



# Bag Drop Addition to Recycling Center

Notification to CalRecycle of the addition of a bag drop to a certified recycling center.

Certification Number: RC Effective Date of New Bag Drop: \_\_\_\_\_

Answer the following questions regarding the new bag drop. Use additional pages if necessary.

- a) Describe how you will identify and handle rejected, line breakage, previously baled, and out-of-state materials.

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- b) Describe how you will handle opened bags, unmarked bags, or loose empty beverage containers.

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- c) List the electronic methods used to communicate with customers, including websites, smartphone applications, or other electronic means.

*If using smartphone applications, specify the name of the platform used and whether the application is made available on a public app store, directly from the app developer, or through another method.*

*Provide a copy of your smartphone application or website's Terms and Conditions.*

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- d) Describe the method of payment of the refund value within three (3) of the recycling center's business days. Include a description of non-cash forms of payments.

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- e) Will you charge a bag fee?\* ☐ Yes ☐ No If yes, what is the fee? \$ \_\_\_\_\_
- f) Will you charge a transaction fee?\* ☐ Yes ☐ No If yes, what is the fee? \$ \_\_\_\_\_

*\*Bag fees and transaction fees are subject to the restrictions in section 2500.2(c) of Title 14 of the California Code of Regulations*

- g) Describe how customer material is uniquely identified.

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- h) Describe how the recycling center will comply with the consumer daily weight limits.

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Will the bag drop have the same hours as the recycling center? ☐ Yes ☐ No

*If yes, skip to signature.*

*If no, provide bag drop operational hours:*

☐ Accepts material 24 hours a day, 7 days a week

*If accepting 24/7, skip to signature.*

**Monday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Mondays ☐ Same as Staffed RC Hours

**Tuesday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Tuesdays ☐ Same as Staffed RC Hours

**Wednesday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Wednesdays ☐ Same as Staffed RC Hours

**Thursday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Thursdays ☐ Same as Staffed RC Hours

**Friday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Fridays ☐ Same as Staffed RC Hours

**Saturday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Saturdays ☐ Same as Staffed RC Hours

**Sunday Hours:** Open: \_\_\_\_\_ am/pm Close \_\_\_\_\_ am/pm

**Or:** ☐ Open All Day ☐ Closed Sundays ☐ Same as Staffed RC Hours

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**Please email the completed form to Your Certification Specialist or  
[DORCertFileRoom@CalRecycle.ca.gov](mailto:DORCertFileRoom@CalRecycle.ca.gov)**

or, Mail to: CalRecycle/Division of Recycling/Certification Unit  
1001 I St, MS 9A, Sacramento, CA 95814

*This form is provided for your convenience and the included information may be  
submitted in an alternative format.*