

**Agency Portal Document Type Listing and Description - February 2023**

<b>Code</b>	<b>Document Type</b>	<b>Category</b>	<b>Description</b>	<b>LEA Uploadable</b>
A006	Exemption Decision	Permits	Document submitted by the LEA/EA to CalRecycle to report the decision to exempt a potential facility from obtaining a Solid Waste Facilities Permit (SWFP) per 27 CCR 21565.	Yes
A007	Permit Document From Other Agency	Permits	Permits from other agencies. For example, Hazardous Waste Permit issued by the Department of Toxic Substances Control (DTSC), Waste Discharge Requirements (WDRs) issued by the Regional Water Quality Control Board (RWQCB). Other permits could include a Land Use Permit, Local Use Permit, or Conditional Use Permit issued by a local jurisdiction for a project, usually the local planning department. Permits issued by an Air Quality Management District/Air Pollution Control District to solid waste facilities for the operation of diesel powered equipment, such as a chipper, grinder, landfill gas system (e.g., flare.)	Yes
A010	Permit Review Report - 5 Year Permit Review	Permits	LEA/EA report that contains their review of documents that support the existing solid waste facilities permit. The report identifies all documents reviewed, such as the Report of Facility Information (RFI), RFI Amendments, any other documents deemed appropriate, and proposed changes to determine if a permit revision, modification, or RFI Amendment is required.  Submitted on a form CIWMB 678 or a document with a heading such as "Permit Review Report" or "5-Year Permit Review Report."	Yes
A015	Resolution (Local Government Approval)	Permits	Resolution document often issued by Planning Commission, City Council, or Board of Supervisors. Format is paragraph style with words: "Whereas" and "Therefore" identifying specific decision points.	Yes
A017	Permit Application Forms	Permits	Includes Permit Application Forms for Full, Standardized and Registration Permits.  Form CalRecycle E-1-77 (Full Permit Applications) used by both CalRecycle and RWQCBs. Form completed by an owner or operator and submitted to the LEA/EA. Owner or operator may apply for: new, revised, or modified SWFP and/or WDRs; or waiver of WDRs for a proposed facility. Additionally, used to initiate a permit review or submit documents to amend an application or to support RFI amendments. Contains owner and operator information and signatures.  Standardized Permit Applications are submitted on form CalRecycle 92.  Registration Permit Applications are submitted on CIWMB Form 83.	Yes
A018	Solid Waste Facility (SWF) Permit, Draft (Draft Portal Only)	Permits	A permit for a solid waste facility and is labeled "Draft." Staff review and provide early comments to LEA. LEA/EA uploads the document through the "DRAFT" portal.	Yes
A019	Solid Waste Facility (SWF) Permit, Proposed	Permits	The final SWF Permit the LEA/EA proposes for the facility. This document type is only given to the SWF Permit. The documents related to the proposed SWF Permit (e.g., cover letter, application form, facility documents) are to be submitted separately and coded with the appropriate document type. Staff use this version for review and preparation of their "Staff Report."	Yes

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A021	Solid Waste Facility (SWF) Permit, Issued	Permits	A SWF Permit that has been Concurred on by CalRecycle and is then issued by the LEA/EA to the operator. A copy of the issued SWF Permit is sent to CalRecycle for filing. All boxes of the SWF Permit issued by the LEA/EA must be filled in, including the date issued. Includes issued Registration Permits (with CIWMB Form 83 attached) and Standardized Permits.	Yes
A025	Enforcement Agency (EA) Notification	Permits	Form CalRecycle 169 or a document with a heading such as "Enforcement Agency Notification." EA Notification is NOT a permit. Assists operators in meeting the requirements of 14 CCR 18103.1. All parts of EA Notification (form, map, description, and letter) are scanned and kept together as one document. This also includes a description of the research to be performed.	Yes
A036	45 Day Transfer or Ownership Change Notice	Permits	Form CalRecycle 675 or a letter that contains information required by PRC 44005.	Yes
A037	ADC/AIC Demonstration Project	Permits	A temporary project where the operator proposes to test and demonstrate a non-soil type of daily cover. Must be concurred by Permitting & Assistance Branch Chief. Usually includes a cover letter and a proposal that describes the physical and chemical characteristics of a cover material that will be placed, monitored and evaluated to meet the standards of daily cover. This also includes the Final Report submitted at the conclusion of the demonstration project.	Yes
A038	SWIS Facility, Site, or Operation Data Entry Form	Permits	Form CalRecycle 37. Form used by LEAs/EAs to obtain a Solid Waste Information System (SWIS) number for a site that is assigned by CalRecycle staff and to update operator or owner changes in address, phone numbers. In addition, used for updates of facility/site/operation status and request for archiving of SWIS number.	Yes
A040	LEA Public Meeting & RFI Amendment Notice	Permits	Includes notices for LEA/EA public informational meetings, along with the meeting agenda and other related documentation. Also includes notices for RFI Amendments, Registration Permits, and modified SWFPs.	Yes
A042	Amendment to Report of Facility Information (ARFI)	Permits	Amendments to an RFI is for all types of permitted solid waste facilities or some solid waste operations. May only include updated/revised pages or a complete RFI.	Yes
A043	Report of Facility Information (RFI)	Permits	An RFI is an operations and design plan that describes the facility and how it will comply with State Minimum Standards. While the notification tier does not include a requirement for an RFI, some notification sites and operations require submittal of an "operation plan." An RFI or other report or plan is required by regulation to obtain, revise, or modify a SWFP or required to be submitted along with an EA Notification. Examples include: Plan of Operation, Report of Disposal Site Information (RDSI), Joint Technical Document (JTD), Report of Composting Site Information (RCSI), Odor Impact Minimization Plan (OIMP), Transfer/Processing Report (TPR), CDI Debris Processing Facility Report, C&D Wood Debris Chipping and Grinding Plan, etc.	Yes
A094	Permit: Site Without SWIS Number (Draft Portal Only)	Permits	Documents received by Division staff of an illegal site or information received from an LEA for a proposed new site that currently does not have a Solid Waste Information System (SWIS) number. To be submitted through the "DRAFT" portal.	Yes

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A095	7-Day Owner and/or Operator Address Change	Permits	Form CalRecycle 675 or a letter that contains information required by 27 CCR 21630.	Yes
B101	Compliance Schedule	Enforcement	Includes the following types of documents: A Compliance Agreement as well as Amended Compliance Agreements issued under 14 CRR 18365 and PRC 44106. Usually written by an LEA/EA to an operator and may be signed by both.	Yes
B102	Notice and Order	Enforcement	A Notice and Order is a document issued pursuant to 14 CCR 18304 and 18304.1. Notice and Orders include orders for: Cease and Desist, Corrective Action Order, and Compliance Orders. A Notice and Order can be written by an LEA/EA, CalRecycle, or other state or local government agencies. The title of the document is often "Notice and Order", if not this title, the word "Stipulated" may be in the name or title and will identify the document as a "Notice and Order" per 14 CCR 18304.	Yes
B103	Inventory/Compliance Extension	Enforcement	Includes the following types of documents: Notice of Intent to List and rescissions, Notice of Listing on the Inventory or Revision to the List and rescissions, Compliance Extension Requests, Approvals, and Denials per 14 CCR 18365.	Yes
B105	Enforcement Document From Other Agency	Enforcement	Types of enforcement documents that CalRecycle might receive from other regulatory agencies include: Notice of Violation (often from Regional Water Quality Control Board); Compliance Report; Compliance Schedule; Civil Liability Order; Cease and Desist Order; a Warning letter that is related to an enforcement action; Notice to develop a Plan to Cease Discharge; Remedial Action Order; Order to submit Technical and Monitoring Reports; Standing Notice.	Yes
B106	Enforcement Inspection Report From Other Agency	Enforcement	Document will be generated by other state agencies such as RWQCB or Department of Public Health or an EA. Subject of the document will always be the results or findings of a facility inspection by the generating agency.	Yes
B107	Appeals, Stay Requests, or Administrative Hearing	Enforcement	Includes documents related to: Appeals and Hearings (PRC 44307, 44310) and Petitions to Stay (PRC 45017).	Yes
B108	Investigations & Complaints	Enforcement	Document associated with complaints received and investigated per 14 CCR 18302 and 18303, including results of the investigation of complaints if they are in a format other than an inspection report. (Formerly called Site Visit/Incident reports).	Yes
B109	Letter of Violation	Enforcement	Letter from the LEA/EA notifying an operator that they are in violation.	Yes
B112	Settlement Agreement	Enforcement	Documents include agreements between the operator/owner and the LEA/EA as a result of enforcement action, appeal, or penalty order.	Yes
B113	Penalty Order	Enforcement	A Notice and Order notifying the operator that the LEA/EA is assessing penalties, the amount of the penalty, when the penalty is due and the consequences if the penalty is not paid.	Yes
B114	Emergency & Temporary Waiver/Stipulated Agreement	Enforcement	A Waiver or Stipulated Agreement that is processed by the LEA/EA per 14 CCR 17210 et seq. or 17211 et seq. and their associated documents and reports.	Yes

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B181	Court Orders	Enforcement	Includes all Court Orders issued for a particular facility. Examples include: injunctions (permanent or temporary), stays, writs, etc.	Yes
B194	Enforcement: Site Without SWIS Number (Draft Portal Only)	Enforcement	A document prepared and submitted by an LEA/EA notifying Division staff that the LEA is taking enforcement action against the owner/operator of an illegal site. To be submitted through the "DRAFT" portal.	Yes
D301	Addendum to Environmental Document	CEQA	A document that the lead agency or a responsible agency prepares that is related to a previously adopted Negative Declaration (ND) or certified Environmental Impact Report (EIR) if some changes or additions are necessary but none of the conditions calling for preparation of a supplemental (CEQA Guidelines Section 15164) or subsequent ND or EIR (CEQA Guidelines Section 15162) have occurred. An Addendum does not have to be circulated for public review.	Yes
D302	Environmental Assessment	CEQA	A document prepared by a federal agency that is similar to an Initial Study in CEQA. This should include a checklist.	Yes
D303	Environmental Impact Report (State)	CEQA	An EIR is also known as: Draft EIR, Draft EIR/EIS or Final EIR. A document that is prepared for a proposed project that describes potential impacts to the environment. This is often prepared for solid waste projects by a local lead agency (often the local Planning Department). This document can include an Initial Study (IS), (Code D306), as part of the EIR. If so, leave the EIR intact and identify both (EIR and IS) as the EIR. If a document is labelled both an EIR and an EIS (Code D304), leave the document intact and identify it as an EIR (Code D303). A response to comments on an EIR should be identified as an EIR in the Subject line.	Yes
D304	Environmental Impact Statement (Federal)	CEQA	An Environmental Impact Statement (EIS) is also known as: Draft EIS or Draft EIS/EIR or Final EIS/EIR. A document prepared for a federally funded project and/or a joint federal/state funded project. Example: facilities on military bases are usually analyzed in a joint EIS/EIR. If a joint EIS/EIR is received, code the document as an EIR (Code D303).	Yes
D306	Initial Study	CEQA	A document that can be received by itself or as a part of another environmental document such as a negative declaration. If received as a separate stand-alone document, it should be coded as an Initial Study. If it is part of another, larger document, such as a ND (Code D307) or EIR (Code D303), it should be kept as part of the ND or EIR and coded as an ND (Code D307) or EIR (Code D303).	Yes

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D307	Negative or Mitigated Negative Declaration	CEQA	<p>A Negative Declaration (ND) is a document prepared by the lead agency when the Initial Study for a proposed project, not exempt from CEQA, concludes that the project will not have a significant effect on the environment and therefore does not require the preparation of an EIR. A Mitigated Negative Declaration (MND) is a document prepared by the lead agency if the Initial Study identifies potential significant effects and the applicant agrees to make revisions or changes to the proposed project to avoid or mitigate the effects to a point where no significant effects would occur and there is no substantial evidence, in light of the whole of the record before the lead agency that the project, as revised may have a significant effect on the environment.</p> <p>If the document received contains an Initial Study (Code D306) as part of the ND or MND, do not take the document apart. Leave as one document and code it as a ND/MND (Code D307).</p>	Yes
D308	Notice of Early Consultation	CEQA	A Notice of Early Consultation (NOEC) is received from the lead agency to consult on a project early in the review process. A Lead Agency is required to consult with all responsible and trustee agencies and may ask whether a ND, MND or an EIR is required for a project under CEQA. The consultation often takes the form of a letter.	Yes
D309	Notice of Determination	CEQA	A Notice of Determination (NOD) is a brief notice filed by a public agency after it approves or determines to carry out a project which is subject to the requirements of CEQA, including an LEA/EA. CalRecycle submits an NOD to the State Clearinghouse which indicates that CalRecycle has reached a decision on a proposed project and the environmental review process has ended. Submitted by staff following the concurrence of a solid waste facilities permit and the approval of the environmental document by CalRecycle management.	Yes
D310	Notice of Exemption	CEQA	A Notice of Exemption (NOE) is a brief notice filed by a public agency after it has decided to carry out or approve a project and has determined that the project is exempt from CEQA as being ministerial, categorically exempt, an emergency, or subject to another exemption from CEQA. Typically, if a project is exempted by the local/lead agency, CalRecycle will review and if in agreement with the local analysis will usually exempt the project for CalRecycle's decision as a Responsible Agency and file an NOE. Another example is during a Governor declared emergency, solid waste cleanup projects have been exempt from CEQA. CalRecycle typically submits a "Notice of Exemption Form" to the State Clearinghouse that indicates that CalRecycle has determined that the proposed project is exempt from environmental review for solid waste regulations.	Yes
D311	Notice of Intent to Adopt a Negative Declaration	CEQA	A notice by a public agency of its intent to adopt a ND or MND (PRC 21092 and CEQA Guidelines Section 15072). PRC 21092 establishes the means by which notice is to be given, as well as the contents of that notice. The notice is typically in the form of a letter.	Yes

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D312	Notice of Preparation for Environmental Impact Report	CEQA	A notice by a public agency of its determination to prepare an EIR that is sent to all responsible agencies, trustee agencies, and State Clearinghouse (PRC 21080.4 and CEQA Guidelines Section 15082). CalRecycle receives "Notices of Preparation" on a daily basis from the State Clearinghouse. The purpose of the notice is to solicit guidance from agencies (CalRecycle is most often a responsible agency) as to the scope and content of the environmental information to be included in the EIR. CalRecycle responds in writing to the lead agency on solid waste issues or topics that should be included and analyzed in the EIR.	Yes
D313	Other Environmental Review Document	CEQA	May include stand-alone documents that do not have a specific subfile code such as a Mitigation Monitoring and Reporting Program chart or schedule, or a Statement of Overriding Considerations.	Yes
D314	Resolution (Environmental Review)	CEQA	May be from a local government entity and/or from former CIWMB. Contains language "Whereas" and "Therefore." Resolution includes approval or concurrence information that the environmental document addressed the environmental issues for the proposed project.	Yes
D315	Subsequent EIR or Subsequent Negative Declaration	CEQA	A Subsequent EIR or Subsequent ND is prepared for projects that change substantially due to new information, a changed project description, or changed circumstances within which the project would take place. Generally, new information requiring a Subsequent EIR or ND would pertain to significant effects that were not previously analyzed. A subsequent EIR or ND must receive the same circulation and review as the previous EIR or ND (CEQA Guidelines Section 15162).	Yes
D316	Supplemental Environmental Impact Report	CEQA	A Supplement to an EIR may be prepared for projects in which only minor changes would be necessary to make the previous EIR adequate for the project as revised. A Supplement to an EIR may be circulated by itself without recirculating the previous Draft or Final EIR, but the Supplement must receive the same circulation and review as the previous EIR (CEQA Guidelines Section 15163).	Yes
D394	CEQA: Site Without SWIS Number (Draft Portal Only)	CEQA	CEQA documents prepared to support a permit for a proposed site, formerly illegal or unpermitted site. To be submitted through the "DRAFT" portal.	Yes
E402	Report Drawings, Maps and Photographs	Monitoring Reports & Control Plans	Includes only stand-alone blueprints and engineering drawings as well as stand-alone area and site plan maps received from an operator for a facility, and photos to document or reference the development of the site over time that are not part of an inspection. Photos used in inspection reports shall be put into SWIS DIP.	Yes

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E419	Monitoring Reports (Non LFG)	Monitoring Reports & Control Plans	Includes all (except landfill gas (LFG) related) records and logs for a permitted solid waste facility or operation that is submitted, usually minimum of quarterly, to the LEA/EA as specified in regulations and/or the SWFP. Types of records include: landfill records (tonnage and traffic records, log of special occurrences, load check records, training records, complaint log); compost records (temperature monitoring data, turning frequency, pathogen, metals, physical contamination sampling results, amount of incoming feed stock, amount of outgoing finished product, load check records, training, complaint log); other solid waste transfer/processing/handling facility/operation records (tonnage and traffic records, log of special occurrences, load check records, training records, complaint log).	Yes
E431	Landfill Gas Document	Monitoring Reports & Control Plans	Includes all (except correspondence) landfill gas (LFG) related documents including, but not limited to: monitoring reports, as-built reports, proposed monitoring and/or control programs, remediation proposals, and status reports.	Yes
E432	Investigation or Remediation Report or Control Plan (Non LFG)	Monitoring Reports & Control Plans	Investigation or remediation report for issues other than landfill gas. Reports could be preliminary, draft/final design, investigative, progress, or completion. Potential topics include, but are not limited to: drainage/erosion control, slope stability, liner installation, ground water control, and bird control.	Yes
E494	Reports/Plans: Site Without SWIS Number (Draft Portal Only)	Monitoring Reports & Control Plans	Documents received by LEA/EA staff of an illegal site or information submitted by an owner/operator to the LEA/EA for a proposed new site that currently does not have a SWIS number. To be submitted through the "DRAFT" portal.	Yes
F521	Closure Planning Document	Closure	Includes all closure planning documents related to landfill closure and postclosure maintenance, clean closure, postclosure land use, cost estimates, and certification of no changes to plans (e.g., preliminary, partial, final closure plans; postclosure maintenance plans; clean closure plans, postclosure land use plans; cost estimates, etc.). Includes supporting documents.	Yes
F522	Closure Completion Document	Closure	Includes landfill closure completion documents related to completion of construction activities including, but not limited to: construction quality assurance reports and similar, cost comparisons between actual and estimated costs, and recordation of closed sites.	Yes
F523	Corrective Action Document	Closure	Includes non-water release and water release corrective action estimates and supporting documents.	Yes
F524	Site Investigation Process Document	Closure	Includes Site Identification and Site Assessment documents. Extensively used for CIA sites and program.	Yes
H704	Cleanup Program Correspondence	Correspondence	Includes general correspondence for the Cleanup Program. Examples include: memos, letters, e-mails, news articles, and media documents.	Yes
H706	Permit Correspondence	Correspondence	Includes all Permit-related correspondence. Examples include: memos, letters, e-mails, news articles, and media documents.	Yes

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H707	Enforcement Correspondence	Correspondence	Includes all Enforcement-related correspondence. Examples include: memos, letters, e-mails, news articles, and media documents.	Yes
H709	CEQA Correspondence	Correspondence	Includes all CEQA-related correspondence related to an environmental document being reviewed in accordance with CEQA for a proposed solid waste handling activity(s) and/or SWFP. Examples include: memos, comment letters, e-mails, news articles, and media documents.	Yes
H710	Monitoring Report & Control Plan Correspondence	Correspondence	Includes all correspondence related to Monitoring Reports and Control Plans. Examples include: memos, letters, e-mails, news articles, and medial documents.	Yes
H711	Closure Correspondence	Correspondence	Includes all Closure-related correspondence.	Yes
K911	Preapproval Document	Cleanup Program	Document types include: Applications for Solid Waste Cleanup Projects (CalRecycle, local government grants, matching grants, and loans); Site Investigations (formal and informal investigations, including staff assessments); Approval (Request for Approval – RFA); CEQA documents (stamped with date received at State Clearinghouse), Agreements with other agencies (individual task orders under Cooperative Assistance Agreement), Interagency Agreement, Participation Agreement, Grant Agreement.	Yes
K913	Site Access and Permits	Cleanup Program	Documents include property access authorization, as well as permit and documents with conditions that alter/support the permit (e.g., preconstruction surveys, for threatened or endangered species, Notice of Completion, additional conditions from other agencies).	Yes
K914	Project Planning Document	Cleanup Program	Documents include Work Plans, Specifications and Scope of Work and all approved changes and/or additions used to prepare Work Plans, Schedules, Cost Estimates and Health and Safety Plan. Other documents to include parcel, topographical and other types of maps, field surveys and data used to plan the project. Property title searches should also be filed here.	Yes
K915	Project Progress/Completion Document	Cleanup Program	Document types include: Invoices (for cost recovery, cost recovery report, and documentation of collections); Notices (to proceed/stop work order/field changes); Field data (sampling and analysis of materials and waste); Periodic progress (reports and inspections); Drawings, Manuals, Warranties (e.g., As-built, operation and maintenance); Copy of Record Survey (burn dumps remediated in place); Cost Recovery Report and other documents supporting Cost Recovery Actions.	Yes
K931	Loan Application	Cleanup Program	Document types include all information required to evaluate the need for the project, the need for a loan, and the ability to repay the loan. Examples of documents include: current enforcement actions and status of compliance, a Scope of Work and any technical support reports for the proposed work to be performed, a copy of environmental compliance documentation (CEQA), current financial reports, financial projections, and the proposed method of repayment (e.g. Pledge of Revenue, rate increases, etc.) of the loan.	Yes

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K932	Loan Agreement	Cleanup Program	Document that specifies the terms and conditions of the loan as well as the documents that authorize the loan (e.g. resolution, approval letter).	Yes
K995	Cleanup Program – Maps, Drawings and Photographs	Cleanup Program	A stand-alone map, drawing or photograph of a location and/or facility.	Yes
N1201	EPP - LEA Certification Request Letter	Agency	Letter from the LEA requesting certification types of solid waste facilities (i.e., A, B, C, D) within the jurisdiction. Refer to 14 CCR 18077(a)(1).	Yes
N1202	EPP - Goals & Objectives	Agency	Statement of the LEA Enforcement Program goals and/or objectives. Refer to 14 CCR 18077(a)(3).	Yes
N1203	EPP - Local Solid Waste Ordinances	Agency	Copy(ies) of new or modified local solid waste collection, handling, storage, and disposal statutes or ordinances for the LEA jurisdiction. Refer to 14 CCR 18077(a)(5).	Yes
N1204	EPP - Tally of Enumeration of SW Facilities by Type & Vehicles	Agency	A count of all solid waste facilities & disposal sites by categories (e.g., total number each of active landfills, transfer stations, closed landfills, etc.) and count of solid waste handling and collection vehicles by type within the jurisdiction. Refer to 14 CCR 18077(a)(6).	Yes
N1205	EPP - Time Task Analysis (FTE) - Current FY	Agency	Fiscal year assessment demonstrating the adequacy of LEA staff resources to complete all LEA tasks, duties, training, etc., and the time required to complete these tasks. Reflect any tasks that now require more staff time (i.e., enforcement, new permits, additional inspections, etc.). Must include full time equivalent (FTE) which consists of up to 1,840 hours per year. Refer to 14 CCR 18077(a)(7). A sample form is provided in the CalRecycle online EPP Toolbox.	Yes
N1206	EPP - Staff Technical Expertise	Agency	List and description of LEA program staff performing LEA duties. Include responsibilities and technical expertise and identify Registered Environmental Health Specialist (REHS) numbers. Information should support the Time Task Analysis, therefore update this document to alter the number of staff needed to perform LEA duties and responsibilities. Refer to 14 CCR 18077(a)(8).	Yes
N1207	EPP - Permitting, Closure/Postclosure Procedure Manual	Agency	Procedure manual for solid waste facility permitting and closure or postclosure. These documents may include specific task references to statutes, regulations, advisories, or other guidance materials provided by CalRecycle. Update to reflect statutory and regulatory changes or their references. However, in lieu of revising your permitting and/or your disposal site assessment procedures, you may choose to include by reference the online procedures found in CalRecycle's Permit Toolbox and/or Closed, Illegal, and Abandoned Sites website. Both websites contain procedures consistent with regulations. Refer to 14 CCR 18077(a)(11).	Yes
N1208	EPP - Inspection, Investigation, Compliance Assurance, Enforcement & Hearing Panel Procedure Manual	Agency	Procedure manual for random and unannounced inspection and investigation, compliance assurance, enforcement, and hearing panel or hearing officer utilization. These documents may include specific task references to statutes, regulations, advisories, or other guidance materials provided by CalRecycle. Update to reflect statutory and regulatory changes or their references. Refer to 14 CCR 18077(a)(12).	Yes

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N1209	EPP - Site ID, Assessment, Corrective Actions Procedure Manual	Agency	Procedure manual for disposal site identification, assessment, and corrective actions. These documents may include specific task references to statutes, regulations, advisories, or other guidance materials provided by CalRecycle. They need to be updated to reflect statutory and regulatory changes or their references. However, in lieu of revising your disposal site assessment procedures, you may choose to include by reference the online procedures found in CalRecycle's Closed, Illegal, and Abandoned Sites website. The website contains procedures consistent with regulations. Refer to 14 CCR 18077(a)(13).	Yes
N1222	EPP – LEA Service Agreement Between Counties	Agency	Service Agreements between jurisdictions to conduct LEA duties. Submit when a new contract is authorized.	Yes
N1223	EPP - Enabling Ordinances for Jurisdictional Authority	Agency	Copy of the enabling ordinance(s) or resolution(s) of incorporated city(ies) within the county that provides the LEA jurisdictional authority. Update when new entity emerges. Refer to 14 CCR 18077(a)(4).	Yes
N1228	EPP - Annual Update Submittal Cover Letter	Agency	Optional cover letter outlining the annual EPP submittal documentation.	Yes
N1229	EPP - LEA Checklist	Agency	LEA Checklist capturing the EPP documents being submitted; should include comments and page number to indicate changes made to large multi-page documents.	Yes
N1230	EPP - Correspondence	Agency	Formal communication documentation between the LEA and CalRecycle (Example - EPP due date extension requests).	Yes
N1232	DIP - Form 1000/Letter	Agency	A Form 1000 document ensures CalRecycle records reflect current LEA designation information. Changes to hearing panel/officer, contacts/address, and/or the designated person(s) responsible for direction or management of the LEA program can be submitted in letter format. A new Form 1000 with a local governing body signature is only required if the designated agency or its jurisdiction has changed. Refer to 14 CCR 18051(a).	Yes
N1233	DIP - LEA Designation Cover Letter	Agency	LEA Designation Cover Letter is not updated after CalRecycle's initial approval/designation of the jurisdiction/agency/LEA program unless requested by CalRecycle.	Yes
N1234	DIP - Board of Supervisor/City Council Enabling Resolution	Agency	Copies of Board of Supervisor/City Council Resolution or other official documents designating the LEA and establishing the manner in which the LEA will conduct their responsibilities pursuant to PRC 43200, 44308 and 14 CCR 18060 and 18051(c).	Yes
N1235	DIP - Org Chart: LEA/Operation Separation	Agency	Organizational chart documenting the separation of the designated agency (LEA) from any public agencies or departments that are operating units under the local governing body. The organizational chart should clearly show the LEA and solid waste facility/operations are separate and distinct in regard to reporting structure. Refer to 14 CCR 18051(d).	Yes

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N1236	DIP - Org Chart: Designated Agency	Agency	Designated Agency Chart documenting any changes to the organization structure of the designated agency (LEA) and includes staff names and position titles. Refer to 14 CCR 18051(e).	Yes
N1237	DIP - Hearing Panel/Hearing Officer	Agency	Identification of a hearing panel (HP) or hearing officer (HO) pursuant to 14 CCR 18060 and 18081(e)(2) for the purpose of an appeal of LEA action or inaction. To include: type of HP/HO (independent, local governing body, hearing officer(s); independent HP member's roles (technical expert, public-at-large, governing body representative); and date of members/officer(s) appointment and term expiration date. Refer to 14 CCR 18051(f).	Yes
N1238	DIP - Tabulation of City/County Population Data	Agency	Tabulation of city resolutions including the listing of all city names, their populations, and the percent of cities and populations approving the designation for the jurisdiction. When an existing city withdraws its LEA designation or a city incorporates, the LEA must revise this component. Refer to 14 CCR 18051(g).	Yes
N1239	DIP - Solid Waste Facilities and Disposal Sites Enumeration	Agency	Listing of every solid waste facility and disposal site in the jurisdiction to include current permitted, closed, abandoned, exempt, illegal, and inactive facilities. List to include site addresses, owner/operators names and addresses, and emergency phone numbers and whether the site lies within the unincorporated or incorporated area of the jurisdiction. Refer to 14 CCR 18077(a)(6)/14 CCR 18051(h).	Yes
N1240	DIP - Enumeration of Solid Waste Haulers and Vehicles	Agency	Enumeration of every solid waste handling and collection operator in the jurisdiction. The enumeration shall include the requirements of 14 CCR 17332 (name, office, address, phone number, emergency phone number, number and types of vehicles used for solid waste collection and types of materials authorized for handling). Refer to 14 CCR 18077(a)(6)/14 CCR 18051(i). A sample form is provided in the CalRecycle online EPP Toolbox.	Yes
N1242	EPP - Fiscal Year Budget	Agency	The operating budget/anticipated expenditure and revenue sources must be updated annually. For budget components, refer to 14 CCR 18074. A sample form is provided in the CalRecycle online EPP Toolbox. Refer to 14 CCR 18077(a)(9).	Yes
N1243	EPP - Staff Training Procedure Manual	Agency	A detailed staff training procedure manual pursuant to 14 CCR 18075. Refer to 14 CCR 18077(a)(10).	Yes
N1247	EVAL - Correspondence	Agency	Formal communication documentation between the LEA and CalRecycle (Example - LEA response to evaluation results).	Yes