

**DIVISION OF RECYCLING & LITTER PREVENTION
RECYCLED MATERIALS FUND
ADMINISTRATIVE PROCEDURES**

O.R.C. Sec. 125.14 (C) states “Proceeds from the sale of recyclable goods and materials shall be paid into the state treasury to the credit of the recycled materials fund, which is hereby created, except that the director of natural resources, upon request, may grant an exemption from this requirement. The chief of the division of recycling and litter prevention in the department of natural resources shall administer the fund for the benefit of recycling programs in state agencies.”

REQUESTS FOR EXEMPTION:

Send requests for exemptions to the chief of the Division of Recycling & Litter Prevention for review on the attached “Request For Exemption Form.” Requests shall be granted by the director of the Department of Natural Resources if at least one of the following criteria applies:

- 1) The requesting agency had a recycling program prior to March 4, 1992, effective date of HB 150, and is using the revenues to benefit its recycling program.
- 2) The requesting agency has documented unique circumstances that make it unreasonable to deposit revenues into the Recycled Materials Fund.
- 3) The requesting agency is prohibited by law, (e.g. federal) from depositing revenues into the recycled materials fund.¹
- 4) The requesting agency is asking to be exempted from placing revenues from the sale of their used beverage containers into the Recycled Material Fund. Such partial exemptions will be granted to agencies that use revenues from the sale of used beverage containers for specified beneficial and appropriate purposes if the following two conditions apply:
 - a) The containers being used to collect beverage containers are not those provided by the Division of Recycling & Litter Prevention.
 - b) The collection containers are clearly labeled to indicate the specific purpose for which the revenues from the sale of the material will be used.

¹ While it is not mandatory to request an exemption under these circumstances, both the division and the agency will benefit from documenting the status of the agency’s recycled materials revenue.

REQUESTS FOR FINANCIAL ASSISTANCE FROM THE RECYCLED MATERIALS FUND

It shall be the policy of the Division to first utilize this fund to purchase materials, equipment and services necessary for supporting its ongoing Recycle, Ohio! state agency recycling program. After these needs are met, financial assistance requests from other state agencies will be considered. All requests must be submitted on the attached "Request for Financial Assistance Form." Requests will be evaluated for approval utilizing, at a minimum, the following criteria:

- 1) The individual merit of the proposal. (e.g. # of employees affected, technical feasibility of proposal, type/market for materials to be recycled and cost effectiveness)
- 2) The amount of revenue contributed by the agency to the Recycled Materials Fund. Requests will be considered in the priority listed below:
 - a) Agency requests that are less than the amount said agency has contributed to and received from the Recycled Materials Fund.
 - b) Agency requests that are greater than the amount said agency has contributed to and received from the recycled Materials Fund.
 - c) Requests from agencies that have **not** contributed into the Recycled Materials Fund because they have no recycling program. However, their request is for financial assistance to start a recycling program.
 - d) Requests from agencies that have **not** contributed into the Recycled Materials Fund but who have an active recycling program.
- 3) The amount of financial assistance previously provided to said agency.
- 4) The amount of request.
- 5) The current and projected balance in the Recycled Material Fund.

Requests for the following will **not** be approved by the Division for purchase or reimbursement from the Recycled Materials Fund:

- 1) Purchases that do not provide a benefit to the agency's recycling program.
- 2) Usual and customary purchases by the agency.
- 3) Purchases that have already been included in a capital improvements budget for said agency.

**STATE AGENCY REQUEST FOR FINANCIAL ASSISTANCE FORM
RECYCLED MATERIALS FUND**

***Ohio Department of Natural Resources
Division of Recycling & Litter Prevention***

The _____ hereby requests
(Department/Agency Name)

approval from the chief of the Division of Recycling & Litter Prevention to purchase the following materials, equipment and services; and to have said purchases reimbursed from the Recycled Materials Fund administered by the Division of Recycling & Litter Prevention.

Item: _____ Cost: \$ _____

Item: _____ Cost: \$ _____

Item: _____ Cost: \$ _____

TOTAL DOLLARS REQUESTED FOR REIMBURSEMENT: \$ _____

Briefly describe how the requested items will be used:

(Agency Authorized Official) *(Title)*

(Date)

ODNR Action:

Request approved: _____ Request denied: _____
(Date)

*Chief, Division of Recycling & Litter Prevention
Ohio Department of Natural Resources*



**STATE AGENCY REQUEST FOR EXEMPTION FORM
RECYCLED MATERIALS FUND**

***Ohio Department of Natural Resources
Division of Recycling & Litter Prevention***

The _____ hereby requests
(Department/Agency Name)

that it be exempted from placing revenue from the sale of their recyclables into the Recycled Materials Fund pursuant to ORC Section 125.14 (C), for the following reason:

The agency generates approximately \$_____ per year from the sale of its recyclables and intends to use these revenues for the following purposes:

(Agency Authorized Official) *(Title)*

(Date)

ODNR Action:

Request approved: _____ Request denied: _____
(Date)

*Director
Ohio Department of Natural Resources*



RECYCLED MATERIALS FUND PAYMENT PROCEDURE

The following information is to be administered by the facility originating the recyclable material:

Processing Revenue from the Sale of the Recyclable Materials

The Ohio Department of Natural Resources Division of Recycling & Litter Prevention (ODNR-DRLP) is responsible for statewide waste reduction, recycling, recycled-content product procurement, and litter prevention programs. Unless an exemption has been granted, all proceeds from the sale of recyclables are required by ORC 125.14 to be paid into the state treasury and credited to the Recycled Materials Fund. This fund is administered by the chief of the DRLP for the benefit of recycling programs in state agencies.

All information, including date of service, revenue generated by location, and the type and amounts of materials recycled, shall be provided on the vendors invoice/check statement in order for ODNR-DRLP to identify the depositing state Agency. This information is utilized by ODNR-DRLP in approving any future requests for financial assistance at any given location.

The Contractor is required to mail all documents that pertain to the revenue generated such as a bank check, location, type, and amount of materials along with a copy of detailed statements, pick-up sheets, etc. to ODNR-DRLP. The Contractor shall copy the customer (generating facility) with all related documents for their recycling program records. If there are no supporting documents, the facility will complete the quarterly State Agency Recycling Report Form and list the collected materials that the Contractors' invoice/check covers. The recycling service provider will make their checks(s) payable to the "Ohio Treasurer, Josh Mandel" for revenue from the sale of the collected recyclables. ODNR – DRLP will then process the deposit into the Recycled Materials Fund on behalf of the recycling state Agency or facility location. The State Agency Report Form can be mailed to the address below, faxed or emailed to:

**Ohio Department of Natural Resources
Division of Recycling & Litter Prevention
2045 Morse Road, Building B-1
Columbus, Ohio 43229-6693**

DRLP Fax: (614) 262-9387 Email: drlp@dnr.state.oh.us