Instructions for Station Notification to County or Regional Agency (Updated January, 2016)

This notification model template is provided for optional use in providing the information required by Title 14 section 18809.9(b). The instructions for completing each section are explained below.

Section 1: Enter the name of the reporting transfer station or materials recovery facility (MRF).

Section 2: Enter the Solid Waste Information System (SWIS) number for the reporting facility. If unknown, look up the SWIS number at ://www.calrecycle.ca.gov/swfacilities/directory/Search.aspx.

Section 3a: Enter the reporting year.

Section 3b: Enter the reporting quarter. [1=Jan-Mar, 2=Apr-Jun, 3=Jul-Sep, 4=Oct-Dec]

Section 4: Enter the name of the person at the transfer station or MRF that the county or regional agency may contact about the reported information.

Section 5: Enter the contact person's mailing address.

Section 6a: Enter the contact person's phone number.

Section 6b: Enter the contact person's email address, if available.

Section 7: Enter the total tons of waste received at the transfer station or MRF during the quarter.

Section 8: Enter the total tons sent off-site for reuse, recycling or composting during the quarter. Do not include tons sent to landfills for Alternative Daily Cover (ADC), Alternative Intermediate Cover (AIC), or other beneficial reuse. "Off-site" could include on-site composting or recycling processing operations.

Section 9: Enter information in this section for each facility to which the reporting station sent waste. Add additional pages if needed.

> Receiving facility name - Name of the solid waste facility to which waste was sent during the quarter.

> SWIS number - Corresponding SWIS number of the facility. If unknown, look up the SWIS number(s) at http://www.calrecycle.ca.gov/swfacilities/directory/Search.aspx.

> Total tons sent to this facility - Enter the total tons of waste sent to this facility during the quarter. Include tons send to this facility specifically for use as ADC, AIC, or other beneficial reuse.

> Check the appropriate box to indicate if any of the material sent to the facility could be used as ADC, AIC, or other beneficial reuse.

> For all waste sent to the facility, list the jurisdictions of origin in the first column and the percent of the total waste allocated to those jurisdictions in the second column. The total percentage should equal 100%.