

I'm going to start by clicking the agency tab.

So notice, right off the bat, it's incomplete.

If you have a change to your agency information, for example, if you've moved or maybe your mailing address is changed.

This is where you would make those changes.

So let's go ahead and select edit.

For us (CalRecycle), no changes were made, but a mandatory field is the number of employees at headquarters.

That is, how many people (employees) are at your headquarters location, not how many total employees you have, but how many employees you have at your headquarters.

So I'm going to just put in 600 for us here at (CalRecycle) headquarters and I'm going to select save.

The next step I need to do is I need to verify the agency data so it can be updated successfully.

Next, let's verify the agency data (by selecting the verify button) and you'll see down here where it says it's not only been updated successfully, but it's also been verified, so we can move on to the next section which is Contacts.

The contact section requires three different types of Contacts for your program.

We need to have a recycling coordinator, agency director and the recycling coordinator's supervisor.

So there are two reasons why we asked for this

- 1) we do a lot of messaging out using our SARC database and so sometimes we need to reach different levels of staff within your agency to get the message to the right person.

- 2) And also, for example,

if you're late submitting your report,  
or if there is a compliance issue,  
we work up the chain (of command) so that it's not  
a surprise at all to your supervisor or director (for late reporting or compliance issues). Should we move  
in that direction.

So as you'll notice here,  
all of my Contacts have not been verified.

In order to complete this section,  
I'm going to need to select each person and verify them.  
(Example) Listed here, I'll start with Jenny Stevens.  
Jenny Stevens is an "other". We put her on as she's  
somebody that's just at this time helping us look at  
some information. To make a change, I am going to (select) Edit.

And put her as the Supervisor because I noticed that  
we didn't have a recycling coordinator supervisor listed.  
That was one of the required positions that we needed,  
so this is her information.

This is all fictitious. (for the purposes of training)

What you have to do is you have to verify your Contacts and when all the  
information is correct,  
their contact information, their position, their physical address  
and their mailing address.

Once you verified that and that's correct,  
you're going to go ahead and select contact,  
verify and save and it will bring you right back to  
the same screen.

What you'll notice here back in the Contacts area,  
Jenny Stevens, her information has been verified.

So you need to do this for each person.

I'm just going to do it quickly in to save time.

If you'd like to change information,  
you can go ahead and do it here.

But for the sake of time,  
since we started late, I'm just going to go ahead  
and edit and verify each contact that I have.

So now, as you can see,  
we do have the three required positions, which is the recycling coordinator,  
the director, and the supervisor.

There is something called the HQ program liaison,  
and that's used when maybe you have other agencies reporting.

I'm going to use the CSU example first.

Cal State Universities. They have the Chancellor's office and  
they have a staff person there that likes to be  
able to view every CSU account. They have one  
account for every (CSU) location,  
she would like to view every single one and so we  
can give her rights to go ahead and  
do that and so that would be the function of  
the HQ program liaison.

So if that's something that you're interested in,  
maybe for example like the Veterans Home or the prisons.

That might be something that you might be interested in  
because you have a headquarters,  
or you have an account for your headquarters and then  
you have many agencies (that also report)  
that are that are underneath your headquarter agency  
that reports to you. So if you're interested in something  
like that, you can contact your LAMD representative.

The next section is the facility section,

so right off the bat,

if you do not have any additional facilities,  
you'll see a box here that will say we don't  
have any additional facilities.

You can just go ahead and click that box.

If headquarters is all you have,  
you can go ahead and click that box.

For us, we don't have that. We do have additional facilities and  
it remembers it from the prior year or when we initially put them in.

So here's a couple things.

If you have new facilities,  
you can add facilities or you can just go ahead  
and verify your existing facilities.

So the thing that I also want to mention here is,  
since we've already designated the headquarters,  
which is up top here in the agency information,  
we are not going to go ahead and complete or  
enter that in a facility information.

It's only for locations in addition to your headquarters.

So we have another office here in Sacramento.

Just a few blocks away and I am required to do in this section.

Is update the employee count

So let's just say we have 150 employees there.

In our West Sacramento location,

it's a warehouse. There's zero.

We don't have any staff there.

Our last facility is our Los Angeles office.

There are like maybe 15 people there.

San Diego is the same, about 15 staff there

In long beach we had about 25.

In our Riverside staff, maybe we had 20.

So one thing I do want to mention.

This is a point in time for 2019.

An example that I'd like to give is CalRecycle closed our Los Angeles office and we closed our Long Beach office late in 2019 and so though I

would like to update that now,

I'm going to wait until after I finish my report and the

reason why, I'm going to wait is because later on as

we're filling out the facility organics information if you enter.

New facility that you have in 2020,

It's going ask you questions for that new facility.

So since this is a snapshot in time specifically for 2019,

I'm going to keep it as is for now and

then after I submit my report,

I'm going to come back and update the new locations

and delete the old locations.

So when I begin my 2020 report in 2021, all

that information will already be updated.

So for now I'm going to update the number of employees.

That completes this section, which is the agency section you'll

notice for the agency section for the contacts section,

and now for the facilities section,

we see the green check marks.

If there's no concerns, if something gets missed,

you'll see a notation at that section header of what is missing.

Let's move on to the disposal tab.