



CalRecycle Form 303 Household Hazardous Waste Collection Information

Last Revised: 5/9/2016

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The purpose of the CalRecycle Form 303 is to collect waste volume totals for all household hazardous waste (HHW) collected by local government programs in the state. To satisfy the regulatory requirements as described in the California Code of Regulations, Title 14, Section 18751.2, every jurisdiction is required to report this information to the State on an annual basis.

The following sections (Home, Reporting Agency, Form 303, and Reports) describe the left-side Navigation Bar selections.

Home

Reporting Agency

Enter or update any contact information, and access reports or surveys from previous reporting cycles at any time, even outside the reporting cycle period.

The Reporting Agency tabs are described below.

Summary

View a summary of Reporting Agency, Contacts, and Reports. In the Reporting Agency box, click edit if you need to add or update your contractor name as applicable. The Reporting Agency Name and Status fields are pre-populated and cannot be edited. Clicking Delete, then Confirm, would delete your reporting agency. The system will not allow this if any reports are associated with your reporting agency.

Contacts

View, add, or update all contacts who can access the Form 303 system on the Contacts tab. All contacts can submit the final Form 303 report to CalRecycle; however, the final Form 303 submission may only occur once – jurisdictions will not be allowed to edit the Form 303 after it is submitted, and must contact CalRecycle if changes need to be made after submission. The Program Manager and Primary Contact may be the same person or two different people. Contractors (e.g., those lacking an e-mail address with your agency’s domain) should not be designated as a program manager or primary contact.



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Program Manager: Regulations require a program manager be identified in the system. As program manager, you have full read/write access to your reporting agency data. By default, both the program manager and the primary contact (if they are two different people) will receive an e-mail if a secondary contact completes their data entry and clicks “Submit.” When adding a program manager contact, you may check the box (shown below) so the system will send the email notification submission to the Primary Contact only.

<p>* Contact Type:</p> <p><input checked="" type="checkbox"/> Program Manager</p> <p><input type="checkbox"/> Primary Contact</p> <p><input type="checkbox"/> Secondary Contact</p>
--

Send submissions to Primary Contact only:

Primary Contact: One person can be both program manager and primary contact or a separate primary contact can be added. Primary contacts have full read/write access to reporting agency data and can submit the final Form 303 report to CalRecycle.

Secondary Contact: A secondary contact has the same rights as a program manager or primary contact except the ability to create or edit primary or program manager contact information. When a secondary contact clicks “Submit,” an e-mail is sent to the primary contact and/or program manager (see program manager opt-out option description) requesting them to review the Form 303 report to CalRecycle.

New contact setup:

- To use the Form 303 system, you must have your own WebPass and Form 303 access rights. Notify the Program Manager for your reporting agency that you would like access to the Form 303 system. By establishing you as a contact for their reporting agency, you will be granted access to that reporting agency’s Form 303. You will receive an email after being established as a contact, which will indicate whether you can use the system immediately, or are required to complete additional steps (like creating a Web Pass account).

If you are having trouble accessing the HHW system, or are a Program Manager and are having trouble adding a new contact, email Form303@calrecycle.ca.gov. Be sure to include in your email the jurisdiction(s), contact type (program manager, primary contact, or secondary contact) and email address of the contact you are trying to add.

Reports

Reports from the previous or current reporting cycle can be accessed at any time from this tab.

Survey

Surveys from the previous or current reporting cycle can be accessed at any time from this tab.

Documents

Relevant documents can be uploaded at any time. For example, a spreadsheet detailing costs could be uploaded as a supporting item for the cost survey.



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Form 303

Form 303 Selection

This page allows you to search by reporting agency or report cycle to access Form 303 submittals from previous report cycles, access a current year Form 303 with status pending, or start a new Form 303 for the current report cycle. Selecting a report or clicking "Start Form 303" will open a Form 303 for the cycle you selected or started.

Home > Form 303 Search

Form 303 Selection

Report Cycle

The active report cycle is 2012-2013 for materials collected and disposed between 7/1/2012 and 6/30/2013. Form 303 reporting for this cycle is open between 7/2/2013 and 10/1/2013.

Reporting Agency:

Report Cycle:

FORM 303	REPORTING AGENCY	STATUS	PARTICIPANTS
2012-2013	ALAMEDA COUNTY	Pending	Alameda, Alameda-Unincorporated, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City
2011-2012	ALAMEDA COUNTY	Complete	Alameda, Alameda-unincorporated, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City

The Form 303 tabs are described below.

Form 303

This tab displays these summary boxes:

- Form 303 – basic program information
- Checklist – items to complete before submitting your report
- Collection vs. Disposition Differences – these will appear if differences occur
- Contacts – all contacts with access to the Form 303 system
- Participants – all jurisdictions you report for

Form 303
Contacts
Participants
Programs
Collection
Disposition
Survey
Reports
Notes
Documents

Reporting Period: 7/1/2014 to 6/30/2015 Reporting Deadline: **10/1/2015**

Form 303

Reporting Agency Name:

Report Cycle:

Report Status:

Contractor Name:

Number of Participating Households:

Participating Households includes non-residential (CESQG, schools, nonprofits, etc.)

Method of Calculating Participating Households:

Number of Service Area Households:

Service Area Households different than Total Housing Units on the Finance [E-5 report](#)

Additional Note:

Checklist

- Enter Participating/Service Area Households *
- Enter/Review Program Manager Information *
- Enter/Review Participants *
- Enter/Review Programs *
- Enter Collection *
- Enter Disposition *
- Complete Cost Survey
- Submit Form 303

(* required to submit annual report)

You may edit the following information (with the exception of Reporting Agency Name and Report Cycle):

Form 303 box



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- **Reporting Agency Name:** identifies the name of the city or county agency, joint powers authority, or special district reporting for their jurisdiction (for county-run programs, specify “unincorporated” or “county-wide”).
- **Report Cycle:** collection data is to be reported for July 1 to June 30 each year
- **Report Status:** this can indicate completed, submitted, or pending
- **Contractor Name:** name of waste transporter contractor used, if any
- **Number of Participating Households:** enter the number of households that participated in the combined collections’ program during the report cycle. Also indicate whether non-residential waste is collected.
- **Method of Calculating Participating Households:** indicate whether participating households in a reporting cycle are tracked based on the number of vehicles visiting a facility, the number of households linked by address potentially to multiple vehicles and/or trips, or whether another method is used and describe that method.
- **Number of Service Area Households:** total number of households served in your jurisdiction or area during the reporting cycle. Also indicate whether that number is different than the Total Housing Units in the California Department of Finance E-5 Population and Housing Estimates for Cities, Counties, and the State in the reporting cycle.

Checklist box

Before submitting your Form 303 report, you must provide the following information:

- **Enter Participating/Service Area Households*:** provide the number of households found in the Form 303 tab, Form 303 box.
- **Enter/Review Program Manager Information*:** public agency point of contact for the HHW program. Do not use a contractor’s name. Clicking the Validated button will complete this requirement.
- **Enter/Review Participants*:** the participants or jurisdictions whose collection data is reported must be entered and validated on the Participants tab. Clicking the Validated button will complete this requirement.
- **Enter/Review Programs*:** the type of programs such as permanent facility, temporary facility, door-to-door, etc. must be entered and validated on the Programs tab. Clicking the Validated button will complete this requirement.
- **Enter Collection*:** at least one value must be saved on the Collection tab.
- **Enter Disposition*:** at least one value must be saved on the Disposition tab.
- **Complete Cost Survey:** entering values on the Survey tab is not mandatory but highly recommended.
- **Submit Form 303*:** once all mandatory requirements are entered as described above, click the Submit button on the Form 303 tab under the checklist box.

* These items are required

Collection vs. Disposition Difference (Weight in Pounds) box

This box will appear if there are any differences between the totals in any category of waste collected vs. its disposition. The system will allow you to submit your Form 303 report with a difference showing for those rare cases.

Contacts box

Clicking on a contact here allows you to edit that contact as described under the Contacts tab below.



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Participants box

Clicking on a participant here allows you to edit that participant as described under the Participants tab description below.

Contacts

Contacts tab

Form 303							Contacts	Participants	Programs	Collection	Disposition	Survey	Reports	Documents
Reporting Period: 7/1/2012 to 6/30/2013					Reporting Deadline: 10/1/2013									
<input type="checkbox"/> Include Deleted Contacts							Validated		Add Contact					
TYPE	NAME	TITLE	PHONE	EMAIL	ADDRESS	VALIDATED ON								
Program Manager, Primary Contact	Bill Pollock		(510) 670-6460	BILL.POLLOCK@ACGOV.ORG	2100 East 7th Street Oakland, CA 94607	4/30/2013								
Page 1 of 1			Export To Excel			Count: 1								

View, add, or update all contacts who can access the Form 303 system on the Contacts tab. Contractors (e.g., those lacking an e-mail address with your agency’s domain) should not be designated as a program manager or primary contact.

Click Add Contact or click on any contact’s name to access the Contact Detail page and add or edit contact information.

Reporting Period: 7/1/2012 to 6/30/2013 Reporting Deadline: 10/1/2013

Edit information and select Save.

Fields marked with * (asterisk) are required.

Save Cancel

* Contact Type:

Program Manager

Primary Contact

Secondary Contact

Contact:

* Salutation: Mr. [v]

* First Name: Bill

Middle Initial: []

* Last Name: Pollock

Title: []

* Phone Number: (510) 670-6460 Ext: []

Fax Number: [] Ext: []

* Email: BILL.POLLOCK@ACGOV.ORG

Address:

Department: []

* Address 1: 2100 East 7th Street

Contact Type

- Program Manager:** Regulations require a program manager be identified in the system. As program manager, you have full read/write access to your reporting agency data. By default, both the program manager and the primary contact (if they are two different people) will receive an e-mail if a secondary contact completes their Form 303 and clicks “Submit.” When adding a program manager contact, you may



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check the box (shown below) so the system will send the email notification submission to the Primary Contact only.

*** Contact Type:**

Program Manager

Primary Contact

Secondary Contact

Send submissions to Primary Contact only:

- **Primary Contact:** One person can be both program manager and primary contact or a separate primary contact can be added. Primary contacts have full read/write access to reporting agency data.
- **Secondary Contact:** A secondary contact has the same rights as a program manager or primary contact except the ability to create or edit primary or program manager contact information. When a secondary contact clicks “Submit,” an e-mail is sent to the primary contact and/or program manager requesting them to review the Form 303 report.

Contact box

Enter name, title, phone and e-mail here.

Address box

Address that can be used to send mail to the contact.

Participants

Participants tab

Validate jurisdictions participating in your Form 303 report or click Add Participant to select and add another jurisdiction.

Form 303 | Contacts | **Participants** | Programs | Collection | Disposition | Survey | Reports | Documents

Reporting Period: 7/1/2012 to 6/30/2013 Reporting Deadline: 10/1/2013

Include Deleted Participants

PARTICIPANT	COUNTY	VALIDATED ON
Alameda	Alameda	
Alameda-Unincorporated	Alameda	

Programs

Programs tab

Validate program types or click Add Program to add a program from the list of program types defined below. They can also be found in the Health and Safety Code 25218.1, excluding “Load Check” and “Other.”

Form 303 | Contacts | Participants | **Programs** | Collection | Disposition | Survey | Reports | Notes | Documents

Reporting Period: 7/1/2014 to 6/30/2015 Reporting Deadline: 10/1/2015

Include Deleted Programs

PROGRAM TYPE	OTHER DESCRIPTION	EPAID	FACILITY	SHOW PUBLICLY?	VALIDATED ON
Permanent Facility	Livermore HHW facility	CAH111000125	Alameda County HHW Program Livermore Facility	<input checked="" type="checkbox"/>	
Permanent Facility	Hayward HHW facility	CAH111000127	Alameda County HHW Program Hayward Facility	<input checked="" type="checkbox"/>	
Permanent Facility	Oakland HHW facility	CAH111000343	Oakland HHW facility	<input checked="" type="checkbox"/>	
Permanent Facility	Fremont HHW facility	CAH111001200	City of Fremont PHHWCF	<input checked="" type="checkbox"/>	

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Add Program

Form 303 | Contacts | Participants | Programs | Collection | Disposal

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EPA ID information

For more information on EPA IDs, call (800) 618-6942 or go to the website: [http://www](http://www.dtsc.ca.gov/IDManifest/index.cfm)

Back Edit Delete

Program Type: Permanent Facility

Other Description: Livermore HHW facility

EPA ID#: CAH111000125

Facility

Facility Name: Alameda County HHW Program Livermore

Public Information

Show Publicly?

Public Phone Number:

Website:

Facility Address:

Department:

Address 1: 5584 La Ribera St

Note:

1) Enter the EPA Identification Number for your program type. The EPA ID number is the number that must be identified for each HHW collection site where a permit is required before a HHW collection program can be conducted. (For example, even though pounds collected by a Temporary program are reported as one total for individual waste streams, if the jurisdiction used 15 different locations for their collection events, there should be 15 ID numbers listed for each program used.) For more information on EPA IDs, call (800) 618-6942 or go to the website:

<http://www.dtsc.ca.gov/IDManifest/index.cfm>.

2) CalRecycle directly links all Form 303 permanent HHW facility location information, including facility names and addresses, to a main CalRecycle webpage, which will then display these facilities on a map. This map will help residents find locations to take HHW (and other locations for beverage containers, carpet, mattresses, plastic, etc.) for reuse, recycling, or proper disposal. However, if for some reason your jurisdiction does not want the location information for your permanent HHW included on CalRecycle's website, in the Public Information box, un-check the "Show Publicly?" checkbox. In addition, a phone number and website URL must be entered in those fields if you want them to publicly appear on the State of California website.

Program Type

See HHW collection facility and other program type definitions listed below to distinguish between types.



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Note: If oil and/or oil filters are collected and reported as part of a jurisdiction's CalRecycle Oil Payment Program, then it should NOT be included in Form 303 reporting.

- **Permanent Facility** or permanent household hazardous waste collection facility (PHHWCF) means a permanent or semi-permanent structure at a fixed location that meets both of the following conditions:
 - The facility is operated at the same location on a continuous, regular schedule.
 - The hazardous waste stored at the facility is removed within one year after collection.
- **Temporary (periodic) Facility** means an HHW collection facility that meets both of the following conditions [HSC Section 25218.1(p)]:
 - The facility is operated not more than once for a period of not more than two days in any one month at the same location.
 - Upon termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.
- **Mobile facility** means a portable structure within which a HHW collection facility is operated and that meets all of the following conditions [HSC §25218.1(g)]:
 - The facility is operated not more than four times in any one calendar year at the same location.
 - The facility is operated not more than three consecutive weeks within a two-month period at the same location.
 - Upon the termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Note: a Mobile Facility requires a variance from DTSC

[www.dtsc.ca.gov/HazardousWaste/UniversalWaste/HHW_Collections.cfm]

Guidance: If your collection event meets both definitions for Temporary (Periodic) Facility and Mobile Facility, report under Temporary (Periodic) Facility.

- **Recycle-Only facility** An HHW collection facility that is operated in accordance with HSC §25218.1(n) (and accepts for recycling these recyclable HHW materials [HSC §25218.1(m)]):
 - Latex paint
 - Used oil
 - Used oil filters
 - Antifreeze
 - Spent lead-acid batteries
 - Universal wastes (per 22 CCR §66261.9):
 - Batteries
 - Electronic devices
 - Mercury-containing equipment
 - Lamps
 - Cathode ray tubes
 - Cathode ray tube glass
 - Aerosol cans



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- **Door-to-Door (residential) program** (or HHW pickup service) means a program operated by a public agency, or its contractor, that collects HHW from individual residences, and transports that waste in an inspected and certified hazardous waste transport vehicle to an authorized HHW collection facility or a hazardous waste facility (as defined in 22 CCR §66260.10) [HSC §25218.1(c)].
- **Curbside Program** means a collection service authorized by a public agency that is operated in accordance with Section 25218.5(d) and §25163 of the Health and Safety Code and that collects one or more of the following types of household hazardous waste [HSC §25218.1(b)]:
 - Latex paint.
 - Used oil.
 - Used oil filters.
 - Universal wastes (per 22 CCR §66261.9):
 - Batteries
 - Electronic devices
 - Mercury-containing equipment
 - Lamps
 - Cathode ray tubes
 - Cathode ray tube glass
 - Aerosol cans
- **Load Check** means random inspections of incoming waste loads to find occasional amounts of prohibited waste. Load checking utilizes a solid waste operator's best efforts to identify and prevent hazardous and other prohibited wastes from entering the solid waste stream [14 CCR §17409.5].
- **Other** is a category that may be used when the existing categories do not accurately reflect the nature of a jurisdiction's program activities. Please indicate in the column heading the other program type(s) conducted or operated.

Collection

Collection tab

Note: If oil and/or oil filters are collected and reported as part of a jurisdiction's CalRecycle Oil Payment Program, then it should NOT be included in Form 303 reporting.



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Form 303 Contacts Participants Programs Collection Disposition Survey Reports Documents

Reporting Period: 7/1/2012 to 6/30/2013 Reporting Deadline: 10/1/2013

Edit information and select Save.
Fields marked with * (asterisk) are required.

Other Program Type:

MATERIAL CATEGORY	MATERIAL TYPE	PERMANENT FACILITY	TEMPORARY (PERIODIC) FACILITY	MOBILE FACILITY	RECYCLE-ONLY FACILITY	DOOR TO DOOR (RESIDENTIAL) PROGRAM	CURBSIDE PROGRAM (OTHER THAN OIL)	LOAD CHECK	OTHER
Flammable and Poison	Flammable solids / liquids			4,592	5,432	3,218	1,023	1,234.05	41,956
	Bulked flammable liquids	12,347	15,849	1,234	6,541	6,587			
	Oil - base paints	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>

Complete the form with the waste stream volume total corresponding to the program type used for collection. A grand total for the weight of HHW collected per waste stream will be calculated automatically.

- Click Edit to enter data.
- The Print Blank Form button is useful for jurisdictions wanting to track data on a paper format before entering data online.
- The Other Program Type field at top right, allows you to enter new column categories if necessary such as Retail.
- Click the add row button (↕) to add another "Other" row category. You will not be able to add a new row until any value is entered in the existing "Other" row.
- Any new material rows added will be automatically created in the disposition section as well.

Weight is shown in the number of pounds of hazardous waste (liquid or solid including container) collected through the HHW program(s) during the fiscal year. Weight includes the volume of absorbent in a drum.

Use the actual weight when known. If data was collected in gallons or other units, you can click the conversion button (↕) and enter a value to convert a value in certain rows with varying units (see commonly used conversion factors below). In general, one gallon = 8.5 pounds. [Example: For one-half full 5 gallon container of a waste, lab-packed in a 55 gallon drum, the volume is 2.5 gallons. 2.5 gallons x 8.5 pounds/gallon = 21.25 pounds.]

If your program does not inventory the volume/weight of waste for lab packs, estimate the volume based on an average according to the requirements of your Treatment, Storage, and Disposal Facilities. [Example: 127.5 pounds (15 gallons) waste per 55-gallon drum.]

Below is a list of commonly used conversion factors:

Latex paint	1 gallon = 10 pounds
Oil-based paint	1 gallon = 10 pounds
Motor oil	1 gallon = 7.5 pounds
Oil filters	1 filter = 1.5 pounds 55 gallon drum uncrushed filters = 250 filters 55 gallon drum crushed filters = 750 filters
Antifreeze	1 gallon = 9 pounds



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Lead acid batteries (auto batteries)	1 battery = 50 pounds
Household batteries	5 gallon pail = 50 pounds
Compact fluorescent bulb	1 bulb = 0.25 pounds
Fluorescent tubes	1 foot = 0.125 pounds 4-ft tube = 0.5 pounds 8-ft tube = 1 pound

Disposition

Disposition tab

Form 303 | Contacts | Participants | Programs | Collection | Disposition | Survey | Reports | Notes | Documents

Reporting Period: 7/1/2014 to 6/30/2015 Reporting Deadline: 10/1/2015

Back Edit Print Blank Form

MATERIAL CATEGORY	MATERIAL TYPE	DESTRUCTIVE INCINERATION	FUEL INCINERATION	LANDFILL	NEUTRALIZATION / TREATMENT	RECYCLED	REUSED	STABILIZATION	PAINTCARE	PAINTCARE REUSE	TRC
Flammable and Poison	Flammable solids / liquids	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Bulked flammable liquids	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Oil-based paints	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Management Method. Indicate in pounds the relative amounts managed by each method. Please make sure that total pounds for each waste stream (i.e., type of wastes collected through your HHW program) disposed or diverted equal total pounds reported as collected. As described above, a Collection vs. Disposition Difference box will appear on the Form 303 tab if there are any differences between the totals in any category of waste collected vs. its disposition. The system will allow you to submit your Form 303 report with a difference showing for those rare cases.

- Click Edit to enter data.
- The Print Blank Form button is useful for jurisdictions wanting to track data on a paper format before entering data online.
- Click the add row button (+) to add another "Other" row category. You will not be able to add a new row until any value is entered in the existing "Other" row.
- Any new material rows added will be automatically created in the collection section as well.

Use the actual weight when known. If data was collected in gallons or other units, you can click the conversion button (lb) and enter a value to convert a value in certain rows with varying units (see commonly used conversion factors). In general, one gallon = 8.5 pounds. [Example: For one-half full 5 gallon container of a waste, lab-packed in a 55 gallon drum, the volume is 2.5 gallons. 2.5 gallons x 8.5 pounds/gallon = 21.25 pounds.]

If your program does not inventory the volume/weight of waste for lab packs, estimate the volume based on an average according to the requirements of your Treatment, Storage, and Disposal Facilities. [Example: 127.5 pounds (15 gallons) waste per 55-gallon drum.]



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Please see the "Collection" section above for a list of commonly used conversion factors. The following describe the management method column headings used on the Disposition tab:

Destructive Incineration: Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.

Fuel Incineration: Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.

Landfill: Disposal of a waste in the ground (and in this case) at a landfill authorized to accept the waste.

Neutralization/Treatment: Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods).

Recycled: Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).

Reused: Waste is used without further treatment or handling for the original intended purpose of the material before it became a waste. Note: If paint reuse was reimbursed by PaintCare, report under "PaintCare Reuse."

Stabilization: Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste (does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described here).

PaintCare: Paint recycling or proper disposal that is funded by PaintCare. PaintCare is the approved stewardship organization funding/managing paint collection and recycling under Assembly Bill 1343 (Huffman, Chapter 420, Statutes of 2010) or PRC §48700 - §48706.

PaintCare Reuse: Paint reuse that is reimbursed by PaintCare.

TRC: Mercury-containing thermostat recycling funded by TRC. The Thermostat Recycling Corporation (TRC) is the approved stewardship organization funding/managing mercury-containing thermostat collection and recycling under Assembly Bill 2347 (Ruskin, Chapter 572, Statutes of 2008) or HSC §25214.8.10 - §25214.8.20.



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Survey

Survey tab

Please complete as much of the survey information as possible. All costs are to be reported for the given one-year report cycle. The survey results will be posted on CalRecycle's website in an effort to provide you with a state-wide perspective of HHW program data. Your responses are appreciated.

Reports

Reports from the previous or current reporting cycle can be accessed from this tab.

Documents

Relevant documents can be uploaded here. For example, a spreadsheet detailing costs could be uploaded as a supporting item for the cost survey.

Reports

Reports tab

HHW Reports

Select any of the reports available, search by the available criteria, and click Search. Scroll to the bottom of the page to select "Export to Excel" to further manage the resulting data and create reports in Excel.

Glossary

Curbside Program means a collection service authorized by a public agency that is operated in accordance with Section 25218.5(d) and §25163 of the Health and Safety Code and that collects one or more of the following types of household hazardous waste [HSC §25218.1(b)]:

- Latex paint.
- Used oil.
- Used oil filters.
- Universal wastes (per 22 CCR §66261.9):
 - Batteries
 - Electronic devices
 - Mercury-containing equipment
 - Lamps
 - Cathode ray tubes
 - Cathode ray tube glass
 - Aerosol cans

Note: If oil and/or oil filters collected by the Curbside collection program are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, it should not be included in Form CalRecycle 303 reporting.

Destructive Incineration: Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.



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Door-to-Door (residential) program (or HHW pickup service) means a program operated by a public agency, or its contractor, that collects HHW from individual residences, and transports that waste in an inspected and certified hazardous waste transport vehicle to an authorized HHW collection facility.

Note: If oil and/or oil filters collected by the Door-to-Door collection program are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, then it should not be included in Form CalRecycle 303 reporting.

Fuel Incineration: Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.

Landfill: Disposal of a waste in the ground (and in this case) at a landfill authorized to accept the waste.

Load Check means random inspections of incoming waste loads to find occasional amounts of prohibited waste. Load checking utilizes a solid waste operator's best efforts to identify and prevent hazardous and other prohibited wastes from entering the solid waste stream [14 CCR §17409.5].

Note: if oil and/or oil filters collected by the Load Check collection program are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, then it should not be included in Form CalRecycle 303 reporting.

Mobile facility means a portable structure within which a HHW collection facility is operated and that meets all of the following conditions [HSC §25218.1(g)]:

- The facility is operated not more than four times in any one calendar year at the same location.
- The facility is operated not more than three consecutive weeks within a two-month period at the same location.
- Upon the termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Note:

1) a Mobile Facility requires a variance from DTSC

[www.dtsc.ca.gov/HazardousWaste/UniversalWaste/HHW_Collections.cfm]

Guidance: If your collection event meets both definitions for Temporary (Periodic) Facility and Mobile Facility, report under Temporary (Periodic) Facility.

2) If oil and/or oil filters collected by the Mobile Facility collection program are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, then it should not be included in Form CalRecycle 303 reporting.

Neutralization/Treatment: Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods).



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Other is a category that may be used when the existing categories do not accurately reflect the nature of a jurisdiction’s program activities. Please indicate in the column heading the other program type(s) conducted or operated.

PaintCare: Paint recycling or proper disposal that is funded by PaintCare. PaintCare is the approved stewardship organization funding/managing paint collection and recycling under Assembly Bill 1343 (Huffman, Chapter 420, Statutes of 2010) or PRC §48700 - §48706.

PaintCare Reuse: Paint reuse that is reimbursed by PaintCare.

Permanent Facility or permanent household hazardous waste collection facility (PHHWCF) means a permanent or semi-permanent structure at a fixed location that meets both of the following conditions:

- The facility is operated at the same location on a continuous, regular schedule.
- The hazardous waste stored at the facility is removed within one year after collection.

Note: If oil and/or oil filters collected by the PHHWCF are reported as part of a jurisdiction’s CalRecycle used Oil Payment Program, then it should not be included in Form CalRecycle 303 reporting.

Program Manager: Regulations require a program manager be identified in the system. As program manager, you have full read/write access to your reporting agency data. By default, both the program manager and the primary contact (if they are two different people) will receive an e-mail if a secondary contact completes their data entry and clicks “Submit.” When adding a program manager contact, you may check the box (shown below) so the system will send the email notification submission to the Primary Contact only.

*** Contact Type:**

Program Manager

Primary Contact

Secondary Contact

Send submissions to Primary Contact only:

Primary Contact: One person can be both program manager and primary contact or a separate primary contact can be added. Primary contacts have full read/write access to reporting agency data and can submit the final Form 303 report to CalRecycle.

Recycled: Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).

Recycle-Only facility An HHW collection facility that is operated in accordance with HSC §25218.1(n) (and accepts for recycling these recyclable HHW materials [HSC §25218.1(m)]):

- Latex paint
- Used oil



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- Used oil filters
- Antifreeze
- Spent lead-acid batteries
- Universal wastes (per 22 CCR §66261.9):
 - Batteries
 - Electronic devices
 - Mercury-containing equipment
 - Lamps
 - Cathode ray tubes
 - Cathode ray tube glass
 - Aerosol cans

Note: If oil and/or oil filters collected by the Recycle-only facility are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, then it should not be included in Form CalRecycle 303 reporting.

Reused: Waste is used without further treatment or handling for the original intended purpose of the material before it became a waste. Note: If paint reuse was reimbursed by PaintCare, report under "PaintCare Reuse."

Secondary Contact: A secondary contact has the same rights as a program manager or primary contact except the ability to create or edit primary or program manager contact information. When a secondary contact clicks "Submit," an e-mail is sent to the primary contact and/or program manager (see program manager opt-out option description) requesting them to review the Form 303 report to CalRecycle.

Stabilization: Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste (does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described here).

Temporary (periodic) Facility means an HHW collection facility that meets both of the following conditions [HSC Section 25218.1(p)]:

- The facility is operated not more than once for a period of not more than two days in any one month at the same location.
- Upon termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Note: If oil and/or oil filters collected by the Temporary facility are reported as part of a jurisdiction's CalRecycle used Oil Payment Program, it should not be included in Form CalRecycle 303 reporting.

TRC: Mercury-containing thermostat recycling funded by TRC.

The Thermostat Recycling Corporation (TRC) is the approved stewardship organization funding/managing mercury-containing thermostat collection and recycling under Assembly Bill 2347 (Ruskin, Chapter 572, Statutes of 2008) or HSC §25214.8.10 - §25214.8.20.



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Weight is shown in the number of pounds of hazardous waste (liquid or solid including container) collected through the HHW program(s) during the fiscal year. Weight includes the volume of absorbent in a drum.

Material Types

This table is meant only to depict examples of DOT hazardous materials descriptions and proper shipping names described in Section 172.101 of 49 Code of Federal Regulations (CFR), as they may relate to waste types on the form. Refer to the latest version of 49 CFR for additional information.

	Waste Types	DOT Descriptions	Product Examples
1	Flammable and Poison		
	Flammable solids/liquids	Flammable Solid, N.O.S.	<i>Flammable solids (bulked and lab packed):</i> Asbestos-containing organic resins, non-asbestos-containing organic resins, roofing tar, putty, adhesives, paint sludge
		Flammable Liquid, N.O.S.	<i>Flammable liquids (lab packed only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Bulked flammable liquids	Flammable Liquids, Toxic, N.O.S.	<i>Flammable liquids (bulked only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Oil-based paint	Paint, Flammable Liquid	Oil base paint
	Paint-Related Material (PRM)		Paint thinning, drying, removing, or reducing compounds; caulking; glues and adhesives; roof patch and repair; wood filler; other patching and spackling compounds.
	Poisons	Flammable Liquids, Toxic, N.O.S.	Organic poisons, dioxin precursors, pesticides, herbicides
		Flammable Liquids, Toxic, N.O.S.	Inorganic poisons, mercury-containing poisons, inorganic cyanides, arsenic compounds, solutions, containing regulated heavy metals
		Flammable Solid, N.O.S.	Snail bait, poisonous solids, may include asbestos
	Reactive and explosive	Water-Reactive Solid, Flammable, N.O.S.	Water reactive compounds, such as sodium metal, calcium carbide, amides, hydrides
	Compressed gas cylinders		Includes tanks that may contain helium, propane, freon, acetylene, oxygen, etc.
2	PCB-containing		
	PCB-containing paint	Polychlorinated Biphenyls	PCB-containing paint
	Other PCB waste (includes ballasts)	Polychlorinated Biphenyls	Transformer oil, PCB ballasts
3	Reclaimable		
	Antifreeze	Non-RCRA Hazardous Waste Liquid (spent ethylene glycol) California Regulated Only	Antifreeze



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	Auto type batteries (motor vehicle)	(not manifested)	Car, Truck, Motorcycle batteries
	Latex paint	(not manifested)	Latex paint
	Motor oil/oil products	Petroleum Oil, N.O.S., California Regulated Only	Used motor oil, brake fluid, transmission fluid Note: If oil is collected and reported as part of a jurisdiction's CalRecycle Oil Payment Program, then oil collection should NOT be included in Form 303 reporting.
	Used oil filters (recyclables only)	Non-RCRA Hazardous Waste Solid (used oil filters) California Regulated Waste Only (not manifested)	Used oil filters Note: If oil filters are collected and reported as part of a jurisdiction's CalRecycle Oil Payment Program, then oil collection should NOT be included in Form 303 reporting.
4	Universal Waste (UW)		
	Mercury containing automatic switches / thermometers / and novelties	Mercury contained in manufactured items	Broken thermometers, liquid mercury
	Mercury containing thermostats	Temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element	Thermostats,/Automatic switches/thermometers/ and novelties
	Lamps	The bulb or tube portion of an electric lighting device	Waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps
	Rechargeable batteries	(not manifested)	Rechargeable household batteries
	Other batteries	(not manifested)	All types of non-rechargeable household batteries
	Aerosol cans	(not manifested)	Aerosol containers
	Covered Electronic Devices (UW)	(not manifested)	Cathode ray tubes (CRTs) and CRT-containing devices, computer monitors, and televisions. Liquid crystal display (LCD)-containing laptop computers, desktop monitors, DVD players, and televisions. Plasma televisions. Excludes LCD and plasma projection televisions
	Other Electronic Devices (UW)		Computers, computer peripherals, telephones, answering machines, radios, stereo equipment, tape players/recorders, phonographs, video cassette players/recorders, compact disc players/recorders, calculators, and some appliances
5	Acid		
	Inorganic acid	Corrosive Liquids, Acidic, N.O.S.	Inorganic acids, hydrochloric acid, sulfuric acid, phosphoric acid
	Organic acid	Corrosive, Liquids, Acidic, Organic, N.O.S.	Organic acids, acetic acid, citric acid, butyric acid
6	Base		
	Inorganic base	Corrosive Liquids, Basic, Inorganic, N.O.S.	Inorganic bases, sodium hydroxide, lye, ammonia based cleaners
	Organic base	Corrosive Liquid, Basic, Organic, N.O.S.	Organic bases, organo-amines
7	Oxidizer		
	Neutral oxidizers	Oxidizing Solid, N.O.S.	Manganese peroxide, hydrogen peroxide, sodium bromate, sodium perchlorate, sodium chromate, ammonium dichromate, sodium iodate, sodium nitrate, potassium permanganate
	Organic peroxides	Organic Peroxide Solution, (Types A-F,) N.O.S.	Ketone peroxides, benzoyl peroxide



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	Oxidizing acid	Corrosive Liquids, Oxidizing, N.O.S.	Nitric acid, chromic acid, molybdic acid, perchloric acid, pholphomolybdic acid
	Oxidizing base	Corrosive Liquids, Oxidizing, N.O.S.	Sodium hypochlorite, sodium chlorate, sodium perborate
8	Asbestos	Asbestos	Friable and non-friable asbestos
9	Other		
	Home-generated sharps waste	(various)	Hypodermic needles, syringes, lancets
	Home-generated pharmaceutical Waste	(not manifested)	Prescription drugs
	Treated wood		Wood that contains chemical preservatives including creosote, copper chromium arsenic or other arsenical preservatives, pentachlorophenol, etc.
	Reuse Total		Paints, fertilizers, sealants, ammonia, cleaning supplies, , etc.