

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**801 K STREET, MS 19-01, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV**Oct. 18, 2011****IMPORTANT INFORMATION****TO: All Certified Recyclers and Processors****SUBJECT: Payee Data Record, Delegation of Authority, DORIIS Upgrades**

This memo is to inform you of updates and changes to the beverage container recycling program and DORIIS. Please do not discard this information as one or more items most likely apply directly to your operation.

DO YOU RECEIVE ANY PAYMENTS DIRECTLY FROM THE STATE OF CALIFORNIA – CALRECYCLE FOR THE CRV PROGRAM?

If you are a Processor or Handling Fee (DR14 form filers) Site Recycler, and you receive payment directly from the state, you must have a Payee Data Record, STD. 204 form on file with the State of California – Department of Resources Recycling and Recovery (CalRecycle). If you do not have a STD. 204 form on file with CalRecycle, you will not receive payment. Pursuant to the State Administrative Manual Sections 8422.190 and 8112.3, CalRecycle must have this information on file to be able to issue payment legally. Forms on file with other state departments, including Department of Conservation, are not valid at CalRecycle. If you need to complete or update this form please use the STD. 204 enclosed with this memo and mail to:

CalRecycle
Certification & Registration
801 K Street MS 15-59
Sacramento, CA 95814

Or send via fax to 916-319-7724

CalRecycle must receive your completed form by Nov. 15, 2011 in order to avoid disruption of your payments.

If you have questions about your STD. 204 form, please contact Tina Risse at 916-341-6193 or via email at Tina.Risse@CalRecycle.ca.gov

DO YOU FILE A SHIPPING REPORT ON PAPER OR VIA DORIIS?**Recyclers and/or Processors who have a Delegation of Authority (DOA) on file with the Division of Recycling (Division):**

The DOA form allows a Recycler or Processor to enter transactions “on-behalf-of” another recycler. If you have delegated authority to another Recycler or Processor so



that they may enter information for you, or if you are a Recycler or Processor who enters information for another Recycling Center, this information applies to you.

Currently all DOA forms have an automatic end date of Dec. 31, 2011. The Division has determined that it is in the best interest of the program and participants to cancel the automatic end date and allow DOAs to remain in effect without disruption. If you approve of all DOAs on file for your company, **NO FURTHER ACTION IS REQUIRED.**

Please understand that as of the date of this letter all existing Delegation of Authority forms on file with the Division shall be effective until revoked in writing by either party or the Division.

If you wish to revoke the delegation, you may do so by notifying the Division in writing. Any revocation will not be effective for claims already submitted to the Division.

DORIIS UPGRADES - Shipping Reports DR6 (Paper & DORIIS) – effective Nov. 6, 2011

In an effort to have the highest level of integrity in our data and consistency in the system you will notice the following changes to the DORIIS interface and operation: DORIIS upgrades will no longer allow submission of Receipt and Log (R&L) dates that overlap a rate change. You will have to split the loads at points of rate change; most of you are already doing this. This practice ensures that participants are paid the highest rate possible for their material.

Sum of Attached Payment Weight Calculation (previously summed the payment weight of all attachments, now sums the redemption weight of attachments).

- For RC shippers, it will use the Payment Weight;
- For group shippers (CS, CP & SPs), it will use the Total Redemption Weight.

In addition to these changes, you will notice consistency in labels, including the change from “Processor Claim” to “Processor Invoice” for what is formerly known as the DR7 form.

The Division reminds all Recycling Centers to not re-use Receipts and Logs dates. You must prepare shipping reports and daily summaries based on actual receipts and logs purchase information and dates. Failure to comply with the regulations will result in Shipping Reports being returned without payment to the Processor.

If you have any questions or concerns regarding these upgrades, contact the DORIIS Help Desk at 916-322-1655 or via email at doriisparticipanthelpdesk@calrecycle.ca.gov