![CalRecycle logo]
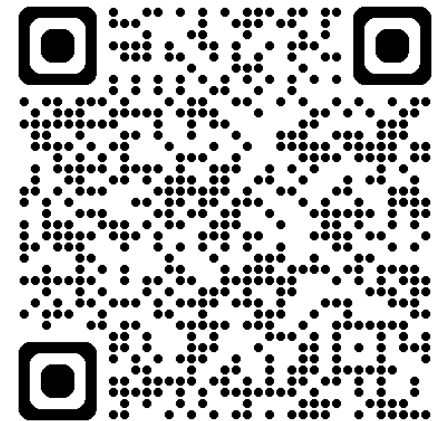
Recycling and Disposal Reporting System (RDRS) Webinar

RDRS User Interface Designs

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https://www2.calrecycle.ca.gov/PublicNotices/Details/6717

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Agenda

Recent Updates to the RDRS User Interface

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

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Updates to the RDRS Regulations – Outline

- Background

- Purpose of Webinar

- Changes to the RDRS User Interface

- Q&A Session

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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

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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

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RDRS User Interface Changes

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

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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.

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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.

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SWIS Information – Step 1

1) Select an organization/site

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

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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.

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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).

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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

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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 *

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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

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Create a Quarterly Report – Screenshots

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Collection Method

✓SWIS

• Collection Method

• Mixed Plastic Waste Export

• Constituent Material Types

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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

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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

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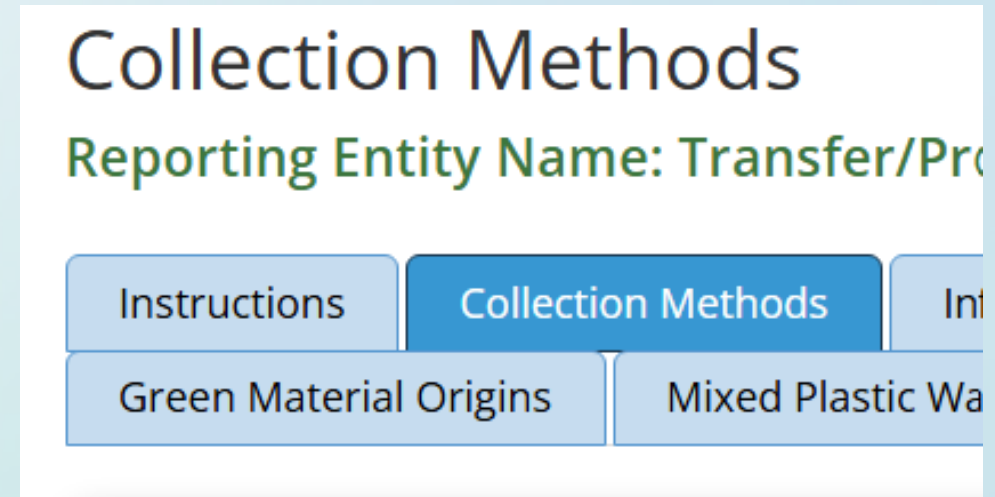
Collection Method – Step 2

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.

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

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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.

Collection Method	Tons	
Contract-Hauled Commercial Multi-Bin Recyclables	0.00	✎ Edit
Contract-Hauled Commercial Source-Separated Organics	0.00	✎ Edit
Contract-Hauled Commercial Single-Bin Recyclables	0.00	✎ Edit
Contract-Hauled Commercial Mixed Solid Waste	0.00	✎ Edit

Collection Method	Tons	
Contract-Hauled Commercial Multi-Bin Recyclables	555.12	Save Cancel

Collection Method	Tons	
Contract-Hauled Commercial Multi-Bin Recyclables	555.12	✎ Edit

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Mixed Plastic Waste Export

✓SWIS

✓Collection Method

• Mixed Plastic Waste Export

• Constituent Material Types

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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)

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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.

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

Created by Payne, Eric on 03/13/25 10:27 AM / **Last**
Updated by Payne, Eric on 03/13/25 10:28 AM

Save   Cancel

Mixed Plastic Waste Export

＋ Add Mixed Plastic Waste Export Outflow   ▦ Export to Excel

Country ↑   Tons Sen

There are no mixed plastic waste exp

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Mixed Plastic Waste Export – Step 3a

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

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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 of direct haul material in which jurisdiction of origin could n

Total Mixed Plastic Waste Export
800.12

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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.

Created by Payne, Eric on 03/13/25 10:28 AM / **Last Updated** by Payne, Eric on 03/13/25 10:28 AM

[✎ 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.

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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.

Jurisdiction of Origin ↑	Host Assigned	State	Country	Tribal Land	Tons Sent	Percentage Sent	
▼	☐	▼	▼	▼			Save / Cancel

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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	✏ Edit 🗑 Delete
Sacramento	Yes	California	United States		400.06	50.00	✏ Edit 🗑 Delete
Total					**800.12**	**100.00**	

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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	Edit / Delete
Sacramento	Yes	California	United States		400.06	50.00	Edit / Delete
Total					**800.12**	**100.00**	

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Constituent Material Types

✓SWIS

✓Collection Method

✓Mixed Plastic Waste Export

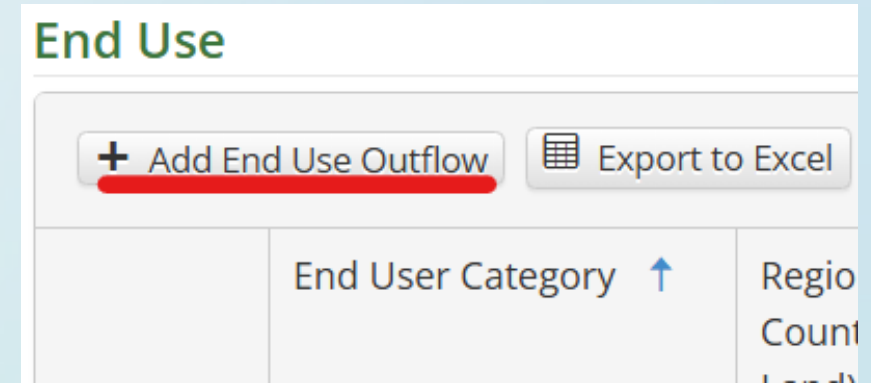• Constituent Material Types

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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

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Constituent Materials – Step 1

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

The example here uses End Use.

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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.

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

Constituent Materials for Heterogeneous Material Type

➕ Add Constituent Material

Constituent Material

Please add constituent material.

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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

aluminum

Metal - Aluminum - Aerosol Cans

🗑 Delete

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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 *

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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

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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 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)
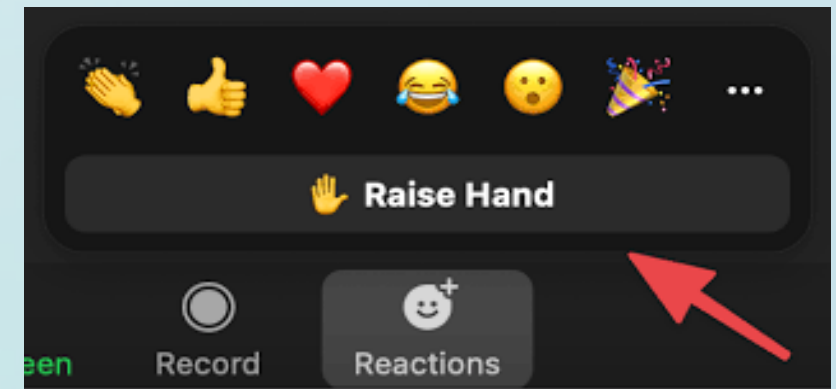
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Thank you!

For Further Information and to Stay Informed:

Sign-up for the RDRS Listserv:
Subscribe

Visit the RDRS Website:
https://calrecycle.ca.gov/swfacilities/rdreporting/

Email the RDRS Help Team:
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.

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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.

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