

SCRAP AND RECYCLING LICENSES

FREQUENTLY ASKED QUESTIONS

FEES

License	Fee
Motor Vehicle Salvage	\$2,000.00
Motor Vehicle Storage	\$250.00
Scrap and Recycling Dealer	\$2,000.00
Solid Waste Hauler	\$2,000.00
<i>Scrap and Recycling Collector</i>	
Single Vehicle	\$250.00
Two-Five Vehicles	\$1,000.00
Six or More Vehicles	\$5,000.00

LICENSE REQUIREMENTS

1. Fill out the Scrap/Recycling/Waste Hauler License application.
2. Pay the fee (see above).
3. Your application is checked by the Recycling Coordinator in the Streets Department.
4. After the Streets Department has checked and approved the applications, the Clerk's Office will submit the application to the Common Council for approval.
5. After approval, the Clerk will send the license and vehicle sticker(s) to you.

WHAT IS SCRAP?

Scrap means old iron, chain, brass, copper, tin, lead, or other base metals, rags, rubber, plastic bulk merchandise containers, recyclable waste defined in Sec. 10.18(7)(e), and all articles and things discarded as manufactured articles including motor vehicles and parts thereof.

HOLDING PERIOD

The holding period for non-ferrous scrap is 48 hours.

RECORD-KEEPING REQUIREMENTS

Records must be kept on paper and electronically.

On paper

Each scrap and recycling dealer and scrap and recycling collector shall in a bound book keep a daily record in the English language of articles purchased and the name and address of the seller when such person is known to the licensee.

When the seller is unknown to the licensee, the licensee shall record the name, age and address, and indicate what identification card was inspected by the licensee, and the identifying number thereof, or if the card bears no number, the certifying officer. Any certified identification card issued by a public agency and giving a description of the person to whom it is issued shall be deemed sufficient to comply with the provisions of this paragraph.

When articles are purchased in bulk, they may be designated by a general description of the lot.

Electronic (Leads Online)

Leads Online is the required method of electronic record-keeping of the Madison Police Department

A scrap dealer shall electronically submit to the Madison Police Department a report of each purchase of nonferrous scrap, metal articles, and proprietary articles not later than the business day following the purchase, including each seller's or deliverer's name, date of birth, identification number, and address, and the number and state of issuance of the license plate on each seller's or deliverer's vehicle, by electronically transferring it from their computer to the Police department approved data server. All records must be transmitted completely and accurately and in accordance with standards and procedures established by the Police Department.

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VEHICLE STICKERS

Any vehicle used by a Waste Hauler, Scrap Collector, a Scrap/Recycling Dealer who also uses vehicles to collect, etc, must have a numbered sticker. These stickers may be placed anywhere on the outside of the vehicle that is visible. The Streets Department suggests placing the sticker near the rear of the vehicle. The application has a place to list your vehicles.

NON-FERROUS SCRAP, METAL ARTICLES AND PROPRIETARY ARTICLES

Non-ferrous scrap, metal articles, and proprietary articles all need to be reported to LeadsOnline.

Non-ferrous scrap: scrap metal consisting primarily of metal other than iron or steel, but does not include any of the following:

1. Aluminum beverage cans.
2. Used household items.
3. Items removed from a structure during renovation or demolition.
4. Small quantities of nonferrous metals contained in large manufactured items.

Metal article: a manufactured item that consists of metal, is usable for its original intended purpose without processing, repair, or alteration, and is offered for sale for the value of the metal it contains. Metal articles do **not** include antique or collectible articles, including jewelry, coins, silverware, and watches.

Proprietary article: includes any of the following:

1. A metal article stamped, engraved, stenciled, or otherwise marked to identify the article as the property of a governmental entity, telecommunications provider, public utility, cable operator, as defined in Wis. Stat. § 66.0420(2)(d), or an entity that produces, transmits, delivers, or furnishes electricity, or transportation, shipbuilding, ship repair, mining, or manufacturing company.
2. A copper conductor, bus bar, cable, or wire, whether stranded or solid.
3. An aluminum conductor, cable, or wire, whether stranded or solid.
4. A metal beer keg.
5. A manhole cover.
6. A metal grave marker, sculpture, plaque, or vase, if the item's appearance suggests the item has been obtained from a cemetery.
7. A rail, switch component, spike, angle bar, tie plate, or bolt used to construct railroad track.
8. A plastic bulk merchandise container.



City Clerk's Office

Martin Luther King Jr Blvd, Room 103

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cityofmadison.com/clerk