# RDRS Instructional Video Script – Contract Hauler

(Title Card reads: CalRecycle’s Recycling and Disposal Reporting System Transfer Processor 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 contract hauler.

This video assumes that you already have a web pass and have registered an Organization/Site with at least one transfer/processing reporting entity activity. If you do not yet have a CalRecycle webpass please see our other tutorial videos on how to register in RDRS.

From the organization page, select the transfer processor 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**.

Now, you will indicate for which reporting entity on the site you are reporting. This option is necessary because some sites have more than one reporting entity needing to report quarterly. Under reporting period, select the applicable reporting period. If this activity is exempt from reporting this quarter, select an applicable exemption reason.

Generally speaking, transfer/processing facilities and operations are responsible for reporting quarterly using RDRS if they transfer or process 100 tons or more of reportable material per quarter, and have a solid waste facilities permit. Those facilities that exclusively transfer or process CDI have a quarterly reporting threshold 2,500 tons.

For this example, I’ll choose “I am required to report this quarter” and click **Save**.

We are now brought to a new quarterly report for the quarter you have specified in the previous screen for the reporting entity you selected. You can verify this by looking at the “Organization/Site Information Box” in which the Reporting Entity Activity Name, Reporting Period, and Quarterly Report Status fields are displayed. 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.

INFLOWS

Click on the **Inflows** tab.

On the inflows tab, you will report receiving materials. Transfer/processors do not report on tons of inbound recyclables, but do report on inflows of solid waste, green material for potential beneficial reuse, non-green material for potential beneficial reuse, disaster debris, and designated waste. You will also need to answer some methodology questions related to methods used to determine tons accepted at the facility. You can do this in whichever order you’d like as long as you stay on this tab.

For this example we will answer methodology questions first. Click **Edit**.

Read each options and choose the all that apply to the operation at the facility.

For this example the method used to determine tons received is to “track material weight using certified scales.”

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

Below the methods box are additional tables for the Inflow streams.

If another transfer/processor has reported sending material to your facility in RDRS, that tonnage will show up in the first table labeled “Material Accepted at you Facility from transfer/processors (that reported in RDRS).” No data is accepted into you report by default. Even if the tonnages are correct, you must assign a disposition to each item – accepted, modified or rejected. If another transfer/processor submitted their report after you have already opened yours, you can click the “Refresh tonnages reported by Transfer/Processors” button and the system will check to see if there is anything newly reported.

Transfer/processors that regularly receive material from other transfer/processors are encouraged to request the upstream transfer/processors to submit their reports early so that the receiving transfer/processing facility will only have to click “Accept” in their report.

For this example, Apple Transfer reporting sending our facility 400 tons of Solid Waste. We can click “Accept” to accept all tons reported. Click “Edit” to change the amount that you are accepting. Here we will change the amount to 350 tons, in which case the tonnage will appear as “Modified.” Or you can reject all the tonnage by clicking “Reject” or by editing the amount down to zero.

For this example, we will accept all of the tonnage reported by Apple Transfer by editing the amount to be the same as the column “Tons sent to you.”

The next table labeled “Material accepted from transfer processors who are not listed above” is where you will enter material received from transfer/processors that, for whatever reason, did not report sending tonnage to this facility in RDRS. If you have records of material coming from another transfer/processor that does not show up in the first table, you will enter it here. You’re not responsible for providing the jurisdiction of origin for tons received from other transfer/processors. Provide the total aggregated tons of each stream received from each transfer/processor not listed in the first table.

Click **Add Inflow.** This will take you to a new screen where you will provide the facility name and total aggregated tons of each stream received. For this example, Hill Transfer send 500 tons of Solid Waste for Disposal and 50 tons of Designated Waste for Disposal. Click **Save.**

We are now back on the main Inflow page. As you can see, as we add inflow streams the summary continues to update the total tons accepted.

We will now scroll down to the third table on the Inflows tab. In the third table, you will list the total aggregated tons of each stream you received from direct-haul—meaning, anyone who isn’t another transfer/processor. Also include any processing residuals in this total.

Click **Add Inflow** to add Tons Accepted for each Material Stream you choose and click **Save** after each stream.

For this example, our facility accepted Solid Waste for Disposal, a total of 5000 tons; Designated Waste for Disposal, a total of 100 tons; and Non-Green material for Beneficial Reuse.

The Non-Green Material for Beneficial Reuse must be added by material type.

Click **Next.**

This is the Non-Green Material for Beneficial Reuse screen within the Inflows tab. For this example, we will accept 1000 tons of Processed Construction and Demolition Wastes. To filter the material type list click the drop-down arrow in the Material column and type “beneficial” into the search bar. This will filter the list for materials approved for beneficial reuse. Select the appropriate material type, add the tons and click **Save.** You will see the summary update with the total tons accepted. You can add additional Non-Green Beneficial Reuse material types by clicking **Add Material**, and you can edit or delete each item you’ve added in line. We’ve added all our Non-Green material for this example.

Now, click **Back.**

This takes you back to the main Inflows tab. You can see that our tons accepted summary has updated. We can scroll down through all the inflows and edit them in-line, or, for Non-Green Material for Beneficial Reuse, click **Select** to edit.

We have finished adding Inflows for this example. Move to the next tab.

OUTFLOW

Click on the **Outflows** tab.

On the outflows tab, you’ll report the tons of materials leaving the facility and sent to other reporting entities or end users.

Before we start entering Outflow data, we need to select the methods employed and the Outflow streams. Click **Edit**.

Read each option and select all the applicable methods used to determine tons sent and jurisdiction of origin for hauled material. Select the applicable Outflow streams.

For this example, the methods used to determine tons sent are “Track material weight using my own certified scales” and “Use material-specific volume to weight conversion factors to estimate tons.”

The method used to determine jurisdiction of origin will be “Ask jurisdiction of origin at the gate at the time of delivery for each hauler/person bring materials ” and the Outflow streams will be Recycling/Composting, Solid Waste for Disposal, Designated Waste for Disposal and Non-Green Material for Potential Beneficial Reuse.

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 Recycling/Composting.

Click the **+Add Recycling/Composting Outflow** button.

For this example the destination will be in California to the facility named Wendwater Recycling, the material will be shredded, mixed paper, a total of 20 tons. You can type the name of your material in the material type field and the drop-down list will filter accordingly.

If you have questions about a particular screen you can click the gray circles with question marks for more information

If the facility that you are sending material to is not listed, click the “Facility not listed” box and complete the facility and contact information manually. Since our facility is listed, we will unclick the box and save the data.

Click **Save**

This is the Outflow Details page. It summarizes the materials send 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 outlined previously.

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

Continue to the next table. Click the **+Add Solid Waste for Disposal Outflow** button.

For this example, the destination will in California to Cherry Transfer; a total of 4000 tons.

Here we are again at the Outflow Details page that summarizes the saved outflows to this destination.

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

The table on the right is the Outflow Summary. We can see that of the 5900 tons that we have reported as inflow, 4000 has been accounted for as outflow. It is understood that inflow and outflow will not always be equal in any given quarter. This summary is given to allow for comparison with your own records and to refer to as you complete the quarterly report.

We will now add another outflow of Solid Waste for Disposal. Click **Add Solid Waste for Disposal Outflow.**

For this example, we will send solid waste Out of State to Dry Creek Landfill, in Oregon, a total of 2000 tons.

Click **Back** to go to the main Outflow tab.

Continue to the next table. Click the **+Add Designated Waste for Disposal** button. For this example the facility will be in California, the receiving facility is Cornucopia Landfill and a total of 150 tons was sent.

Click **Save**.

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

Continue to the next table. Click the **+Add Non-Green Material for Potential Beneficial Reuse Outflow** button. For this example the receiving facility is, again, Cornucopia Landfill. After clicking on the dropdown arrow in the Material Type field, type “beneficial” and the list will filter for materials approved for Beneficial Reuse. Choose the material type “Processed Construction and Demolition Wastes and Materials” since that is the material that was accepted as an inflow. A total of 1000 tons was sent.

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 **+Add** button and you can edit any existing outflow by clicking **Select** next to the Organization/Site that you want to edit.

We are done adding Outflow streams.

DISPOSAL ALLOCATIONS

Continue to the **Disposal Allocations** tab.

On this page we indicate the proportion of direct hauled solid waste versus solid waste accepted from other transfer/processors sent to each destination solid waste facility.

For this example, we will re-allocate all waste that was received from Apple Transfer to be sent to Cherry Transfer. To do this we click **Edit** next to the record for Apple Transfer under “Sent To: Dry Creek Landfill (RD10376)” and type zero for either the actual percentage or actual tons and click **Save.** Add together the “Estimate Tons Sent Based on Inflow” for each Apple Transfer record. That is 135.59 tons plus 271.19 tons. Click **Edit** next to the record for Apple Transfer under “Sent To: Cherry Transfer (RD10529)” and put the total of 406.79 in for Actual Tons and click **Save.**

Now, all of the waste received from Apple Transfer has been sent to Cherry Transfer. The Actual Percentage for each receiving facility must equal 100 percent. We will reallocate some of the Direct Hauled material from Cherry Transfer to Dry Creek Landfill. Click **Edit** next to the record for Direct Haul under “Sent To: Dry Creek Landfill” and change the Actual Percentage to 91.53, which is the “Percentage Sent to Disposal Based on Inflows” from Apple Transfer and Direct Haul added together. Click **Save.**

Now click **Edit** next to the record for Direct Haul under “Sent To: Cherry Transfer.” We will change the Actual Tons to be the Estimated Tons for Direct Haul minus the tons we added to the Apple Transfer record, which is 3,254.24 tons and click **Save.**

Click **Accept** next to the records that were not modified.

Now the actual percentage for each receiving facility equals 100 percent.

Since we changed the default allocation we will need to provide reasons for these changes. Scroll up to the summary box and click **Edit.** Read the options and select all that apply. For this example, we will check “I track loads from transfer/processors as they are processed separately from tracking direct haul.” Click **Save.** This tab is now completed. Move to the next tab.

GREEN MATERIAL ALLOCATIONS

The Green Material Allocations tab serves that same function as the Disposal Allocations tab. Since we do not have Green Material for Potential Beneficial Reuse outflows we will move to the next tab.

DISPOSAL ORIGINS

This is the Disposal Origins tab. On this screen you will enter the jurisdiction of origin for all direct-hauled solid waste. Recall that we don’t need to identify the jurisdiction of origin for solid waste accepted from other transfer/processors because that’s has been passed through to your report from the upstream transfer/processor’s report.

You will see at the top a summary of the total Direct Hauled Disposal Inflow. We have 5000 tons for which to identify the jurisdiction of origin. Scroll down to the box title “Direct Hauled Disposal Origins Accepted” and click **+Add Jurisdiction.**

Click the drop down arrow in the Jurisdiction of Origin column and begin typing the name of the Jurisdiction. The field will filter for what you type. We will begin with Auburn. Click on Auburn and move to the Tons Accepted column and type 1000 tons in the field. Click **Save.**

Continue adding jurisdictions of origin by clicking **+Add Jurisdiction.** For this example we will add the Jurisdictions of Buellton, Chico, Etna receiving 1000 tons from each. Click **Save** after each entry.

We will also accept tons from Tribal Land. Click **+Add Jurisdiction,** move to the column call Tribal Land and click the down arrow in the field. Choose Auburn as the Tribal Land of origin and input 900 tons of Tons Accepted.

Recall that Direct Hauled inflows are to include processing residuals. Processing residuals are assigned to the host jurisdiction of the processing facility. To add Host Assigned tons click the **+Add Host Assigned Waste** button. The host jurisdiction will be automatically populated, just add the total Tons Accepted, 100, and click **Save.**

You can edit any of these origins by clicking the **Edit** button for the origin you wish to edit.

Once we have finished adding jurisdictions the system will review our entries. Scroll down and click the **Review Origins Sent** button.

On this screen the destination facility for each jurisdiction can be modified. For this example, we will modify the destination information for the Host Assigned processing residuals.

Click **View/Edit Destination.** We make edits so that all the Host Assigned waste is sent to Dry Creek Landfill. Click **Edit** next to the entry for Cherry Transfer and change the Tons Sent to zero. Click **Save.** Now click **Edit** next to the entry for Dry Creek Landfill and change the tons to 100 and click **Save**. In the summary box at the Top of the tab you will see that the estimated tons sent and the actual ton sent do not exactly match. That is understood and expected. You can modify any of the jurisdiction entries by clicking **Edit** or **View/Edit Destination** buttons in the right column.

We have finished making modification to the Jurisdictions of origin. To complete the process click the **Accept All** button in the upper right hand corner at the box. Click the **Back** button to return to the main Disposal Origins tab.

Because we included host assigned waste, a new box has appeared in which we must describe the types of unallocated incoming tons. Scroll down and click on the **Edit** button. On the left hand side of this screen the total number of host assigned tons is shown. The numbers input must equal the total. If there are no tons type zero. For this example 100 tons were “assigned due to no origin information.” These are our processing residuals. Type zeros in the rest of the fields. Click **Save.**

GREEN MATERIAL ORIGINS

We are done with this tab, continue to the **Green Material Origins** tab. You will need to enter data for this tab if you chose a green material Outflow. The process is the same as the Disposal Origins tab. For this example we do not have a Green Material Outflow. Continue to the Source Sectors tab.

SOURCE SECTORS

On this tab you will allocate the source sectors to your Outflow material.

Before we allocate, we need to declare the method used to determine source sector.

Click **Edit** and select the methodology used.

For this example we will assign source sector “based on billing records.”

Click **Save**.

You can enter the source sector allocations as tons or percent.

The total for all source sectors must equal 100%.

For illustrative purposes we will enter sector allocations that do not equal 100%.

For this example we will assign 41% to Commercial, 33% to Residential, and 0% to Self-Haul.

Click **Save** after entering each sector allocation.

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

DOCUMENTS

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.

REVIEW & SUBMIT

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

Here you will find a summary of the 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.

As expected, a Correction Required flag was generated indicating that the source sector total does not equal 100%. There is also a Verification Needed flag indicating that the tons accepted at the facility differ from the total tons of outflow.

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.

You should read the informational flags, but they will not stop you from submitting your report.

The Correction Required flag must be addressed before the report can be submitted.

Clicking on the highlighted link in the source column will take you to the tab that needs attention.

Click on **Source Sectors**.

Click **Edit** for the Self-Haul line item.

Change the percentage to 25% and click **Save**.

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

Scroll to the Verification Needed flag and, if you are sure that the data you entered is correct, click **Verify.**

Go through the review process again by scrolling up and clicking **Review.**

The issues have been corrected, the flags has been closed and there are no more flags to attend to. You can see that the **Submit** button has appeared.

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.

This concludes the process of submitting a quarterly report for a contract hauler.

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