Transcript for "Webinar, Part 1: Introduction". The webinar introduction covers accessing LoGIC, navigating eDRS, and resources available to assist county staff. The video is 12 min., 37 sec. long.

[*Opening Slide displayed*]

Alright, hello everyone. Thank you for attending the disposal reporting system webinar, basically a how to guide on how to do eDRS. My name's Okla Hensley. I am one of the presenters for today. Just for those that are attending and if by chance you know anyone that is unable to attend or would want to look at this at some later point, we are recording this webinar and this will be put up on the DRS homepage in a couple weeks or so. So if you guys have any questions feel free to email DRS@Calrecycle.ca.gov. We'll try to address all the questions at the end of each section. If we do miss any questions or if they come in late we will take questions at the end as well for any of the sections. So with that said, one of the other presenters is Darcy Bird, she'll be going over basic manual entry and stuff. I'll show you that part. The other person that who is attending but won't be speaking potentially is Peter Staklis. And he's fielding the questions, so if you guys email questions in he'll let us know and we'll make sure to respond to those as well. So with that said

[*Overview Slide displayed*]

An Overview of what we're going to talk about today. We're going to talk about getting the data into the system, some of the resources that are available to you, where to log in and get a Web Pass, LoGIC sign in. We're going to go over uploading the disposal data if you use the excel template, we're going to show you how to do manual data entry, we're going to show you what the Facility Summary page in eDRS is, after which you've completed all that we're going to show you how to go ahead and submit the reports, and then show you the reports that are available to you as counties staff in LoGIC.

So to start we're going to talk about what eDRS is. eDRS is the disposal reporting system, the electronic reporting system, it is housed inside the LoGIC database.

[*2:30 in presentation presenter goes to DRS Webpage*]

So for those of you that haven't seen the DRS Homepage, if you go to the CalRecycle site and you search DRS [in the CalRecycle Search bar] this is the DRS Homepage. You have things such as our DRS Web Reports, a description of eDRS, regulations, some training material, templates, and some basic other information that's available for you guys to use to get caught up on eDRS disposal reporting. So with that said, let's talk a little bit about LoGIC itself.

[*3:23 in presentation presenter goes to LoGIC log-on page*]

So today we're going to be using our staging site, this way none of the data is actually put in the live system. One thing to note about as you enter data into LoGIC and eDRS is that data becomes available

for anyone to see. So for this case we're using our staging site and none of the data actually in the Live Version. For those of you that use any of the databases that CalRecycle has, you probably have a CalRecycle Webpass.

[*4:00 in presentation presenter goes to CalRecycle Webpass Webpage*]

For those of you that do not have a Webpass you need one to do eDRS. If you click on the link, if you search Webpass or if you click on the Webpass link on the "my LoGIC" page, you get taken to the Webpass home page. Gives you some options if you forget your password, if you have to change it, resend an activation email, create your account if you're new, or even manage your existing account. This is to get access to the Webpass.

[*4:34 in presentation presenter goes to the LoGIC log-on Webpage*]

For those of you who already have a Webpass.

[*4:42 in presentation presenter goes back to LoGIC Webpage on CalRecycle's website*]

Here's the "my LoGIC" webpage as well, it talks about the Webpass and the different functions inside of LoGIC.

[*5:16 in presentation presenter goes to "Reporting Entity Contact Change Request" Webpage on CalRecycle's website*]

For those of you that already have a Webpass, one thing to note is you're not automatically granted access into the LoGIC database, you do have to request access via the county or if in the case of those that are doing annual reports or jurisdiction information, grant you access to your particular jurisdictions. So, if you do this reporting entity contact change request, you do the search for that, you scroll down and it kind of gives you a description of what are the roles of the contacts for LoGIC database, scroll down a little bit more, you'll see Disposal Reporting (DRS) Contacts, be it you're the primary person, an official, or a general contact, general being someone who's affiliated, but may not be responsible for it. Scroll down some more and you'll see there are these fields to fill out. Be it the county, jurisdiction, your name, your organization. You keep scrolling down, this basically gives us the details about what you're asking for access. Once you've filled out this request form and submit it to CalRecycle we'll review it and make sure to contact all the appropriate people, and we'll grant you access to LoGIC if it's appropriate. Do note that this is a county's responsibility and thus we will be contacting the counties to make sure that you are supposed to have access to their particular data.

Now with that said, let's go onto eDRS and actually LoGIC.

[*6:55 in presentation presenter goes back to LoGIC log-on page, enters example user name*]

So, just as you log-in, you use your email address. Each user you should have your own Webpass, it will be unique to your own email address, you will have to create a personal assurance phrase, whatever you want it to be, and then your password.

[*7:17 in presentation presenter enters password- note that a personal assurance phrase populated in the log-on box when the username was entered. Once password is entered navigates to the LoGIC homepage*]

Once you log in, you'll see this is the external LoGIC page, you'll notice there's jurisdictions on the left. If you have been granted access to any jurisdictions you'll see them there, jurisdictions being the cities. To the right you'll see the counties; the counties are basically that, the counties of California in which are responsible for doing disposal reporting. In this case we have got access to Sacramento County, so if you click on Sacramento…

[*7:51 in presentation presenter clicks "Sacramento" link- navigates to Sacramento's homepage within LoGIC*]

You'll then basically be taken to the DRS pages, you'll notice they have a "DRS Contacts by County" [link], this is a report that is available to the DRS contacts in case you have any questions regarding another counties reported disposal.

[*8:13 in presentation presenter runs "DRS Contacts by County" report*]

In this case you simply go here, [*presenter clicks down arrow on "Select a County" field, selects Alameda's box, runs report*] you select whichever county you want, in this case we'll do Alameda, do the view the report, and you'll see the contacts that are there for Alameda county. This is where the primary, the official comes to play. It give you their email address, their phone number and other contact information. So for those of you that should be contacted, make sure that you are listed as a contact for your particular county.

[*9:00 in presentation presenter closes out of "DRS Contacts by County" report*]

Now with that said, we'll scroll down a little more you'll see the different years and the different quarters for disposal reporting. For this presentation we're going to be using 2013 1st quarter.

[*9:15 in presentation presenter clicks "Due" link by 2013, under 1st quarter in table on homepage, this navigates the user to Sacramento's 1st quarter overview page*]

So by clicking on that you're taken to the overview page. So this is a particular quarter's overview. You'll notice the different tabs at the top, the overview, data entry, facility, submit, and reports. If you haven't put in any disposal data you have the option to Upload. As soon as data has been entered into that particular quarter you can no longer upload a disposal report. So it's either the very first thing you do or you don't do it. If you notice these little icons, these little double up arrows [*presenter clicks the double up arrow*], you click on that it expands to give you more information, in this case it talks about the different tabs and what their function is in regards to disposal reporting. Next you'll notice that there's

the option to delete quarter. So if you have any data, say you need to revise your whole report or you need to just erase everything [*audio gets fuzzy*] for whatever reason it is incorrect, you have the option to hit delete quarter, here [*mouses over "delete quarter" button on overview page*]. But since this is blank there is no data. Scroll down a little bit more and you'll notice there's basically an overview of the data that's been entered in for that particular quarter. You'll see this solid waste disposal listed as in-state, in-state being what is being landfilled in your particular county. So if waste is being landfilled in your county from anywhere [in California] that'll be under the in-state. Imports would be any waste that was imported into your county from out of state (so Nevada, Oregon, and Arizona) or out of country (in the case of Mexico) or Indian country. So if you have waste that comes in from an Indian Reservation that would all be listed under the import section. Next would be exports, so if you export any waste out of the state of California that is to be reported and that would be shown under the export section. Now if you are one of the two counties that have transformation (those two counties being Staislaus and Los Angeles) if you have any instate transformation (waste transformed originating from California) and the next being imported transformation (waste transformed from out of state). Next you'll have ADC and AIC, this being waste that was used as Alternative Daily Cover or Alternative Intermediate Cover and where it originates from, be it a jurisdiction within California, or a jurisdiction that was imported either from an Indian County, out of state, or out of country. Next you'll see there's a section for facility summaries, and when we get to that point and fill them out you'll notice that the facility summaries will populate down there as well.

[*End of Introduction. Presentation Continues with "Webinar, Part 2: Uploading Data"*]