Instructions for the Report Sections

Section A:

- Enter the requested information. All types of facilities or businesses must complete this section.

Section B1:

- In the 1st column, enter the manufacturer, distributor, or other business from whom you purchased the products. For each product supplier, allow as many lines as necessary to account for the different products purchased from each manufacturer, distributor, or other supplier.
- In the 2nd column, enter the manufacturer's SKU numbers for each of the products you purchased from each manufacturer, distributor, or other business.
- Enter monthly retail sales data under each month for each manufacturers' SKU number from each supplier.
- Add the monthly sales for all products for each month and enter the total at the bottom of each column and the annual grand total of all container sales at the bottom right of the page.
- For each product, add the monthly container sales and enter the number in the column (Annual Product Totals) on the far right.
- Use as many pages as required to enter the sales data.

Section B2:

- In the 1st column, enter the manufacturer's SKU numbers for all of the products returned by consumers or end users. If the retailer separates returned containers based on condition (unused, recycled, or breached), allow up to 3 lines for each manufacturer's SKU number to account for the different conditions of the returned containers (listed below).
- In the 2nd column, enter the name of the manufacturers for the products listed in the 1st column.
- If the retailer separates the used containers based on their condition, enter the following code in the 3rd column to indicate the condition of the returned containers: **U**- unused, **R**- recycled, and **B**- breached. Allow one line for each container condition for each product.
- Enter the number of containers returned monthly for each container condition for each product.
- Add the monthly unused (**U**) and recycled (**R**) returned containers for all products for each month and enter the monthly total at the bottom of the column for each month.
- Add the **Monthly Totals U+R Can Returns** and enter the annual grand total at the bottom right of the page.
- For each container condition (**U**, **R** or **B**) of each product, add the monthly returns and enter the number in the column (Annual Return Totals) on the far right.
- Use as many pages as required to enter the container return data.

Section C:

- In the 1st column, enter the name of the retailers and distributors that purchased products from you. For each retailer/distributor, allow as many lines as necessary to account for the different products sold to each customer.
- In the 2nd column, enter the manufacturer's SKU numbers of the products sold to each retailer or distributor.
- In the 3rd column, enter the manufacturers of the products sold.
- Enter monthly sales data for each product sold to each retailer and distributor.
- Add the monthly sales for all products for each month and enter the total at the bottom of each column and the annual grand total of all container sales at the bottom right of the page.
- For each product sold to each retailer and distributor, add the monthly container sales and enter the number in the column (**Annual Product Totals**) on the far right.
- **<u>If you sold products to consumers or end users, distributors must also fill out Sections B1 and B2 to account for consumer sales and container returns.</u>**
- Use as many pages as required to enter the sales data.

Section D:

- In the 1st column, enter the name of the retailer or distributor that purchased products from you. For each retailer/distributor, allow as many lines as necessary to account for the different products sold to each customer.
- In the 2nd column, enter the manufacturer's SKU numbers for each product sold to each retailer or distributor.
- Enter monthly sales data for each product sold to each distributor, retailer, or other business.
- Add the monthly sales for all products for each month and enter the total at the bottom of each column and the annual grand total of all container sales at the bottom right of the page.
- For each product sold to each retailer or distributor, add the monthly container sales and enter the number in the column (**Annual Product Totals**) on the far right.
- Use as many pages as required to enter the sales data.

Section E:

- In the 1st column, enter the retailers, distributors, or other sources who returned product containers. For each party in the 1st column, allow multiple lines to account for multiple products from each source as well as the different conditions of the returned product containers (listed below).
- In the 2nd column, enter the manufacturer's SKU numbers for the different product container received from each source listed in the first column. Allow up to 3 lines for each manufacturer's SKU number for each retailer, distributor or other source to account for the different conditions of the containers.
- Enter the following code in the 3rd column to indicate the condition of the returned containers: **U**- unused, **R**- recycled, and **B**- breached.
- Enter the number of containers returned monthly for each container condition for each product from each source listed in the 1st column.
- Add the monthly unused (**U**) and recycled (**R**) returned containers for all products for each month and enter the monthly total at the bottom of the column for each month.
- Add the **Monthly Totals U+R Can Returns** and enter the annual grand total at the bottom right of the page.
- For each container condition (**U**, **R** or **B**) of each product, add the monthly returns and enter the number in the column (Annual Return Totals) on the far right.
- Use as many pages as required to enter the container return data.

Section F:

- Complete this form for each manufacturer that is having refrigerant recovered at the facility. Enter the manufacturer's name in the space provided if different than the name in Section A.
- In the 1st column of the table, enter the manufacturer's SKU number(s) for the manufacturer's product(s) whose refrigerant is recovered in each batch.
- In the 2nd column, enter the type of operation that is performed on each batch. The operations include recovery, recycling, or reclamation.
- Enter the monthly refrigerant recovery data (pounds) for each month of the previous calendar year.
- Add the monthly amount (in pounds) of recovered refrigerant and enter the monthly total for all refrigerant recovered at the bottom of the column for each month. Enter the annual grand total of the recovered refrigerant in the box at the bottom right of the page.
- For each row, add the monthly refrigerant recovery for the product(s) and enter the number in the column (Annual Recovery Totals) on the far right.
- Use as many pages as required to enter the refrigerant recovery data.

Section G:

- Enter the requested information, date and sign the form. All types of facilities or businesses must complete this section.