	Alum.		200 lbs.	\$ 300.00

You would compile the above information into the DR-1 Form. Under the section for Aluminum DBC you would compile the public transactions and assign a load number (see example below: load numbers include a trailer number and date). *Note: The number assigned to the compiled loads on the DR-1 form may be the trailer number that is “outgoing” from the recycling facility.* Do the same for commercial loads.

Incoming Load/Container Number for Recyclables Collected During Reporting Period *	QTY	LBS	Total Refund Value
05-TR1234 (<i>public</i>)	150		\$ 17.50
05-TR5678 (<i>commercial</i>)	200	260	\$ 400.00

12. & 13. Record either the quantity (count) or weight (pounds) for each load. Do not place both quantity and pounds on the same line. Provide the totals for each column at the bottom of the page.

Example:

	Record One For Each Type ** Container Quantity or Weight (lbs)	
	QTY	LBS
	132,000	
	4,500	
		338
Total	136,500	338

- Record the total refund value (\$) for each load. Provide a total at the bottom of the column.
- Provide the end destination for each load.

Are you a certified redemption center separate from a recycler/processor?

The end destination is the recycling facility you send your material to for processing and shipping.

Are you a certified redemption center network?

The end destination is the recycling facility that will process and ship the material.

Are you a recycling facility that is certified to be a redemption center?

The end destination is your location. It is okay to put the final destination of the materials if you know where they will be shipped for final processing.

Example:

Destination Recycling Facility (Name of Facility & Address)
<i>ABC Recycling Center 1234 Aluminum way, Honolulu, HI 96814</i>

NON-DBC INCOMING TRACKING INFORMATION

In this section, record material that you will not invoice the DOH for but have collected and will process. This material is either: DBC material that some other certified redemption center will invoice DOH for refund of the deposit; or is not eligible for refund.

16. Refer to #11. Repeats pages 6-7.

17. & 18. Refer to #12 and 13

19. Record the name of the redemption center or commercial entity you received the material from. This center or entity will invoice the DOH for refund of the deposit.

20. Refer to #15

21. Report glass that will receive payment under the Glass Advance Disposal Fee (ADF) program and report all other glass (for example: plate glass). Only report glass that may be mixed into loads of DBC glass.

22. & 23. Refer to #12 and 13

24. Record the name of the redemption center or commercial entity you received the material from.

25. Refer to #15

26. Report other aluminum, bimetal, or plastic that may be mixed into loads of DBC material.

27. & 28. Refer to #12 and 13

29. Record the name of the redemption center or commercial entity you received the material from.

28. Refer to #15.