

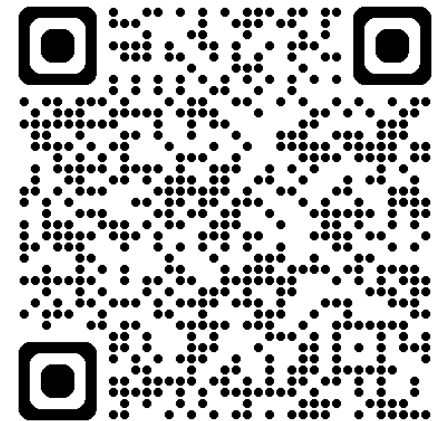


# Recycling and Disposal Reporting System (RDRS) Webinar

RDRS User Interface Designs

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# Agenda

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## **Recent Updates to the RDRS User Interface**

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Eric Payne, Senior Environmental Scientist, Policy Office, CalRecycle

# Questions

- Question & Answer (Q&A) session at the end
- Send additional questions to [RDRS@calrecycle.ca.gov](mailto:RDRS@calrecycle.ca.gov)

# Updates to the RDRS Regulations – Outline

- Background
- Purpose of Webinar
- Changes to the RDRS User Interface
- Q&A Session

# Background

- CalRecycle implemented a rulemaking in 2023 to update the RDRS regulations: Title 14, California Code of Regulations (CCR), Sections 18815.1 – 18815.13
- Updates were approved January 23, 2024
- Effective April 1, 2024
  - But note: Some changes written to take effect 2025 Q1

# Purpose

- Show changes to RDRS user interface (UI)
- Presentation will not cover regulations in detail
- For more information on regulations, see:
  - 2023 rulemaking archive
    - <https://calrecycle.ca.gov/laws/rulemaking/rdrsupdates/>
  - May 2024 webinar on the updated regulations
    - <https://www2.calrecycle.ca.gov/PublicNotices/Details/5416>
  - [Regulation text](#)

# RDRS User Interface Changes

- Solid Waste Information System (SWIS) Information
- Collection Method
- Mixed Plastic Waste Export
- Constituent Material Types



# Log Into RDRS

- Subsequent slides assume we've logged into RDRS
  - [RDRS Organization Portal Sign In](#)
- Note: Images are from our development environment. We are not accessing anyone's real account.



MENU RDRS (Organizations) USER TESTING

USER TESTING - BUILD: 1.05.0021.10

Recycling & Disposal Reporting System (Organizations) Sign-In

Email Address

CalRecycle WebPass

Next

# SWIS

- If your entity is registered in SWIS, you must report SWIS ID and SWIS Activity Type in RDRS. Title 14, CCR, 18815.3(q)(2)(B)(iii)
- Subsequent slides illustrate how to add SWIS to existing reporting entity. The process is basically the same when creating new entities.

# SWIS Information – Step 1

1) Select an organization/site


Clicking the select button will take you to the Summary page for the organization/site.

RDRS (Organizations) USER TESTING

Home

Contact CalRecycle

This system supports AB 901, which requires waste management facilities, as well as exporters, brokers, and transporters to submit information directly to CalRecycle on the destinations of materials that are disposed of, so on outside of the state.



Welcome **Eric Payne!**

You last signed in on 3/4/2025 at 8:14 AM.

+ Create Organization/Site

🔍 Claim Provisional Organization/Site

📄 Export to CSV

Organization/Site Name	Organization/Site Status	Reporting Period
<div><div>➔</div><div>Presentation Organization/Site</div></div>	Open	Broker/Transfer/P

# SWIS Information – Step 2

2) Select a reporting entity that is registered in SWIS

Clicking the select button will take you to the details page for the selected reporting entity.

Organization/Site: Summary

Presentation Organization/Site

Summary Details Reporting Entity Activities 5 Flags 0 Addresses 2 Contact

Details

Organization/Site Name ? Organization/Site Status ?

Presentation Open

Organization/Site

Phone ? Website ?

1 (999) 999-9999 --

Email

[presentation.email@email.com](mailto:presentation.email@email.com)

DBA Names ?

Reporting Entity Activities

	RDRS ID	
	↑	
→ Select	RD13779	
→ Select	RD13780	
→ Select	RD13781	
→ Select	RD13782	
→ Select	RD13783	

# SWIS Information – Step 3

3) Select the Edit button in the Reporting Entity Activity Details box.

You will now be able to edit SWIS and other information about your entity.

An inactive Edit button indicates a permissions issue. Ask the entity's primary contact to grant you access (see end of presentation for quick guide to adjusting permissions).

Organization/Site: Reporting Entity Activity Details  
Presentation Organization/Site (RD13783)

Summary Details **Reporting Entity Activities 5** Flags 0 Addresses 2  
Documents 0 Communications 1

### Reporting Entity Activity Details

RDRS ID ? RD13783	Reporting Lead ? Yes
Reporting Entity Activity ? Landfill	
Reporting Entity Activity Name ? Landfill Test	
Date Dependency Removed --	Formerly Dependent On --
Signature Authority ? Eric Payne	
EPA ID# (if applicable) ? --	
SWIS ID# ? 15-AA-0001	Frozen Status Start ? --
SWIS Activity Type --	Frozen --
TPID# (if applicable) ? --	
Registration Status ? Active	
<a href="#">Request Inactive Registration Status</a>	
Reporting Status ? Required	
<a href="#">Request Exempt Reporting Status</a>	

Created by [Payne, Eric](#) on 03/05/25 1:14 PM / Last Updated by [Payne, Eric](#) on 03/05/25 1:14 PM

? **Edit** + Add Dependent Activity ← Back

# SWIS Information – Step 4

4) Enter a SWIS ID or update the existing ID as appropriate. The system will notify you if you enter a SWIS ID that does not exist.

5) Choose a SWIS Activity Type. The options in the drop-down will depend on the entered SWIS ID.

**You have errors on your form!**

- The SWIS ID entered does not exist in SWIS.

RDRS ID ⓘ  
RD13783

Reporting Entity Activity \* ⓘ  
Landfill

Reporting Entity Activity Name \* ⓘ  
Landfill Test

Signature Authority \* ⓘ  
Eric Payne

EPA ID# (if applicable) ⓘ

SWIS ID# \* ⓘ  
15-bb-0005

SWIS ID# \* ⓘ  
42-aa-0015

SWIS Activity Type \*  
Chipping and Grinding Facility/Operation  
Composting Facility (Mixed)  
Large Volume In-Vessel Digestion Facility  
Large Volume Transfer/Processing Facility  
Solid Waste Landfill

# SWIS Information – Step 4a

For activity types other than disposal and transfer/processor, you will see a SWIS ID present dialog.

After selecting yes, enter SWIS ID and activity type.

Does this reporting entity have a SWIS ID?

☐ Yes

☒ No

SWIS ID# ?

SWIS Activity Type

Does this reporting entity have a SWIS ID?

☒ Yes

☐ No

SWIS ID# \* ?

SWIS Activity Type \*

# Create a Quarterly Report

- Subsequent slides assume we've created a quarterly report
- After logging in and selecting an organization:
  - Click Quarterly Reports in the left side bar
  - Click Add Report
  - Choose an entity > Choose 2025 Q1 for quarter (or later in the future) > Choose required to report for reporting requirement
  - Click Save
- Next slide shows images





# Create a Quarterly Report – Screenshots

The process consists of three main steps:

- Navigation:** The user is in the 'RDRS (Organizations)' section, specifically in the 'USER TESTING' mode. The 'Quarterly Reports' option in the left sidebar is highlighted with a red underline.
- Search Form:** The 'Quarterly Report Search' form is displayed. It includes the following fields:
  - Reporting Entity Activity Name or RDRS ID:** A text input field.
  - Reporting Entity Activity Type:** A dropdown menu currently showing 'All Activities Types'.At the bottom of the form are two buttons: 'Add Report' (highlighted with a red underline) and 'Export to Excel'.
- Add Form:** The 'Add Quarterly Report' form is shown, titled 'Presentation Organization/Site'. It includes the following fields:
  - Activity/RDRS ID \*:** A text input field containing 'Transfer/Processor Test (RD13780, Transfer/Processor)'.
  - Reporting Period \*:** A text input field containing '2025 Q1'.
  - Reporting Requirement\* ?:** A text input field containing 'I am required to report this quarter'.At the bottom right are 'Save' and 'Cancel' buttons.

# Collection Method

✓SWIS

- Collection Method
- Mixed Plastic Waste Export
- Constituent Material Types

# Collection Method – What?

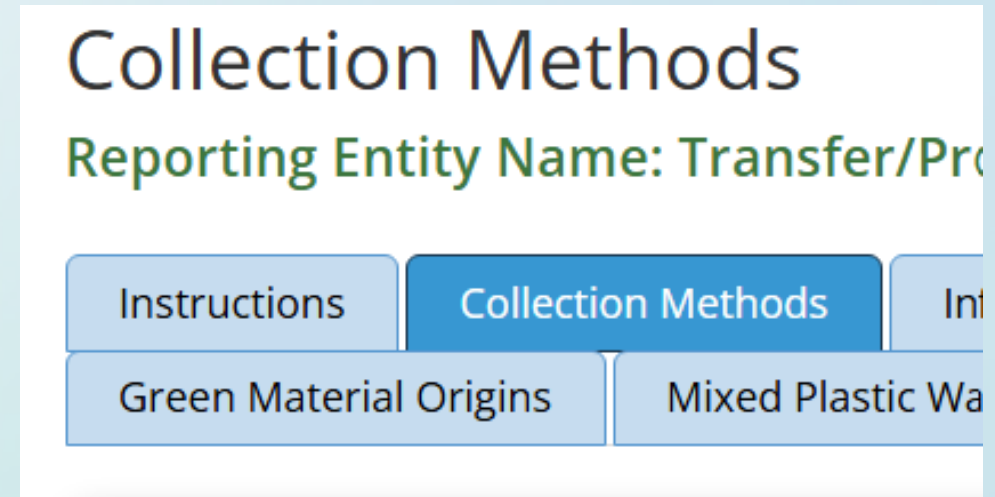
- Refers to source of material in terms of source sector, segregation extent, and stream. Title 14, CCR, 18815.2(a)(10.5)
  - Ex: contract-hauled commercial mixed solid waste
- Entities, excluding food waste self haulers, will report tons by collection method for recovery-related materials

# Collection Method – Step 1

1) Go to the new Collection Methods tab\*

You will need to complete the “Method(s) used to determine box...” and enter tons for collection methods.

\*Food Waste Self Haulers will not have this tab



# Collection Method – Step 2

2) Complete the “Method(s) used to determine box...”

You must choose at least 1 method. Save when done.

Available methods are specific to activity types.

Instructions	Collection Methods	Inflows	Outflows	Disposal Allocations
Green Material Origins	Mixed Plastic Waste Export Origins	Source Sectors	Org	

Method(s) used to determine Collection Method (check all that apply). [Title 14, CCR, 18815.9\(l\)](#)

Not Answered Yet.

Created by [Payne, Eric](#) on 03/13/25 9:51 AM / Last Updated by [Payne, Eric](#) on 03/13/25 9:52 AM

[Edit](#)

- ☐ Obtained from the contract hauler from which the tons were received (Title 14, CCR, 18815.9(l)(3)(A))
- ☒ Assigned to the activity type of the source of the tons, since the tons were generated by an activity type other than a contract hauler (Title 14, CCR, 18815.9(l)(3)(B))
- ☐ Determined by the entity submitting this quarterly report, since tons were generated by a generator (Title 14, CCR, 18815.9(l)(3)(C))
- ☒ Assigned to the activity type of the entity submitting this quarterly report, since the tons were generated by on-site activities other than recycling or composting (Title 14, CCR, 18815.9(l)(3)(E))

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[Save](#)

# Collection Method

## – Step 3

3) Enter tons. You need to do so only for relevant collection methods (CM).

CalRecycle previously published a [list of the CM](#).

CM are grouped into four tables. Contract haulers will not see Tables 3 and 4.

Table 1: Contract-Hauled Commercial Collection Methods

 Export to Excel		
Collection Method	Tons	

Table 2: Contract-Hauled Residential Collection Methods

 Export to Excel		
Collection Method	Tons	

Table 3: Self-Hauled Collection Methods



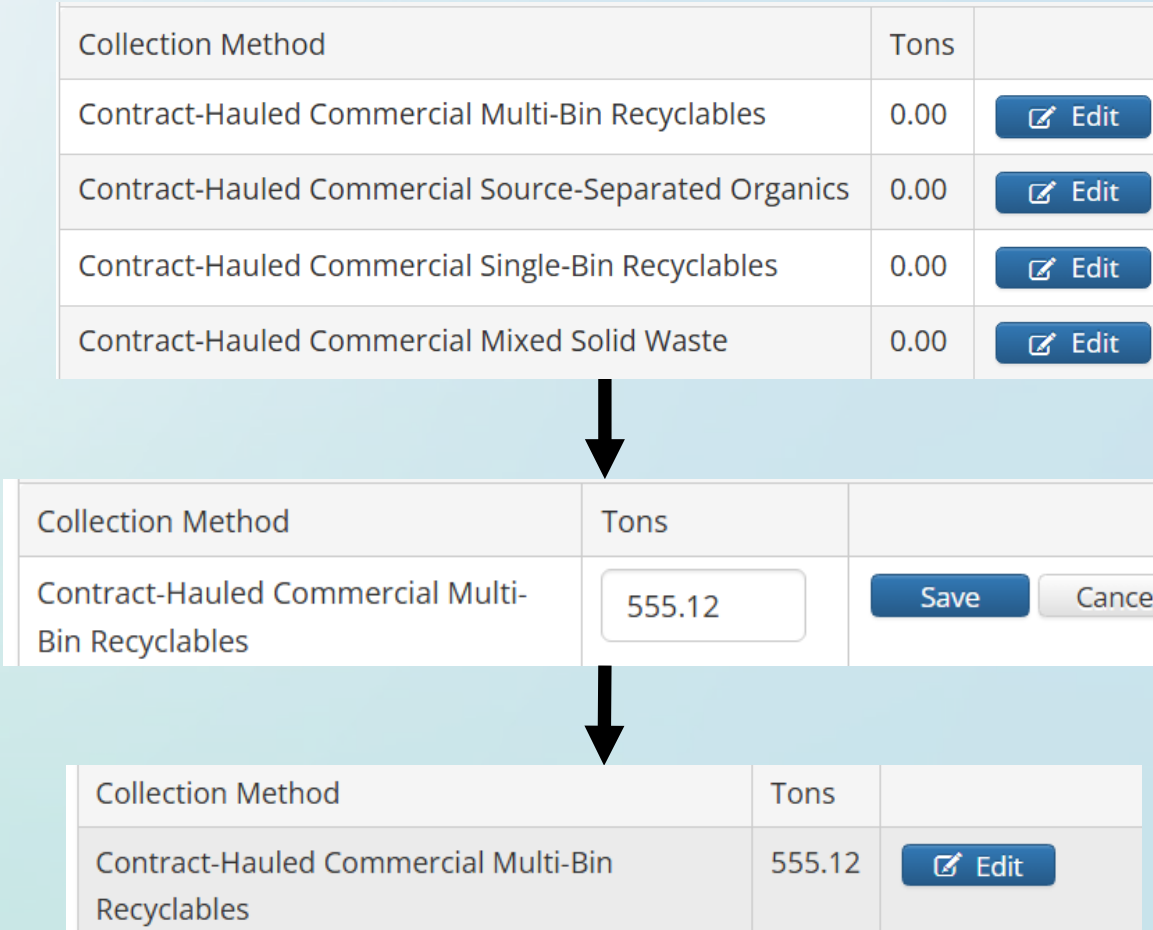
 Export to Excel		
Collection Method	Tons	

Table 4: Received from Reporting Entity other than Contract Hauler Collection Methods

 Export to Excel		
Collection Method	Tons	

# Collection Method – Step 3a

- 3a) Click Edit to update a row within a collection method table.
- 3b) Enter tons with up to two decimals and click Save.



# Mixed Plastic Waste Export

- ✓SWIS
- ✓Collection Method
  - Mixed Plastic Waste Export
  - Constituent Material Types





# Mixed Plastic Waste Export – What?

- Mixed plastic waste (MPW) is a mixture of plastic, except:
  - Mixtures that are solely #1 (PET), #2 (HDPE), or/and #5 (PP). PRC 41821.5
  - Mixtures of solid waste or green material sent to landfill beneficial reuse. Title 14, CCR, 18815.2(a)(38.5)
- Entities, excluding food waste self haulers, will report:
  - Tons of mixed plastic waste exported with material type, but “export” excludes Canada, Mexico, and tribal lands in the US
  - Origins for exported tons as a whole (not by destination or material)

# Mixed Plastic Waste Export – Step 1

1) Go to the Outflows tab and select “mixed plastic waste export” as a material stream in the Outflows Methods box.

Depending on activity type, you may not see all the other material streams shown in the image.

**Outflow Stream** (Note: Outflows must be selected to add)

- ☐ Recycling/Composting
- ☐ Solid Waste
- ☐ Disaster Debris for Disposal
- ☐ Designated Waste for Disposal
- ☐ Green Material for Potential Beneficial Reuse
- ☐ Non-Green Material for Potential Beneficial Reuse
- ☐ End Use
- ☐ Brokering/Transporting
- ☒ Mixed Plastic Waste Export



# Mixed Plastic Waste Export – Step 2

2) Create a mixed plastic waste export outflow, which requires destination country, material type, and tons.

### Mixed Plastic Waste Export

+ Add Mixed Plastic Waste Export Outflow

Export to Excel

	Country ↑	Tons Sent
There are no mixed plastic waste exports		

### Outflow

Material Sent For  
Mixed Plastic Waste Export

### Destination Information ?

Country \*  
Cambodia

### Material

[Material List](#)  
Material Type \* ?  
Plastic - #3-7 - Bottles and Small Rigid Plastics

Tons Sent \*  
800.12

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Save

Cancel

# Mixed Plastic Waste Export – Step 3a

3a) Additional outflows to the same destination can be added after saving the first material type.

### Outflow

**Material Sent For**  
Mixed Plastic Waste Export

**Destination Information ?**



**Country**  
Cambodia

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[Edit](#) [Back](#) [Delete](#)

### Materials

[+ Add Material](#) [Export to Excel](#)

	Material 	Constituent Materials 	Tons Sent
<a href="#">→ Select</a>	Plastic - #3-7 - Bottles and Small Rigid		800.12

# Mixed Plastic Waste Export – Step 4

4) Go to the Mixed Plastic Waste Export Origins tab

- Most activity types will enter methods used to determine origins (T/Ps will do so on Outflows tab)
- Will enter jurisdictions of origin for total mixed plastic waste export
  - Origins will not be entered separately for each material type or destination

Mixed Plastic Waste Export Origins

Reporting Entity Name: Transfer/Processor Test - Ac

Instructions	Collection Methods	Inflows	Outflows
Green Material Origins	Mixed Plastic Waste Export Origins		

Note: Mixed Plastic Waste Export Outflows must be added c  
of direct haul material in which jurisdiction of origin could n

Total Mixed Plastic Waste Export  
800.12

# Mixed Plastic Waste Export – Step 5

5) Click the Edit button of the Methods box and select one or more methods used to determine origins.

Alternative methods require a short description.

For T/Ps, this information is captured on Outflows tab.

Method(s) used to determine jurisdiction of origin for mixed plastic waste exports

Not Answered Yet.

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 Edit

Method(s) used to determine jurisdiction of origin for mixed plastic waste exports

- ☒ Ask jurisdiction of origin at the gate at the time of delivery for each hauler/person bringing materials.
- ☐ Use periodic reports from the reporting entities delivering materials.
- ☐ If jurisdiction of origin reasonably cannot be determined by any other method (e.g., if no gate attendant is ever present), then by assigning the tons either to the jurisdiction in which the recycling or composting facility is located or to the jurisdiction within which the material is located when the receiving recycler/composter, broker or transporter received the material.
- ☒ Alternative Methods approved by the Department

Short description of approved method.

# Mixed Plastic Waste Export – Step 6a

6a) Click “Add Jurisdiction” to add jurisdictions of origin. Choose a value from the Jurisdiction of Origin, State, Country, or Tribal Land drop-downs. Enter tons (percent will auto-calculate). Click Save.

Repeat as needed.

+ Add Jurisdiction

+ Add Host Assigned Waste

Export to Excel

Jurisdiction of Origin ↑	Host Assigned	State	Country	Tribal Land	Tons Sent	Percentage Sent	
<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>Save</div> <div>Cancel</div>

# Mixed Plastic Waste Export – Step 6b

6b) You can also click “Add Host Assigned Waste” to add tons that you are assuming are from your facility’s jurisdiction. You can only add one such row.

+ Add Jurisdiction

+ Add Host Assigned Waste

Export to Excel

Jurisdiction of Origin ↑	Host Assig...	State	Country	Tribal Land	Tons Sent	Percent... Sent	
Bakersfield	No	California	United States		400.06	50.00	<div>Edit</div> <div>Delete</div>
Sacramento	Yes	California	United States		400.06	50.00	<div>Edit</div> <div>Delete</div>
Total					800.12	100.00	



# Mixed Plastic Waste Export – Step 6c

6c) Existing rows can be edited or deleted. After adding all tons, the total must be 100% (i.e., the total Tons Sent must match the total outflow of mixed plastic waste export).

+ Add Jurisdiction

+ Add Host Assigned Waste

Export to Excel

Jurisdiction of Origin ↑	Host Assig...	State	Country	Tribal Land	Tons Sent	Percent... Sent	
Bakersfield	No	California	United States		400.06	50.00	<div>Edit</div> <div>Delete</div>
Sacramento	Yes	California	United States		400.06	50.00	<div>Edit</div> <div>Delete</div>
Total					800.12	100.00	

# Constituent Material Types

- ✓SWIS
- ✓Collection Method
- ✓Mixed Plastic Waste Export
- Constituent Material Types

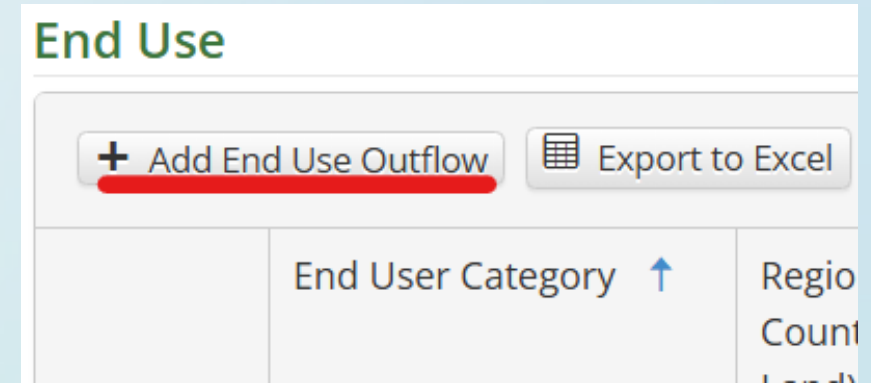
# Material Type – Heterogeneous Mixtures

- Certain material flows in RDRS (e.g., recycling/composting outflows) require material type information
- *For such streams*, starting **2025 Q1**, “if a reporting entity reports material that is not homogenous or not an individual grade of material type, then the reporting entity shall identify the specific materials within that mixture” – 18815.9(a)(2)(D)
  - Identification will not require tons
  - Entities can certify that they do not have information on specific materials

# Constituent Materials – Step 1

1) Go to the Outflows tab and create an outflow that requires material type.

The example here uses End Use.



# Constituent Materials – Step 2

2) In the material type drop-down, choose a heterogeneous material type, such as “mixed recyclables.”

The constituent materials box will now appear.

The screenshot shows a web interface for material selection. At the top, the word "Material" is in green. Below it is a link "Material List". A label "Material Type \* ?" is followed by a dropdown menu currently showing "Mixed - Mixed Recyclables - Mixed Recyclables". Below the dropdown is an unchecked checkbox and the text "I certify that I cannot determine the list of constituent materials for this heterogeneous material type". Underneath is a green heading "Constituent Materials for Heterogeneous Material Type". This is followed by a light gray box containing a button "+ Add Constituent Material". Below this is a table with the header "Constituent Material". The table is currently empty, and a message "Please add constituent material." is displayed at the bottom of the table area.



# Constituent Materials – Step 3

3) Click “Add Constituent Material” to add constituent materials of the mixture.

A searchable drop-down of material types will appear. Select the desired material.

Tons are not required.

Repeat process as necessary.

Constituent Materials for Heterogeneous Material Type

+ Add Constituent Material

Constituent Material	
<div><div>aluminum</div><div>Metal - Aluminum - Aerosol Cans</div></div>	<div>Delete</div>

# Constituent Materials – Step 3a

3a) If you don't know the constituents, click the relevant checkbox.

Do so ONLY if you do not know the constituents.

The constituent materials box will disappear.

**Material**

[Material List](#)

Material Type \* ?

Mixed - Mixed Recyclables - Mixed Recyclables

☒

I certify that I cannot determine the list of constituent materials for this heterogeneous material type

Tons Sent \*

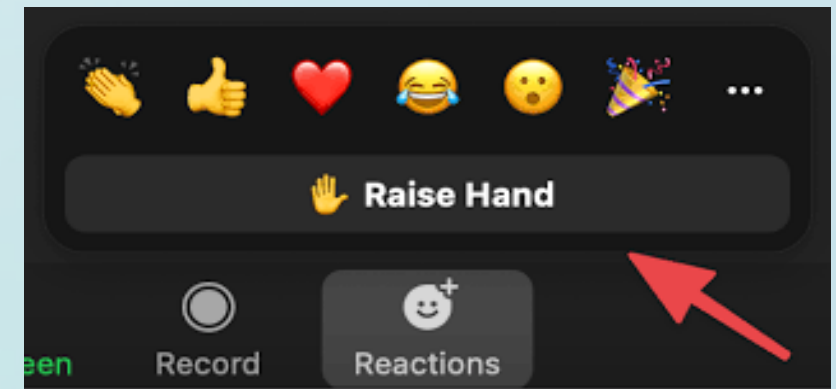
# Data QA/QC

- As with existing reporting, for the new reporting discussed here:
  - CalRecycle will review submitted information to identify errors
  - Will reach out to entities for additional information to ensure accuracy



# Q&A Session

- Questions should focus on the topics discussed during this webinar
- If watching via CalEPA Broadcast, email your questions to [RDRS@calrecycle.ca.gov](mailto:RDRS@calrecycle.ca.gov) with subject "RDRS Public Meeting 3/20 Question"
- If using Zoom, either type your question into the "Chat" (preferred) or use the "Raise Hand" feature (you will be unmuted)





**Thank you!**

**For Further Information and to Stay Informed:**

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<https://calrecycle.ca.gov/swfacilities/rdreporting/>

**Email the RDRS Help Team:**  
[RDRS@CalRecycle.ca.gov](mailto:RDRS@CalRecycle.ca.gov)



# Adjusting Permissions in RDRS – Step 1

1a) Go to the Contacts tab of the organization/site.

1b) Click Select for an existing contact or click Add Contact.

Organization/Site: Contacts

Presentation Organization/Site

Summary Details Reporting Entity Activities 5 Flags 0 Addresses 2 Contacts 2 Documents

+ Add Contact Export to Excel

	Name ↑	Phone	Email	Primary Contact	Rece
→ Select	Eric 2 Payne 2	1 (999) 999-9999		No	No
→ Select	Eric Payne	1 (916) 341-6643		Yes	Yes



# Adjusting Permissions in RDRS – Step 2

2) Click Add for the desired permissions.

## Permissions

Add/Remove the permissions below for this *organization*.

	Display Name ▼	Description ▼
Add	Organization Editors	Group for webpass users who can edit Organization (Reporting Entity) information in the Organization Portal.
Add	Quarterly Report Editors	Group for webpass users who can edit Quarterly Report information in the Organization Portal.
Add	Organization Viewers	Group for webpass users who can view Organization information in the Organization Portal.
Add	Organization Contact Editors	Group for webpass users who can edit Organization Contact information in the Organization Portal.