

Transcript for “Webinar, Part 5: Submitting Data and Reviewing Reports”

. This section covers how to submit a completed disposal report within eDRS and how to review previously submitted data and prior year’s data by running specialized reports within LoGIC. The video is 15 min., 52 sec. long.

[Opens on the “Submitting Disposal Reports and Viewing Reports in LoGIC” slide]

Alright, so to talk about submitting disposal reports, and then a couple of reports that might be useful to you as county [staff]. So let’s go to LoGIC.

[0:15 Presenter navigates to LoGIC overview page- all data was entered in previous parts of the webinar]

So once you’ve either uploaded or manually entered your data, and then you’ve completed the facility summaries for the facilities that you’ve reported, the last thing you have to do to, is you have to go and submit your reports to CalRecycle. So you simply have to click the submit tab *[presenter selects “Submit” tab at upper right]*.

[0:37 presenter is now at the Disposal Report Submit page]

It will run various checks. So for the case of disposal record check, what it's actually looking for is to make sure that you fix that yellow bar that we had occur, where it wasn't able to determine the place of origin so if you did have that and didn't fix it, it would come up as an error. This missing facility summaries would be, simply, did you forgot to fill one out? As Darcy pointed out *[in the previous section of the webinar]*, you want to go back, try to add, if you have more facility summaries to add, then you’ve completed them all. The modify facility summary check. This one lets us see if you’ve actually made any corrections after the fact to your facility summaries.

[1:22 presenter goes to the “Data Entry” tab to demonstrate how an error might be made]

So, if we were to go back to your data entry *[presenter selects link below “in-state”]*, and simply edit one of these *[presenter selects “Sacramento County Landfill” record]*. So remember how she changed this one from 100 to 90 *[presenter clicks “edit” to open the record for revisions]*? If we did this *[changed the record back to 100]*, *[presenter saves record]* and we were to go to submit *[presenter selects submit tab]*

[1:38 presenter returns to Disposal Report Submit page]

It would prompt us to go back and verify that that should be what it is. So you would go back *[presenter selects view in the new table on the submit page]*, you have to view *[selects edit from upper left button options, facility summary refreshes and can now be edited]* and it will prompt you, you know, what’s the issue? You know, and if this is all correct and you verified and your justification takes account for why the difference is and it’s a valid reason. You simply have to hit save *[presenter selects “save” at top left of facility summary form]*. So let’s go back and change this on back to 90 *[presenter swiftly changes data record, goes to “Submit” tab after]*. Again, it’s going to prompt us that we've made changes. So we simply have to go to the facility, or you can view and then simply hit save *[presenter goes back to facility tab, selects “Sacramento County Landfill”, then goes to the “Submit” tab and hits the “view” link in the*

new table, all in quick succession. These are all examples of how to go about fixing this issue]. Once you've done that over to the summit section and it will be completed.

[2:37 presenter finishes "facility summary check" error example, returns to submit tab]

The next thing is that it will do is a BOE validation check. What BOE stands for the Board of Equalization. For any landfill that accepts waste in California, if you dispose of waste they have to pay the tipping fee. What happens is, is we get a report at CalRecycle that reports to us how much was actually being disposed and paid for by the [landfill for] the fee purposes. We will then compare the two, and if the difference is greater than one percent, it will prompt you to justify why there is that discrepancy. Since we don't have that issue, I have a couple screenshots to show you what that issue would be.

[3:28 Presenter returns to slideshow, opens up a slide with a BOE error examples]

So in the case, as you can see, this looks identical, but you would have this BOE validation check and will say "fix error(s)". You simply click the link for "fix error(s)" and that will take you to a new page *[presenter goes to the next slide with another screenshot]*. It will then list out the SWIS number, the facility name, the disposal tons, what was reported to the Board of Equalization, the difference, and the percentage difference. So if the percentage is greater than one percent, and in this case you can see it is 1.4 [percent], it will prompt you to justify. You simply click justify, write why the difference is and then you can, once you've justified all your records, you can go back to the system and it will say corrected.

[4:21 presenter returns to disposal report submit page after finishing the example screenshots]

You'll end up with it being completed. If you all your records, you have no discrepancy, it will automatically go to the completed portion and you don't have to do anything. Next, [what] it will do is assess some basic random checks to make sure all the data is in their all right, if there's not going to be any issues, and then once all these have been set to completed, all you have to do is hit "Submit to CalRecycle" *[presenter selects "Submit to CalRecycle" button at the bottom of the page, page refreshes and a green "success" message appears at the top of the page]*. Once you click that submit button, it then locks that particular quarter, so that no one can come in and edit the data after the fact. Also, it sends an e-mail to both yourself and to CalRecycle, saying that you've submitted the data and thank you. So this is your documentation as proof that you've submitted it, and it also sends us the e-mail so that we know that you have submitted it.

Now if you come across and after you've done your submittal and you find that there is an error and you need to make corrections, either re-upload or manual data entry to fix a few records, you simply have to e-mail DRS@CalRecycle.Ca.Gov. Let us know that you have a revision for a particular quarter and CalRecycle staff can unlock it so that you can login and make those changes, and then resubmit the data to CalRecycle. Once you've done your submittal, then you have the options and you're done, *[presenter goes to "Overview" tab]* you'll notice that if you go to "External LoGIC" *[presenter selects "External LoGIC" link on the left toolbar]* and you look at your particular quarter, you'll notice that its changed to "received". This means that we have received it and were reviewing it. And again, the data cannot be changed until it's been reset back to the "due" status, in which it is free to be edited.

[6:16 presenter goes to "Reports" tab]

So, lastly, let's go over some reports. These reports are there for you as a county's staff to use to run for your particular county. You'll notice the first one is "ADC/AIC Quarterly Summary by Facility". This one details all the alternative daily cover or intermediate cover that is used at the facilities within your county. [presenter runs "ADC/AIC Quarterly Summary by Facility" report, opens a new report viewer window] Simply select it, and it runs, and then you'll notice that if any green waste, auto shred, and list out all the different material types, and if you expand, you'll notice that you have these little plus signs, it will give you the particular jurisdiction that sent that material that was used at the landfill and gives you the ADC or AIC. One thing to note, is that all the CalRecycle reports you have option to export them out to various formats [presenter clicks "Select a format" field, drop down with file options appears]. So say you needed it in a PDF or in Excel, you have that option.

[7:20 Presenter closes out of report, goes back to the "Report" tab]

This one is the BOE comparison report [presenter runs "BOE Comparison" report, report viewer opens], try to show you this one. In this case, you'll see the different years, simply click the plus sign, then the particular quarter and it will give you out what was reported inside LoGIC. Since we're using the staging version, it doesn't have actual data, so I'm going to show you an image of one [presenter opens up image of BOE comparison with BOE data]. In this case, you'll notice that it has the accepted, the facility names, SWIS numbers, the accepted, all the different ADCs, AICs, beneficial reuse, sent off site for recycling. What exactly was the disposal versus what was actually reported in that Excel sheet or the line items. Then it has a green box. That green box is the difference from which was reported to the Board of Equalization and then to the right of that you'll actually see what was reported to the Board of Equalization. Again, how much was actually disposed, how much was actually accepted, beneficial reuse, AIC, ADC, and then recycling. So, if this difference is greater than one percent, it will prompt you, again on that submittal page, to make corrections, but this also gives you an idea of what's occurring at your landfills, so it's worth to go back and actually do a comparison to make sure that your landfills are reporting correctly to both you and to the Board of Equalization.

[9:00 presenter closes out of image, goes back to "Reports" tab]

Next you have some reports that you can select and run by year. All the data that's in LoGIC is available for you to run to the most current data. So if you want to see 2013 data and it has been reported at this point time, you simply have to login to LoGIC and you can run that information. So in this case, we'll run for 2013 [selects 2013 on "Select a Year" field]. First one simply gives you the disposal types, being in-state, imports, or exports, allocated to a jurisdiction, so we click that one.

[9:39 presenter runs "Disposal Type Summary" report for the year 2013]

One thing to note is that if you run any of these reports, and you're trying, and maybe you want to switch up if you don't close the old report, it actually pops up in the old viewer. So you might be expecting something pop up, but if you already have the report viewer over open, it will simply replace the data that's in there and show you the new report. So you might be sitting there waiting, but you actually already have it open. So you can see here any exports that have been reported, from what origin, what was the destination, and you can see imports or in-state, being waste that was disposed of from California to a California landfill.

[10:28 presenter closes out of report, returns to "Report" tab]

The next two reports are jurisdiction and place of origin. They are very similar, so I'm going to show you the place of origin report, since this one gives a little bit more detail [*presenter runs "Place of Origin" Report*] and what the big difference between this one and the jurisdiction report, is the fact that what it reports. If you notice here, it will show you the place of origin, and this is what was reported in the DRS reports that were submitted. So in the case, we have Merced. Well, the actual jurisdiction that Merced belongs to is Merced County Solid Waste Regional Agency. So as you can see, it will actually tell you what was reported as the place of origin, and then what the actual jurisdiction is that that waste will be attribute to. Again, it gives you the ton accepted, tons disposed, any ADC or AIC that might have been used at the facility from that particular jurisdiction, and then you can expand to get different facilities.

[11:35 *Presenter closes out of report, returns to "Reports" tab*]

Unfortunately this last report is not working at this point time, but it will detail out what the waste was that originated from your particular county, regardless of where it was sent. So if another facility reported of waste as coming from your county, this report will basically detail, out by jurisdiction, where that waste went to. This is basically to give you, as a county, a view of what's occurring and where waste is going that's originating from your county. Hopefully that will be up soon and functioning correctly in the near future.

[12:16 *presenter finishes content portion of the webinar, now the webinar is open to questions from participants*]

Now with that said, we're going to take any questions is in regards to eDRS and LoGIC.

[*Question asked, not audible. Presenter's answer below.*]

The difference between accepted and disposed, is accepted is what comes across the gate that excludes soil. So it would include any ADC, AIC, beneficial reuse, recyclable material - that would all be included in accepted. Disposed would actually be what is landfilled in the hole for disposal purposes.

[12:57 *Presenter returns to Questions slide*]

Any other questions? We know it's getting close to the end, so if you guys have any questions try and send them in, if we do not respond to them right now, or if you come up with any questions after the fact, feel free to e-mail DRS@CalRecycle.Ca.Gov. We will make sure to answer them and we will, again, be posting webinar on the DRS Homepage, and we'll probably put up any questions that you guys might have had, we will try to put up an FAQ as well, so that way we can address any questions that might have occurred or came out after we did this presentation. With that said, any other overall questions?

[13:55 *presenter is asked a question that is not audible, the answer is below*]

So we have a question: do we have data for soil? Soil is to be reported on the facility summaries. So if it's actually being reported on that facility's summary, which it should be, we do have data of how much soil is being used at each facility. We would not know where that soil came from, just that it is being used at that particular facility. There is no report in regards to soil but if it is something that users do want and one thing to let us know, if there's any particular data sets that you're trying to get or information that you need and there's no report that's available to you guys for that particular information, let us know. We can try and get that report available, or if it's just simply a one-off report

that you need once and you have no intention of ever using it again, we can also try to give you that kind of information as well.

[14:56 ends questions section of webinar]

Again, email us at DRS@CalRecycle.Ca.Gov if you have any questions or any other information that you may need, that might be helpful to you guys as the county. Again, this webinar will be posted. When we get this up, we are also hoping to revise the DRS Homepage, to make it a little bit more convenient. At that time, we will be e-mailing out [to] all the DRS contacts to actually let you guys know that the training material's available and that the site has been updated and revised for you guys, make it a little more convenient. With that said, we want to thank you for participating, both me and Darcy appreciate your time as well.