RECYCLE BUY-BACK CENTER

October 23, 2008

Robinson Rancheria Recycle Building 2002-2008

Robinson Recycle Center

Recycle Assistant

Father & son getting weighed in

Center's History

- The Center was funded by a USEPA Resource Conservation grant in 2002
- The grant provided one staff, 20'X30' metal building structure, truck, baler, new power meter, electrical work and miscellaneous supplies. All the equipment was purchased used (or recycled) except for the building structure.
- In 2007, additional funds were provided through EPA-GAP to purchase a used forklift

NUTS & BOLTS: Things we thought about before we got started

- Is this part of our tribe's environmental plan?
  - Conduct a feasibility plan
- Payment methods – Robinson Rancheria
  - Set up a balance sheet with your fiscal office
  - How to secure end of day bank?
- Contact CA Division of Recycle Buy Back Programs Certification to find out the process
  - Start with one site on the Rancheria and when profits are made slowly expand to more sites off the reservation
- **Need buy-in from the tribal council and tribal community**

Getting Certified

State of California

DEPARTMENT OF CONSERVATION

DIVISION OF RECYCLING

Certification is Non-Transferable

February 5, 2008 Certified Recycling Center

Certificate issued to:

Contact Person: Irenia Quitiquit
Organization: Robinson Rancheria of Pomo Indians
Facility/DBA: Robinson Rancheria Recycling Center/Lakeview Mkt
6084 E Hwy 20
Lucerne CA 95458

For Collection Of:
Aluminum
Glass
Plastic
Bimetal

Issued by:

Certification Number: RC11382
Expiration Date: 12/31/2012

Assistant Director
Division of Recycling

Process for certification:

1. Contact CA Dept of Conservation-Division of Recycling
2. Fill out Certification application via website
3. 15-day initial review of application
4. Once application is complete, you will be notified within 45 calendar days, this will include a mandatory on-site visit
5. Once approved, you will be notified by mail, given a certificate no. w/ expiration date, you have 60 days to begin business

Doing business at the Center

- Keep up with Dept of Conservation-Division of Recycling regulations, legislation, forms and CRV values
- Record-keeping is vital. All transactions are documented on Daily Log Sheets
- It is important to do transactions properly, any errors in collection or math could result in improper record-keeping and lack of accountability. The Division of Recycling *will* do random visits to your Recycle Center to check on compliance requirements. This can result in closure or fines.

Daily Logs & Summaries

- Division of Recycle requires all transactions to be documented on daily log sheets to be keep on site at all times
- It is important that these logs are legible and the end of day till matches with beginning days balance
- Each Site has separate Daily Logs

Daily Log Example

CERTIFICATION # _____

Robinson Rancheria CRV Buy-Back Center
1545 East Highway 20
Nice, California 95464

BASIC LEGEND

SW-SEGREGATION WEIGHT
SC-SEGREGATED BY COUNT
C-COMMINGLED (MIX OF CRV AND NON-CRV CONTAINERS)
SP-SCRAP ONLY (NON-CRV MATERIAL)

OTHER COMMODITIES LEGEND

BI-BIMETAL
P#2-HDPE (HIGH DENSITY POLYTHLENE)
P#3-PVC (VINYL)
P#4-LDPE (LOW DENSITY POLYTHYLENE)
P#5-PP (POLYPROPYLENE)
P#6-PS (POLYSTYRENE)
P#7-INCLUDES MULTI-LAYER/UNSPECIFIED RESINS

DATE: _____

Aluminum					Glass					P#1-Pete Plastic (Polythyiene Terephthaiate)					Other Commodities						**Total Paid**	Customer Signature and Customer (printed) name
CRV Weight			Non-CRV Weight	Total Paid	CRV Weight			Non-CRV Weight	Total Paid	CRV Weight			Non-CRV Weight	Total Paid	Commodity	CRV Weight			Non-CRV Weight	Total Paid		
SW	**SC**	**C**	**SP**	Aluminum	**SW**	**SC**	**C**	**SP**	Glass	**SW**	**SC**	**C**	**SP**	Pete	Code	**SW**	**SC**	**C**	**SP**	Paid		

SW	**SC**	**C**	**SP**	TP-AL	**SW**	**SC**	**C**	**SP**	TP-GL	**SW**	**SC**	**C**	**SP**	TP-PL	****	**SW**	**SC**	**C**	**SP**	TP	**TP**

Totals

**** Bimetal and each resin type must be captured as seperate commodities on the daily summary repot. Thse totals will not meet the daily summary requirements.

Monthly Summary Excel Form Created In-House

- Purpose of this form was created to keep track of our daily buy-back expenses of all recyclables (aluminum, plastic and glass) at each site
- This form is also used to keep track of dates of buy-back for shipping report purposes (DR6)
- Most importantly, this information is used for monthly reports for fiscal and budget purposes

Monthly Summary example

Robinson Rancheria Monthly Summary January 2007

	ALUMINUM			GLASS		#! PET		#2 HDPE		OTHER		Daily
Date	Weight	State Pd.	Amnt. Pd	Weight	Amnt. Pd	Weight	Amnt. Pd	Weight	Amnt. Pd	Weight	Amnt. Pd	Totals
1/2	275.77		427.37	1600.81	163.25	103.46	92.05	0.00	0.00			682.67
1/3	62.59		96.97	307.80	31.41	32.08	28.78	6.30	3.20			160.36
1/4	93.85		146.36	142.51	14.52	100.40	89.31	2.98	1.52			251.71
1/5	76.63		118.75	1267.62	129.28	75.75	67.39	4.15	2.10			317.52
1/6	349.62		541.87	158.68	16.18	121.48	108.07	2.80	1.42			667.54
1/8	162.37		251.64	191.03	19.47	64.69	57.52	2.33	1.19			329.82
1/9	249.81		387.17	422.50	43.05	146.87	130.65	2.98	1.69			562.56
1/10	280.68		435.50	1065.00	108.69	94.50	84.03	0.20	0.10			628.32
1/11	92.75		143.94	361.52	36.86	41.05	36.05	0.00	0.00			216.85
1/12	196.88		305.15	398.79	40.60	39.85	35.36	0.00	0.00			381.11
1/13	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00			627.47
1/15	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00			621.63
1/16	319.87		490.70	432.33	44.06	103.50	92.00	17.30	8.81			635.57
1/17	197.73		306.60	362.29	36.96	159.02	141.25	0.85	0.43			485.24
1/18	142.12		220.24	74.75	7.61	62.58	55.65	3.30	1.68			285.18
1/19	168.74		261.50	291.52	29.70	61.90	55.04	5.64	2.88			349.12
1/20	162.70		252.28	292.73	29.36	112.55	100.20	0.00	0.00			381.84
1/22	231.62		358.89	99.61	10.14	80.07	71.26	12.38	6.30			446.59
1/23	349.73		541.87	399.43	40.74	115.58	102.83	1.00	0.50			685.94
1/24	156.27		242.27	782.90	79.89	47.97	42.64	1.60	0.81			365.61
1/25	415.69		643.17	519.39	52.85	125.20	111.39	4.28	2.19			809.60
1/26	90.60		140.70	38.51	3.92	59.12	52.64	3.60	1.81			199.07
1/27	257.92		399.76	153.16	14.16	126.65	112.65	8.80	4.48			531.05
1/29	83.24		128.99	521.65	53.00	40.35	35.86	0.23	0.12			217.97
1/30	268.90		416.72	658.11	67.10	87.39	77.80	11.60	5.90			567.52
1/31	196.59		304.69	100.18	10.20	51.20	45.54	0.30	0.15			360.58
Total	4882.67	0.00	7563.10	10642.82	1083.00	2053.21	1825.96	92.62	47.28	0.00	0.00	11768.44

Weigh-in at the scale

- Handling methods vary according to what works best for your operation
- We use mesh-wire baskets made in-house, the holes allow liquid weight to drain

Our motto is, “we buy-recycle not water”

Doing Business

Other Considerations

- At Robinson Rancheria we handle everything from the initial buy-back to delivering to the recycle processors
- Plan on having a Recycle Center with enough storage and processing area
- Purchase proper equipment to handle your buy-back for processing (baler, bins, forklift, trucks, scales, wire baskets, etc.)
- Coordinate pick-up recyclables at all offices, tribal facilities and casino; instead of outside vendors reaping the benefits, the tribe will get the profits

Inside the Center

It is crucial to prepare a Recycle Center with adequate space to store all recyclables because of build-up between deliveries

Delivery Process

Steps to follow before setting up how or where you're going to have your recyclables processed:

- Consider the tribes' location in relation to potential recycle processing sites
- Transportation costs
- Staff wages
- Truck maintenance
- Truck Reliability
- Make sure the recycle processor is certified by the State

Other Delivery Requirements

Complete DR-6 Forms (CA Shipping Report)

- This form is a statement of what you are delivering and how much is in each delivery load
- This form needs to be filled out with accurate weights, and costs as correctly as possible (if mistakes are made the company will contact you and let you know they made the corrections)
- The form is also used as a tool to cross-reference what you have available (what still is left in the shop).
- The final weights and costs documented on this form should reflect your bookkeeping and ultimately provide a clear picture of how much profit is made, as well as keeping your business recordkeeping on track

How do you make a profit?

The Recycle Center is going to receive the amount the tribe paid out to the customer plus an additional payment percentage set by the state depending on the daily market value (stock market pts?).

Also, if you are considered a rural operator, at the end of the year, you are eligible to receive a monetary incentive that could amount to several thousand if you bring in a certain amount of recyclables. This is based on data on the DR-6 shipping reports received by Division of Recycling.

Getting the Money!

After a truck delivery is made and DR-6's are accepted then the processor will issue a check at the time of delivery. That is given to the fiscal office to cover recycling operating expenses. What is left over is profit for the tribe.

Final Comments

- **Make sure you follow the State regulations to state in compliance**
  - Public posting of buy-back prices
  - Daily Logs kept on premises at all times
- **Staff members who**:
  - handle cash take necessary security and safety measures
  - Use equipment know Safety and emergency measures
  - Run forklift should be certified for forklift operation and be able to operate other equipment
  - Close out should set-up some type of method to secure operation money at end of day
- **Make sure to not include contaminants (or illegals) in your delivery loads**
- **Make sure your center is clean and organized; customers like cleanliness**
- **Be honest and trustworthy toward customers, to ensure they come back. Good public relations is your best advertisement**

Contacts

Robinson Rancheria of Pomo Indians – Environmental Center
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Email: iquitiquit@robinsonrancheria.org
Website: robinsonrancheria.org/environmental

Recycling Program information:
Department of Conservation - Division of Recycling
www.consrv.ca.gov
(916) 324-8598

Drawing by Meyo