

Cancel Document Requirements for CalRecycle

CalRecycle requires proof that material from California, sold by PRCC, has been received and processed and is therefore “canceled” from the CRV system. They need a document containing the following information:

- Company Name, Address, Logo
- Release Number / PO number
- Date Received
- Weight of load (Gross, net, tare)
- Trailer number (if no number, then license plate number of truck)
- Signature
- Note stating the material type (ex. PET), and that the material has been received and how it will be processed (flake, etc.).

PRCC collects these cancel docs on behalf of processors, who need it for auditing purposes, and when they file their reports to CalRecycle concerning CRV material.

Often, a buyer’s weight ticket will suffice, if it contains all the information listed above. Otherwise, a simple Word document with all the necessary information will do.