

This is the facility organics tab.

This is to provide information about organics services at each of your facilities.

(If your agency does not have any additional facilities/locations in addition to your headquarters, this section will not apply to your agency).

I'm just going to do a couple of these for the sake of time,  
so for example, the division of recycling, (an additional facility for CalRecycle)  
which is at 801 K St.

Let's go ahead and say they don't have

landscaping pruning waste,

but they have food scraps and food soiled paper.

But because there's only 150 employees there,

They are probably closer to a 3 cubic yard (per week) generator,

not quite 4 cubic yards, so they're going to fall under

the 2020 threshold for having organics recycling.

And we're doing that again based on the current service

level. They also do food donation and food rescue by

donating food. If they have a big party or our department picnic, things like that.

And if they are generating, how are they doing this for right now. I'll select other

And insert a comment... it's because they do not meet the current threshold.

Right now they do have organics recycling because we're in the 2020 year.

But again, since we're reporting on 2019,

during that time they didn't have that service yet. (Because they didn't meet the 2019 threshold)

So let's go ahead and save that.

So what you're going to want to do is go back

for every facility that you have your list and

go ahead and fill out the organics information for each facility.

We have one facility I just want to make note of

it literally has no organics at this facility or no

organic material at this facility.

And that's completely fine. We don't have any employees there.

No one is eating lunch there.

There's no landscaping there. It's our warehouse.

That's a definite scenario that can happen,

I'll select warehouse, no organics at this facility. Go ahead and save.

That's a good example of what happens if forget to input something.

(all facility information must be completed)

So I'm not going to be able to submit my  
report until I fill out every facility organics information.

So for the sake of time, I'm just going to go ahead and select the facilities.

I'm just going put the same answers.

You should put the actual answers,

but I know that we're running short on time.

I'm doing this so I can show you what that looks like (completed report).

I'm just going to say no organics at this facility (for the remaining facilities).

So after all of my facility information is complete,

I'm going to go back to the summary tab to submit my report.