

Transcript for “Webinar, Part 4: Facility Summary Reports”. This section covers how to enter and submit facility summary reports and addresses common errors, troubleshooting, and questions from the webinar audience. The video is 10 min., 45 sec. long.

*[Opens at the County Overview Page- data was entered during Part 3: Manually Entering Data]*

Alright, so once you have all your disposal report information entered into the database, whether you chose to upload this data or to manually enter this data, the next step that you have to do to be able to submit your reports to CalRecycle, is you have to enter all the facility summary reports for the landfills in your county. In this example, we need to submit facility summary reports for L and D Landfill and Sacramento County Landfill. We don't need to enter a facility summary report for Lockwood Landfill because that is located in Nevada and not in Sacramento County. So we don't need to enter a facility summary report for that landfill. The easiest way to tell exactly what landfills you need to enter facility summary reports for is by going to the “Facility” tab.

*[0:50 Presenter navigates to “Facility” tab, page does not have any facility summaries submitted]*

Then, noticing that there are no facility summaries entered, you go to “Add Facility Summary” *[presenter clicks “Add Facility Summary” link to the right of the page, this takes the presenter to a blank facility summary form]* and this will prompt you with all the facilities *[presenter clicks on the “Facility Name” field which populates a dropdown menu of facilities]*. [These] are all of the facilities with disposal data in LoGIC as of right now. So you want to make sure that you have all your disposal reporting data into LoGIC before you take this step or else any landfills that you haven't entered yet won't be on this list. So, we're going to go with L and D Landfill first *[presenter selects “L and D Landfill” from dropdown, page populates facility summary form for this landfill]* and this is going to populate with all the data that we entered into LoGIC up to this point. So this is all the data that I just entered. *[Inaudible disruption- presenter continues]* What you want to do, is you want to check these totals against any totals you might have on your disposal reports. So, like 195 accepted, that agrees with my facility summary report.

*[1:54 Presenter navigates to eDRS webpage to download a blank facility summary report]*

But before we get into this too much further, let's actually look at a real facility summary report. If you go to the disposal reporting homepage and go to templates *[presenter selects “templates” at bottom of page- this is now under the “report requirements” link]*, quarterly summary reports by facility *[selects link at top of page]*, and you can open this guy up *[selects “Landfill Quarterly Summary” link- this opens a blank facility summary report]*.

*[2:15 Presenter now has an excel file opened, this is a blank facility summary report]*

And this is going to ask you for all the information that we are currently looking at, so accepted excluding soil, disposed, soil used on-site, recycling or composting sent off-site, capacity data, methods used to determine jurisdiction of origin, tracking data, and then ADC, AIC, and other beneficial reuse. *[Inaudible disruption]* You'll normally fill this out, and then you can fill out the form on LoGIC from this form because all of the fields here correspond to the fields in LoGIC.

*[2:59 Presenter navigates to new file- opens a filled out FSR example]*

An example of one, so this is one has been filled out by Trashina Bagins, my favorite person and she has put in all the information according to her facility and then you can use this to then fill out your LoGIC form.

[3:22 Presenter navigates back to the L and D Landfill facility summary form in LoGIC]

So we're going to go back and fill out the LoGIC form. So again, you want to make sure that your total tons accepted and the total tons disposed is equal to what you have reported, because this is coming directly from LoGIC and we need double check this against their own FSR and we know that these are equal to what we said. So then you hit... So this is again accepted excluding soil but if you did use soil on site this is where you report it [*presenter indicates "Total Tons of Soil Used Onsite" field*]. So we used 50 tons of soil. This is tons sent off site for reuse or recycling, or composting, and if you forget what that is, the question marks again will tell you what definition of that is [*presenter mouses over question marks below the fields, pop up with definitions appears*]. In our example, we had 10 tons [*fills out "Tons Sent Off Site for Reuse, Recycling, or Composting field"*]

[4:14 Presenter begins discussion of "Facility Disposal Calculation" Table on the right]

As you can notice over here, what this form is going to be doing is calculating a total disposed and what we want is the calculated total to equal our tons disposed total. And right now we have a 20 ton difference, but obviously it hasn't taken into account our tons set off-site for reuse, recycling, or composting, or beneficial reuse, so as we fill out this form we should be getting rid of this difference.

[4:39 Presenter returns to filling out form]

So, next it's going to ask for your tracking frequency, and we're going to choose daily [*presenter selects daily from drop down list*] and this is going to be methods used to determine jurisdiction of origin. You're going to check all that apply. So if you do all of these things, you're going to check all of them. If you only do one of these things, just check one of them. So, we're going to have all of them checked [*presenter checks all boxes except "other"*]. For this next part you're either going to complete 1A and 1B or item 2. So if you just try to put in 1A [*Presenter enters "122" into field 1A and selects save*] and you save it's going to tell you that you also need in-place density [*page updates with an error message at the top of the page*]. But, if you have information for air space utilization factor, you only have to fill out the one field, which in our example is what we're going to do.

[5:30 Presenter scrolls down to fill out the last table on the facility summary form]

And finally, as well as accepted and disposed, ADC and AIC are both calculated from the disposal information we put in. So this is the 20 tons of glass we entered in our example and this is the 20 tons of green waste that we entered in another one of our examples of manual data entry. And so we can see these two populated in this table. We also have some beneficial reuse to report as C&D, so we're going to go over here, in the C&D beneficial reuse field and we're going to go "10" [*presenter enters "10" in the appropriate field*] and we're going to save [*presenter selects "save" at the bottom left*].

[6:09 After saving the page refreshes and a green success message is displayed at the top of the form]

And we're going to notice that it says the summary's been saved successfully and that is because this difference right here is now zero. If you ever have a question about what anything in this table means it also defines itself not very well here [*Presenter clicks double down arrow in the bottom right corner of*

the “Facility Disposal Calculation” table]. In staging, it doesn't let us look at it properly, but, what you're going to see is it's going to take the total tons accepted, all of your ADC, all of your AIC, all of your tons sent off site, and all of your other beneficial reuse, and it's going to subtract these guys from your accepted to get a calculated total. And this calculated total should equal your total tons disposed, because disposed, plus ADC, plus AIC, equals accepted. We want this difference equals zero, and sometimes it won't so we're going to add another landfill summary to see some situations where it might not.

[7:11 Presenter selects “Add Landfill Summary” button that now appears at the top right, this takes the presenter to a blank facility summary form.]

[Presenter selects the “Facility Name” drop down menu- now it only lists Sacramento County Landfill] So since we've already filled out our L and D Landfill it's not prompted here because we already filled it out. So we're going to fill out our Sacramento County Landfill facility summary report [presenter selects “Sacramento County Landfill” from drop down menu, page populates the form with Sacramento County Landfill data], and again, we're going to see that 100 tons and that 75 tons we already entered for accepted and disposed and we're not going to see anything in ADC or AIC because we didn't enter any ADC or AIC for the county landfill. So, again we're going to fill out any soil we used on site, so we're going to say 10 tons [presenter fills out appropriate field], any recycling we sent off site, which we also said was 10 tons [presenter fills out appropriate field], our tracking frequency was daily [presenter selects “Daily Survey” from drop down menu], because this, in my fictional world, a smaller landfill, we only obtained our origin information from haulers at the gatehouse [presenter clicks only the box by this choice] and in this example, we're only going to fill out this field [presenter fills out only section 2 “Air Space Utilization Factor”. And remember, if you're using this you have to fill out both, not one or the other. And we also have some green materials to report as beneficial reuse and now we're going to save [presenter selects “Save” at bottom left of the facility summary form].

[8:26 Presenter saves facility summary form, an error message appears at the top of the page]

It's going to say, woah, your facility totals are out of balance, you need to enter a justification in the justification notes. So we're going to notice that this total difference is ten tons and what I'm going to notice as I'm looking at my FSR is that this total tons accepted in the disposal report information they had entered was 100, but on my FSR it says 90. So I have to figure out why this is different. In my case it's because on my disposal report I accidentally entered soil into my accepted. So to do this I can actually enter my justification here [enters a justification in the box highlighted red under the “Facility Disposal Calculation” table] and say soil in accepted, but, just saving it like this is not really a good idea because you want to try report than most accurate information that you can, so if you save this [presenter selects “save” below the justification table, page refreshes with a success message in green at the top of the page]

[9:18 Presenter begins to navigate back to the data entry page to revise her incorrect record]

What you want to do is go back to your data entry and actually change that record [Presenter goes to “Data Entry” tab and selects the link under “In-State” in the overview table]. So here's my Sacramento County Landfill with 100 tons where it's supposed to be 90 [presenter selects the “Sacramento County Landfill” link next to the appropriate record, taken to the data entry page for that record]. You go in here and hit edit [presenter selects “edit”, page refreshes so the presenter can revise the record] and then go

90 tons [*presenter enters 90 tons into the "Total Tons Accepted" field*], and then I'm going to save [*presenter saves data entry page*].

[9:39 *Presenter navigates back to "Facility" tab, selects the "Sacramento County Landfill" facility summary report on overview page*]

So then when I go back to my facility summary report. The difference is now zero. Now sometimes this difference, because it's so very particular, it might be '.01' or '.02', so other good justifications, let's say it's now only '.01' off, I could go "rounding" and hit save [*presenter enters "rounding" in justification notes and saves*]. And that would be a good justification. But when you enter in those justifications you do want to try and fix any of these differences if you can. For instance, since I knew that I had added in soil into my disposal report I can go back to the disposal report record and change that so it's more accurate so that way it totals it up for this facility summary report. We have an accurate facility summary report and when you go to your facility page you're going to see that both of your facility summaries have been done. If you go to add facility summary here [*selects "Add Facility Summary" link to the right- goes to a blank facility summary form*], you're not going to have any more facilities summaries to enter [*presenter selects "Facility Name" field, no facilities populate*], and that's how you know you've entered all your facility summaries.