

eDRS Upload Checklist for County eDRS Reports

Task	Column	Status	Instructions & Notes
Format Submitted Worksheet			<ol style="list-style-type: none"> 1. Highlight entire excel worksheet report. 2. Unhide any columns. 3. Remove extra columns or rows. 4. Clear print area. 5. Copy to a new tab in the excel book. 6. Paste special, "Values."
Check column headings			
Check heading format			Headings must be in Row 1
Match total columns			Must match excel template located at http://calrecycle.ca.gov/LGCentral/DRS/CountyReport.htm Titled "Disposal Report Template".
Delete all extra sheets			
Review Columns A - D			
Reporting entity	A		No abbreviations, no "County" in title
Report year	B		Verify report year is submitted for current DRS year.
Quarter	C		Check quarter entries. Only use 1, 2, 3, or 4. Not 1 st , 2 ^d , 3 rd or 4 th .
Place of Origin	D		<ol style="list-style-type: none"> 1. Verify spelling 2. Spell out Unincorporated (no Uni) 3. No hyphens or parentheses in place of origin names. Correct: Cardiff by the sea. Incorrect: Cardiff-by-the-sea. 4. Remove "city." Correct: Elk Grove. Incorrect: City of Elk Grove. Be careful not to remove "City" in Nevada City, Crescent City. 5. Imports—blank. 6. Indian Country—leave blank/
Review Columns E-H			
County of Origin	E		<ol style="list-style-type: none"> 1. Verify that the county names are spelled correctly and they are county names. Correct: Los Angeles, Sacramento. Yuba/Sutter—use Yuba Incorrect: LA, Sac, County of Napa. 2. Imports—leave blank. 3. Indian Country—leave blank.
State of Origin	F		<ol style="list-style-type: none"> 1. CA or another 2 letter state abbreviation. 2. Indian Country state location is placed here, such as: CA, Cache Creek Casino.
Country of Origin	G		<ol style="list-style-type: none"> 1. Enter US for all US states. 2. Spell out other countries (i.e. Mexico, Canada) and Indian Country names: Cache Creek Casino, Jackson Rancheria).
Origin Unknown Code	H		<ol style="list-style-type: none"> 1. Blank unless there is no Place of Origin (D). 2. Will be either No Gate Attendance or Hauler/Landfill not in Compliance
Review Columns I-L			

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Destination Facility Name	I		<ol style="list-style-type: none"> 1. Be sure to check that the destination facility name corresponds with the correct SWIS number. 2. Destination name is especially important for Exports out-of-state. Some common export facility names are Lockwood Landfill NV, Carson City Landfill NV. 3. Out-of-state destination facilities will have no SWIS numbers.
SWIS Number	J		<ol style="list-style-type: none"> 1. Confirm the SWIS number corresponds to the appropriate Destination Facility Name (I). 2. Check for the correct 2-digit county code, corresponding letters, and the 4-number designation of the facility. 3. SWIS number parts are separated by hyphens (-). Example of correct format: 21-AA-0001. 4. Export to another state or to Indian Country, leave blank.
Destination State	K		Usually CA Export: Oregon, Nevada, and Arizona are common states.
Destination Country	L		Usually US Export out of US, spell out country name (e.g., Mexico, Canada).
Review Columns M-N			
Tons Accepted	M		<ol style="list-style-type: none"> 1. Must always have a number (even if same as disposed as in exports) 2. A number with no more than 2 decimal places (e.g. 150.75). 3. Match equation: Tons Accepted > =Tons Disposed + ADC + AIC + Beneficial Reuse + Tons Recycled. 4. Beneficial reuse and Tons recycled are shown on Facility Summary Report (FSR). Therefore, the total disposal may be less than Tons Accepted.
Tons Disposed	N		<ol style="list-style-type: none"> 1. The actual waste disposed at landfill or transformed. 2. Export numbers here (as well as in Tons Accepted). 3. Must always have a number - even if 0. 4. Equal or less than tons accepted
Review Columns O-Y (ADC)			
ADC Types	O-X		<ol style="list-style-type: none"> 1. Breakdown of various ADC types. 2. Complete for each ADC type separately. 3. Watch for DTSC decision for Auto Shreds as ADC by the end of March 2009. 4. No more than 2 decimal places (e.g., 50.55)
ADC Other Description	Y		<ol style="list-style-type: none"> 1. Only be filled out if a number was placed in ADC Other. This should be a word description and not numbers. 2. Do not include characters in descriptions. (e.g. C&D—use CD)
Review Columns Z-AJ (AIC)			
AIC Types	Z-AI		<ol style="list-style-type: none"> 1. Breakdown of various AIC types. 2. Complete for each AIC type separately. 3. No more than 2 decimal places (e.g., 50.55)

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Task	Column	Status	Instructions & Notes
AIC Other Descripton	AJ		<ol style="list-style-type: none"> 1. Only be filled out if a number was placed in ADC/AIC Other. This should be a word description and not numbers. 2. Do not include characters in descriptions. (e.g. C&D—use CD)
Upload Document into LoGIC			<ol style="list-style-type: none"> 1. Save (County)/Quarter/YearUpload. 2. Login to LoGIC. 3. Go to External LoGIC. 4. Choose county and county quarter. 5. Click on Upload. 6. Browse to correct file (County)/Quarter/YearUpload. 7. Click on "Upload."
Upload Unsuccessful			<ol style="list-style-type: none"> 1. Refer to "Upload Error Examples" file 2. Consult with eDRS team for solutions
Helpful Hints & references			<ol style="list-style-type: none"> 1. See "DRS county Helpful Hints_2011" guide on the DRS sharepoint under DRS Quarterly Review Documents. 2. For issues with uploads look for 'Upload Error Examples' 3. To see complete uploading instructions in the eDRS Internal Guide, on the DRS sharepoint select DRS Quarterly Review Document from the left menu and select 'eDRS upload ppt Guide'.