



Recycler Operating and Recordkeeping Workshop Registration Request

PRINT CLEARLY OR TYPE (DO NOT COMPLETE THIS FORM UNTIL YOU HAVE READ THE INFORMATION AND INSTRUCTION ON THE REVERSE SIDE)

WORKSHOP INFORMATION

Location and date of workshop requested: _____
Location Date

English Session Spanish Session (See back for instructions. You must submit one form for each session.)

OPERATOR PROFILE

Owner/Corporation Name: _____

Fictitious Business Name (DBA): _____

Business Address: _____
Street Address City Zip Code

Phone Number: () _____ E-mail Address: (required) _____

Operational RC number: _____

Is a reasonable accommodation needed? Yes No If yes, what accommodation is required? _____

ATTENDEE INFORMATION:

FIRST NAME	MIDDLE NAME	LAST NAME	Owner/ Operator	Employee

After reading the instructions on the back page, email completed forms to: RecyclerEducationAndExams@CalRecycle.ca.gov

WORKSHOP INFORMATION

The goal of this workshop is to provide in-depth operating and recordkeeping requirements for the California Beverage Container Recycling Program in the following areas:

- How to properly inspect material
- Receipts and Logs
- Daily Summary requirements
- Shipping Reports (using DORIIS)
- Signage requirements
- Notice requirements
- Out-of-State Material
- Fraud detection

All attendees must be preregistered to attend this workshop.

All attendees listed will be registered for the language indicated on the form. Please submit a separate form per session, per language.

OPERATOR PROFILE

- Provide your Owner/Corporation name, Business name, and Business Address as they appear on your certification.
- Please provide a current phone number where you can be reached if there are questions regarding this form.
- An email address is required in order to process this registration.
- You must include at least one number of an operational recycling center in order to be registered for this workshop.
- If you or any of the listed attendees require a reasonable accommodation, please indicate what accommodation is needed.

ATTENDEE INFORMATION

- All attendees must be entered in this area of the form to ensure a seat, including anyone listed in the Operator Profile section.
- Provide first, middle, and last name for each person attending, and indicate if they are an owner/operator or employee of the company.
- If you have English and Spanish speaking employees, make certain to register them in the appropriate session for the language they speak.
- Remember, if you are registering individuals for both languages, you must submit a separate form for each session, based on the appropriate language.

TO REGISTER

Email a scanned copy of this form to RecyclerEducationAndExams@CalRecycle.ca.gov or fax a copy to (916) 319-7401.

If you are unable to email or fax your completed registration form, you can send it in the mail. Registration forms are processed in the order in which they are received. Sending through the mail may cause a delay in receiving your request. If you must mail the form, please send it to:

CalRecycle, Recycler Education and Exam Unit, 801 K Street, MS 15-59, Sacramento, CA 95814

Only register using one of the above methods.