

Department of Resources Recycling and Recovery (CalRecycle)
Imported Empty Beverage Container Material Reporting & Inspection Program
Instructions for Completing the Imported Material Report (IMR)

General Instructions:

- If completing a in-person IMR, please print legibly in permanent ink (preferably blue ink) and fill in all applicable fields on the report.
- If importing multiple empty beverage container material types, you are required to complete separate IMRs for each material type being imported.
- The completed IMR must be submitted to the California Department of Food and Agriculture personnel located at an open and staffed CDFA border inspection station (border station).
- **NOTE: If completing an online IMR, please print on 8 1/2" x 14" white paper.**

Section – STATE OF CALIFORNIA

Field 0: Indicate the Month/Day/Year the IMR is submitted to CDFA personnel at the border inspection station.

Field 1 & 2: *These fields are for state use only.* The corresponding Proof of Inspection Number will be entered by CDFA personnel after they have completed their inspection.

Section A – POINT OF ORIGIN:

Field 1-3: Indicate the address, city, and two-letter state abbreviation where the imported material originated.

Section B – DESTINATION:

Field 1: Indicate the type of destination where the material will be delivered by checking the box next to the type of facility or business associated with the destination address. Please check the box for "Other" if none of the predefined destination types match your destination and write in the type of destination in the space provided. Please check only one box.

Field 1A: If the destination type selected in Field 1 is a certified or registered entity (processor, recycling center, curbside, community service, or collection program) in the California Beverage Container Recycling Program, include the certification or registration number in the space provided.

Fields 2 – 5: Destination street address, city, state, ZIP code. Indicate the destination address where the imported empty beverage container materials will be delivered.

Field 6: Indicate the phone number for the destination address.

Section C – MATERIAL:

Fields 1: If the material you are importing contains empty beverage containers, check "YES." If the material you are importing does not contain empty beverage containers, you are not required to complete an IMR.

Field 2: If you are selling your imported empty beverage container material for scrap value, check "YES." If you are not selling your imported empty beverage container material for scrap, check "NO."

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Field 3: If you are selling your imported empty beverage container material for CRV, check “YES.” If you are not selling your imported empty beverage container material for CRV, check “NO.” Be advised it is illegal to redeem imported empty beverage container materials for CRV.

Field 4: Total weight of material being imported for the material type selected in Field 7. Be advised for loads of material more than 100 pounds, a weight ticket – a licensed, certified, registered, or otherwise officially credentialed document prepared by a weigh master – must be provided describing the material and indicating the weight for each individual load of imported material. A separate weight ticket must be prepared and retained for each load by material type. The weight tickets must remain attached to the corresponding IMR.

Field 5: Estimate in whole numbers the percent of the load that is imported empty beverage containers.

Field 6: Select the method used to determine the weight of material reported in Field 4. If “other” is selected, write in the method used in the space provided.

Field 7: Check the box of the material that is being imported. Be advised that if more than one material is being imported, a separate IMR must be completed for each material.

Field 8: Select all of the boxes that represent the physical form of the material being imported e.g. loose, baled, etc.

Section D – VEHICLE:

Field 1: Select the type of vehicle in which the imported material is being brought into California.

Field 2: Enter the vehicle license information.

Field 3: Enter the two-letter abbreviation of the state in which the vehicle is registered.

Field 4: If trailer was selected in Field 1, enter trailer license number. Otherwise, leave blank.

Field 5: If trailer was selected in Field 1, enter the two-letter abbreviation of the state in which the trailer is registered. Otherwise, leave blank.

Field 6: If hauling a shipping container, enter the shipping container number here. Otherwise, leave blank.

Field 7: Enter the model year for the vehicle transporting the material.

Field 8: Enter the vehicle make, e.g., Ford, Toyota, Dodge, etc.

Field 9: Enter the make of the vehicle, e.g., F-150, Highlander, Charger, etc.

Section E – RENTAL TRUCK: If rental truck was selected in Section D, fill out Section E. Otherwise, leave blank and proceed to Section F.

Field 1: Select the company from which the vehicle was rented. If not listed, select “other.”

Field 2: If “other” is selected in Field 1, enter in the name of the company from which the vehicle was rented. Otherwise, leave blank.

Field 3-6: Enter street address, city, two-letter state abbreviation, and ZIP code of the rental company location where the vehicle was rented.

Field 7: Enter the phone number with area code for the office/location where the vehicle was rented.

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Field 8: Enter the rental contract number from the rental agreement.

Field 9: Enter the vehicle tracking number if available. Otherwise, leave blank.

Field 10: Enter the first name of the person renting the vehicle as stated on the rental contract.

Field 11: Enter the last name of the person renting the vehicle as stated on the rental contract.

Section F – CARRIER: If you are a contracted hauler for the material being brought into California, complete Section F. Otherwise, leave blank and proceed to Section G.

Field 1: Select the type of operation for which you are a carrier.

Field 2: Name of the carrier company/business.

Field 3: Operator's first name.

Field 4: Operator's last name.

Field 5-8: Business street address, city, two-letter state abbreviation, and ZIP code for the carrier company/business.

Field 9: Business phone number including area code for the carrier company/business.

Field 10: Driver's assigned U.S. Department of Transportation number.

Field 11: Driver's California Motor Carrier Permit number. The California Motor Carrier Permit number is assigned by the California Department of Motor Vehicles pursuant to Section 34507.5 and Division 14.85 of the Vehicle Code (commencing with Section 34600).

Section G – SHIPPER / CONSIGNOR: If material was contracted to be hauled by a consignor, fill in the information in Section G. Otherwise, leave blank and proceed to section H.

Field 1: Enter the company name/title of person shipping the material; if a private individual, leave blank.

Field 2: Enter the first name of person shipping material.

Field 3: Enter the last name of person shipping material.

Field 4-7: Street address, city, two-letter state abbreviation, and ZIP code of the company/individual shipping the material.

Field 8: Phone number including area code for company/business shipping the material.

Section H – PREPARED BY: If someone other than the driver of the vehicle prepares this document, fill out Section H. Otherwise leave blank and proceed to Section I.

Field 1: Company name and title of person who prepared the report. If a private individual, leave blank.

Field 2: First name of person preparing document.

Field 3: Last name of person preparing document.

Field 4-7: Street address, city, two-letter state abbreviation, and ZIP code of the company/individual who prepared the report.

Field 8: Phone number including area code for company/business who prepared the report.

Field 9: Signature of person who prepared document.

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Field 10: Date when the document was signed by preparer.

Section I – DRIVER:

Field 1: If the driver owns/operates a commercial vehicle importing material, select “Owner/Operator.”
If the driver is an employee of a company contracted to haul material, select “Employee.”
All others select “Individual.”

Field 2: Enter driver’s license number of person driving the vehicle.

Field 3: Two-letter state abbreviation for driver license state of issuance.

Field 4: First name as shown on driver’s license.

Field 5: Last name as shown on driver’s license.

Field 6: Signature of person driving vehicle into California.

Field 7: Date when the driver of the vehicle entering California signs the document.

Section J – RECEIVER:

Field 1: Title of person receiving material.

Field 2: First name of person receiving material.

Field 3: Last name of person receiving material.

Field 4-7: Street address, city, two-letter state abbreviation, and ZIP code of location where material was received.

Field 8: Phone number including area code for location where material was received.

Field 9: Signature of person who received material.

Field 10: Date person received and signed for material.