



## DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

801 K STREET, MS 15-52, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV

### NOTICE

**DATE:** March 12, 2012  
**TO:** All Certified Recycling Centers  
**SUBJECT:** Revised Procedures for Weekly Reporting of 250-Pound Aluminum Transactions

As you know, Title 14 of the California Code of Regulations, Section 2525(i) requires each recycling center to maintain a separate list of all purchases of more than 250 pounds of aluminum beverage containers. Such list (or legible copies of the receipts) shall be sent to the Division weekly and shall contain all of the following information, taken from the receipt prepared pursuant to section 2525(a) of these regulations:

- (1) The receipt number for the transactions; and
- (2) The name of the person selling the material; and
- (3) The additional identifying information of the person selling the material; and
- (4) The name, address, and certification number of the recycling center submitting the list; and
- (5) The transaction date; and
- (6) The pounds purchased on the receipt; and
- (7) The total amount paid.

Please be advised that there are now several methods you can use to submit your purchases of more than 250 pounds of aluminum beverage containers to the Division. The information for each method is listed below.

- **Via FAX:**  
Please be advised that CalRecycle's FAX number for reporting purchases of more than 250 pounds of aluminum beverage containers has changed. **The new FAX number is (916) 319-7300. Effective immediately, you must use this phone number if you are using a FAX machine to submit your purchases of more than 250 pounds of aluminum beverage containers.**
- **Via Email:**  
In an effort to facilitate your weekly reporting, you can now submit scanned images of your purchases of more than 250 pounds of aluminum beverage containers by attaching them to an email and sending the email to the following email address:  
**Investigations@calrecycle.ca.gov**
- **Via the Post Office or Overnight Mail:**  
If you prefer to submit hardcopies of your purchases of more than 250 pounds of aluminum beverage containers, you can do so by sending them to the following mailing address:

**CalRecycle  
Recycling Enforcement Branch  
801 K Street, MS 15-52  
Sacramento, CA 95814**

- **Via DORiis:**

If you are currently submitting your purchases of more than 250 pounds of aluminum beverage containers using DORiis, the procedures for doing so have not changed. If you would like to begin using DORiis to do so, you will need to establish a DORiis user account. You can fax, email, or mail your request to establish a DORiis user account using the FAX number, email address, or mailing address listed above.

Please be advised that failure to report transactions greater than 250-pounds of aluminum could result in the assessment of civil penalties and/or revocation of your certification. If you have any questions regarding reporting your purchases of more than 250 pounds of aluminum beverage containers, please contact either Joe Preciado, Sr. Management Auditor, at (951) 782-4121 if you are located in Southern California, or, Walt Scherer, Sr. Management Auditor, at (916) 324-5392 if you are in Northern California.