

STATE OF CALIFORNIA CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
Base Year Modification Request Certification

Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board
Office of Local Assistance
1001 I Street, (MS-25)
PO Box 4025
Sacramento, CA 95812-4025**

General Instructions:

Please select the **ONE** choice below that best explains your request to the Board.

- 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section I: Jurisdiction Information and Certification			
<i>All respondents must complete this section.</i>			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name City of Willits		County Mendocino	
Authorized Signature		Title	
Type/Print Name of Person Signing	Date	Phone () Include Area Code	
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address	City	State	ZIP Code
E-Mail Address			

Section II: Information for New Generation-Based Study for Existing or New Base Year
Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., "4").
Note: New base years must be representative of a jurisdiction's disposal and diversion.

1. Current Board-approved existing base year:	2. Proposed new generation-based study year:
1991	1997
3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:	

4. Enter diversion rate information below.

Diversion rate calculated using existing base year	a. 26 %	Diversion rate calculated using new generation-based study	b. 38 %
For existing base year pounds/person/day based on generation	5.97	For new generation based study pounds/person/day based on generation	7.71
Residential generation 53 %	Non-Residential generation 47 %	Residential generation 41% %	Non-Residential generation 59% %
Population existing generation-based study	5050	Population new generation-based study	5125

5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples (e.g., change in jurisdiction's demographics).
 Willits in 1997 had a comprehensive curbside recycling pickup and yard waste pickup, and a commercial recycling pickup program. There was a buy-back/dropoff recycling center conveniently located at the disposal site. The major supermarkets and some large businesses did direct recycling activity. The reported diversion rate is consistent with these programs.

6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)
 Between 1990-91 and 1997, there was expansion and improvement in all phases of the city's recycling programs.

7. Disposal Tonnage (enter values):	2160	2339	4499
	Residential	Non-Residential	Total

Please select the **ONE** choice below that best explains your disposal data and complete the required tables.

a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc)

c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. **Note: The Board expects the jurisdictions to be able to provide all back-up documentation, if requested.** Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, agricultural wastes, inert solids [e.g., concrete, asphalt, dirt,] white goods, and scrap metal, please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey forms.

*Please provide detailed Non-Residential waste information in Section 9.

Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual Tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation with multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm					
Residential Source Reduction Activities					
Backyard composting	3	0.0%	Yard waste, food waste	200 lb/cy yard 350 lb/cy food	Questionnaires, MSWMA office
Grasscycling		0.0%			
Other Residential Source Reduction (list each program separately)					
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Subtotal, Residential Source Reduction	3	0.0%			
Residential Recycling Activities					
Curbside Recycling	272	3.7%	Cardboard, ONP, mixed paper, mixed plastic, glass, aluminum cans, tin cans	None	Weight tags, hauler office
Buyback Centers					
Drop-off Centers	312	4.3%	Cardboard, ONP, HDPE, PETE, glass, aluminum cans, tin cans, office	None	Weight tags, recycling centers

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: www.ciwmbo.ca.gov/LGCentral/Pairs/Codes/Reduce.htm					
Other Residential Recycling (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal, Residential Recycling	584	8.0%			
Residential Composting Activities					
Green Waste Drop-off	81	1.1%	Yard waste, wood waste	None	weight tags, hauler office
Curbside Green Waste	155	2.1%	Yard waste	None	weight tags, hauler office
Christmas Tree Program					
Other Residential Composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal, Residential Composting	236	3.2%			
Subtotal, Residential Diversion	823	11.3%			
Non-Residential Source Reduction Activities					
Non-Residential Waste Audits*	454	6.2%	See Section 9	See Section 9	See Section 9
Other Non-Residential Source Reduction (list each program separately)					
City	68	0.9%	Asphalt Reuse	Actual weights	Recycler Records
State landscaping	19	0.3%	Grasscycling	7.623 tons per acre per year	State park acreage data
Enter program name					
Enter program name					
Enter program name					
Subtotal, Non-Residential Source Reduction	541	7.4%			

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at www.ci.wmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm					
Recycling					
Non-Residential Waste Audits*	463	6.4%	See Section 9	See Section 9	See Section 9
Other Non-Residential Recycling (list each program separately)					
Commercial Pickup	447	6.1%	Cardboard, ONP, office, HDPE, glass	None	weight tags, hauler office
Commercial Self-Hauler	299	4.1%	occ, paper, film plastic, other plastic, insulators		MSWMA office
Enter program name					
Enter program name					
Subtotal Non-Residential Recycling	1209	16.6%			
Non-Residential Composting Activities					
Non-Residential Waste Audits*	180	2.5%	See Section 9	See Section 9	See Section 9
Other Non-Residential Composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	180	2.5%			
Subtotal Non-Residential Diversion Residential/Non-Residential Diversion Activities	1929	26.5%			
ADC Sludge					
Scrap Metal	29	0.4%	Scrap metal	None	Weight tags - recycling center and landfill
Construction and Demolition Landfill Salvage					
Subtotal Residential/Non-Residential Diversion	29	0.4%			
Total Res/Non-Res Source Reduction Tons	544	7.5%			
Total Diversion Tons	2784	38.2%			
Total Disposal Tons from Sec.7	4499	61.8%			
Total Generation Tons (Div+Dis)	7280				
Diversion Rate	38%				

9. Specific Non-Residential Sector Waste Audits--Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.

(Table will perform all addition calculations).

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include Material Type (e.g., paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other ____
Supermarket	1	Cardboard recycling, film plastic recycling, food donation bakery and bread source reduction, cooking oil recycling, bone and fat rendering recycling, produce composting, deli source reduction	78	291	163	531.48	7.3%	P
School District	19	Grasscycling		191		190.58	2.6%	P
City	21	Grasscycling and Asphalt Reuse	167			167	2.3%	M
Supermarket	2	Cardboard, plastic bags, cooking oil recycling, bone and fat rendering, outdated goods and bakery source reduction, produce composting	1	115	17	133	1.8%	P
Food Bank	3	Reuse of food	56			56	0.8%	P
State Park	20	Grasscycling			19	19.06	0.3%	P
Drug Store	5	Cardboard		16		16	0.2%	P
Elementary School	4	Food donations, office paper recycling	11	1		12.36	0.2%	P, M
Public Library	6	Reuse of books and magazines	5			5	0.1%	P
Furniture Store	8	Reuse of mattresses	5			4.8	0.1%	P
Totals			322.8	613.52	198.96	1135.28	15.6%	

Also provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey form(s) used.

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business).

QUANTIFICATION:

CARDBOARD RECYCLING -- Business #1: Three bales per day @ 400 lbs per bale. Business #2: One bale per day @ 450 lbs per bale. Business 5: 1.5 bales per week @ 400 lbs per bale.

ASPHALT REUSE -- Business #1: Actual weights from recycler.

FILM PLASTIC RECYCLING -- Business #1: Actual weight.

PLASTIC BAGS RECYCLING -- Business #2: One 50-gallon bag every 2.5 days @ 5 lbs per bag.

FOOD DONATION BAKERY and BREAD SOURCE REDUCTION -- Business #1: 300 lbs per day @ 4 days per week. Business #2: 40 lbs per week. Business #3: Three cubic yards @ 240 lbs per cubic yard @ 50 weeks per year. Business #4: 7.5 cubic yards per month @ 240 lbs per cubic yard.

COOKING OIL RECYCLING -- Business #1: One container per week @ 20 gallons per container (7.45 lbs per gallon). Business #2: 7 gallons per week @ 8 lbs per gallon.

BONE AND FAT RENDERING RECYCLING -- Business #1: Six 55-gallon drums per week @ 410 lbs per drum. Business #2: Three 55-gallon drums per week @ 410 lbs per drum.

PRODUCE COMPOSTING -- Business #1: One pallet per day of produce in banana boxes @ 900 lbs per pallet. Business #2: Three 30-gallon containers per week @ 214 lbs per container.

DELI SOURCE REDUCTION -- Business #1: Two pallets per week of produce @ 900 lbs per pallet.

GRASSCYCLING -- Business #19: 25 acres @ 7.623 tons per acre per year. Business #20: 2.5 acres @ 7.623 tons per acre per year. Business #21: 13 acres @ 7.623 tons per acre per year.

OFFICE PAPER RECYCLING -- Business #4: 523 reams of paper per year @ 5.2 lbs per ream.

REUSE OF BOOK AND MAGAZINES -- Business #6: Used books/magazines are either sold or donated to the public at three tons of books, one tone of school books and one ton of magazines (sample weight was derived by weighting one standard month's worth of books/magazines multiplied out for the year).

REUSE OF MATTRESSES -- Business #8: Eight mattresses per month are reused @ 100 lbs per mattress.

10. For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table.

Note: program name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept.").

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
Scrap Metal ▼	Business Ferrous Metal Diversion	1992	29
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note:** this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.
- That the jurisdiction is implementing, and will continue to implement, the diversion programs in its source reduction and recycling element.

Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead please provide date of Board approval of previously submitted information. _____ (Date)

If documentation is not available, go to 10d.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. **Note:** Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				

CITY OF WILLITS ATTACHMENT 9

DIVERSION BY COMMERCIAL GENERATORS NOT INCLUDED IN
HAULER'S RECYCLING COLLECTIONS

Ref. No.	Type bus.	Category	Materials	Method	Conversion factor	Quantity (tons)
1	market	commercial	cardboard	recycle	direct weigh	219
			LDPE plastic recycling	recycle	Direct weight	3.75
			Food donations bakery and bread source reduction	Donation and source reduction	Direct weight	60.25 31.20
			cooking oil recycling	recycle		3.87
			bone and fat rendering	recycle		63.96
			produce composting	compost		162.9
			deli source reduction	source reduction		46.8
2	market	commercial	Cardboard	recycle	direct weigh	52 81.45
			plastic bags	recycle		0.37
			cooking oil recycling	recycle		1.36
			bone and fat rendering	recycle		31.98
			Outdated good and bakery source reduction	source reduction		1.04
			Produce composted	compost		16.72
3	food bank	commercial	food	source reduction	240 lb/cy	54 55.80
4	school	commercial	food	source reduction	240 lb/cy	11
			office paper	recycle		1.36
5	drug store	commercial	cardboard	recycle	direct weigh	16
6	library	commercial	Book reuse	source reduction	40 lb/box	5
7	utility	commercial	insulators, other plastic	recycle	direct weigh	4
8	furniture store	commercial	mattresses	source reduction	100 lb/ea	4 4.80

9	manufacturer	commercial	other plastics	source reduction	direct weigh	5
10	market	commercial	cardboard	Source reduction	.14 lb/cont	.5
			Mixed paper	recycle	.14 lb/cont	.5
11	auto wrecker	commercial	non-ferrous	recycle	direct weigh	28.5
12	school	commercial	cardboard	source reduction	.5 lb/box	1.4
13	nursery	commercial	other plastic	source reduction	5 lb/pot	1
14	hospital	commercial	office paper	recycle	direct weigh	2.1
15	carpet store	commercial	foam padding	recycle	167 lb/cy	2.2
16	market	commercial	cardboard	source reduction	.5 lb/box	.14
17	bank	commercial	office paper	recycle	direct weigh	2.4
18	nursery	commercial	other plastic	source reduction	5 lb/pot	.6
19	school dist.	commercial	yard waste	grasscycl	7.623 t/ac/yr	190.58
20	state	commercial	yard waste	grasscycl	7.623 t/ac/yr	19.06
21	city	commercial	yard waste	grasscycl	7.623 t/ac/yr	99.1
	Totals					1,119.37
	Recycling					462.80
	Source Reduction					164.28
	Composting					179.62
	Grasscycling					308.74

Note: Bold indicates additional tonnage from site visits.