

MANUFACTURER OF POSTCONSUMER RECYCLED PLASTIC REPORT**CalRecycle 253****INSTRUCTIONS**

1. Enter reporting period. This should be the previous calendar year, as the data is reported in arrears.
2. Enter unique identification number *exactly* as it is registered with CalRecycle.
3. Enter the Facility Name *exactly* as it is registered with CalRecycle. Enter the name *exactly* as it is registered with CalRecycle to ensure that your report is applied to the correct account.
4. Enter the physical location of your facility and any other location where food-grade plastic material subject to this report is stored. If more than one location is used to store material being reported, enter the information under #16 (page 2).
5. Enter the mailing address of Contact Person listed under #6 where any correspondence should be delivered.
6. Enter the name of the Contact Person who is able to answer questions regarding the reported information.
7. Enter the Contact Person's telephone number.
8. Enter the Contact Person's email address.
9. Check the boxes to indicate which types of material were sold, as applicable.
10. Enter the amount *in pounds* by resin type under the appropriate column:
 - a. Food-grade material that was sold
 - b. Capacity to produce food-grade material
 - c. Food-grade material *offered for sale* that meets beverage manufacturer specifications for bottle-grade material
 - d. Food-grade material *sold* that meets beverage manufacturer specifications for bottle-grade material
11. Enter the City, County, and State in which the report is signed.

12. Sign the report. The report must be signed by the authorized representative of the manufacturer.
13. Enter the title of the Authorized Representative.
14. Enter the name of the Authorized Representative who is signing the report.
15. Enter date the report is signed by the Authorized Representative.
16. Enter any additional physical locations where food-grade plastic material subject to this report is stored. If additional entries are needed, attach additional pages.

NOTE: Both the unique identification number and facility name can be found in your DORIIS account.