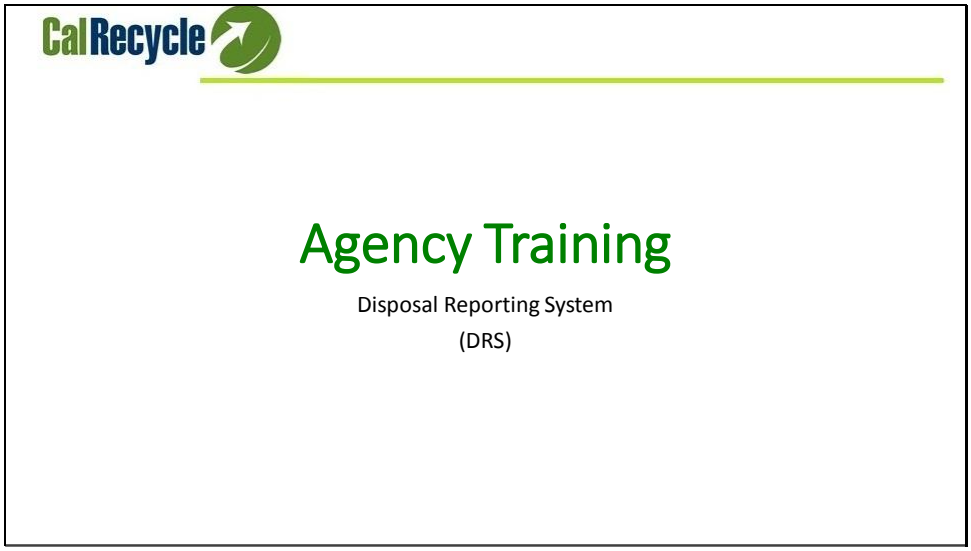
slide 1



Welcome to the Disposal Report System Agency Training Module.

As an agency manager, you are required to train your employees on their responsibilities regarding DRS. This module is intended to help you meet the state training requirements and responsibilities that can be integrated with local or county training information as necessary. This module focuses on each employee's DRS responsibilities according to DRS regulations. It represents the **minimum** requirements for training. This training module is not intended to be a comprehensive training program that incorporates every agency's procedures for complying with DRS requirements.

Managers should determine the necessary training topics of this module that best fit their unique operation and will be most beneficial to their employees. Local requirements must be equal or exceed state DRS requirements.

Slide 2

Image: California State Map with County Boundaries

An agency is the local entity responsible for compiling disposal information from haulers and solid waste facility operators. The county is the agency for DRS reporting, **unless** a region is given this responsibility as part of a regional agency agreement.

Slide 3

What is DRS for?

- AB 939 disposal mandates
- AB 341 “75% Plan” disposal rate calculations

AB 939 and AB 341 require a way for California to track the amount of waste being landfilled every year. Through AB 939, this tracking had to be jurisdiction specific, so individual jurisdictions could determine if they were meeting their mandated diversion rate (now disposal rate).

Slide 4

AB 939- Integrated Waste Management Act of 1989

- Waste Diversion Mandates
  - 25% by 1995
  - 50% by 2000
- DRS is used as an indicator to insure jurisdictions meet or exceed the 50% diversion mandate annually

AB 939 requires that every jurisdiction meet a diversion mandate. Each jurisdiction has a calculated disposal target, and are required to meet it. This is done through a variety of programs at the local level. The data collected within DRS is used to help calculate a jurisdictions disposal rate (pounds per person per day) by population and by employment. This makes accurate origin information collected through DRS imperative, as it affects a local jurisdictions ability to meet the requirements of AB 939.

Slide 5

AB 341- “75% Plan”

- Statewide goal of 75% diversion by 2020
- DRS is used as a tool to calculate the statewide disposal rate (pounds per person per day)

More recently AB 341 has gone into effect, with a statewide diversion goal. Information collected through DRS helps track statewide diversion progress, which is why overall accuracy is also very important to help achieve goals set out in AB 341.

Slide 6

Calculating Disposal Rate

Jurisdiction Diversion/Disposal Rate Detail

Jurisdiction:	Union City	**Reporting Year:**	2012
County:	Alameda		

Reporting-Year Disposal Amount (tons):	37,887.30
Disposal Reduction Credits (Reported):	
Disaster Waste (tons):	0.00
Medical Waste (tons):	0.00
Regional Diversion Facility Residual Waste (tons):	0.00
C&D Waste (tons):	0.00
Out-of-State Export (Diverted):	0.00
Class II Waste (tons):	266.97
Other Disposal Amount (tons):	0.00
Total Disposal Reduction Credit Amount (tons):	266.97
Total Adjusted Reporting-Year Disposal Amount (tons):	37,620.33
Reporting-Year Transformation Waste (tons):	130.85
Reporting-Year Population:	70,646
Reporting-Year Employment:	19,953

	Population		Employment	
	Target	Annual	Target	Annual
Disposal Rate without Transformation (pounds/person/day):		2.9		10.3
Transformation Rate (pounds/person/day):	1.3	0.0	4.5	0.0
Calculated Disposal Rate (pounds/person/day):	6.3	2.9	22.6	10.3

Image: Jurisdiction Diversion/Disposal Rate Detail Report- Example from Union City in Alameda County for 2012

- In 2006 CalRecycle moved from a diversion rate indicator to a disposal rate indicator
- Disposal rate is determined by population and employment in a jurisdiction
- Disposal tonnages are reported to DRS and then adjusted during the Electronic Annual Report (EAR) process

CalRecycle moved from its diversion rate indicator or a disposal rate indicator. As mentioned before, an annual target is calculated and jurisdictions are required to exceed the target (produce less waste). The disposal tonnage used to calculate the annual disposal rate for a county comes from DRS (Reporting-Year Disposal Amount), and jurisdictions adjust this tonnage by providing CalRecycle staff with disposal modifications. Again, it is imperative that correct information is reported to DRS because it can directly impact a jurisdictions Electronic Annual Report (EAR).

Slide 7

Disposal is all tons disposed (landfilled) at CalRecycle permitted solid waste facilities, which includes all tons disposed at CalRecycle permitted landfills, all tons transformed at CalRecycle permitted transformation facilities, and all tons exported for disposal out of state.

Slide 8

The Disposal Reporting System

- Surveys (at the facility)
- Jurisdiction of Origin information summarized quarterly
- Facility compiles and sends reports to the Agency
- Export reports from haulers (when applicable) sent to Agency
- **Agency compiles all data** for the county/region and sends reports to CalRecycle and Jurisdictions
  - If eDRS used, Jurisdiction reports do not have to be sent, refer the Jurisdictions to the online database

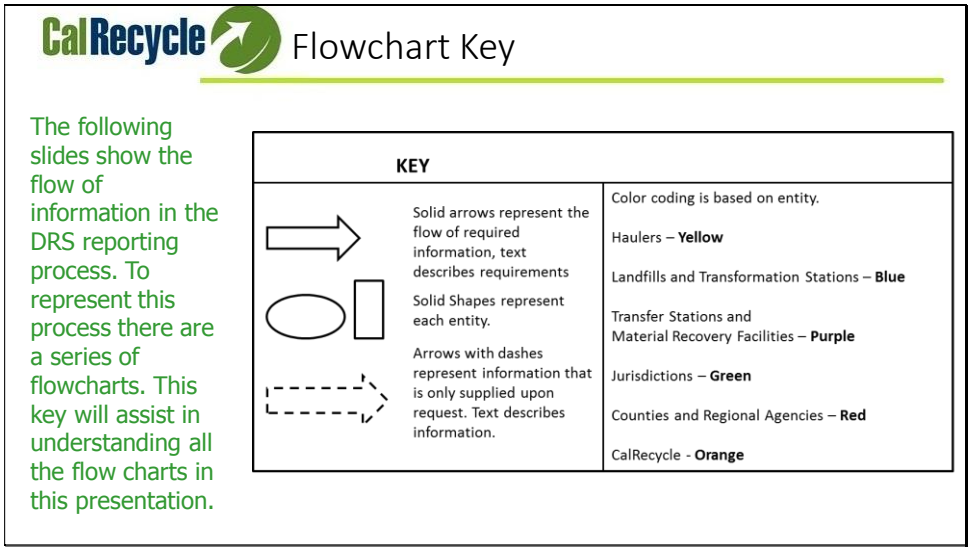
The disposal reporting system begins with data collection at the facility (landfills/stations) level. Facilities are required to perform jurisdiction-of-origin surveys to collect data on where waste disposed at their facility is from.

At the end of the quarter the facility sends a summary report to the agency in which the facility is located. At the end of each quarter haulers and transfer stations that **exported** tonnage outside of the state of California are also required to send disposal information to agency staff to be compiled in the quarterly disposal report.

The agency in turn produces a county/region-wide disposal report that is then sent to CalRecycle and affected jurisdictions. If a county choses to use the Electronic Disposal Reporting System (eDRS) database to submit their data, disposal reports need not be sent to affected jurisdictions.

The following slide visualizes this process via flowchart

Slide 9



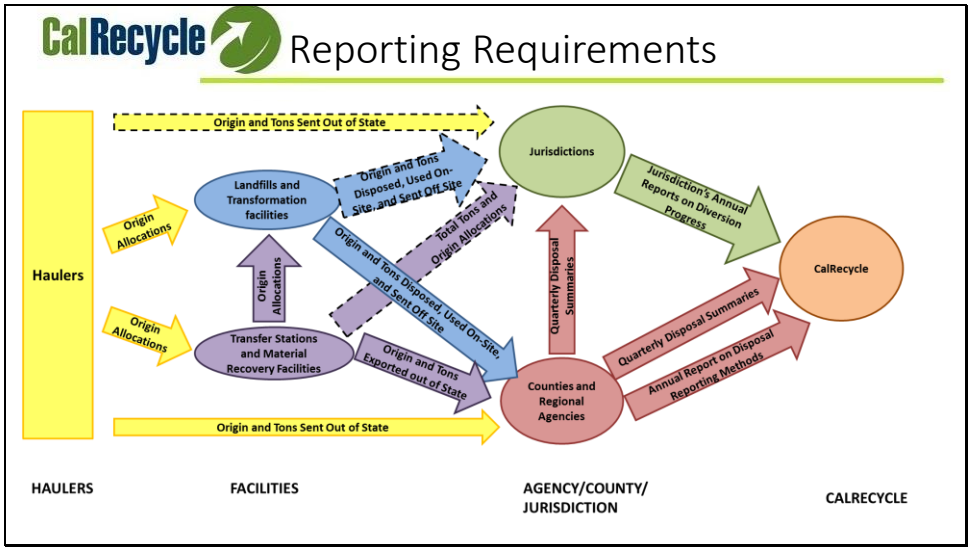
The following slides show the flow of information in the DRS reporting process. To show this process there are a series of flowcharts. This key will assist in understanding all the flowcharts in this presentation.

(Key Description)
In the following flowcharts the arrows, dashed arrows, and shapes are all color coded by entity in the following manner:

Haulers are yellow,
Landfills and transformation stations are blue,
Transfer stations and material recovery facilities are purple,
Jurisdictions are green,
Counties and regional agencies are red, and
CalRecycle is orange.

The only rectangle in the flowchart represents haulers, while the circles represent all the other entities in the process. Each shape has a series of arrows associated with it which represent the flow of information from one entity to another. Solid arrows represent the flow of required information, with text in the arrow describing the requirements. Dashed arrows represent information that is only supplied upon request with text describing the information type. Arrows are also color coded by entity, representing which entity is reporting. For example, yellow arrows show that haulers are reporting to the entity the arrow points to.

Slide 10



This chart shows the DRS reporting requirements for all entities. This involves haulers, facilities, agencies/counties/jurisdictions and CalRecycle. The solid colored arrows show information that **must** be reported. The dashed arrows show information that is reported only upon request by a jurisdiction.

This slide shows why tracking correct information from the haulers is critical, as haulers provide the initial source of information on where the waste is from.

Flowchart description:

Haulers

- Upon request haulers must send origin and export reports to jurisdictions where the waste was from.
- Haulers are required to report origin allocations to landfills and transformation facilities either at the gatehouse or in reports at the end of the quarter.
- Haulers are required to report origin allocations to transfer stations and material recovery facilities either at the gatehouse or in reports at the end of the quarter.
- Haulers are required to send origin and export reports to counties/regional agencies where the waste was from.

Transfer Stations and Material Recovery Facilities

- Transfer Stations are required to send origin allocation reports to the landfills they send their waste to quarterly.
- Upon request, transfer stations are required to send the total tons and origin allocations to jurisdictions where the waste was from.

- Transfer Stations are required to send origin allocations and exported tonnages to the county/regional agency they are located quarterly.

Landfills and Transformation Facilities

- Upon request landfills and transformation facilities are required to send origin information, tons disposed, tons used-site, and tons sent off site to the jurisdiction where the waste came from.
- Landfills and transformation facilities are required to send origin, tons disposed, used on-site, and sent off-site to the county/regional agency where they are located quarterly.

Jurisdictions

- Jurisdictions are required to send annual reports on diversion progress to CalRecycle (the Electronic Annual Report, or EAR) (Jurisdictions use the information reported in the quarterly reports sent to CalRecycle as a part of this process).

Counties and Regional Agencies

- Counties and regional agencies are required to send quarterly disposal reports to jurisdictions their county received waste from.
- Counties and regional agencies are required to send quarterly disposal reports to CalRecycle.
- Counties and regional agencies are required to send annual reports on disposal reporting methods to CalRecycle.

Slide 11

What is a Quarterly Disposal Report?

- Quarterly Disposal Reports are county/region-wide reports sent to CalRecycle at the end of each report quarter
- Quarterly Disposal Reports comprise of two parts:
  - Disposal Report
  - Facility Summary Report (FSR)
- These reports feed into the Electronic Annual Report (EAR) at the end of each report year

Quarterly disposal reports are a set of reports sent by each county/region to CalRecycle on or before the report deadline. Each Agency sends a disposal report for the entire county/region and FSRs for each facility in the county/region. The requirements of these reports are described in detail on the next few slides.

Further explanation of the DRS report requirements and disposal report forms can be found on the DRS website. DRS staff are available to assist any agency report preparers via email at drs@calrecycle.ca.gov, and new report preparers are encouraged to contact DRS with any questions as they begin preforming their duties.

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Disposal Report

- The first part of the Quarterly Disposal Report is the Disposal Report form- only one is required for all waste in the county each quarter.
- This report contains the following information by Jurisdiction of Origin:
  - Name and SWIS of destination facility (facility that accepted the waste)
  - Jurisdiction of Origin name and county
  - Tons accepted
  - Tons disposed
  - Alternative Daily Cover (ADC), Alternative Intermediate Cover (AIC) **by material type**

The disposal report compiles all the data received from each landfill, transformation facility, and export report within the agency. Only one form needs to be filled out, which summarizes all information based on jurisdiction of origin and destination facility. The report contains the name and SWIS (Solid Waste Information System) number of the facility that accepted the waste, where the waste was from (by jurisdiction and county), how much waste the facility accepted, disposed, and used as alterative daily cover (ADC) or Alternative Intermediate Cover (AIC) by **material type**. Other beneficial reuse does not need to be reported by material type/jurisdiction of origin, but should be included in the accepted total.

On the disposal report, the following equation must be equal:

Accepted = Disposed + ADC + AIC + Ben Reuse + Tons Sent Off-Site for Recycling

This is important because information entered into the eDRS database will not be accepted if this equation is not balanced.

Slide 13

Facility Summary Report (FSR)

- Facility Summary Reports are forms filled out for each landfill accepting waste in your county during the report quarter- multiple forms must be filled out, one for each landfill.
- Facility Summary Reports include:
  - Facility information (name, SWIS, contact information, survey method information, and landfill density information)
  - Total Tons Accepted during the report quarter
  - Total Tons Disposed
  - Total tons of Soil used on site (this is NOT included in the accepted total)
  - Total tons of waste sent off-site for reuse, recycling, or composting
  - Total tons of ADC, AIC, and Beneficial Reuse used on site **by material type**

Facility Summary Reports (FSRs) are required for each landfill and transformation facility that disposed of waste in the report quarter. FSRs include facility information, and totals for tonnages **at the facility**. These totals include accepted tonnage, disposed tonnage, soil, ADC, AIC, Beneficial Reuse, and tons sent off-site for reuse, recycling or composting. It is important to note that **soil is not included in the total tons accepted at a facility**. We consider this to be "Daily Cover", and only ask for a total tonnage used in a given quarter for informational purposes. Facility summary reports must also follow the equation from the previous report:

Accepted = Disposed + ADC + AIC + Ben Reuse + Tons Sent Off-Site for Recycling

Again, it is very important that this equation balances because FSRs that do not balanced are not accepted by the eDRS database. Again, **soil is not included in the accepted total**, but Alternative Daily Covers are. This is confusing to some facility operators and report preparers, so if you have any questions about this please don't hesitate to contact the Disposal Report Coordinator for clarification (drs@calrecycle.ca.gov).

Slide 14

Balancing Reports

Disposed
ADC
AIC
Beneficial Reuse
\+ Tons Sent Off-Site (Recycling)
Accepted

- This equation is required to balance in both disposal reports and FSRs

For both Disposal Reports and Facility Summary Reports (FSRs), the above equation must be balanced. If this equation isn't balanced in the eDRS database users will be asked to balance their data (or DRS staff will ask agency staff to clarify).

Slide 15

What are Annual Methods Reports?

- Annual Facility Methods Reports are reports submitted once a year on April 15th to CalRecycle
- Agencies are responsible for receiving these reports from facilities by March 15th and compiling the reports by April 15th
- These annual reports are required for each station (transfer/MRF), landfill, and/or transformation facility in an Agency's area

Slide 16

Turning in Quarterly Reports

- Quarterly reports can be submitted via email: drs@calrecycle.ca.gov
- Quarterly reports can also be submitted online through the eDRS database in LoGIC- training/how-to guides are provided on the DRS training webpage:

Quarterly reports can be submitted to the Disposal Report Coordinator (drs@calrecycle.ca.gov) or online on eDRS. Either method is acceptable, and both methods are monitored and approved by DRS staff.

Reports can also be submitted by mail or fax if an agency cannot email the report. These addresses are provided online.

“Quarterly Reports” include both quarterly disposal reports and facility summary reports.

Slide 17

Turning in Annual Reports

- Annual Facility Methods Reports can be turned in via email: drs@calrecycle.ca.gov
- Unfortunately, at this time there is no online submittal option through eDRS

Annual reports can only be submitted to the Disposal Report Coordinator (drs@calrecycle.ca.gov) at this time, there is no alternative online option through eDRS.

Reports can also be submitted by mail or fax if an agency cannot email the report. These addresses are provided online.

Slide 18

Disposal Reporting Due Dates

- 1st Quarter Reports due by July 15
- 2nd Quarter Reports due by October 15
- 3rd Quarter Reports due by January 15
- 4th Quarter Reports due by April 15
- Annual Facility Methods Reports due by April 15

The following are due dates for reports to CalRecycle

January – March: 1st Quarter- Due by July 15th
April – June: 2nd Quarter due by October 15th
July – September: 3rd Quarter due by January 15th of the following year
October – December: 4th Quarter due by April 15th of the following year

January – December: Annual Reports due by April 15th of the following year

For additional due dates please visit our report requirements webpage- here you can find due dates for haulers, stations, landfills, etc. for each quarter to your agency. The due dates are formatted in a table for easy reference by agency report preparers.

Slide 19

Quarterly Disposal Report **Revisions**

- Agencies, jurisdictions, and facilities are encouraged to check data for quality and accuracy throughout the disposal report year
- Any jurisdiction that notices anomalies or inaccuracy in data are encouraged to contact the facility in question. Facilities are then required to amend any inaccuracies and send them to their agency
- If an agency receives amended disposal information this should be sent to CalRecycle as soon as convenient
- The formal revision period begins on April 15th (the 4th Quarter deadline) and ends on **May 15th**

Every year DRS staff encourage agencies, facilities, and jurisdictions to review their disposal data for the prior year between April 15th and May 15th. This is the official revision period, but revisions to data are excepted all year long for the current disposal year. Data is generally finalized in June, so it is crucial that accurate and complete data is submitted by May 15th so the EAR can be released as smoothly as possible.

To make the revision process easier, we recommend that agencies also encourage their jurisdictions to review the data as it comes out during the year, and bring any problems to the agency's attention as soon as they see the issues. Under the Jurisdiction tab on the DRS website there are tools and further information for jurisdictions. Data can only be revised in eDRS if the facility or agency send in revisions, so it is crucial that agency's communicate this to their jurisdictions before the May 15th deadline.

Slide 20

Tools and Information

- CalRecycle's DRS Website:
  - Provides forms, background, further training modules, and lists requirements
- DRS Web Reports:
  - Produces previous year's statistics that have been finalized
- LoGIC:
  - Database that houses eDRS
- LoGIC reports:
  - Produces previous year's statistics as well as current (un-finalized) statistics

The above websites are good for any agency report preparer to have bookmarked. The DRS website provides all the forms and information required to make an agency's reports complete. Web Reports allow agencies and jurisdictions to review previous years data, but the web reports within LoGIC allow agencies and jurisdictions to review current and up to date data as it is entered into the system. The LoGIC login is also a good bookmark to have, as this is the gateway to eDRS and all your disposal related data.

Slide 21

- For more information please refer to:

1) DRS regulations, available at:
2) DRS homepage, available at:

-or-

3) Contact the Disposal Report Coordinator at drs@calrecycle.ca.gov with any questions or concerns

More training information on eDRS, our online report submittal option, is available on the County DRS Training webpage.