

## **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**

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