

## Highlights of Beverage Manufacturer Responsibilities within the California Beverage Container Recycling Program

- ✓ Access to the laws and regulations that support California's Beverage Container Recycling Program can be found at: <http://www.calrecycle.ca.gov/BevContainer/LawsRegs/>
- ✓ PRC Section 14553[b] requires program participants to use Division of Recycling Integrated Information System (DORIIS) exclusively for submitting beverage manufacturer reports.
  - To obtain a login and password, please submit a completed Portal Access Request (PAR) form. The form must be submitted with original signatures. A separate form is required for each person requesting DORIIS access. PAR forms can be printed from CalRecycle's website:  
<http://www.calrecycle.ca.gov/BevContainer/DORIIS/BevDistMan.htm>
- ✓ Beverage Manufacturer reports are required to be submitted online **monthly**. Report the number of beverage containers sold, transferred, given as samples or donations to distributors, dealers or consumers in California for each material type. This includes beverages that were imported from out-of-state and overseas, or were filled or bottled within California.
  1. Container count (**per bottle/per can**) is based on actual sales for the specific month for which you are reporting.
  2. Only beverage containers that are sold /transferred in California must be reported to the department. Do not include **unsold** beverage product/inventory or out of states sales.
  3. You must, however, maintain shipping documents (example: bill of lading) for out-of-state sales.
  4. Submit a report every month even if no beverage sales or transfers have occurred. Simply mark the box "**Nothing to Report**"
  5. Do not combine multi-month or multi-year periods on one report form. All reporting periods are from the very first day of the month to very last day of the month.
- ✓ When completing a Beverage Manufacturer Report online, enter the reporting period first. Then enter the container counts sold during that month, for each container material type.
- ✓ The current processing fee rate will automatically populate according to container type. For your reference, please refer to the enclosed CRV & PF Rate Sheet or the Department's web site [Historical Rate Sheet](http://www.calrecycle.ca.gov/BevContainer/BevDistMan/Resources/RateHistory.pdf) link for a copy of the current rates. (<http://www.calrecycle.ca.gov/BevContainer/BevDistMan/Resources/RateHistory.pdf> )
- ✓ Beverage Manufacturer Reports and processing fee payments are due no later than the 10<sup>th</sup> day of the second month following the month of sale or transfer (e.g., the report and payment for January sales/transfers is due by March 10<sup>th</sup>). Beverage Manufacturer reports and processing fee payments received after the due date will be assessed interest.

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✓ CalRecycle offers two payment options.

1. Pay by Mail: The Department accepts check, money order or cashier's check payments made payable to CalRecycle. Include the beverage manufacturer account ID number on the payment.

**Submit payments to:**

**CalRecycle  
Attn: Accounting, MS 19A  
P.O. BOX 2711  
SACRAMENTO, CA 95812-2711**

2. Pay Online by Credit Card: The Department accepts Visa, MasterCard, Discover and American Express. Access to this online payment option is available through DORIIS.

*\* Please note that a service fee will be charged by the credit card processing vendor, Official Payments Corporation (OPC), for all credit card payment transactions. The current fee rate is set at 2.3 percent of the transaction amount, or \$1.00 minimum. This service fee is retained by the vendor and is not revenue to CalRecycle.*

- ✓ Maintain required records for five years in accordance with the regulations. Remember to print a copy of the report confirmation page for your records.
- ✓ Notify your account representative immediately of any changes in company name, ownership, contact person, business and mailing address, telephone number or if the business closes or no longer fills, imports or sells beverages in California. Send correspondence to:

CalRecycle  
Participant Management Unit  
801 K Street, MS 17-02  
Sacramento, CA 95814

**OR** email: [DORclientservices@CalRecycle.ca.gov](mailto:DORclientservices@CalRecycle.ca.gov)

- ✓ Please contact the account representative listed on your Registration letter, or Participant Management Unit at (916) 323-1837 if you have questions or need assistance.

### ENCLOSURES:

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| <input type="checkbox"/> Beverages Subject to CRV Handout | <input type="checkbox"/> Labeling Poster                              |
| <input type="checkbox"/> Reporting and Payment Calendar   | <input type="checkbox"/> Historical Rate Sheet (Processing Fee & CRV) |
| <input type="checkbox"/> Web Portal Access Request Form   | <input type="checkbox"/> Other:                                       |