

## Five-Year CIWMP/RAIWMP Review Report Template

Public Resources Code (PRC) Sections 41770 and 41822, and Title 14, California Code of Regulations (CCR) Section 18788 require that each countywide or regional agency integrated waste management plan (CIWMP or RAIWMP), and the elements thereof, be reviewed, revised if necessary, and submitted to the Department of Resources Recycling and Recovery (CalRecycle) every five years. CalRecycle developed this Five-Year CIWMP/RAIWMP Review Report template to streamline the Five-Year CIWMP/RAIWMP review, reporting, and approval process.

A county or regional agency may use this template to document its compliance with these regulatory review and reporting requirements and as a tool in its review, including obtaining Local Task Force (LTF) comments on areas of the CIWMP or RAIWMP that need revision, if any. This template also can be finalized based on these comments and submitted to CalRecycle as the county or regional agency's Five-Year CIWMP or RAIWMP Review Report.

The [Five-Year CIWMP/RAIWMP Review Report Template Instructions](#) describe each section and provide general guidelines with respect to preparing the report. Completed and signed reports should be submitted to the CalRecycle's Local Assistance & Market Development (LAMD) Branch at the address below. Upon report receipt, LAMD staff may request clarification and/or additional information if the details provided in the report are not clear or are not complete. Within 90 days of receiving a *complete* Five-Year CIWMP/RAIWMP Review Report, LAMD staff will review the report and prepare their findings for CalRecycle consideration for approval.

If you have any questions about the Five-Year CIWMP/RAIWMP Review Report process or how to complete this template, please contact your LAMD representative at (916) 341-6199. Mail the completed and signed Five-Year CIWMP/RAIWMP Review Report to:

Dept. of Resources Recycling & Recovery  
Local Assistance & Market Development, MS-9  
P. O. Box 4025  
Sacramento, CA 95812-4025

To edit & customize this template, the editing restrictions (filling in forms) must be disengaged. Select the Review tab, Protect Document, and then Restrict Formatting and Editing (uncheck editing restrictions). There is no password (options). Please contact your LAMD representative at (916) 341-6199 with related questions.

**General Instructions:** Please complete Sections 1 through 7, and all other applicable subsections. Single click on shaded text/areas ( ) to select or add text.

SECTION 1.0 COUNTY OR REGIONAL AGENCY INFORMATION				
I certify that the information in this document is true and correct to the best of my knowledge, and that I am authorized to complete this report and request approval of the CIWMP or RAIWMP Five-Year Review Report on behalf of:				
County or Regional Agency Name			County(s) [if a RAIWMP Review Report]	
Authorized Signature		Title		
Type/Print Name of Person Signing			Date	Phone
Person Completing This Form (please print or type)			Title	Phone
Mailing Address	City		State	Zip
E-mail Address				

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## SECTION 2.0 BACKGROUND

This is the \_\_\_\_\_'s Five-Year Review Report since the approval of the \_\_\_\_\_.

The following changes have occurred since the approval of the \_\_\_\_\_'s planning documents or the last Five-Year \_\_\_\_\_ Review Report (whichever is most recent):

- ☐ Diversion goal reduction
- ☐ New regional agency
- ☐ Changes to regional agency

- ☐ New city (name(s) \_\_\_\_\_)
- ☐ Other \_\_\_\_\_

Additional Information (optional)

## SECTION 3.0 LOCAL TASK FORCE REVIEW

- a. In accordance with Title 14 CCR, Section 18788, the Local Task Force (LTF) reviewed each element and plan included in the \_\_\_\_\_ and finalized its comments  
☐ at the \_\_\_\_\_ LTF meeting. ☐ electronically (fax, e-mail) ☐ other (Explain): \_\_\_\_\_
- b. The \_\_\_\_\_ received the written comments from the LTF on \_\_\_\_\_.
- c. A copy of the LTF comments  
☐ is included as Appendix \_\_\_\_\_.  
☐ was submitted to CalRecycle on \_\_\_\_\_.

## SECTION 4.0 TITLE 14, CALIFORNIA CODE of REGULATIONS SECTION 18788 (3) (A) THROUGH (H)

The subsections below address not only the areas of change specified in the regulations, but also provide specific analyses regarding the continued adequacy of the planning documents in light of those changes, including a determination on any need for revision to one or more of the planning documents.

### Section 4.1 Changes in Demographics in the County or Regional Agency

When preparing the \_\_\_\_\_ Review Report, the county or regional agency must address at least the changes in demographics.

The following resources are provided to facilitate this analysis:

1. Demographic data, including population, taxable sales, employment, and consumer price index by jurisdiction for years up to 2006, are available at:  
<https://www2.calrecycle.ca.gov/LGCentral/DiversionProgram/AdjustmentFactors>. Data for years beyond 2006 can be found on the following websites:
  - Population: [Department of Finance](#) E-4 Historical Population Estimates for Cities, Counties, and the State
  - Taxable Sales: [Board of Equalization](#)

- Employment: [Employment Development Department](#) Click on the link to Local Area Profile, select the county from the drop down menu, then click on the “View Local Area Profile” button.
  - Consumer Price Index: [Department of Industrial Relations](#)
2. The [Demographic Research Unit](#) of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., find E-5 City/County Population and Housing Estimates under Reports and Research Papers and then Estimates).
  3. The Department of Finance’s Demographic Research Unit also provides a list of [State Census Data Center Network Regional Offices](#).

Analysis

Upon review of demographic changes since \_\_\_\_\_:

- ☐ The demographic changes since the development of the \_\_\_\_\_ do not warrant a revision to any of the \_\_\_\_\_ wide planning documents. Specifically, \_\_\_\_\_.
- ☐ These demographic changes since the development of the \_\_\_\_\_ warrant a revision to one or more of the \_\_\_\_\_ wide planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.2 Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Waste Disposed in the County or Regional Agency**

A number of tools to facilitate the analysis and review of such changes in the waste stream are available from the following CalRecycle sources:

1. Various statewide, regional, and local disposal reports are available at [Recycling and Disposal Reporting: Reports List](#) for years after 2019.
  - a. CalRecycle’s [Disposal Reporting System](#) tracks and reports the annual estimates of the disposal amounts for jurisdictions in California for years prior to 2019.
  - b. CalRecycle’s Waste Flow by [Destination](#) or [Origin](#) reports include solid waste disposal, export, and alternative daily cover for years prior to 2019. They show how much waste was produced within the boundaries of an individual city, or within all jurisdictions comprising a county or regional agency. These data also cover what was disposed at a particular facility or at all facilities within a county or regional agency.
2. The [Waste Characterization Database](#) provides estimates of the types and amounts of materials in the waste streams of *individual California jurisdictions* in 1999. For background information and more recent statewide characterizations, please see <https://www2.calrecycle.ca.gov/WasteCharacterization/>

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<sup>1</sup> The year of the data included in the planning documents, which is generally 1990 or 1991.

3. CalRecycle's [Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report](#) provides both summary and detailed information on compliance, diversion rates/50 percent equivalent per capita disposal target and rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are available at <https://www2.calrecycle.ca.gov/LGCentral/DiversionProgram>

Together, these reports help illustrate changes in the quantities of waste within the county or regional agency as well as in permitted disposal capacity. This information also summarizes each jurisdiction's progress in implementing the Source Reduction and Recycling Element (SRRE) and complying with the 50 percent diversion rate requirement (now calculated as the 50 percent equivalent per capita disposal target), see [Per Capita Disposal and Goal Measurement \(2007 and Later\)](#) for details

- ☐ The county or regional agency (if it includes the entire county) continues to have adequate disposal capacity (i.e., equal to or greater than 15 years).
- ☐ The \_\_\_\_\_ does not have 15 years remaining disposal capacity within its physical boundaries, but the Siting Element does provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity.
- ☐ The \_\_\_\_\_ does not have 15 years remaining disposal capacity and the Siting Element does not provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity. See Section 7 for the revision schedule(s).

Analysis

- ☐ These changes in quantities of waste and changes in permitted disposal capacity since the development of the \_\_\_\_\_ do not warrant a revision to any of the \_\_\_\_\_ wide planning documents. Specifically, \_\_\_\_\_.
- ☐ These changes in quantities of waste and changes in permitted disposal capacity since the development of the \_\_\_\_\_ warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.3 Changes in Funding Source for Administration of the Siting Element (SE) and Summary Plan (SP)**

Since the approval of the \_\_\_\_\_ or the last Five-Year \_\_\_\_\_ Review Report (whichever is most recent), the \_\_\_\_\_ experienced the following significant changes in funding for the SE or SP:

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<sup>2</sup> Such a strategy includes a description of the diversion or export programs to be implemented to address the solid waste capacity needs. The description shall identify the existing solid waste disposal facilities, including those outside of the county or regional agency, which will be used to implement these programs. The description should address how the proposed programs shall provide the county or regional agency with sufficient disposal capacity to meet the required minimum of 15 years of combined permitted disposal capacity.

Analysis

- ☐ There have been no significant changes in funding for administration of the SE and SP or the changes that have occurred do not warrant a revision to any of the \_\_\_\_\_ wide planning documents. Specifically, \_\_\_\_\_.
- ☐ These changes in funding for the administration of the SE and SP warrant a revision to one or more of the \_\_\_\_\_ wide planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.4 Changes in Administrative Responsibilities**

The \_\_\_\_\_ experienced significant changes in the following administrative responsibilities since the approval of the \_\_\_\_\_ or the last Five-Year \_\_\_\_\_ Review Report (whichever is most recent):

Analysis

- ☐ There have been no significant changes in administrative responsibilities or the changes in administrative responsibilities do not warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- ☐ These changes in administrative responsibilities warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.5 Programs that Were Scheduled to Be Implemented, But Were Not**

This section addresses programs that were scheduled to be implemented, but were not; why they were not implemented; the progress of programs that were implemented; a statement as to whether programs are meeting their goals; and if not, what contingency measures are being enacted to ensure compliance with Public Resources Code Section 41751.

1. Progress of Program Implementation

a. SRRE and Household Hazardous Waste Element (HHWE)

- ☐ All program implementation information has been updated in the CalRecycle Electronic Annual Report (EAR), including the reason for not implementing specific programs, if applicable.
- ☐ All program implementation information has not been updated in the EAR. Attachment \_\_\_\_\_ lists the SRRE and/or HHWE programs selected for implementation, but which have not yet been implemented, including a statement as to why they were not implemented.

b. Nondisposal Facility Element (NDFE)

- ☐ There have been no changes in the use of nondisposal facilities (based on the current NDFEs and any amendments and/or updates).

☐ Attachment \_\_\_\_\_ lists changes in the use of nondisposal facilities (based on the current NDFEs).

c. Countywide Siting Element (SE)

☐ There have been no changes to the information provided in the current SE.

☐ Attachment \_\_\_\_\_ lists changes to the information provided in the current SE.

d. Summary Plan

☐ There have been no changes to the information provided in the current SP.

☐ Attachment \_\_\_\_\_ lists changes to the information provided in the current SP.

2. Statement regarding whether Programs are Meeting their Goals

☐ The programs are meeting their goals.

☐ The programs are not meeting their goals. The discussion that follows in the analysis section below addresses the contingency measures that are being enacted to ensure compliance with [PRC Section 41751](#) (i.e., specific steps are being taken by local agencies, acting independently and in concert with \_\_\_\_\_, to achieve the purposes of the California Integrated Waste Management Act of 1989) and whether the listed changes in program implementation necessitate a revision to one or more of the planning documents. \_\_\_\_\_

Analysis

☐ The aforementioned changes in program implementation do not warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.

☐ Changes in program implementation warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.6 Changes in Available Markets for Recyclable Materials**

The \_\_\_\_\_ experienced changes in the following available markets for recyclable materials since the approval of the \_\_\_\_\_ or the last Five-Year \_\_\_\_\_ Review Report (whichever is most recent):

Analysis

☐ There are no significant changes in available markets for recycled materials to warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.

☐ Changes in available markets for recycled materials warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.7 Changes in the Implementation Schedule**

The following addresses changes to the \_\_\_\_\_'s implementation schedule that are not already addressed in Section 4.5:

Analysis

- ☐ There are no significant changes in the implementation schedule to warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- ☐ Changes in the implementation schedule warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_.

Additional Analysis (optional)

Note: Consider for each jurisdiction within the county or regional agency the changes noted in Sections 4.1 through 4.7 and explain whether the changes necessitate revisions to any of the jurisdictions' planning documents.

**SECTION 5.0 OTHER ISSUES OR SUPPLEMENTARY INFORMATION (optional)**

The following addresses any other significant issues/changes in the \_\_\_\_\_ and whether these changes affect the adequacy of the \_\_\_\_\_ to the extent that a revision to one or more of the planning documents is needed:

Analysis

**SECTION 6.0 ANNUAL REPORT REVIEW**

- ☐ The Annual Reports for each jurisdiction in the \_\_\_\_\_ have been reviewed, specifically those sections that address the adequacy of the \_\_\_\_\_ elements. No jurisdictions reported the need to revise one or more of these planning documents.
- ☐ The Annual Reports for each jurisdiction in the \_\_\_\_\_ have been reviewed, specifically those sections that address the adequacy of the CIWMP (or RAIWMP) elements. The following jurisdictions reported the need to revise one or more of these planning documents, as listed.

Analysis

The discussion below addresses the \_\_\_\_\_'s evaluation of the Annual Report data relating to planning document adequacy and includes determination regarding the need to revise one or more of the documents:

**SECTION 7.0 REVISION SCHEDULE (if required)**