RDRS Instructional Video Script – Recycler/Composter

(Title Card reads: CalRecycle's Recycling and Disposal Reporting System Recycler/Composter Tutorial)

Female Narrator: Welcome to this instructional video for CalRecycle's Recycling and Disposal Reporting System.

In this video we will go through the process of submitting a quarterly report for a recycler or composter.

From the organization page, select the recycler or composter that will be reporting.

Then click **Quarterly Reports** on the left navigation pane.

On this page you can create a new quarterly report and view previous or in progress reports.

We are going to create a new quarterly report for Q3 2019. Click **Add Report**.

Select your reporting activity and the appropriate reporting period.

As a reminder, recyclers and composters are required to submit a quarterly report if they sell or transfer 100 or more tons of reportable material. If a recycler exclusively processes CDI and sells or transfers 2,500 or more tons of CDI per quarter, they are required to report.

If you do not meet the minimum tonnage threshold to report for a given quarter, you will use this drop-down list to state your reporting exemption. For this example, chose "I am required to report this quarter" and click **Save**.

We are now brought to the quarterly report. Notice the various tabs at the top. As a best practice, we will move through these tabs sequentially from left to right to complete the report. There is only one main tab for recycler/composters, hooray!

Check out the instructions page, update any contact information if it has changed since you registered or last reported, and click on the reporting requirements link to be taken to the RDRS Training Resources Page.

This bottom box has a link to our voluntary and anonymous user survey. Please consider taking the survey and giving us your feedback about the system, we would love to hear from you.

To begin entering data we are going to click on the **Outflows** tab. The first order of business is selecting the methods employed and the outflow streams we had in this quarter, so click **Edit**.

Select the methods used to determine tons sent for handled material. For this example, the method used to determine tons sent is “rely on receiving facility to provide outflow amounts” and, drilling down a bit deeper, those facilities “track material weight on non-certified scales”.

Select the applicable Outflow streams – which basically answers the question, “where did the reportable material that left your facility, go in this quarter?”

The outflow streams for this quarter are Solid Waste for Disposal, End Use and Broker Transporter.

Once you are done, click **Save**.

Now you will now see additional tables for the Outflow streams you chose. Click the add button above each Outflow table to enter information.

Our first Outflow stream will be Solid Waste for Disposal.

Click the **+Add Solid Waste for Disposal Outflow** button.

For this example, the destination will be Chuck It Landfill, and the material will be processing residuals. You can type the name of your material in the material type field and the drop-down list will filter accordingly. And I sent 60.5 tons this quarter.

Click **Save**.

This is the Outflow Details page. It summarizes the materials sent to this specific destination for this outflow. You can report sending additional materials to this destination by clicking the + **Add Material** button and following the steps I just outlined.

Click the **Back** button to go to the main Outflows tab. The Back button is your friend, you will use it whenever you input new information and then need to return to the main outflows screen.

Continue to the next table. Click the **+Add End Use** button. Multiple categories fall under End Use. For this example, the End Use Category will be Land Application. The receiving facility will be in-state, in the county of Marin. The material type is biosolids Class A. Wastewater treatment plants will likely be the only entities sending biosolids, but they are considered a recycling entity under AB 901, so I wanted to provide that example. And for tons sent, I sent 30 tons this quarter.

Click **Save**.

Click the **Back** button to go to the main Outflows tab.

Continue to the next table. Click the **+Add Brokering/Transporting Outflow** button. Enter the RDRS ID or Broker/Transporter name. Let’s go with The Brokerage. And I sent them compost this quarter, approximately 30 tons.

Click **Save**.

Click the **Back** button to go to the main Outflows tab.

On the main Outflow tab you can add another Outflow stream with a different destination to any of these tables by clicking the button **+Add Outflow.**

Once you are done continue to the **Documents** tab.

This is the **Documents** tab, if you are required to submit any substantiating documents, you will do it here by browsing your computer and uploading your document.

Continue to the **Review & Submit** tab.

This is the **Review & Submit** tab.

Here you will find a summary of the outflow data you provided in the quarterly report.

Notice the table labeled flags.

Once you request the RDRS system to review your quarterly report, any issues with the data you entered will be shown here.

We are all ready to have the system review our data.

Click **Review**.

A prompt will come up, click **Review** on the prompt.

The review process is complete. Let’s check to see if we have any flags.

We have no flags, hooray! But just for your information - there are three types of flags that may be generated during a Review: Correction Required, Verification Required and Informational.

If a Correction Required flag is generated you will not be able to submit your report until the issue is corrected.

A Verification Required flag indicates that some of your inputs look irregular but could still be correct.

You must double check your inputs and either make a correction or verify that it is indeed correct before you can submit your report.

An Informational Flag is, you guessed it, purely informational. You should read them, but they will not stop you from submitting your report.

Because we have no flags, we can now submit our report. Click **Submit**.

A prompt will ask you to confirm that your data is true and correct to the best of your knowledge. Click the **Submit** button one more time.

Once your report is submitted, this box will pop up, asking you to please take our anonymous and voluntary survey. If you would like to do so, which we would love, click **Survey Link**, otherwise, click **Close.**

This concludes the process of submitting a quarterly report for a recycler and composter.

You can revise your data by clicking the **Revise Report** button.

Each revision will be logged by the system.

Thank you for viewing this instructional video for CalRecycle’s Recycling and Disposal Reporting System.

If you have questions, comments or suggestion for how to improve this system or the training materials, please send an email to RDRS@calrecycle.ca.gov.

(Title Card reads “Contact Us: RDRS at CalRecycle dot CA dot gov)

End of Video