

## SAMPLE RECORDS REVIEW LETTER

*Date of Letter*

*Facility/Hauler Contact Person*

*Facility/Hauler Name*

*Facility/Hauler Address*

*City, State Zip*

Dear *Mr./Ms./Mrs.* \_\_\_\_\_:

This letter is to inform you that pursuant to Title 14, California Code of Regulations (14 CCR): Chapter 9, Article 9.2, sections 18800–18814.11, representatives from this office will be conducting a records review on *Date of Review* of your company's records pertaining to solid waste disposed at *Facility Name*/by *Hauling Company Name* and allocated to the *Jurisdiction Name (city/county/regional agency)*. By *specify date*, please confirm at what location these records will be available to representatives from *Jurisdiction Name*.

The purpose of this review process is to review disposal reporting records and evaluate operational procedures related to solid waste ton allocations to *Jurisdiction Name* for *specify time period*. The review team will want to review your internal procedures used to compile disposal reporting information and documentation used to allocate solid waste tons. This review includes, but is not limited to, weigh tickets, route assignments, actual service locations, and methods used to allocate mixed load tons.

Please have a representative from your company available to answer questions during this review. This person must be knowledgeable about routing information, methods used to determine jurisdiction of origin, and other information concerning the disposal reporting records.

For your reference, the attachment to this letter summarizes the disposal reporting system record keeping requirements. Additionally, the disposal reporting system regulations may be viewed online as follows:

- 14 CCR 18800–18804: [.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92.htm)
- 14 CCR 18808–18808.11: [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92b.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92b.htm)
- 14 CCR 18809–18809.11: [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92c.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92c.htm)
- 14 CCR 18810–18810.11: [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92d.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92d.htm)
- 14 CCR 18811–18811.11: [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92e.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92e.htm)
- 14 CCR 18812–18814.11: [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92f.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92f.htm)

If you have any questions regarding this letter, please contact *Jurisdiction Contact Person* at *Jurisdiction Contact Phone #*. [www.calrecycle.ca.gov/lgcentral/reports/contacts.aspx](http://www.calrecycle.ca.gov/lgcentral/reports/contacts.aspx)

Very truly yours,

*Jurisdiction Representative*

Attachment

**Records - Retention, Access and Investigations Requirements**  
 (Title 14, California Code of Regulations, sections 18808.4, 18809.4, 18810.4,  
 18811.4, 18812.4, 18813.4, and 18814.4)

<b>Reporting Entity</b>	<b>Requirements until 12/31/2005</b>	<b>Requirements as of 1/1/2006</b>
<p align="center"><b>Hauler</b></p> <p align="center"><b>Permitted Station (Transfer Station/ MRF) Operator</b></p> <p align="center"><b>Permitted Landfill Operator</b></p> <p align="center"><b>Permitted Transformation Operator</b></p> <p align="center"><b>Agency</b></p>	<p>Use a reasonable method to gather information, such as:</p> <ul style="list-style-type: none"> <li>*Local reporting forms</li> <li>*Optional Board-developed reporting forms</li> <li>*Electronic Systems</li> </ul> <p>Maintain records for 3 years in one location</p> <p>Allow records inspections by jurisdictions and the Board during normal business hours</p>	<p>*Prepare quarterly disposal reporting records and keep documentation for verification of jurisdiction-of-origin allocations</p> <p>*Use a reasonable method to gather information, such as:</p> <ul style="list-style-type: none"> <li>-Locally required/facility specific reporting forms</li> <li>-Electronic systems</li> <li>-Optional Board-developed reporting forms (paper or electronic)</li> </ul> <p>*Maintain all records in a usable format for 3 years and make records available, upon request, at a single, in-state location for inspection purposes</p> <p align="center"><u>Response Requirements</u></p> <ul style="list-style-type: none"> <li>-Allow involved representatives of a jurisdiction, agency, hauler, operator, district, and the Board to inspect records. Haulers and operators may only inspect records relating to their own operations.</li> <li>-Respond to requests (which must be specific and clearly stated) for clarification regarding records within 10 days.</li> <li>-Responses, due within 10 days, may indicate that additional time is necessary - not to exceed 14 additional days unless agreed to by the requestor.</li> <li>-Supply copies of specific records as requested (cost not to exceed 10 cents/page unless local public records act requirements establish another rate).</li> <li>-Haulers do not need to provide a jurisdiction's records for reporting years for which the Board has already completed the biennial review cycle.</li> </ul> <p>*If a reporting entity believes a records request includes confidential or proprietary information as defined in 14 CCR sections 17044-46, they shall inform the Board which will use the procedures set forth in 14 CCR section 17046 to determine what records or portion of records may be inspected.</p> <p>Note: Board may investigate all information, methods and calculations and may require corrected information</p>
<p align="center"><b>Agency (in addition to above)</b></p>	<p align="center">Nothing Additional Specified</p>	<p align="center">18812.4</p> <p>If an agency's failure to comply with this section prevents the Board from determining their level of Source Reduction and Recycling Element (SRRE) implementation, the Board may issue a compliance order (per PRC 41825)</p>
<p align="center"><b>Jurisdiction</b></p> <p align="center"><b>District</b></p>	<p align="center">Nothing Additional Specified</p>	<p align="center">18808.4(d), 18809.4(d), 18810.4(d), 18811.4(d)</p> <p>For a hauler or operator that is a jurisdiction, if failure to comply with this section prevents the Board from determining their level of SRRE implementation, the Board may issue a compliance order (per PRC 41825)</p>

