

# CRV COLLECTION GUIDELINES

SA Recycling is required to maintain a written agreement at the recycling center that will be collecting scrap material. Below is a letter that the San Pedro Chamber of Commerce sent to SA Recycling regarding the Taste in San Pedro. Please use this letter as an example of the information needed. Any and all correspondence must be on letter head. Scrap loads must not exceed the volume limits of 100 pounds of cans, 100 pounds of plastic, or 1,000 pounds of glass per day.



July 29, 2009

David Thornburg  
SA Recycling  
901 New Dock Street  
Terminal Island CA 90731

SAMPLE

Dear Mr. Thornburg:

This is to confirm that SA Recycling will be the "designated collection vendor" for the Taste in San Pedro, July 31, 2009- August 2, 2009. We anticipate an attendance between 15,000 and 18,000 people.

Thank you for agreeing to provide this service to the San Pedro Chamber of Commerce.

Sincerely,

A handwritten signature in cursive script that reads "Camilla Townsend".

Camilla Townsend  
President/CEO

SAMPLE



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## OFF-SITE COLLECTIONS

As a certified recycling center operator, you may collect and pay refund value (CRV) for empty beverage containers at a church, school, business where beverages are consumed, or other community service organization. You will need to have a written agreement and not exceed Daily Allowable Limits.

If you decide to collect offsite in your community, you need to know that you can only pay the business or organization, not individual consumers. In addition, it is required that you:

Maintain a written agreement at the recycling center, which is between the recycling center and the church, school, business where beverages are consumed, or other community service organization. The agreement must include the following:

1. The name, address, and certification number of the recycling center, as well as the name and phone number of a contact person at the recycling center; and
2. The name and address of the organization to be served by the recycling center, as well as the name and phone number of the contact person at the organization; and
3. Language, typed or legibly handwritten in English, which state the agreement between the recycling center and the organization and includes the material type of beverage containers to be picked up and the method of determining the weight of the beverage containers.

Prepare, issue and maintain a receipt for the transaction, regardless of the amount of the transaction. The receipt must be in the form of a press pre-numbered receipt. The receipt and payment must be made out to the church, school, business where beverages are consumed, or other community service organization, not to any individuals. You may not purchase from individuals off-site.

The receipt must contain the following information:

1. The total weight or count of materials received
2. Total payment made or amount paid for each material type
3. Basis for payment (segregated by weight, segregated by count, commingled or scrap)
4. Certification number of the recycling center
5. Date of sale or donation
6. Printed name and signature of the organization's contact person
7. The name, address, and phone number of the organization

Additionally, loads must not exceed the volume limits (100 pounds of aluminum, 100 pounds of plastic, or 1,000 pounds of glass per day).

