

As required by the Wisconsin Department of Natural Resources (DNR), Waukesha County is requesting your assistance by providing data on your municipality’s recycling program—such as recycling-related costs and the services you provide to residents.

Please submit **both** of the following items for **2025** no later than 4:00 PM on Wednesday, March 25, 2026:

1. **Community’s Actual Recycling Costs (Municycle)**
2. **Recycling Services & Education Data**

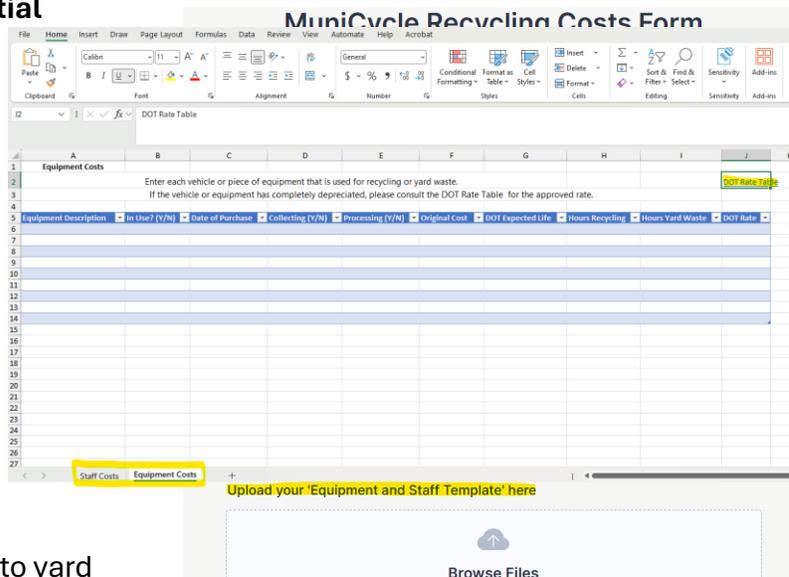
If you have questions, please contact me.

### 1) Submit 2025 Actual Recycling Costs (Municycle)

Submit here: [Municycle Recycling Costs Form](#)

Include **all costs tied to residential recycling and/or yard waste**, such as:

- **Residential hauling contract costs** (recyclables and/or yard waste)
- **Staff time** to operate drop-off sites (if recyclables or yard waste are accepted)
- **Equipment costs** related to yard waste (e.g., tub grinder)



**A.** In the form, select your municipality and enter your email.

**B.** Download the “**Equipment and Staff Excel Template**” (if applicable) linked in the form.

- The Excel file has **two tabs** and includes a link to the [DOT rate table](#)

**C.** Complete the Excel template and **upload it back into the form**.

**D.** Complete the remaining fields in the Municycle form.

- I have attached your **2024 Actual submitted cost data** as a reference.

- For questions about what is allowed, consult the **Eligible/Ineligible Costs** document (attached).
  - E. Submit the form. You will receive an email confirmation.**
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## 2) Submit 2025 Recycling Services & Education Data

Submit here: [Recycling Services and Education Form](#)

### Steps

**A.** Complete each section of the form.

**B.** For any material your municipality does **not** collect, select:  
**“Not collected in your municipality.”**

- I have attached your **2024 Recycling Services and Education data** as a reference.

**C.** Submit the form. You will receive an **email confirmation**.

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### Deadline:

Please complete **both** submissions by 4:00 PM on Wednesday, March 25, 2026.

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### Office Hours:

We will be holding office hours again this year to assist with any questions that you may have. During these times Abbie or I will be available. You may call or visit our office for assistance. If you would prefer a virtual meeting, please let us know so that we can arrange it.

Wednesday March 11<sup>th</sup> – 9am – 12pm

Friday March 13<sup>th</sup> -- 1pm - 4 pm

Tuesday March 17<sup>th</sup> – 1pm – 4 pm

Thursday March 19<sup>th</sup> – 9am- 12pm

Tuesday March 24<sup>th</sup> – 10am – 12pm

We appreciate your ongoing assistance and support with completing this important report.