



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 2827 Waimano Home Road #100  
 Pearl City, Hawaii 96782  
 Phone: (808) 586-4226

# Glass Container Advanced Disposal Fee (ADF) IMPORTER REGISTRATION FORM

Rev. 09/2016

Business Name: \_\_\_\_\_

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 and shall notify the Department of any changes.

Per HRS §342G-85(c), 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 and should not be included in the inventory report and payment. **Select definitions and program references are provided on the back of this form.**

**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 this calendar year (January 1 to December 31). If the number of containers imported or manufactured exceeds 5,000 within the calendar year, then my company is responsible for submitting a revised report and payment of the advance disposal fee for each container. HRS §342G-85(c).

\_\_\_\_\_ Please indicate your company's actual amount of imported or manufactured ADF glass containers for the **20**\_\_\_\_ calendar year.

Exempt companies must request an annual exemption.

**My company imports more than 5,000 glass containers but less than or equal to 100,000 glass containers per calendar year and is required to report and pay the fee.**

My company will report:

**Annually** (January-December)       **Quarterly** (January-March, April-June, July-September, and October-December)

**My company imports greater than 100,000 glass containers per calendar year.** We are required to report and pay the fee on a **quarterly** basis. (January-March, April-June, July-September, and October-December)

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

My company does not have a glass supplier in Hawaii'i       My company has an ADF glass supplier in Hawaii'i

\_\_\_\_\_  
 (Please indicate ADF glass supplier in Hawaii'i)

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

**Mail completed forms to:**  
 Hawaii'i Department of Health  
 Office of Solid Waste Management  
 2827 Waimano Home Road #100  
 Pearl City, HI 96782

**If you any have questions, please contact:**  
 Office of Solid Waste Management  
 Phone (808) 586-4226

## **Hawai'i Glass Container Advance Disposal Fee (ADF) Program Recordkeeping and Reporting Information**

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

Companies that import fewer than 5,000 glass containers within a one-year period (January 1 to December 31) 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 also be exempt from the fee. Exempt filers are required to track the number of containers imported, and if the exempt filer imports 5,000 or more containers within the calendar year their filing status will change, and they will be required to pay the ADF. Exempt filers must request an exemption annually.

### **Annual Filing Status** (glass container importers required to submit an Annual Report Form)

Companies that import 5,000 or more glass containers, but less than or equal to 100,000 glass containers per calendar year (January 1 to December 31), are permitted to report and pay the ADF on a quarterly or annual basis at the discretion of the company. Annual reports and payments are due by January 15<sup>th</sup> of each year following the end of the previous calendar year.

### **Quarterly Filing Status** (glass container importers required to submit a Quarterly Report Form)

Companies that import more than 100,000 glass containers per year are required to report and 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.**

Source: HRS Chapter 342G

Full text of the statutes may be accessed online at:

[https://www.capitol.hawaii.gov/hrscurrent/Vol06\\_Ch0321-0344/HRS0342G/HRS\\_0342G-.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol06_Ch0321-0344/HRS0342G/HRS_0342G-.htm)

Please visit our website for more program information:

<https://health.hawaii.gov/shwb/sw-adf/>