

Report Submittal – Back to the summary tab.

These were all red checkmarks, (looking at summary screen)

but now that they're all green,

it means that I've completed those sections and I'm ready to submit my report.

Something else that I'd like to make mention of is

you can enter any additional information if you want to provide with your SARC report, you do that here.

You can type in something.

For example, maybe you know your agency is closing or, maybe you'd like some technical assistance.

Maybe you didn't have the designated recycling person, or your you need assistance with adequate bins and signage.

Go ahead and note those things here,

and those are things that we can help you with

and we can provide technical assistance with.

If you don't have anything else to add,

Again, you could just look at briefly look at your agency information,

your facility information. We (CalRecycle) met our target so yay!,

and our contact information is complete.

We already verified that it looks correct.

We are ready to submit our annual report,

so I'm going to go ahead and submit the annual report. (select "submit annual report".)

So once that's done, it'll show you that the annual report was submitted by me, Arlene

And you're done!

So that would conclude you're part of

submitting the annual report.

But wait, maybe as you're

thinking about things at the end of the day,

maybe you forgot you put something wrong in.

Or maybe you printed your current report and said,

Oh, I didn't answer that right.

There is a chance for us to un-submitting report if

you let us know before May 1st,

you can contact your LAMD representative.

So I would give John Duke a call (CalRecycle's representative).

I'd send him an email or give him a call

and ask him.

"Hey can you un-submit my report?" and then I

can make the changes needed and then go ahead and

resubmit it.

So there is that option.

You can view your submitted annual work by logging back

on and selecting view current Annual report.

You can save it as an electronic file if you want to save paper,

or you can print it out if you need it

to help yourself fill out your next year's report.

So in a nutshell, that is how to complete your state,

agency report.