

## Instructions for Completing the Annual Transfer Station Methods Report Template

This template may be used to satisfy the annual disposal reporting methods reporting requirements for permitted transfer stations and materials recovery facilities (MRFs) pursuant to Title 14, California Code of Regulations (CCR), section 18809.9(e). **Submit the completed template to the disposal report coordinator for the county in which the facility is located. The report is due on March 15 of the year following the reporting year.**

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**Year:** Enter the year you are reporting on.

**County:** Enter the county in which the transfer station or MRF is located.

### 1. Facility Information

**Facility Name:** Enter the name of the transfer station or materials recovery facility (MRF).

**Solid Waste Information System (SWIS) #:** Enter the SWIS number assigned to the transfer station or MRF by California Integrated Waste management Board (CIWMB).

**Operator Name:** Enter the name of the company operating the transfer station or MRF.

**Operator Mailing Address:** Enter the mailing address, including, street, city, state and zip code where the operator can be contacted.

**Contact Name:** Enter the name of the person at the transfer station or MRF who may be contacted regarding information in this report.

**Contact Phone:** Enter the phone number of the listed contact person

**Contact Email:** Enter the email address of the listed contact person.

### 2. Scales Information

- A. Enter the number of scales by type (e.g., permanent, automatic, temporary).
- B. If a facility has opted to have their vehicles weighed at the destination landfills and/or transformation facilities, not at the transfer station, check the “Yes” box. Otherwise, check the “No” box.

### 3. Volumetric Conversion Factors

Enter the volumetric conversion factors for each vehicle, including applicable trailer types, and load types (e.g., C&D/inert debris) you have chosen as typical for your facility and describe how you determined the conversion factors (such as seven-day on-site sampling or use of documented factors—provide source of documentation). For factors determined based on on-site sampling, indicate the dates of sampling. Add additional pages to complete this section, if necessary.

### 4. Jurisdiction of Origin Information

(Use additional pages as necessary to complete this section.)

- A. Some common methods for determining the jurisdiction of origin (jurisdiction the waste comes from) are listed. Check the box of each method that applies to the transfer station or MRF. If another method is used, check the “Other” box and provide a brief explanation of the method on the lines that follow.
- B. Enter the question(s) that are asked to determine where each load of waste comes from.
- C. If origin information is verified in some manner, give a brief description of how you verify the jurisdiction of origin (e.g., some facilities ask to see a utility bill as proof of residence).

- D. Several tracking frequencies are listed. Check the frequency of determining origin that describes the practice at the reporting landfill. If a different frequency is used, check the “Other” box and provide a brief description of the frequency on the lines that follow. Also check the appropriate frequencies for the load/account types listed (e.g., Franchised Hauler Loads), as applicable.

## 5. Jurisdiction Restrictions and Tipping Fee Differences

- A. If the facility has restrictions on which jurisdictions may dispose at the facility, check the “Yes” box and give a brief description of that restriction. If there are no limits on which jurisdictions dispose waste at the facility then check the “No” box.
- B. If tipping fees vary based on the jurisdiction of origin, check the “Yes” box and provide a brief description of the charge variance. If there is no difference in tipping fees based on the origin then check the “No” box.

## 6. Allocation

- A. Describe the method used(s) to determine jurisdiction of origin allocations. Two common methods of determining the allocations are: 1) calculating the percentage of waste from each jurisdiction based on the total tons of solid waste accepted from each jurisdiction or 2) calculating the percentage of waste from each jurisdiction after adjusting for diversion at the facility.
- B-C. If some waste disposal tonnages were determined by origin surveys and/or volumetric conversion, attach a separate sheet giving the names of the affected jurisdictions, with the percent of their total annual tons assigned that were based on surveys, and the percent of annual tons that were based on volumetric conversion rather than actual weight. You may use the Board’s model “Annual Transfer Station Methods Report Attachment 1” for this purpose. Note: If all loads of waste are weighed and all origin is determined on a daily basis, then the attachment is unnecessary.

## 7. Tracking methods

- A. Briefly describe the method(s) used to track loads of disaster waste, if applicable. (For example, “Origin and weight of each load of disaster waste is entered into the computer system under a distinct code.”)
- B. Briefly describe the method(s) used to track loads of construction and demolition (C&D)/inert debris, if applicable. (For example, “Origin and weight of each load of C&D/inert debris is entered into the computer system under a distinct code.”)
- C. Briefly describe the computer software or method(s) used to track the weight of loads and the origin of loads. (E.g., Waste Works, ACS Scale Program, custom built system that records and reports tonnage and origin, etc.)

## 8. Days and Hours of Operation

- A. List the general hours of operation that your facility is open to the public.
- B. List any significant variations to the schedules under “Other.” Examples of “Other” could include “May close early due to high winds” or “Close when daily tonnage limit is reached.”