



# Monthly Transactional Data Reporting

## Purpose and effective date

This document provides the DEQ-approved form and procedure for reporting solid waste transactional records that is required to be submitted to DEQ related to the Processor Commodity Risk Fee (OAR 340-090- 0820) and the Contamination Management Fee ([OAR 340-090-0830](#)). The effective date of this document is July 1, 2025 and will remain in effect until superseded.

## Background

**Reporting entity:** For the purposes of this document, all in-state DEQ-permitted or out-of-state DEQ-certified Commingled Recycling Processing Facilities are required to submit transaction level data, as specified below.

**Reporting method:** Reporting entities must submit monthly reports to DEQ through the “Your DEQ Online” portal using the form provided by DEQ. DEQ has aligned its data reporting fields and technical specifications with Circular Action Alliance. Transaction data must first be submitted to CAA for invoicing for the PCRF and CMF. CAA will correct data to match the requirements for DEQ. After CAA has received and returned your Transaction Data, upload your corrected data into YDO. See below for more information.

**Data form:** The reporting template for Transaction Data can be downloaded from YDO and can be entered into YDO by completing and uploading the DEQ-provided reporting template to your YDO submissions page. [Visit our website for more information on YDO registration and a user guide.](#)

## Reporting requirements

The permittee must submit the data required, per their permit, to DEQ in the form and manner established in this document. All monthly transactional data reporting from the permittee is due by the 15th of the close of the following operating month. For example, all transactions from July 2025 are due by Aug. 15, 2025. If the 15th falls on a weekend or holiday, data is due the next business day. The permittee must report on (1) each inbound transaction accepted by the facility, regardless of material origin; (2) each outbound transaction from the facility, regardless of destination. For out-of-state certified or self-certified CRPFs, transactional data would only be for inbound loads of Oregon-originated commingled recyclable material. For each transaction, the following data fields must be reported and conform to the data standards as shown in the next section of this document. Each row must contain the data for one and only one transaction.

### Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)  
800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

## Reporting data fields

Field Name	Field Description	Allowable Values	Field Type	Allow Blank (y/n)
<b>Ticket number</b>	Numerical value representing the ticket number assigned by the reporting entity's scale or internal control system.	Any	Alphanumeric	No
<b>Direction</b>	Numerical code indicating that the transaction was inbound to or outbound from the reporting entity's facility. (example: 1 or 2)	Inbound outbound	Set values, text	No
<b>Date (mm/dd/yyyy)</b>	Date of transaction.	(mm/dd/yyyy)	Date (mm/dd/yyyy)	No
<b>Service time in</b>	Indicate the time the inbound or outbound truck enters the facility for emptying or loading respectively.	Any	Any	No
<b>Service time out</b>	Indicate the time the inbound or outbound truck leaves the facility for emptying or loading respectively.	Any	Any	No
<b>Originating community</b>	The jurisdiction from which the majority (>50%) of the material in an inbound load originates from. This includes material on-route or from depots.	See reference, mapped by CAA	Set values, text	Yes, optional if "customer name" is a facility
<b>Customer name</b>	Hauler identifier or originating facility. Uniquely identifies each waste hauler that collected the material associated with each transaction, or the registered business name of the originating facility.	Any	Text	No
<b>Route ID</b>	Route identifier. Uniquely identifies each route from which the waste was collected.	Any, mapped by CAA	Any	Yes, optional
<b>Truck ID</b>	Truck identifier. Uniquely identifies every hauling vehicle from each hauler associated with each transaction.	Assigned by hauler, mapped by CAA	Number	Yes, optional
<b>Destination</b>	The registered business name of the destination (i.e., secondary processor, broker or end market) for which the transaction outbound from the reporting entity is heading.	Any / mapped by CAA	Text	N, if direction = outbound
<b>Service type</b>	Numerical code indicating the origin of the majority of an inbound load as being either primarily residential commingled material, commercial commingled material, or source-segregated material of a single type. (example: 1, 2, or 3)	1 = residential commingled 2 = commercial commingled 3= source-segregated	Set values, text	N, if direction = inbound

<b>Industry material name</b>	Indicate the material name for the material onboard the inbound or outbound truck.	Any	Text	No
<b>CAA material name</b>	Code or description for the material type being delivered inbound to or outbound from the reporting entity.	See reference, mapped by CAA	Text	No
<b>DEQ material name</b>	Code or description for the material type being delivered inbound to or outbound from the reporting entity.	See reference data values, mapped by CAA	Text	No
<b>Gross weight</b>	Combined weight of inbound hauling vehicle and material as reported on the scale ticket. Report in tons, to the nearest 100th ton.	Any	Number, greater than 0, two decimal places	No
<b>Tare weight</b>	Recorded or measured weight of hauling vehicle associated with each transaction after the material has been accepted for processing into the facility, as reported on the scale ticket. Report in tons, to the nearest 100th ton.	Any	Number, greater than 0, two decimal places	No
<b>Net weight</b>	Net weight of transaction in tons. Net weight = gross weight - tare weight. Report in tons, to the nearest 100th ton.	Any	Number, greater than 0, two decimal places	No
<b>Inbound PO/BOL</b>	Purchase order (PO) or bill of lading (BOL) number associated with the inbound transaction	Any	Alphanumeric	Yes, optional
<b>Outbound PO/BOL</b>	Purchase order (PO) or bill of lading (BOL) number associated with the outbound transaction	Any	Alphanumeric	Yes, optional
<b>FOB/FAS</b>	Free on board (FOB)/ free alongside ship (FAS)	1= FOB 2= FAS	Text	Yes, optional
<b>Comment</b>	Transaction comments if applicable	Any	Text	Yes, optional

## Material types

For the list of materials, including commodity bale types, refer to tables 1 and 2 below:

**Table 1. DEQ Material Name**

- Aluminum Food and Beverage Cans
- Batteries
- Cardboard (OCC)
- Cartons
- Commingled Recyclable Material
- Commingled - Gleaned
- Commingled - Secondary Sort
- Deposit and other steel cans accepted at curb
- Glass
- Hard Pack/ OCC/ Boxboard
- HDPE and PP flower pots
- HDPE and PP flower pots
- HDPE and PP tubs and pails
- HDPE bottles and containers
- Other Plastic
- PET bottles and containers excluding thermoformed containers
- PET thermoformed containers
- PP bottles and containers
- Printing and writing paper
- PRO Material - Cylinders
- PRO Material - EPS
- PRO Material - Film
- Rejected Load/Contaminated Load
- Residue

**Table 2. CAA Material Name**

- Aluminum aerosol cans
- Aluminum Foil and Foil-Pressed Products
- Aluminum Food and Beverage Cans
- Aseptic Packaging and Gable-Top Cartons (PSI #52)
- Batteries
- Color-Separated Glass
- DS OCC (#12)
- Hard Pack (OCC w/ Paperboard incl.)
- HDPE colored
- HDPE natural
- HDPE, Injection Bulky Rigids
- HHW

- Mixed Aerosols (Steel and Aluminum)
- Mixed Ferrous and Non-Ferrous
- Mixed Paper (#54)
- Mixed plastic lids, caps and carriers
- Mixed rigid (#1-#7)
- Mixed rigid (#3-#7)
- OCC (#11)
- Other Recyclables
- PE and PP Tub and Lids
- PE and PP, Mixed Bulky Rigids
- PE, Film Grade A
- PE, Film Grade B
- PE, Film Grade C
- PET Bottles and Containers (inc. Thermoformed Containers)
- PET Bottles and Containers (No Thermoforms)
- PET thermoformed containers
- PP, Small Rigids
- Pressurized cylinders
- Rejected Load/Contaminated Load
- Residue
- Secondary process - Commingled
- Shredded paper
- Single Stream - Commercial
- Single Stream - Residential
- Single Stream - Residential/Commercial
- Single Stream - Transfer
- Sorted Office Paper (SOP #37)
- Sorted Residential Papers and News (#56)
- Steel aerosol cans
- Steel, Tin and Bi-Metal Cans
- Three-Mix Glass
- White EPS

## Reference data values

For the list of Originating communities, refer to 'Table 3' below

Table 3. Originating Community	
• Baker	• Lane
• Benton	• Lincoln
• Clatsop	• Linn
• Columbia	• Malheur
• Coos	• Marion
• Crook	• Metro
• Curry	• Milton-Freewater
• Deschutes	• Morrow
• Douglas	• Polk
• Gilliam	• Sherman
• Grant	• Tillamook
• Harney	• Umatilla (Not incl. Milton-Freewater)
• Hood River	• Union
• Jackson	• Wallowa
• Jefferson	• Wasco
• Josephine	• Wheeler
• Klamath	• Yamhill
• Lake	• Out-of-State

## Contact

For more information regarding Transactional Reporting for Commingled Recycling Processing Facilities, contact Steven Chang, [Steven.Chang@deq.oregon.gov](mailto:Steven.Chang@deq.oregon.gov).

## Non-discrimination statement

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