

Good morning my name is Arlene Iwahiro and welcome to the state agency reporting center webinar training.

Today I'm going to be covering how to complete your SARC report for both full and model modified reporters.

So if you're a modified report or not all of the information is applicable to you since you're not completing a full report.

Modified reporters are for state agencies that have 200 or less employees.

In addition to today's training, there is a help document that you can use after this training, (which is being recorded) and will be posted onto our website on the SARC web page.

I'm going to be providing the help document to you after the training for all the people that have signed up for the webinar. From the webinar, I have email addresses and I will send out the help document.

It will walk you through every module that I'll be going through today.

There is a document on our current website.

It's a little bit older, it's still helpful, but I won't be able to replace that until I can get this new document ADA compliant.

And that's going to take a little extra time, so posting the new help document on the SARC website will be forthcoming.

As we go through the report example, during this training, I'm going to try to provide you with as much context as to why we collect the information and what we're looking for you to provide in your reports.

SARC reports are completed in arrears one year,

so every year the reporting cycle opens the beginning of March and reports are due by May 1st.

Even years are reported in odd years, and odd years are reported in even years, Even year reports are compliance review years (reviewed in odd years). This means that staff are reviewing SARC reports for compliant and noncompliant agencies.

CalRecycle staff may ask for additional information or ask a state agency to submit a formal correction plan, a state agency may be forwarded to our jurisdiction compliance unit for non compliance.

Additionally, for state mandated programs which are mandatory commercial recycling AB 341 and mandatory organics programs, which is known as AB 1826 a state agency, may be sent to compliance at any time, whether or not it's a compliance year.

That's in the event that the programs are inadequate.

This will not come as a surprise to your state agency. Your LAMD staff representative will work with you, to rectify any program gaps that are detected during any/either year review.

Your agency will respond in the form of a formal plan and we will try to get you going on the right path.

If at that time there are still program gaps, it will result in a referral. (to the jurisdiction compliance unit)

There's more information on this, about the state laws AB 341, and, AB 1826. Once we get started, I'll show you where those are in case you need more information.

So questions as I'm going through the training....

If you have questions, you can go ahead and use the question feature in the webinar.

I don't know if you can see it on the screen.

You can type in a question. What I'm going to be doing,
especially since we're short on time.

I'll go ahead and create a document of all the questions and answers
that I can send out. If I don't get a ton of questions,
I can probably send it out with the help document,
or shortly thereafter I'll share all the questions that were
asked and the answers to those questions.

Lastly, all state agencies have a CalRecycle
representative local assistance and market development staff contact.

I'm going to show you where to find your representative.

Once you locate that, that's who you can forward any additional
questions to while filling out your annual report.

So all that being said, let's get started and I'm going to access the annual
report as if I'm filling it out for my own
agency, which is CalRecycle so this screen may look familiar
to you.

You're going to go ahead and start your annual report,
so once you select "start" your annual report and you
re-enter, this will change instead of saying "start" your annual report.

It will say "complete" your annual report,
so let's go ahead and start the annual report

The first screen that pops up is
your summary screen and this is like
an overview and this is how I would use it
as the overview for your state agency of the information
that needs to be completed.

Very basic address information and contacts.

It doesn't have your annual capita,

just per capita disposal yet,
and then facilities that you have are listed here,

We have six listed facilities here.

Some agencies may have to zero and some may have
100. The other helpful things on this summary page that
knowing who your CalRecycle representative is.

So John Duke is the representative for CalRecycle.

He is our own representative.

This feature (pointing to “view your 2018 annual report”) I would use is if you want to
view your 2018 annual report.

It can be helpful in completing this year's
report knowing what was submitted last year.

Or perhaps you aren't the person that filled it out
this last year.

You can see what the prior person,
how they filled it out last year,
and if you can use it to see if there's
any huge discrepancies from what you are planning on filling out.

So the method that I use is using these tabs
at the top and I just go in order to
fill out our report.

So kind of peruse it just briefly to look at the summary
page. I'm going to delve into the actual information.