

The disposal tab.

The disposal section is where you enter all the information related to your total annual disposal.

Your total number of employees and non employees at your agency or facility will show here.

And information on how you've determined these numbers.

You're also required to answer questions on the types of waste generated by your agency or facility.

Indicating any difficulties that you have in your diversion programs.

Once you've completed this section, you'll also be able to see your final per capita disposal calculation for the year and determine if it is below or over your target.

We'll go ahead and start with the employee section.

I'm going to go ahead and select edit.

That's how you open it so you can enter the information.

For employees you'll see the total number of employees.

I don't know if you remember, but we had 600 at our headquarters and then I entered some employee numbers for facilities.

This is the total number of all the employees that we have.

So it asks the question who was included in this number and how is this employee number calculated?

Well for us. This includes the number includes all CalRecycle employees at all facilities.

And our HR provided the employee count.

You may have a different way how you determine that, but that for us, that's how we determine how many employees we have.

There is a section for a non employee population for non employees for the non employee population.

This would show up for agencies like the CSU systems where they have staff and then they have students. Or in a prison situation where they have staff and they have inmates or in a hospital situation they have staff and they have patients, we (CalRecycle) don't have that situation. If you do you're going to go ahead and input your non employee population and how you determined what that number is?

Next is the disposal information.

This information is only for full reporters.

The modified reporters will not see this in their report and modified reporters again are state agencies with 200 or less employees.

But before you even enter this disposal information on the summary page, I showed you where you can print last year's report.

Go ahead and take a look and see how much disposal you had in the prior year and that way you can see if there are any drastic changes from the prior year.

For the amount that you enter, it's for the amount for all of your facilities waste taken to the landfill or transformation.

You do that for the year in tons, again for all of your facilities and this number could be obtained in a variety of ways.

It can be the actual disposal weights provided by your waste hauler.

That's the preferred method if you can get that information from your hauler.

You can use estimates using weight to volume conversions.

How many bins you have and their sizes?

How full they are and you can make that conversion.

You can extrapolate from waste assessments or you can get that information provided by your building management.

So here at Cal recycle we used the last two.

We share this building with other state agencies, so the building management takes our total waste and they come up with the pounds per person per day.

And depending on how many employees we have then we are given that allotment of how much disposal we create by Department.

So say the total disposal was 25 tons for CalRecycle for 2019.

We don't do transformation, but if you do, if you claim the transformation amount you can enter that here.

Transformation means incineration, pyrolysis, distillation or biological conversion which is other than composting. It does not included composting, gasification or biomass conversion.

So you do not include any diversion or recycling tons, in the transformation field only waste taken to one of two Calrecycle permitted facilities in California.

Waste sent any other facility cannot be claimed as transformation.

So these two facilities transformation facilities are the Covanta Stanislaus unincorporated in the unincorporated area of Stanislaus County and Southeast Resource Recovery in Long Beach.

Those are the two approved transformation facilities.

If you have tonnages from there, maybe you'll have a weight ticket or something from your Hauler to say that they moved the material for transformation.

That's what you would enter here.

Then we enter how the total number was disposed, calculated, or explain the transformation.

So we did extrapolate.

I'm a bad speller (typing information into SARC).

Waste tons from building management.

Go ahead and put that there.

So once I enter the disposal in disposal tonnages,  
it gives me the annual results.

So again, because the modified reporters didn't enter any disposal  
information,

the modified reporters will not see this either in terms  
of annual results.

I'll explain to you a little bit about what we're  
looking at,

the target information that you see here.

The .3. The target refers to a per capita disposal  
calculation, which is approximately equivalent to 50%  
diversion, which is the requirement.

The annual term here. Is refers to the current reporting  
year per capita disposal rate,  
so it's based on the actual disposal tonnages that we  
input.

So for us for the 2019 year we can see  
that we met our target because we're below our target.

There could be an event where you become over target.

That would result in a box popping up and where  
you're going to need to explain how that occurred.

So the one thing that I want to mention that  
whatever method you're using from year to year,  
you're going to like I said, go back and check and see what you entered  
the prior year.

You want to make sure that you're using the same method, whether it's the actual waste or the estimates.

Use the same method from year to year unless you are going from, an estimate to actual tonnages.

If the hauler is able to provide actual tonnages, again because that's preferred. You'll want to make a note of that as well.

If you're changing methods, but if you're doing an estimate year to year and you can't get any hauler information, you know you're going to want to be fairly consistent in the way that you come up with what your tonnages.

So the explanation field would appear if you exceed your target it must be filled out in order to complete the disposal section.

So you're going to enter description as to why you think your annual per capita disposal rate is greater than your target.

So one example might be that Calrecycle is going through a renovation for doing the floor space optimization on all of our floors here at headquarters.

So, though everything from furniture, the cubicle, walls, office supplies.. anything that we have is either being recycled or reused.

A little bit more trash is being generated by staff purging all of their things from their offices, so this may cause us to have an increase in disposal.

So in our report next year and we if we see that overall increase,

I would include the information about the renovation in the comment.

Other examples might be there was a state disaster or you had just debris from a disaster.

Whatever the case, if you are over target, you're going to want to put an explanation.

It's very critical what your reason is, because in some cases. By depending on the reason that you put, we can determine it's a good faith effort and you wouldn't go to compliance.

But in most cases going over target, it will definitely be a compliance referral.

And again, this is only one indicator of how we review your programs.

Will we look at other things that I'm going to go over in a few minutes that also determine if you have effective programs.

So the last two on this disposal tab or questions asking what types are still thrown away?

What types of materials are thrown away and we also have a special interest in mattresses so if you're an agency that has mattresses, for example, in the prison system or a hospital system, or like the veteran's homes, if you dispose of any mattress is we want to know about that here.

So for us, what types?

I'm just going to give you an example.

Let's say our hauler stopped accepting the 4-7 plastics, I'm going to make a note of it here.

I'll just put 4-7 plastics no longer accepted by hauler.

Say for example, you've had changes in your program.

You would go ahead and list that here.

Or maybe there's a commodity that your program generates that you can't find a way to recycle it.

Go ahead and list that here.

It's not a bad thing to list it here,

it's just a flag for us to see if maybe

a CalRecycle staff person can help you find a resource to be able to recycle that materials.

What difficulties or obstacles have you had?

Finding ways to recycle compost maybe?

There's not a composter in your area.

Maybe your way up North and there's no infrastructure,

just go ahead and list whatever reason is. So

for my example I'm just going to say Hauler

stopped accepting 4 through 7 plastics.

So again, this is just a way

for us to help you and... we want to learn

about the mattress disposals, what's happening were very curious about the end of life for mattress is especially the PIA mattresses

and two (secondly) what difficulties are you having?

I know the markets are very different this year and

even last year compared to prior years,

so let us know what some of those issues are

having. We can see if we can help provide solutions for some of those problems,

I'm going to go ahead and select save.

So now my disposal section disposal section is complete if

by chance I did not fill something out correctly or

something was undone.

A message would come up here and it  
would tell me what I still needed to complete.  
So I would just go back and complete that section.