



CalRecycle State Agency Waste Management Annual Report Checklist (Report Due by: May 1 each year)*

Note: This tool is **NOT REQUIRED** and only serves as a checklist to collect information, from the previous calendar year, for the Annual Report due May 1st (*this is a new due date per AB 341). The questions are now imbedded within the report relevant to the data being requested. The Annual Report must be submitted via the online electronic reporting system at: <https://secure.calrecycle.ca.gov/SARC/SignIn.aspx>

Secure Sign-in Requires a WebPass account	In order to enter data for the State Agency Waste Management Annual Report, all State agency Recycling Coordinators must first have secure access to the electronic reporting system. This is done via WebPass. If you have not yet obtained your WebPass account and password, please contact CalRecycle's State agency team at SARC@CalRecycle.ca.gov	
	You must select the 'Edit' button to update or change your information. When you enter a particular section or page, the default mode is 'view only' in which data cannot be changed or updated. This helps to protect information and allows the user to safely view and browse data already entered.	
	Use the 'Save' button to complete a page and save all of your information. If you navigate off a page (e.g using your browser's 'back' button) without first saving, your information will be lost.	
Report Sections	You may navigate through the application, via the Summary Tab where you see red checkmarks and hyperlinks, or via the "tabs" on the upper right. Either way, as you complete the required sections, you will want to return to the Summary Tab, to be sure that all red checkmarks have turned green, and to verify that you have completed all necessary sections of the report.	
Complete?	"Verify/Update Agency Information" (Agency Tab) - Agency Address Information (All fields within this section are required)	Notes
	Enter all required contact information for the agency's primary location/headquarters.	
	If your agency headquarters has employees (separate from other related facilities), then enter the total employees at headquarters in this section of the report. The number of employees is usually available from your human resources, accounting, or payroll department. Using the same method each year, to calculate this number, is important.	
Complete?	"Verify/Update Contact Information" (Agency Tab) - Agency Contact Information (All fields within this section are required)	Notes
	A Recycling Coordinator, Agency Director (Secretary/Director/President/Warden/CEO), and the Recycling Coordinator's immediate Supervisor (and contact information for each) must be entered. Verify if the existing information is accurate by clicking on the contact's name, click edit, and select the checkbox "Contact Verified," then click save.	
	One person with multiple roles: the same person can be more than one contact type. If a contact has more than one role, please add each role, as required, then enter in the same name and contact information for each role i.e. Jane Doe, Supervisor and Jane Doe, Director	
	Contact your CalRecycle liaison if there is any change to the Recycling Coordinator responsible for completing the Annual Report. http://calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx	

	Additional contacts (contact type: "other") can be added as necessary. If more than one contact needs secure access to view the Annual Report, please contact your CalRecycle liaison: http://calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx	
Complete?	"Verify/Update Facility Information" (Agency Tab) - Agency Facility Information (All fields within this section are required)	Notes
	<p>Facility information is for satellite offices/sites ONLY - which are separate from the main Agency information entered in the 'Agency' tab section. Please enter all the facilities, satellite locations, field offices, etc. associated with your agency. Enter the number of employees at each facility. The number of employees is usually available from your human resources, accounting, or payroll department. Using the same method each year, to calculate this number, is important.</p> <p>Note - all the facility information will be saved for the next Annual Report. Next year, if there are no changes to the Facility name, address and contact information, then the number of employees, for each facility, can be entered directly into the Employees field. Click on "Update Number of Employees" to save all edited employee</p>	
	Employees - enter the total number of employees working at each individual facility (if applicable.) Number of employees must be 0 or greater - this field cannot be left blank.	
	If your Agency does not have any facilities, other than headquarters, select the checkbox for "This Agency does not have any facilities, in addition to the main agency listed above" to complete this section.	
	Note: information about the number of visitors, inmates, students, patients or residents (non-employee population) will be added in the next Disposal section.	
Complete?	"Enter Annual Disposal information" (Disposal Tab) - Disposal Tons and Questions (All fields within this section are required except Transformation tons)	Notes
	The Total Number of Employees is automatically calculated from what entered in the previous sections. This is the total number of employees at headquarters and at all facilities.	
	Question: Explain who was included in this number and how this employee number was calculated. (Explain who is included in the total number of employees at your agency/facility [e.g. total number of full time employees; full time equivalents]. Also explain the method used to calculate the total number of employees. This information is important for consistency each year).	
	Total Number of Non-employees. Identify the total number of non-employees (such as students, visitors, inmates, residents, contractors, patients, etc.). This is the additional population that significantly contributes to the amount of waste created at your agency/facilities.	
	Question: Explain who was included in this number and how this non-employee number was calculated. (Explain who is included in the total number of non-employees at your agency/facility, and explain the method used to calculate the total number of non-employees. This information is important for consistency each year).	

	<p>Total Amount Disposed. Total tons disposed (thrown away in the trash) can be obtained from actual disposal weights provided by a trash hauler; estimates using volume-to-weight conversions; extrapolating from waste information provided by building management, etc. Using the same method to calculate this number, each year, is important. If you need assistance calculating or interpreting this data, contact your State Agency CalRecycle liaison for additional information: http://www.calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx</p>	
	<p>Transformation Tons (optional and <u>NOT</u> typically reported by State Agencies). Transformation means incineration, pyrolysis, distillation, or biological conversion. Solid waste disposed, claimed as transformation, can only be sent to one of three CalRecycle-permitted facilities in California (Commerce Waste to Energy, Covanta Stanislaus, Southeast Resource Recovery). If your agency has not reported this in the past, disregard this section of the report.</p>	
	<p>Question: Explain how the disposal number was calculated. Explain how the transformation number was determined (if applicable). Also explain the method used to calculate the total tons (for the calendar report year). Using the same calculation method each year is important for reporting consistency.</p>	
	<p>Target Per Capital Disposal (Target Pounds per Person per Day): for the Target, the total 2006 waste generation (disposal + diversion = generation) was converted to pounds; divided by the number of employees; divided by 365 days; and divided by two (assuming 50% diversion and 50% disposal). Calculation is: $((\text{Total Waste Generation Tons} \times 2000)) \div \text{Population} \div 365 \div 2 = 50\% \text{ Equivalent PPD Target}$.</p>	
	<p>Annual Per Capital Disposal (Reporting Year Pounds per Person per Day): the Annual rate is calculated as follows: Total annual Disposal tons (trash tons) multiplied by 2000 pounds, divided by number of employees, divided by 365 days = total pounds per person per day (PPD) disposed. Calculation is: $(\text{Total Disposal Tons} \times 2000) \div \text{Population} \div 365 = \text{annual PPD Disposed}$.</p>	2000 pounds = 1 ton
	<p>An additional question will appear, if your Annual/ Report Year PPD is greater than the Target. Question: If the Annual per capita disposal for the current report year is greater than the disposal Target, to the best of your ability, explain why this may be the case.</p>	
	<p>Help us to understand your disposal so that we may assist you in finding ways to increase diversion. Question: What types of waste materials are still thrown away (not reused, recycled, or composted)?</p>	
	<p>Question: What difficulties or obstacles have you had with finding ways to reuse, recycle, or compost these types of waste materials?</p>	
	<p>Note: Modified agencies will see fewer questions in their State Agency Waste Management Annual Reports.</p>	
Complete?	<p>"Enter Program Information" (Programs Tab) - Diversion Program Activities (Agency view of each Program section is required)</p>	Notes
	<p>CalRecycle reviews and analyzes each agency/facility's success in meeting the 50 percent diversion mandate. This includes reviewing an agency/facility's diversion activities. This section includes the waste management hierarchy of programs to reduce, reuse, recycle, and compost; as well as to buy recycled content products.</p>	

Complete?	"Enter Program Information" (Programs Tab) - Diversion Program Activities (Agency view of each Program section is required)	Notes
	<p>Program areas are: Recycling, Organics Recycling, Material Exchange, Waste Prevention/Re-Use, Green Procurement, and Training & Education. For examples of Diversion Programs to report, you may download the PDF file from: http://www.calrecycle.ca.gov/StateAgency/SARCReport.htm</p>	
	<p>Please check the box, under each Program area, for each activity that your agency/facility implemented during the prior calendar year (the report year).</p>	
	<p>Each Program section also includes a text box where you may enter details about how you implemented the programs, and/or if there were any changes in your recycling/waste reduction programs during the report year. Also, did you start, discontinue, or make significant changes to your recycling/waste reduction programs?</p>	
	<p>Note: Hazardous waste, E-waste, and universal waste, CANNOT be disposed as ordinary trash: http://www.calrecycle.ca.gov/HomeHazWaste/UWaste.</p>	
Complete?	"Submit Annual Report" (Summary Tab) - click the Submit button by May 1st	Notes
	<p>In the Summary Tab, once all the checkmarks for the various required sections have turned GREEN, then the "Submit Annual Report" button will be active. To the right of this button you will see a text box in which you can enter any additional information, not captured elsewhere in the report. After clicking "Submit Annual Report", the database will email a submittal confirmation to you and your CalRecycle liaison. Once submitted, no additional changes can be made.</p>	
	<p>Note: Remember that you can always save the sections in the report, exit the application and then return to the report. If you submit the report and realize there is a mistake, contact your CalRecycle liaison to have the report unsubmitted to allow changes.</p>	
	<p>Note: Agency Information, Contacts and Facility information can be accessed during the year, and updates to agency contacts, or facility information can be made at any time. Changes in staff may require new WebPass access. Future Annual Reports can be started as early as January, due by May 1 each year.</p>	