



**STATE OF HAWAII
DEPARTMENT OF
HEALTH**
P. O. BOX 3378
HONOLULU, HAWAII 96814

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**GLASS CONTAINER
ADVANCE DISPOSAL FEE (ADF)
REGISTRATION FORM**

Rev. 1/2015

Company Name: _____ Month/Year: _____

Mailing Address: _____

Street Address or P.O. Box _____ City _____ State _____ Zip _____

Contact Person: _____

Name _____ Phone _____ Email _____

In accordance with Hawaii Revised Statutes (HRS), Chapter 342G, Part VII, all glass container importers shall register with the Department of Health using this form. "Glass container importer" means any person who is engaged in the manufacture of glass containers within the State or who imports glass containers from outside the State for sale or use within the State.

Any empty imported glass container designed to hold not more than two and one-half fluid ounces of a product meant for human consumption shall be exempt from the fee.

Filing Status (please check one):

- My company imports 5,000 or fewer glass containers per year. We are **exempt** from the reporting and payment requirements. *If the number of containers my firm imports or manufactures exceeds 5,000 within any calendar year (January 1st to December 31st), then I am responsible for payment of the advance disposal fee for each container.*

_____ Please indicate your company's actual amount of imported or manufactured ADF glass containers for the 2014 calendar year (January 1st to December 31st).

- My company imports more than 5,000, but less than or equal to 100,000 glass containers per calendar year. We will be reporting and paying the fee:

Annually Quarterly

- My company imports greater than 100,000 glass containers per calendar year. We will be reporting and paying the fee on a **quarterly** basis.

- My company is a non-importer of glass containers.

Please indicate your ADF glass supplier: _____

Anticipated Date of First Report Submitted to the DOH: _____

I hereby certify that I am authorized to register the above named entity pursuant to HRS Chapter 342G.

Signature of Authorized Representative

Date

Please Print Name

Title

Please mail registration form to:
Hawaii Department of Health
Office of Solid Waste Management
919 Ala Moana Blvd., Room 212
Honolulu, HI 96814

If you have any questions, contact the
Office of Solid Waste Management at:
Phone (808) 586-4226
Fax (808) 586-7509

Hawaii Glass Container Advance Disposal Fee (ADF) Program Recordkeeping and Reporting Information

Exempt Status (indicated on the Glass Container ADF Registration Form)

Companies who import fewer than 5,000 glass containers within a one-year period are exempt from payment of the ADF. Any empty, imported glass container designed to hold not more than two and one-half fluid ounces of a product meant for human consumption shall be exempt from the fee. However, exempt filers are required to track the volume of containers imported. If the exempt filer ever imports 5,000 or more within a given calendar year (January 1st to December 31st), their filing status will change and they will be required to pay the ADF.

Annual Filing Status (glass container importers required to use the Annual Report Form)

Companies who import 5,000 or more, but less than or equal to 100,000 glass containers per year, are permitted to pay the ADF on a quarterly or annual basis. The annual reporting period is based on the calendar year (January 1st to December 31st). Payments are due by January 15th of each year following the end of the previous calendar year.

Quarterly Filing Status (glass container importers required to use the Quarterly Report Form)

Companies who import more than 100,000 glass containers per year are required to pay the ADF on a quarterly basis. Quarterly periods are based on the calendar year as follows: January-March, April-June, July-September, and October-December. Payments are due by the fifteenth day of the month following the end of the previous calendar quarter.

NOTE: All glass container importers registered with the Department Of Health shall maintain records reflecting the manufacture of their glass containers as well as the importation and exportation of products packaged in glass. The records shall be made available, upon request, for inspection by the Department.