Electronic Disposal Reporting System (eDRS) Manually Entering Disposal Data

CalRecycle

Background

eDRS

- Developed by CalRecycle to automate submittal of disposal information in 2006.
- Part of Local Government Information Center (LoGIC).

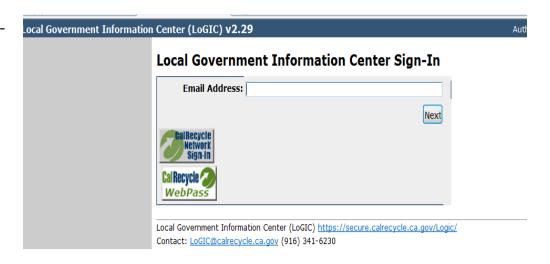
- There are two ways to enter information into eDRS:
 - Upload
 - Import a formatted excel sheet into eDRS

 Primarily used by large counties-accepting waste from multiple jurisdictions (more than 20 entries).
 - Manual entry
 - Enter-data line by line into eDRS.

 Primarily for small counties accepting waste from only a few jurisdictions (fewer than 20 entries).

LoGIC

Image: LoGIC Log-on this is where you log in to enter your DRS data

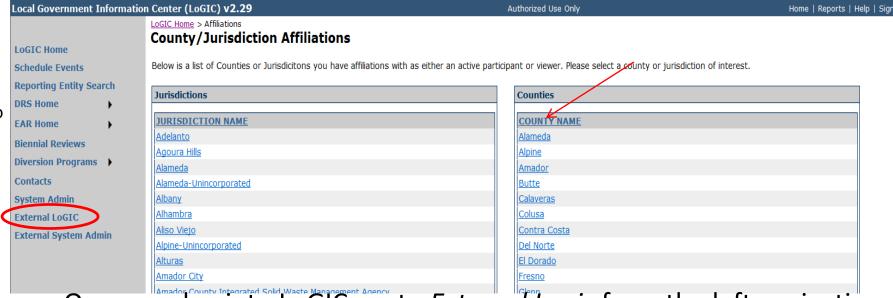


How to log in to LoGIC:

- To access eDRS, log in to the LoGIC database located at:
 https://secure.calrecycle.ca.gov/LoGIC/SignIn.aspx
- If you don't already have access contact the Disposal Report Coordinator (<u>drs@calrecycle.ca.gov</u>) to receive permission to the eDRS portion of LoGIC.

LoGIC

Image: LoGIC
Homepage- This is
where you navigate to
the appropriate
county to begin
entering data



- Once you log into LoGIC, go to External Logic from the left navigation bar and you will see the areas that you have been granted permissions:
 - Jurisdiction access allows staff to tracking disposal and work on the Electronic Annual Report (EAR)
 - County access allows staff to enter Disposal reports and review county disposal data
- To begin entering data into eDRS, click on the county you're entering a report for.

eDRS

Image: LoGIC County Homepage- This is where you navigate to enter data into a particular quarter for a county (options in the table)

Local Government Information Center (LoGIC) v2.29 Home | Reports | Help | Sign (Affiliations > LoGIC External Home Welcome to the Local Government Information Center (LoGIC) External LoGIC Reporting for Alameda County! Request Access Welcome to CalRecycle's new Local Government Information Center (LoGIC). Over the coming months, LoGIC will become the one-stop shop for you to view and analyze solid waste data collected by CalRecycles Update Contact Info about your city, county or CalRecycle-approved regional agency. For additional information and help, please visit MyLoGIC. External System Admin Electronic Disposal Reporting System (eDRS) The Electronic Disposal Reporting System (eDRS) allows Jurisdictions and Regional Agencies to view the most up to date disposal information provided to CalRecycle. You may view the current disposal data as reported by the counties when it is entered into the system, this data may change and is a work in progress and may not have been finalized. Official Primary County Contact: Meghan Starkey (mstarkey@stopwaste.org) (510) 891-6500 DRS Contacts by County Recent Disposal Report Filed for Alameda REPORT YEAR 1ST QUARTER 2ND QUARTER 3RD QUARTER **4TH QUARTER** Due Due Due Received Finalized Finalized 2009 Finalized Finalized 2008 **Finalized** Finalized Finalized <u>Finalized</u> 2007 Finalized Finalized Finalized Finalized

• Once you've selected the county, you'll see the years, quarters and current statuses on the county's homepage:

coordinators. Revisions may be submitted at any time prior to closing out the report year. Completed report year data are displayed at: http://www.calrecycle.ca

Finalized

These are preliminary data that are subject to change. Displayed data are based upon information reported by permitted facility operators and compiled by County/Regional Agency disposal reporting

Finalized

Finalized

Count: 5

Due: Hasn't been submitted to CalRecycle

2006

Page 1 of 1

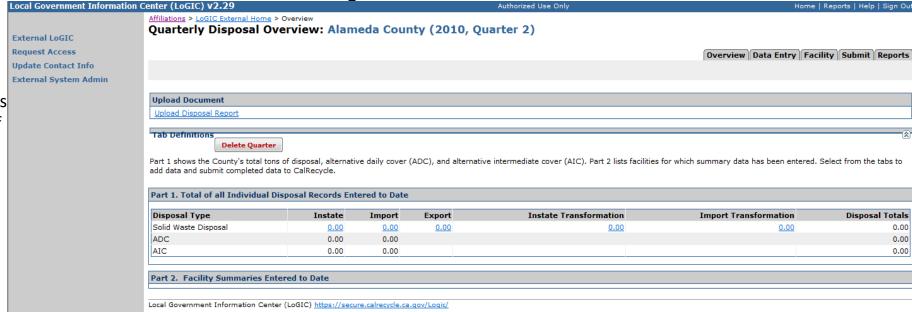
- Received: Submitted to CalRecycle for review
- Approved: CalRecycle has reviewed the information

Finalized

- Finalized: CalRecycle has completed the year, and posted the information to the web.
- Click on the appropriate quarter to enter data into eDRS.

eDRS Quarter Overview

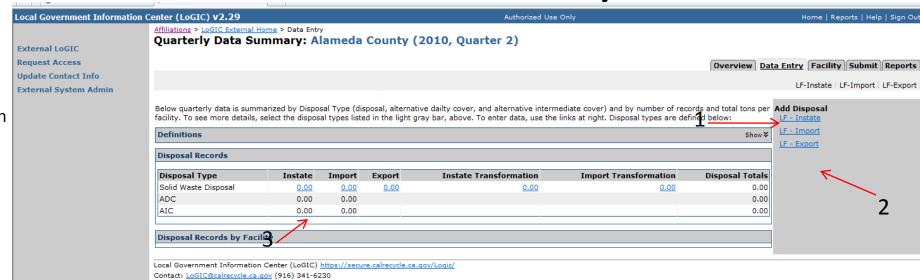
Image: LoGIC Data Entry homepage- this is where you begin if you are going to upload or manually enter data for a quarter.



- On this page you can view disposal amounts by type
 - Instate: Waste disposed from jurisdictions in California
 - Import: Waste disposed from Indian Nations, outside California, or from another country
 - Export: Waste sent out of California for disposal in another country, or US State.
 - Transformation is for waste that is converted into energy at a permitted facility
- Upload Disposal Report: Used to import the formatted excel file into eDRS.
- Delete Quarter: Used to remove all entered information for the quarter.

eDRS: Data Entry Tab

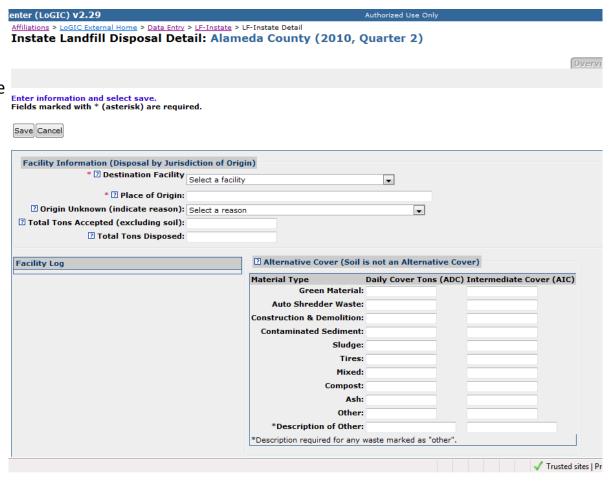
Image: LoGIC Data Entry page- this is where you go to begin manually entering data for a particular quarter into LoGIC)



- There are three ways to manually enter disposal data:
 - Mouse over Data Entry tab and select the disposal type. (Instate, Import, Export)
 After you select the type click the "Add (Disposal Type)" button that will be
 displayed OR
 - 2. Click on Data Entry Tab, and select the disposal type from the selections that appear OR
 - Click on the number under the appropriate column for the disposal type, and in the row Solid Waste Disposal. Then click the "Add (Disposal Type)" button that will be displayed.
- ADC/AIC are totaled all together and not by material type under instate disposal.

eDRS: Instate entry

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.



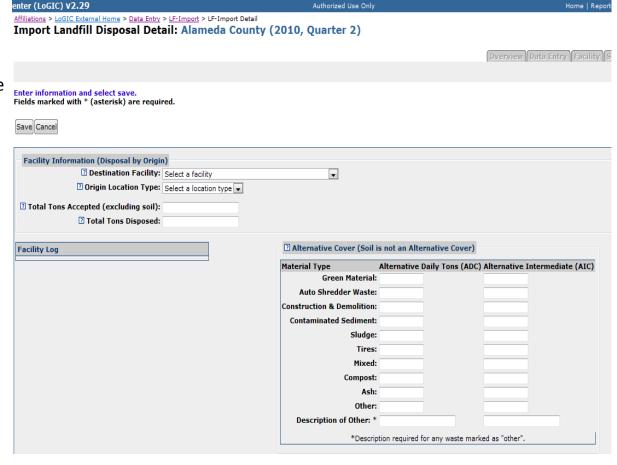
STEPS:

- **1.** Select *the Destination facility* for the entry
- **2.** Begin typing in the *Place of Origin*. As you enter a name, the system will begin to offer options of the place name.
- **3.** Enter (if needed) *Origin Unknown* (for waste that the facility failed to collect origin info on for varying reasons.)
- **4.** Enter *Total Tons of waste accepted* from the Place of Origin (no soil)
- **5.** Enter *Total tons of Waste disposed*.
- **6.** Enter any ADC or AIC by material type that was separated out from the Place of Origin.
- **7.** Once the entry is completed, select Save at the top or bottom.
- **8.** To enter more entries simply click the "Add (Disposal type)" button

Note: Total Tons accepted is > or = to Total Tons Disposed + ADC + AIC

eDRS: Import entry

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.



STEPS

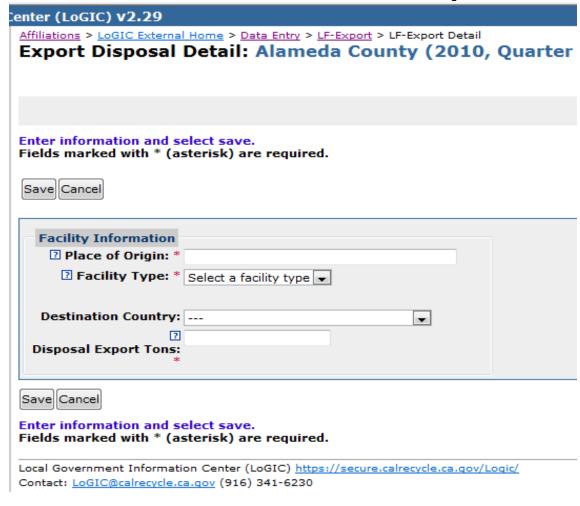
Select the Destination Facility.

- **1.** Select the *Origin Location Type*:
 - Out of Country: will be asked the Country of Origin
 - Out of State: will be asked the State of Origin
 - Indian Country: will be asked the State in which the Indian tribe resides, and the Indian tribe's name.
- **2.** Enter *Total Tons of waste accepted* from the Place of Origin (no soil)
- 3. Enter Total tons of Waste disposed.
- **4.** Finally enter in any ADC or AIC by material type that was separated out from the Place of Origin.
- **5.** Once you've completed the entry, select *Save* at the top
- **6.** To add more entries, click "Add (Disposal type)" button

Note: Total Tons accepted is > or = to Total Tons Disposed + ADC + AIC

eDRS: Export entry

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.



STEPS

- **1.** Begin typing in the *Place of Origin*. As you enter a name, the system will begin to offer options of the place name.
- **2.** Select the *Facility Type* the waste was sent:
 - Out of Country: will be asked the destination Country.
 - Out of State: will be asked the destination State and the name of the Facility that received the waste
 - Indian Country: will be asked the State in which the Indian tribe resides, and the Indian tribe's name
- **3.** Enter the amount of waste that was exported.
- **4.** Once you've completed the entry, select *Save* at the top
- **5.** To add more entries, click "Add (Disposal type)" button

Note: Any waste that is sent to a landfill out of state does not receive any credit for material diverted. (ADC/AIC, Beneficial Reuse, or materials Recycled)

eDRS: Facility Tab

Image: LoGIC facility summary form- this is the form you fill out with DRS information for the appropriate quarter.

Save Cancel

Enter information and select save.
Fields marked with * (asterisk) are required

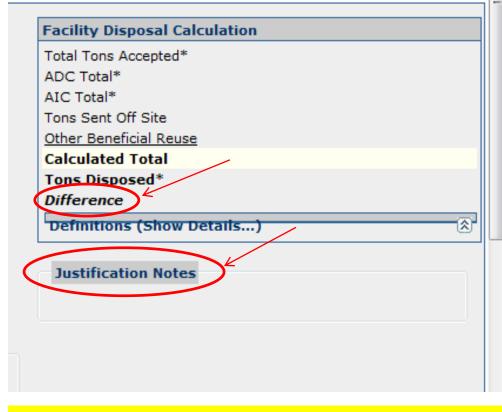
dfill Facility Summary Deta			-,	
				Overview Data Entry Facility
r information and select save.				
ds marked with * (asterisk) are required	•			
e Cancel				
acility Tonnage Information				Facility Disposal Calculation
☐ Facility Name: Select a fa	ality	•		Total Tons Accepted*
Total Tons Accepted: (excluding soil)				ADC Total* AIC Total*
☐ Total Tons Disposed:				Tons Sent Off Site
Total Tons of Soil Used Onsite:				Other Beneficial Reuse
Tons Sent Off Site for Reuse,				Calculated Total
Recycling, or Composting:			Tons Disposed* Difference	
				Definitions (Show Details)
racking Frequency				, , , , , , , , , , , , , , , , , , , ,
Waste Origin: Select a tracking frequency				Justification Notes
her Description:	÷			
ethods used to determine jurisdiction of	origin (check all that apply)			
Origin obtained from hauling company records		ned from other facility o		
Origin obtained from haulers at gatehouse	Other (desc	ribe in note field below)		
			Ŷ	
Please complete either items (1) 1 1A. In-Place Density:		Vaste-to-Cover I	Patin	
The state of the s	(lbs per cubic yard)	vaste-to-cover i	(Ratio format: 9:9)	Š.
_	- OR	-		
	- UK	_	-	
2. Air Space Utilization Factor:	(h)			
	(tons per cubic yard)			
Onsite Reuse				
	2 Alternative Daily Cove Tons	er Alterna	tive Intermediate Cove	er Other Beneficial Reuse Tons
Green Material:		P.		
Auto Shredder:				
Construction & Demolition:				
Contaminated Sediment:				
Sludge:				
Tires:				
Mixed:				
Mixed:				
Mixed: Compost:				
Mixed: Compost: Ash:				

STEPS

- 1. Use Facility Summary form submitted with disposal data.
- 2. By clicking on the facility tab and selecting Add a Facility Summary, you'll see the displayed page.
- 3. Select the *Facility* that you intend to enter information about.
- 4. Total Tons Accepted, Disposed, any ADC, or AIC will be populated from Jurisdiction entries.
- 5. Complete *Total Tons of Soil Used Onsite*, if any.
- 6. Complete *Tons Sent Off Site for Reuse, Recycling or Composting.*
- 7. Select how often the origin of waste is collected, or select *Other* and provide a description.
- 8. Check as many boxes needed to explain how the place of origin is determined by a load.
- 9. Enter either the In-Place Density **and** Wasteto Cover Ratio, **-OR-** the Air Space Utilization Factor for the landfill.
- 10. Enter any beneficial reuse used on site, and enter it under the appropriate material type.
- 11. Once all this information has been entered, click on *Save*.

eDRS: Facility Disposal Calculation

Image: LoGIC County
Facility Summary
Page- this is an image
of the facility disposal
calculation box
located in the upper
right hand corner of
the online form. This
slide explains the
importance of
balancing facility
summary reports.

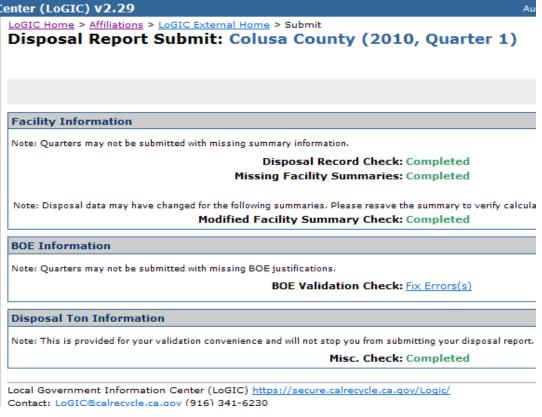


Total tons accepted = Total tons disposed + Total Tons sent off site for Recycling + ADC + AIC + Beneficial Reuse

- If after you click save, you get the message "Your Facility Totals Are Out Of Balance," enter a justification in the Justification Notes section. The message means that the numbers do not equal the equation shown to the right.
- To see how much the information is off, refer to the Facility Disposal Calculation box at the top right of the screen.
- A reason for the difference (such as rounding) must be entered before you can *Save*.
- Click Save again, and the information is saved.
- Repeat this process for all facilities.

eDRS: Submit Tab

Image (Right): LoGIC Quarter Submit tab-This page does certain checks to ensure your data is complete before you submit your data to CalRecycle Image (Bottom): LoGIC pulls information from the Board of Equalization (BOE) and if there is a difference between totals reported in LoGIC and to BOE of more than 1 percent you are required to provide a justification.



After entering all the information in the Entry Tab and Facility Tab, you can move on to the submit tab.

- **1.** *Disposal Record Check*: verifies that all the disposal records have a valid place of origin.
- **2.** *Missing Facility Summaries*: ensures that all the facilities have their summaries completed.
- **3.** Modified Facility Summary Check: ensures that no changes have occurred after the facility summaries were entered without the user verifying the changes.
- **4.** BOE Validation Check: Compares the numbers reported inside DRS with the amounts that the landfill paid to BOE.
- -If there is a difference of more then 1 percent the system will prompt you for a justification.
- -To enter a justification, click on "Fix Errors(s) and you will be taken to a page (Shown below) that will show you the percentage difference. Click on "justify, and enter the justification for the difference in the amounts' (e.g. Submitted updated BOE amount.)
- **5.** Misc Check will verify that all the information has been entered correctly and that there are no other errors with the quarters.
- **6.** Once this is all completed, click Submit to CalRecycle, which will be displayed at the bottom of the screen.

Data comparison of reported disposal totals and Board of Equalization data, if available. Percentage differences greater than +/- 1% require explanation upon CalRecycle staff review.

SWIS #	FACILITY NAME	DISPOSAL TO	N BOE	E TON DIFF	F (TON)	DIFF (%)
06-AA-0002	Stonyford Disposal Site		2,065.50	65.00	2,000.50	96.85 Justify
Page 1 of 1			Export To Excel			Count