

eDRS for County Disposal Reporting Contacts

A step-by-step guide to the CalRecycle's electronic Disposal Reporting System (eDRS)

August 12, 2009
rev: September 4, 2014

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Part 1: Overview

Introduction to LoGIC

The Department of Resources, Recycling, and Recover (CalRecycle)'s Local Government Information Center (LoGIC) is an internet portal or central access point for local government access to and submittal of data. An enhanced Disposal Reporting System, eDRS, is one of the data categories that will comprise LoGIC.

Introduction to eDRS

The Disposal Reporting System (DRS) tracks the amount of solid waste disposed by each jurisdiction in California. Revised DRS regulations (Title 14, California Code of Regulations, sections 18800-18814.11) effective January 1, 2006, require solid waste facilities to track and report more detailed DRS data than in prior years. Solid waste facilities periodically send this data to their county DRS contact. The county DRS contacts send summary quarterly DRS data to CalRecycle and more detailed quarterly DRS data to affected local government jurisdictions.

To simplify DRS reporting, the CalRecycle developed eDRS. Using an Internet browser, eDRS is accessible anywhere Internet access is available.

Using eDRS allows you to:

- Simultaneously submit quarterly DRS data to CalRecycle and affected local government jurisdictions,
- Meet your county's regulatory obligation to provide individual reports to affected jurisdictions, and
- Reduce your DRS data entry time.

eDRS reporting is a three-part process

1. Enter jurisdiction-level information (Excel upload or manual data entry). The county may simply upload data contained in CalRecycle's specified MS Excel format, or the county may enter individual records.
2. Enter facility summary data. Required facility summary information is entered manually.
3. Submit completed jurisdiction-level and facility summary data to CalRecycle. Once all jurisdiction-level and facility summary data are entered into the system, the county goes through the submittal process and these data are received electronically by CalRecycle.

Each county is responsible for reporting information for all permitted solid waste disposal facilities within their boundaries. **eDRS and this help guide may display "Landfill" when referring to all permitted landfill and transformation facilities.**

This document is a step-by-step eDRS guide for county DRS Contact staff. It covers data entry, editing, deleting records, submitting data, revising previously submitted data, and standard reports of disposal information.

Logging In

A. Security and passwords

Each county DRS contact has a CalRecycle-assigned user name and password. CalRecycle strongly advises eDRS users protect their passwords. If there is more than one person in an organization that enters eDRS data, CalRecycle offers a unique password for each approved user.

If the user's password is compromised or forgotten, please contact the LoGIC system administrator at: Logic@calrecycle.ca.gov.

LoGIC Sign-In

Email Address:

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

LoGIC Sign-In

Email Address:

Password:

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

B. Welcome

After log in, the user is taken to the the LoGIC welcome screen.

LoGIC Home

Local Government Information Center

Welcome Charlotte Sabeh!
You last signed in on Wednesday, March 18, 2009 at 4:22 PM PST.

This is the default page for your application.

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

C. Single County / Jurisdiction Log In

If you are authorized to view or enter data for only one county or jurisdiction, you will see two screens:

1. LoGIC Sign-In, followed by
2. Welcome to the Local Government Information Center (LoGIC).

D. Multiple County / Jurisdiction Log In

If you are authorized to view or enter data for more than one county or jurisdiction, you will see three screens:

1. LoGIC Sign-In, followed by
2. County/Jurisdiction Affiliation, followed by
3. Welcome to the Local Government Information Center (LoGIC)

The County/Jurisdiction Affiliation screen allows you to select only one county or jurisdiction at a time. eDRS only displays or accepts data one place at a time. Select one county or jurisdiction to begin viewing or working in eDRS. See screen capture below.

Help for the eDRS Module of LoGIC

LoGIC Home > Affiliations

County/Jurisdiction Affiliations

Below is a list of Counties or Jurisdictions you have affiliations with as either an active participant or viewer. Please select a county or jurisdiction of interest.

Jurisdictions	Counties
JURISDICTION NAME	COUNTY NAME
Adelanto	Alameda
Agoura Hills	Alpine
Alameda	Amador
Alameda-Unincorporated	Butte
Albany	Calaveras
Alhambra	Colusa
Alpine-Unincorporated	Contra Costa
Alturas	Del Norte
Amador City	El Dorado
Amador County Integrated Solid Waste Management Agency	Fresno
Amador-Unincorporated	Glenn
American Canyon	Humboldt
Anaheim	Imperial
Anderson	Inyo
Angels Camp	Kern
Antioch	Kings
Apple Valley	Lake
Arcadia	Lassen
Arcata	Los Angeles
Arroyo Grande	Madera
Artesia	Marin
Arvin	Mariposa
Atascadero	Mendocino
Atherton	Merced
Auburn	Modoc

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Page 1 of 3 1 2 3 Show All Count: 58

LoGIC <https://secure.ciweb.ca.gov/Logic/>
Contact: LoGIC@ciweb.ca.gov (916) 341-6230

E. Change Affiliation

If authorized to view, enter or edit data for more than one county or jurisdiction, you may switch views by selecting the "Affiliations" link at the top of nearly any eDRS screen. This link takes you to the County/Jurisdiction Affiliations screen.

This type of navigation is used throughout the application and always located at the top of the page.

LoGIC Home > Affiliations > LoGIC External Home > Overview

Quarterly Disposal Overview: Contra Costa County (2008, Quarter 1)

General Navigation and Page Designs

A. Page Navigation

The links at the top of the page will help you navigate back to the LoGIC home page, affiliations, or current county/jurisdiction LoGIC External Home.

Help for the eDRS Module of LoGIC

LoGIC Home > Affiliations > LoGIC External Home > Overview
Quarterly Disposal Overview: Contra Costa County (2008, Quarter 1)

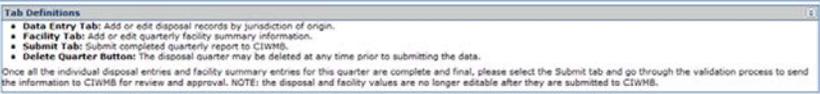
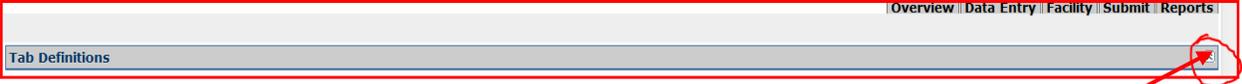
In addition to the navigation at the top of the page there are page tabs that will take you to the different tasks in eDRS.



- **Overview** – Used as a summary of the eDRS data entered for the selected quarter. Also enables users to upload new data or delete existing quarter data.
- **Data Entry** – Location where all the individual transactions such as In-State, Import, Export and, if applicable, Transformation In-State and Transformation Import are entered.
- **Facility** – Where all the facility summary information is entered. Summaries must be completed prior to submitting to CalRecycle.
- **Submit** – Process to submit the quarter information. The application runs through several validation processes such as checking for reasons why facility summaries don't balance or why amounts reported in eDRS don't match amounts reported to BOE.
- **Reports** – Standard reports available to the county regarding the data entered to date

B. Expanding Text

To make the most efficient use of screen space some areas or grids that are not needed every time the user accesses the application may be hidden. You can expand the grid by clicking on the double arrow to the right of the box as shown below.



C. Data Entry Fields

If a data entry field has a ? in

front of the field, click on the ? for information about the field.

Fields with **“*”** are required when er

Click to expand or collapse grids or text.



Review of Quarterly Data

A. County Summary Screen

To work on a quarterly eDRS report, choose the county from the County/Jurisdiction Affiliations screen. select the quarter by clicking on the word “[Due](#).”

[LoGIC Home](#) > [Affiliations](#)
County/Jurisdiction Affiliations

Below is a list of Counties or Jurisdictions you have affiliations with as either an active participant or viewer. Please select a county or jurisdiction of interest.

Jurisdictions	Counties
JURISDICTION NAME	COUNTY NAME
Adelanto	Alameda
Agoura Hills	Alpine

This selection takes the user to “Reporting” page for the chosen county. This screen provides a data summary for the selected county. For the eDRS LoGIC feature, it shows the status of each eDRS quarterly report.

“Finalized” are disposal numbers that have been checked, revised, and rechecked. These numbers are “Final” and only in extraordinary circumstances would they be revised.

[LoGIC Home](#) > [Affiliations](#) > [LoGIC External Home](#)
Welcome to the Local Government Information Center (LoGIC)
 Reporting for Contra Costa County!

Welcome to the CIWMB's new Local Government Information Center (LoGIC). Over the coming months, LoGIC will become the one-stop shop for you to view and analyze solid waste data collected by the CIWMB about your city, county or Board-approved regional agency. For additional information and help, please visit [MyLoGIC](#).

Electronic Disposal Reporting System (eDRS)

The Electronic Disposal Reporting System (eDRS) allows Jurisdictions and Regional Agencies to view the most up to date disposal information provided to the Board. You may view the current disposal data as reported by the counties when it is entered into the system, this data may change and is a work in progress and may not have been finalized.

Recent Disposal Report Filed for Contra Costa

REPORT YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
2007	Finalized	Finalized	Finalized	Finalized
2008	Due	Due	Due	Due

Page 1 of 1 Count: 2

These are preliminary data that are subject to change. Displayed data are based upon information reported by permitted facility operators and compiled by County/Regional Agency disposal reporting coordinators. Revisions may be submitted at any time prior to closing out the report year. Completed report year data are displayed at: <http://www.ciwmb.ca.gov/LGCentral/DRS/Reports/default.asp>.

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
 Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

You may return to this page at any time by selecting the “LoGIC External Home” link from the top of the page. You may also select the “External LoGIC” link from the left side of the page.

B. Quarterly Disposal Overview

After clicking on [Due](#), you'll view the **Quarterly Disposal Overview** for the county. This page presents the user with a high level overview of what data has been entered for the quarter to date. You will see a summary of the disposal data entry as well as a summary of facilities that have completed summary information.

Help for the eDRS Module of LoGIC

Affiliations > LoGIC External Home > Overview
Quarterly Disposal Overview: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | Facility | Submit | Reports

Tab Definitions

- **Data Entry Tab:** Add or edit disposal records by jurisdiction of origin.
- **Facility Tab:** Add or edit quarterly facility summary information.
- **Submit Tab:** Submit completed quarterly report to CIWMB.
- **Delete Quarter Button:** The disposal quarter may be deleted at any time prior to submitting the data.

Once all the individual disposal entries and facility summary entries for this quarter are complete and final, please select the Submit tab and go through the validation process to send the information to CIWMB for review and approval. NOTE: the disposal and facility values are no longer editable after they are submitted to CIWMB.

Delete Quarter

Part 1 shows the County's total tons of disposal, alternative daily cover (ADC), and alternative intermediate cover (AIC). Part 2 lists facilities for which summary data has been entered. Select from the tabs to add data and submit completed data to CIWMB.

Part 1. Total of all Individual Disposal Records Entered to Date

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	2,316,949.16	6.60	0.00	143,210.91	0.00	2,316,955.76
ADC	230,830.85	0.00				230,830.85
AIC	0.00	0.00				0.00

Part 2. Facility Summaries Entered to Date

SWIS #	DISPOSAL FACILITY
19-AA-0009	Antelope Valley Public Landfill I
19-AA-0013	Azusa Land Reclamation Co. Landfill
19-AR-0008	Bradley Landfill West And West Extension
19-AA-0040	Burbank Landfill Site No. 3
19-AA-0056	Calabasas Sanitary Landfill
19-AA-0052	Chiquita Canyon Sanitary Landfill
19-AA-0506	Commerce Refuse-To-Energy Facility
19-AA-0050	Lancaster Landfill and Recycling Center
19-AA-0061	Pebbly Beach (Avalon) Disposal Site
19-AA-0838	Peck Road Gravel Pit

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LoGIC <https://secure.ciwmb.ca.gov/Logic/>
 Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

Facility Summaries are done after all the data has been entered for the quarter. Summaries must be completed prior to submitting a quarter to CalRecycle for review.

From the "Quarterly Disposal Overview" page, the county may begin data entry by selecting **Data Entry** (for manual data entry) page tab or use the **Upload Disposal Report** link. This option is available for uploading data from CalRecycle specified MS Excel format directly into the eDRS system.

The **Upload Disposal Report** link is only visible if there is no data entered for the quarter.

LoGIC Home > Affiliations > LoGIC External Home > Overview
Quarterly Disposal Overview: Contra Costa County (2008, Quarter 4)

Overview | Data Entry | Facility | Submit | Reports

Upload Document

Upload Disposal Report

Tab Definitions

Delete Quarter

Part 1 shows the County's total tons of disposal, alternative daily cover (ADC), and alternative intermediate cover (AIC). Part 2 lists facilities for which summary data has been entered. Select from the tabs to add data and submit completed data to CIWMB.

Part 1. Total of all Individual Disposal Records Entered to Date

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	0.00	0.00	0.00	0.00	0.00	0.00
ADC	0.00	0.00				0.00
AIC	0.00	0.00				0.00

Part 2. Facility Summaries Entered to Date

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
 Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

C. Delete Entire Quarter

Once data entry has begun, the county may wish to delete the quarter and start over. The “**Delete Quarter**” button will remove ALL the data entered for the selected quarter to data. Once deleted the data cannot be recovered and must be re-entered.



Part 2: Upload Data

A. Format

CalRecycle Specified MS Excel Template

You may upload your data into eDRS with the CalRecycle-specified MS Excel template. The template is accessible at:

- [Data Specification Template for Electronic Upload of Quarterly County Disposal Reports](#) (MS Excel, 19 KB).

Data field specifications for each column in the template are at:

- [County Data Reporting Specification for eDRS](#) (MS Word, 203 KB)

In addition to reviewing the County Data Reporting Specification for eDRS, to help ensure a successful upload of an upload file, the user should check for the following:

To ensure a successful data upload:

1. Use the above template
2. Review the above **County Data Reporting Specification for eDRS**, and
3. Ensure that:
 - The template is the last or only worksheet in the file
 - A print area is not set
 - Headers and footers are not added
 - Additional data are not added (subtotals, for example),
 - No columns are hidden (even if all the values in a column are zero or blank)
 - No formatting is added,
 - There are no empty rows
 - Facility names and SWIS numbers correspond, and
 - Column headings match the template exactly with no renaming or reordering the columns.

QUICK TIP: To ensure all formatting is removed from cells, copy the entire data set and paste it in a new worksheet by right clicking in cell A1 of the new worksheet, selecting "Paste Special," checking "Values," then clicking "OK."

B. Upload Instructions

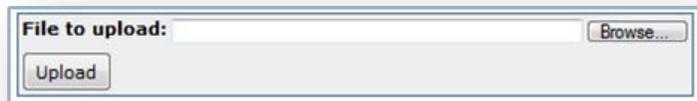
1. Select “Upload Disposal Report”

When all of your quarterly data is entered on the template, it’s ready to upload..

- a. Select the “Upload Disposal Report” hyperlink from the “Quarterly Disposal Overview” page.



- b. The user is prompted to enter a file for upload. Select the “Browse” button.



- c. Now select the file to be uploaded from its location on the user’s computer.
- d. Once the correct file name appears in the “File to Upload” window, select the “Upload” button.

2. Upload Status

After selecting the lower left “**Upload** button,” one of three prompts will display:

1. Upload Successful
2. Able to Upload but Need to Fix Records
3. Upload Error

C. Upload Successful:

If all records are in the specified format and eDRS validates the information provided, the uploaded records are directly entered into eDRS. You will see an “Upload Successful” message.

Help for the eDRS Module of LoGIC

Upload successful

Tab Definitions

[Delete Quarter](#)

Part 1 shows the County's total tons of disposal, alternative daily cover (ADC), and alternative intermediate cover (AIC). Part 2 lists facilities for which summary data has been entered. Select from the tabs to add data and submit completed data to CIWMB.

Part 1. Total of all Individual Disposal Records Entered to Date

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	247,104.80	0.00	0.00	0.00	0.00	247,104.80
ADC	297.82	0.00				297.82
AIC	0.00	0.00				0.00

Part 2. Facility Summaries Entered to Date

D. Able to Upload But Need to Fix Records:

If eDRS is unable to determine the disposal type or the place or origin or the destination for one or more records, the user will need to address these problem records.

The disposal amounts entered for the problem records will not be reflected in the summary totals and the records will not appear in any data entry screens. The user will also not be able to submit the quarter without resolving the problem records.

Refer to "Determine Disposal Type" below for more information.

Affiliations > LoGIC External Home > Overview

Quarterly Disposal Overview: Fresno County (2007, Quarter 2)

Overview | **Data Entry** | Facility | Submit | Reports

Upload successful
Please use the link below to fix the disposal type for some of the uploaded records.

Select "Determine Disposal Type" to complete the upload process.

Upload Document
The system can not determine the disposal type for some of the records uploaded, please use the following link to fix them. [Determine Disposal Type](#)

Tab Definitions

1. Determine Disposal Type

Determine Disposal Type message appears on the Quarterly Disposal Overview screen, If during the upload, eDRS cannot:

- determine disposal type based on data provided, or
- locate origin information

You will not be able to submit your quarterly data until all the records are corrected. Disposal amounts associated with these records also do not appear:

- in Part 1. "Part 1. Total of all Individual Disposal Records Entered to Date" subtotals, or
- as individual data in the Data Entry screens.

Help for the eDRS Module of LoGIC

LoGIC Home > Affiliations > LoGIC External Home > Overview

Quarterly Disposal Overview: Fresno County (2007, Quarter 3)

Overview | Data Entry | Facility | Submit | Reports

Upload successful!
Please use the link below to fix the disposal type for some of the uploaded records.

Records that were not correct, but passed upload.

Upload Document
The system can not determine the disposal type for some of the records uploaded, please use the following link to fix them, [Determine Disposal Type](#)

Tab Definitions
[Delete Quarter](#)

Part 1 shows the County's total tons of disposal, alternative daily cover (ADC), and alternative intermediate cover (AIC). Part 2 lists facilities for which summary data has been entered. Select from the tabs to add data and submit completed data to CIWMB.

Part 1. Total of all Individual Disposal Records Entered to Date

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	218,463.33	0.00	0.00	0.00	0.00	218,463.33
ADC	0.00	0.00	0.00			0.00
AIC	0.00	0.00	0.00			0.00

Part 2. Facility Summaries Entered to Date

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

2. Disposal Types

Under "Resolution" determine the disposal record type. Selecting different disposal types will change the required information.

Disposal Record Types:

- Disposal from CA to CA (Not Indian Country) - Instate record
- Disposal from another U.S. State – Import/Out of State
- Disposal from another country – Import/Out of Country
- Disposal from an Indian Country – Import/Indian Country
- Disposal to another U.S. State – Export/Out of State
- Disposal to another Country – Export/Out of Country
- Disposal to an Indian Country – Export/Indian Country

3. "Disposal Type" Screen

There are four main panels to determining the disposal type or correctly associating a record with a place of origin or destination.

- Left side of the screen in the gray area lists eDRS disposal record ID numbers that need your attention
- Middle Information Uploaded panel shows origin and destination data associated with eDRS disposal record ID number selected
- Upper right Resolution panel is where you correct data
- Bottom right Disposal Detail panel shows disposal tonnage amounts associated with disposal record ID number selected

Disposal Report Upload: Fresno County (2007, Quarter 3)

Overview | Data Entry | Facility | Submit | Reports

Edit information and click Save.
 Fields marked with * (asterisk) are required.

Save Cancel

There are uploaded records the system can not determine the disposal type with the information provided or the system is unable to resolve some information provided, please select a disposal record to update the information.

DISPOSAL RECORDS
 103978
 103971
 Page 1 of 1 Count: 2

Information Uploaded
 Disposal Record ID: 103978

Disposal Origin
 Place Name: bakers
 County: Kern
 State: California
 Country: United States

Disposal Destination
 Facility Name: American Avenue Disposal Site
 SWIS #: 10-AA-0009
 State: California
 Country: United States

Resolution
 Disposal Record Type: Disposal from CA to CA (Not Indian Reservation)
Disposal Origin
 State: California
 Country: United States
 Place Name:

Disposal Destination
 Facility Name: American Avenue Disposal Site (10-A)
 State: California
 Country: United States

Disposal Detail

Material Type	Daily Cover Tons	Intermediate Cover
Tons Accepted: 20.24		
Tons Disposed: 20.24		
Green Material:	0.00	0.00
Auto Shredder Waste:	0.00	0.00
Construction & Demolition:	0.00	0.00
Contaminated Sediment:	0.00	0.00
Sludge:	0.00	0.00
Tires:	0.00	0.00
Mixed:	0.00	0.00
Compost:	0.00	0.00
Ash:	0.00	0.00
Other:	0.00	0.00
Description of Other:		

Save Cancel

3. Correcting InState Disposal Records

1. Select a disposal record ID number from DISPOSAL RECORDS panel at left.
2. Select the "Edit" button
3. Make correction(s) using RESOLUTION panel at right.
4. Select the "Save" button. Once saved, corrected/completed disposal record ID number will disappear from DISPOSAL RECORDS panel.

Correcting In State records:

In Disposal from CA to CA (Not Indian Country), you may adjust the Place Name. When you begin to type a place name a list of valid places used by CalRecycle is presented to you. You may also adjust the Facility Name if necessary.

Help for the eDRS Module of LoGIC

The screenshot shows a web form titled "Resolution" with the following fields:

- Disposal Record Type:** Disposal from CA to CA (Not Indian Reservation) (dropdown)
- Disposal Origin:**
 - State: California (dropdown)
 - Country: United States (dropdown)
 - Place Name: (text input)
- Disposal Destination:**
 - Facility Name: American Avenue Disposal Site (10-A) (dropdown)
 - State: California (dropdown)
 - Country: United States (dropdown)

4. Correcting Import records:

1. Initial instructions, follow 1-4 above for “Correcting InState disposal Records.”
2. The following list represents the possible corrections for Import records.
 - Disposal from another U.S. State
 - Adjust the Disposal Origin State (Only state is required Place of origin is not tracked)
 - Adjust the Disposal Destination Facility Name
 - Disposal from another country
 - Adjust the Disposal Origin Country (the Indian Reservation name is the country name)
 - Adjust the Disposal Destination Facility Name
 - Disposal from Indian Country
 - Adjust the State
 - Country (the Indian Country name is the country name)
 - Adjust the Disposal Destination Facility Name

The screenshot shows a web form titled "Resolution" with the following fields:

- Disposal Record Type:** Disposal from an Indian Reservation (dropdown)
- Disposal Origin:**
 - State: --- (dropdown)
 - Country: (text input)
 - Place Name: (text input)
- Disposal Destination:**
 - Facility Name: American Avenue Disposal Site (10-A) (dropdown)
 - State: California (dropdown)
 - Country: United States (dropdown)

5. Correcting Export Records:

1. Initial instructions, follow 1-4 above for “Correcting InState disposal Records.”

Help for the eDRS Module of LoGIC

2. The following list represents the possible corrections for Export records
- Disposal to another U.S. State
 - Adjust the Disposal Origin Place Name
 - Adjust the Disposal Destination State (only State is required, destination facility or city are not captured)
 - Disposal to another Country
 - Adjust the Disposal Origin Place Name
 - Adjust the Disposal Destination Country
 - Disposal to an Indian Reservation
 - Adjust the Disposal Origin Place Name
 - Adjust the Disposal Destination Country

E. Upload Error:

If any of the records are not in the specified format or do not pass the first validation, the user will get an error message.

“Upload file contains the following errors, please fix before uploading again.”

1. These errors will have to be corrected in the user’s MS Excel document to upload the file again. The nature of each record error is briefly described to assist the user with correcting the record.

REPORTING ENTITY	REPORT YEAR	REPORT QUARTER	RECORD NUMBER	COLUMN CONTAIN ERROR	ERROR MESSAGE
Fresno	2007	2	2	Destination SWIS Number	Invalid SWIS Number for your county
Fresno	2007	2	7	Tons Accepted	Total tons accepted cannot be less than tons disposed + ADC + AIC

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2. Troubleshooting eDRS Upload Error Messages

The following table shows error messages that may occur when uploading Excel files and the resolution needed to fix the file before uploading again.

In addition to reviewing the County Data Reporting Specification for eDRS, to help ensure a successful upload of an upload file, you should double check the formatting as presented in Format section.

Error Message	Resolution
Columns missing	Delete blank columns following last column: <i>AIC Other Description</i> .
Columns missing	Column(s) may be missing. Columns must match original eDRS upload template. Do not hide columns.
Error input invalid string	Delete any characters: (&, -, \$)
Insert Error XML parsing: semicolon expected Upload failed, please review the specifications for uploading files.	Delete any characters: (&, -, \$)
Insufficient data to determine destination of waste	Delete blank rows following last row that has data.
Insufficient data to determine origin of waste	Delete blank rows following last row that has data.
Invalid record for this disposal quarter	Ensure quarter on upload sheet matches quarter selected in eDRS.
Invalid record for this disposal year	Ensure disposal year on upload sheet matches report year selected in eDRS.
Invalid SWIS Number for your county	Landfill is not required to be reported by your agency.
No data to upload	Upload sheet with data should be the only worksheet in the file, so delete other worksheets.
Record does not belong to reporting entity	Example: "Alameda County" should be listed as "Alameda" under reporting entity.
Record does not belong to reporting entity	Example: "ContraCosta" should be listed as "Contra Costa" under reporting entity.
Record does not belong to reporting entity	Delete subtotals and grand totals.
Record does not belong to reporting entity	County name may be incorrect. If reporting entity is "Alameda" there cannot be another entity name.
Record does not belong to reporting entity	Delete header. First row should contain column titles only.
Required information missing	Delete blank rows following last row that has data.
Required information missing	Delete subtotals and grand totals.
Required information missing	"Tons Accepted" or "Disposed/Transformation Tons" cannot be blank. Must be zero or other numeric value.
Required information missing AND insufficient data to determine origin of waste/destination of waste	Delete blank row.
Tonnage must be numeric and positive	Delete header. First row should contain column titles only.
Too many fields defined	Go to 1) "File" 2) "Print Area" 3) "Clear Print Area."
Total tons accepted cannot be less than tons disposed + ADC + AIC	Check values for the applicable records and ensure that disposal + ADC + AIC tonnage does not exceed accepted tonnage.
Uploads only a portion of data. (Not a specific error message. This can be seen on the "Overview" page).	Remove any page breaks in the excel template.
Error Message	Resolution

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Columns missing	Delete blank columns following last column: <i>AIC Other Description</i> .
Columns missing	Column(s) may be missing. Columns must match original eDRS upload template. Do not hide columns.
Insufficient data to determine destination of waste	Delete blank rows following last row that has data.
Insufficient data to determine origin of waste	Delete blank rows following last row that has data.
Invalid record for this disposal quarter	Ensure quarter on upload sheet matches quarter selected in eDRS.
Invalid record for this disposal year	Ensure disposal year on upload sheet matches report year selected in eDRS.
Invalid SWIS Number for your county	Landfill is not required to be reported by your agency.
No data to upload	Upload sheet with data should be the only worksheet in the file, so delete other worksheets.
Record does not belong to reporting entity	Example: "Alameda County" should be listed as "Alameda" under reporting entity.
Record does not belong to reporting entity	Example: "ContraCosta" should be listed as "Contra Costa" under reporting entity.
Record does not belong to reporting entity	Delete subtotals and grand totals.
Record does not belong to reporting entity	County name may be incorrect. If reporting entity is "Alameda" there cannot be another entity name.
Record does not belong to reporting entity	Delete header. First row should contain column titles only.
Required information missing	Delete blank rows following last row that has data.
Required information missing	Delete subtotals and grand totals.
Required information missing	"Tons Accepted" or "Disposed/Transformation Tons" cannot be blank. Must be zero or other numeric value.
Required information missing AND insufficient data to determine origin of waste/destination of waste	Delete blank row.
Tonnage must be numeric and positive	Delete header. First row should contain column titles only.
Too many fields defined	Go to 1) "File" 2) "Print Area" 3) "Clear Print Area."
Total tons accepted cannot be less than tons disposed + ADC + AIC	Check values for the applicable records and ensure that disposal + ADC + AIC tonnage does not exceed accepted tonnage.

Part 3: Instate Disposal

A. About Instate

Landfill and Transformation Facilities: Data Entry and Revisions

Whether using Upload eDRS feature or manual upload, it is important to categorize disposal accurately. This section explains Instate Landfill and Transformation facility disposal. As there are only minor differences between entering instate disposal information for landfills (LF-Instate) and transformation facilities (TF-Instate), both will be explained in this section.

If you are using the Upload feature, review this section for definitions and to make revisions to your Upload (add, edit, or delete Instate).

Instate refers to waste originating from a California city, unincorporated county area, or CalRecycle-approved regional agency and sent to a CalRecycle-permitted disposal facility in California.

Instate Landfill and Transformation disposal (LF-Instate) is located under the **Data Entry** Tab on the right side of the screen. To enter Instate disposal tonnage data, select "LF-Instate" from the "Add Disposal" list on the quick menu on the right side of the screen.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry

Quarterly Data Summary: Alameda County (2008, Quarter 2)

Overview **Data Entry** Facility Submit Reports

LF-Instate LF-Import LF-Export

Below quarterly data is summarized by Disposal Type (disposal, alternative daily cover, and alternative intermediate cover) and by number of records and total tons per facility. To see more details, select the disposal types listed in the light gray bar, above. To enter data, use the links at right. Disposal types are defined below:

Add Disposal
[LF - Instate](#)
[LF - Import](#)
[LF - Export](#)

[Definitions \(Show Details...\)](#)

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Total
Solid Waste Disposal	466,731.14	0.00	0.00	0.00	0.00	466,731.14
ADC	104,898.75	0.00				104,898.75
AIC	0.00	0.00				0.00

Disposal Records by Facility

SWIS #	FACILITY NAME	TOTAL RECORDS	TOTAL DISPOSAL TON
01-AA-0008	Tri Cities Recycling & Disposal Fac	8	54,727.9
01-AA-0009	Altamont Landfill & Resource Recv'ry	102	313,634.5
01-AA-0010	Vasco Road Sanitary Landfill	89	98,368.5

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Count: 3

B. Instate Landfill Disposal Detail

This screen includes the following fields. Fields marked with an asterisk “*” are required.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Instate > LF-Instate Detail

Instate Landfill Disposal Detail: Contra Costa County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Jurisdiction of Origin)

* **Destination Facility:** Select a facility

* **Place of Origin:**

Origin Unknown (indicate reason): Select a reason

Total Tons Accepted (excluding soil):

Total Tons Disposed:

Facility Log

Alternative Cover (Soil is not an Alternative Cover)

Material Type	Daily Cover Tons (ADC)	Intermediate Cover (AIC)
Green Material:		
Auto Shredder Waste:		
Construction & Demolition:		
Contaminated Sediment:		
Sludge:		
Tires:		
Mixed:		
Compost:		
Ash:		
Other:		

Facility Information (Disposal by Jurisdiction of Origin)

Destination Facility: * Select a facility

Place of Origin: *

Origin Unknown (indicate reason): Select a reason

Total Tons Accepted (excluding soil):

Total Tons Disposed:

The fields are as follows:

- **Destination Facility/(Transformation Facility):** The landfill or transformation facility receiving solid waste for disposal. In the destination facility box, only permitted, active landfills/transformation facilities within your county will appear. If a permitted, active landfill within your county does not appear on the drop-down list, please contact Logic@calrecycle.ca.gov to explain the situation and request assistance.
- **Place of Origin:** The location from which the solid waste or alternative cover materials came.
 - Begin typing place of origin. eDRS will prompt you with many place names such as incorporated cities, counties, CalRecycle-approved regional agencies, unincorporated counties, and many commonly used geographic place names.

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- If you enter a place name that is not an official Integrated Waste Management Act (IWMA) jurisdiction name, eDRS maps the place name to the official jurisdiction name.
- **Origin Unknown:** If the jurisdiction is unknown, select “Unknown” from the “Place of Origin” drop-down and select the reason in the “Origin Unknown” box.
- **Total Tons Accepted:** This amount is the tons of materials passing through the gate of a CalRecycle-permitted solid waste landfill or transformation facility, including materials used for alternative daily or intermediate cover, materials reused beneficially on site, and materials later sent off-site for reuse or recycling, whether or not they were processed on site. The number also includes all solid waste disposed in a landfill or transformed at a transformation facility. Tons of soil is excluded from this total.
- **Total Tons Disposed/Transformed:** These are the tons of solid waste disposed in a CalRecycle-permitted landfill or transformed at a transformation facility. It is possible that all tons accepted may be used as alternative cover or otherwise diverted from disposal; therefore this number defaults to zero and a record may be saved without a disposal amount.
- **Alternative Cover:** Enter total tons of Alternative Daily Cover (ADC) or Alternative Intermediate Cover (AIC) by material type.
 - If another material type is used other than those listed, enter the tons under “Other” and provide an appropriate description under “Description of Other.”
 - If there are no alternative daily cover or intermediate cover tonnage data, leave these fields blank.

Note: Total Tons Accepted cannot be less than Total Tons Disposed + ADC + AIC.

Alternative Cover (Soil is not an Alternative Cover)		
Material Type	Daily Cover Tons (ADC)	Intermediate Cover (AIC)
Green Material:	<input type="text"/>	<input type="text"/>
Auto Shredder Waste:	<input type="text"/>	<input type="text"/>
Construction & Demolition:	<input type="text"/>	<input type="text"/>
Contaminated Sediment:	<input type="text"/>	<input type="text"/>
Sludge:	<input type="text"/>	<input type="text"/>
Tires:	<input type="text"/>	<input type="text"/>
Mixed:	<input type="text"/>	<input type="text"/>
Compost:	<input type="text"/>	<input type="text"/>
Ash:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>
*Description of Other:	<input type="text"/>	

*Description required for any waste marked as "other".

Help for the eDRS Module of LoGIC

C. Instate Landfill Disposal Screen (Summary)

Go to the "Facility" tab to access the "Instate landfill Disposal" screen. This screen provides a summary of the individual disposal records entered for the selected quarter. It provides a quick view of the information by Facility. The Facility tab section will be described further under Part IV. Facility. Remember: A quarter cannot be submitted until the Facility section is completed. **The information may be filtered by facility for easier viewing.**

From this screen the user may quickly:

- Delete individual records by selecting the "X" under the Delete column.
- Add more records by selecting the "Add Instate" button.
- Edit a record by selecting the Facility link. Once selected, the record will be displayed in the "Instate Landfill Disposal Detail" screen.

Affiliations > LoGIC External Home > Data Entry > LF-Instate

Instate Landfill Disposal: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | **Facility** | Submit | Reports

LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import

Filter by Facility: Add Instate

Below are individual disposal records for waste which originated in California and which was disposed at a CIWMB-permitted landfill within the County. Use the "Add Instate" button to add new Instate disposal records.

DELETE	SWIS #	FACILITY	PLACE OF ORIGIN	ORPHAN	TONS ACCEPTED	TONS DISPOSED	ADC	AIC
X	19-AA-0009	Antelope Valley Public Landfill I	AGOURA HILLS		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	ALHAMBRA		4.00	4.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	ARCADIA		137.00	137.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	ARTESIA		3.00	3.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	AZUSA		13.00	0.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BALDWIN PARK		65.00	65.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BELL		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BELL GARDENS		2.00	2.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BELLFLOWER		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BEVERLY HILLS		9.00	9.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BUENA PARK		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	BURBANK		605.00	605.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	CALABASAS		7.00	7.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	CAMARILLO		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	CARSON		650.00	650.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	CLAREMONT		11.00	11.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	COMMERCE		186.00	186.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	COMPTON		397.00	397.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	COSTA MESA		1.00	1.00	0.00	0.00
X	19-AA-0009	Antelope Valley Public Landfill I	COVINA		1.00	1.00	0.00	0.00

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D. Add Instate

1. Select the "Data Entry" page tab. Select the appropriate Instate disposal type in either of the following ways:
 - a. From the quick add links below the page tabs select either landfill (LF–Instate) or transformation (TF–Instate). These links will take you directly to the data entry page in "Add" mode. **Not all counties will show TF as a choice.**



- b. Select the disposal record type (either LF-Instate or TF-Instate) to reach the "Quarterly Detail: Instate Landfill Disposal" or the "Quarterly Detail: Instate Transformation" screen. These screens provide you a summary of the information entered by disposal type.

The screenshot shows the 'Quarterly Data Summary' page for Los Angeles County. At the top, there are navigation tabs: Overview, Data Entry, Facility, Submit, and Reports. Below these are sub-tabs for disposal types: LF-Instate, LF-Import, LF-Export, TF-Instate, and TF-Import. The 'LF-Instate' and 'TF-Instate' tabs are circled in red. On the right side, there are two sections of quick add links: 'Add Disposal' with links for LF-Instate, LF-Import, and LF-Export; and 'Add Transformation' with links for TF-Instate and TF-Import. Red arrows point from the 'LF-Instate' and 'TF-Instate' links to the corresponding tabs. Below the tabs is a table of 'Disposal Records' with columns for Disposal Type, Instate, Import, Export, Instate Transformation, Import Transformation, and Disposal Totals. A red text box at the bottom of the screenshot reads: 'Use either the links under the Page Tabs or the quick links to the right. The quick links will take you directly to "Add" mode.'

2. Enter the required information as indicated with a red asterisk (*) next to the field. Refer to "[About InState](#)" for a definition of each field.

Important: Use the "Tab" key to move from one field to the next when entering data. The mouse can also be used to move to a field. Do not use the "Enter" key as this may result in saving an incomplete record.

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3. Select "Save" to save the information, "Cancel" to quit the process without saving the information.

Affiliations > LoGIC External Home > Data Entry > LF-Instate > LF-Instate Detail
Instate Landfill Disposal Detail: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Jurisdiction of Origin)

Destination Facility: *

Place of Origin: *

Origin Unknown (indicate reason):

Total Tons Accepted (excluding soil):

Total Tons Disposed:

Facility Log

Alternative Cover (Soil is not an Alternative Cover)

Material Type	Daily Cover Tons (ADC)	Intermediate Cover (AIC)
Green Material:	<input type="text"/>	<input type="text"/>
Auto Shredder Waste:	<input type="text"/>	<input type="text"/>
Construction & Demolition:	<input type="text"/>	<input type="text"/>
Contaminated Sediment:	<input type="text"/>	<input type="text"/>
Sludge:	<input type="text"/>	<input type="text"/>
Tires:	<input type="text"/>	<input type="text"/>
Mixed:	<input type="text"/>	<input type="text"/>
Compost:	<input type="text"/>	<input type="text"/>
Ash:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>
*Description required for any waste marked as "other".		

Save Cancel

Enter information and select save.
Fields marked with * (asterisk) are required.

Affiliations > LoGIC External Home > Data Entry > TF-Instate > TF-Instate Detail
Instate Transformation Detail: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information

Transformation Facility:

Place of Origin:

Total Tons Accepted:

Total Tons Transformed:

Facility Log

*Orphan assigned

Save Cancel

Enter information and select save.
Fields marked with * (asterisk) are required.

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E. Edit Instate

There are only minor differences between editing instate disposal information for landfills and transformation facilities; therefore, both will be explained in this section.

1. From the "Quarterly Detail: Instate Landfill Disposal" or the "Quarterly Detail: Instate Transformation" screen click the "Edit" button to activate the record.

The "Destination Facility" cannot be modified. If it is incorrect you must delete the record.

Instate Landfill Disposal Detail: Los Angeles County (2007, Quarter 2)

Select "Edit" to make the record

Overview | Data Entry | **Facility** | Submit | Reports

Back | Edit | Delete | Add Instate

Facility Information (Disposal by Jurisdiction of Origin)

Destination Facility: Antelope Valley Public Landfill I (19-AA-0009)

Place of Origin: AGOURA HILLS

Origin Unknown (indicate reason): Select a reason

Total Tons Accepted (excluding soil): 1.00

Total Tons Disposed: 1.00

Facility Log

ORIGIN	ORPHAN	DISPOSAL TONS
AGOURA HILLS		1.00
ALHAMBRA		4.00
ARCADIA		137.00
ARTESIA		3.00
AZUSA		0.00
BALDWIN PARK		65.00
BELL		1.00
BELL GARDENS		2.00
BELLFLOWER		1.00
BEVERLY HILLS		9.00
BUENA PARK		1.00
BURBANK		605.00
CALABASAS		7.00
CAMARILLO		1.00
CARSON		650.00

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Alternative Cover (Soil is not an Alternative Cover)

Material Type	Daily Cover Tons (ADC)	Intermediate Cover (AIC)
Green Material:	0.00	0.00
Auto Shredder Waste:	0.00	0.00
Construction & Demolition:	0.00	0.00
Contaminated Sediment:	0.00	0.00
Sludge:	0.00	0.00
Tires:	0.00	0.00
Mixed:	0.00	0.00
Compost:	0.00	0.00
Ash:	0.00	0.00
Other:	0.00	0.00
*Description of Other:		

*Description required for any waste marked as "other".

Back | Edit | Delete

2. Edit the information.
3. Select "Save" to complete the edits or "Cancel" to undo any changes that you have made. Refer to ["About InState"](#) for a definition of each field.

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Affiliations > LoGIC External Home > Data Entry > LF-Instate > LF-Instate Detail

Instate Landfill Disposal Detail: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | Facility | Submit | Reports

Edit information and click Save.
 Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Jurisdiction of Origin)

Destination Facility: * Antelope Valley Public Landfill I (19-AA-0009)

Place of Origin: * AGOURA HILLS

Origin Unknown (indicate reason): Select a reason

Total Tons Accepted (excluding soil): 1.00

Total Tons Disposed: 1.00

Facility Log

ORIGIN	ORPHAN	DISPOSAL TONS
AGOURA HILLS		1.00
ALHAMBRA		4.00
ARCADIA		137.00
ARTESIA		3.00
AZUSA		0.00
BALDWIN PARK		65.00
BELL		1.00
BELL GARDENS		2.00
BELLFLOWER		1.00
BEVERLY HILLS		9.00
BUENA PARK		1.00
BURBANK		605.00
CALABASAS		7.00
CAMARILLO		1.00
CARSON		650.00

Page 1 of 6 1 2 3 4 5 6 Show Count: 81
All

Alternative Cover (Soil is not an Alternative Cover)

Material Type	Daily Cover Tons (ADC)	Intermediate Cover (AIC)
Green Material:	0.00	0.00
Auto Shredder Waste:	0.00	0.00
Construction & Demolition:	0.00	0.00
Contaminated Sediment:	0.00	0.00
Sludge:	0.00	0.00
Tires:	0.00	0.00
Mixed:	0.00	0.00
Compost:	0.00	0.00
Ash:	0.00	0.00
Other:	0.00	0.00

*Description required for any waste marked as "other".

Save Cancel

Edit information and click Save.
 Fields marked with * (asterisk) are required.

E. Delete Instate

There are no differences between deleting instate disposal information for landfills and transformation facilities; therefore, you can use the approach depicted below.

You may delete one of your individual disposal records from the "Instate Landfill Disposal" screen or from the "Instate Landfill Disposal Detail" or the "Instate Transformation" screens.

To delete individual disposal record from the Instate Landfill Disposal Screen

1. Select the "Delete" icon  for the record you wish to delete.

Help for the eDRS Module of LoGIC

Affiliations > LoGIC External Home > Data Entry > LF-Instate

Instate Landfill Disposal: Los Angeles County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Report

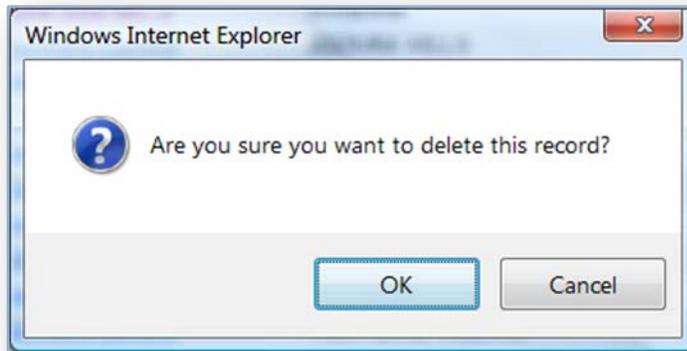
LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import

Filter by Facility:

Below are individual disposal records for waste which originated in California and which was disposed at a CIWMB-permitted landfill within the County. Use the "Add Instate" button to add new Instate disposal records.

DELETE	SWIS #	FACILITY	PLACE OF ORIGIN	ORPHAN	TONS ACCEPTED	TONS DISPOSED	ADC	AI
X	19-AA-0040	Burbank Landfill Site No. 3	BURBANK		9,072.03	6,146.88	0.00	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	AGOURA HILLS		2,959.53	1,571.88	1,032.20	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	CALABASAS		18,135.79	11,319.38	3,086.44	0.00

2. You will be asked to confirm the deletion, select "OK" to remove the record or "Cancel" to exit the operation.



3. To delete individual facility records:

1. To select the record to be deleted, click on the facility name link under the "Facility" column. You will be taken to the disposal detail screen. This will give you a chance to review the complete record prior to deleting.

Below are individual disposal records for waste which originated in California and which was disposed at a CIWMB-permitted landfill within the County. Use the "Add Instate" button to add new Instate disposal records.

DELETE	SWIS #	FACILITY	PLACE OF ORIGIN	ORPHAN	TONS ACCEPTED	TONS DISPOSED	ADC	AI
X	19-AA-0040	Burbank Landfill Site No. 3	BURBANK		9,072.03	6,146.88	0.00	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	AGOURA HILLS		2,959.53	1,571.88	1,032.20	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	CALABASAS		18,135.79	11,319.38	3,086.44	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	HIDDEN HILLS		1,411.48	651.89	459.84	0.00
X	19-AA-0056	Calabasas Sanitary Landfill	LOS ANGELES		73,862.64	64,569.86	3,131.80	0.00

2. Select the "Delete" button from the button bar.

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3. Select "Confirm" from the button bar.



4. You will be returned to the "Instate Landfill Disposal" screen.

Part 4: Import Disposal

A. About Import

If your county does not import material for landfilling or transformation from outside California, you may skip this section. Review "Origin Location Type" to confirm your county does/does not accept out-of-state disposal.

There are only minor differences between entering import disposal information for landfills and transformation facilities; therefore, both will be explained in this section.

1.Import Definitions

Import disposal tonnages are waste that originate outside California but are disposed in the facilities within the reporting county. To input Import Landfill/Transformation Facility Disposal by Origin, data must be entered into the required fields that are marked with a red asterisk (*). The fields are as follows:

- **Destination facility:** This is the solid waste landfill receiving solid waste for disposal. In the destination facility box, only permitted, and active landfills/transformation facilities within your county will appear. If a permitted, active landfill within your county does not appear on the drop-down list, please contact Logic@calrecycle.ca.gov to explain the situation and request assistance.
- **Origin Location Type:** The Place of Origin details required for each of these imports is slightly different and are described in this section. There are three different types of imports:
 - 1) Out of State
 - Selection of "Out of State" from this drop-down requires the user to select a "State of Origin."

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import > LF-Import Detail

Import Landfill Disposal Detail: Los Angeles County (2008, Quarter 1)

Overview | Data Entry | Facility

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Origin)

- Destination Facility:** Select a facility
- Origin Location Type:** Out of State
- State of Origin:** Select a state
- Total Tons Accepted (excluding soil):** _____
- Total Tons Disposed:** _____

- 2) Out of Country
 - Selection of "Out of Country" requires the name of the country. Begin typing country-of-origin name. The system will prompt with known country names.

Help for the eDRS Module of LoGIC

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import > LF-Import Detail

Import Landfill Disposal Detail: Los Angeles County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Re

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Origin)

- Destination Facility: Select a facility
- Origin Location Type: Out of Country
- Country of Origin:** United States
- Total Tons Accepted (excluding soil):
- Total Tons Disposed:

- 3) Indian Country.
 - Selection of "Indian Country" requires the user to select the "State of Origin" as well as the "Country of Origin". When "Indian Country" is chosen from the drop down menu, two new fields appears. Both State of Origin and Indian Country must be completed. Begin typing the Indian Country name. The system will prompt with known Indian Country names.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import > LF-Import Detail

Import Landfill Disposal Detail: Los Angeles County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Re

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Origin)

- Destination Facility: Select a facility
- Origin Location Type: Indian Reservation
- State of Origin:** Select a state
- Reservation of Origin:**
- Total Tons Accepted (excluding soil):
- Total Tons Disposed:

- **Total Tons Accepted:** Tons of materials passing through the gate of a CalRecycle-permitted solid waste landfill or transformation facility, including materials used for alternative daily or intermediate cover, materials reused beneficially on site, and materials later sent off-site for reuse or recycling, whether or not they were processed on site. The number also includes all solid waste disposed in a landfill or transformed at a transformation facility. Tons of soil are excluded from this total.
- **Total Tons Disposed/Transformed:** These are the tons of solid waste disposed in a CalRecycle-permitted landfill or transformed at a transformation facility.
- **Alternative Cover:** Enter total tons of ADC or AIC by material type. These fields apply only to landfill data entry, not transformation.
 - If another material type is used other than those listed, enter the tons under "Other" and provide an appropriate description under "Description of Other."
 - If there are no alternative daily cover or intermediate cover tonnage data, leave these fields blank.

Note: Total Tons Accepted cannot be less than Total Tons Disposed + ADC + AIC.

B. Import Data Entry and Revisions

1. Add Import

- From the “Data Entry” page tab, select the appropriate import disposal type in either of the following ways:
 - From the quick add links on the right select either LF–Import or TF–Import, or

Affiliations > LoGIC External Home > Data Entry
Quarterly Data Summary: Los Angeles County (2008, Quarter 1)

Overview | **Data Entry** | Facility | Submit | Reports

LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import

Below quarterly data is summarized by Disposal Type (disposal, alternative daily cover, and alternative intermediate cover) and by number of records and total tons per facility. To see more details, select the disposal types listed in the light gray bar above. To enter data, use the links at right. Disposal types are defined below:

Definitions (Show Details...)

Add Disposal
[LF - Instate](#)
[LF - Import](#)
[LF - Export](#)

Add Transformation
[TF - Instate](#)
[TF - Import](#)

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	1,917,703.32	0.00	0.00	149,440.63	0.00	1,917,703.32
ADC	200,056.43	0.00				200,056.43
AIC	4,523.71	0.00				4,523.71

- Select the disposal record type (either LF-Import or TF-Import) to reach the “Quarterly Detail: Import Landfill Disposal” or the “Quarterly Detail: Import Transformation” screen. Select the “Add Import” button.

Affiliations > LoGIC External Home > Data Entry
Quarterly Data Summary: Los Angeles County (2008, Quarter 1)

Overview | **Data Entry** | Facility | Submit | Reports

LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import

Below quarterly data is summarized by Disposal Type (disposal, alternative daily cover, and alternative intermediate cover) and by number of records and total tons per facility. To see more details, select the disposal types listed in the light gray bar above. To enter data, use the links at right. Disposal types are defined below:

Definitions (Show Details...)

Add Disposal
[LF - Instate](#)
[LF - Import](#)
[LF - Export](#)

Add Transformation
[TF - Instate](#)
[TF - Import](#)

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	1,917,703.32	0.00	0.00	149,440.63	0.00	1,917,703.32
ADC	200,056.43	0.00				200,056.43
AIC	4,523.71	0.00				4,523.71

Help for the eDRS Module of LoGIC

2. Select the Destination Facility (landfill) or Transformation Facility. **Important:** Use the “Tab” key to move from one field to the next when entering data. The mouse can also be used to move to a field. Do not use the “Enter” key as this may result in saving an incomplete record.

3. Make your selection in the “Origin Location Type” for:

- **Out of State**
 - 1) Select the “State of Origin.” All the States will be listed in the drop-down box.
- **Indian Country**
 - 1) Select the “State of Origin.” All the States will be listed in the drop-down box. Wastes from Indian Country in California are considered “Imported” waste.
 - 2) Select the Indian Country of Origin. All known Indian Countries for the selected state will be displayed. If the Indian Country is not known, key "Unknown Indian Country" and send an e-mail to so the Indian Country can be added to the list.
- **Out of Country**
 - 1) Select the Country of Origin. Country names are provided.

4. Complete the rest of the form. Fields marked with a red asterisk (*) must be completed.

Help for the eDRS Module of LoGIC

5. Select "Save" to save the information, "Cancel" to quit the process without saving the information.

2. Edit Import

There are only minor differences between editing Landfill or Transformation Import information, therefore both will be explained in this section.

1. From the "Quarterly Detail: Imported Landfill Disposal" or the "Quarterly Detail: Import Transformation" screen select the facility name.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import

Import Landfill Disposal: San Bernardino County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Reports

LF-Instate | LF-Import | LF-Export

Filter by Facility:

Add Import

Individual disposal records are shown below for waste which originated outside of California, including waste from Indian Country, and which was disposed at a CIWMB-permitted landfill within the County shown above. Use the button above to add new Imported disposal records for the year and quarter shown above.

DELETE	SWIS #	FACILITY	ORIGIN STATE	ORIGIN COUNTRY	TONS ACCEPTED	TONS DISPOSED	ADC	AI
X	36-AA-0055	Mid-Valley Sanitary Landfill	California	San Manuel Reservation Band of Mission Indians, CA	423.73	423.73	0.00	0.0
X	36-AA-0074	Mitsubishi Cement Plant Cushenbury L.F.	California	Unknown Indian Reservation	80.86	0.00	0.00	0.0
X	36-AA-0087	San Timoteo Sanitary Landfill	California	San Manuel Reservation Band of Mission Indians, CA	891.22	891.22	0.00	0.0

Page 1 of 1

2. The record is displayed in "View" mode. Select the "Edit" button located at the top of the form to modify the information.

Note: the text and drop down boxes are NOT editable and

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import > LF-Import Detail

Import Landfill Disposal Detail: San Bernardino County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Rep

Back | Edit | Delete

Add Impo

Facility Information (Disposal by Origin)

Destination Facility: Mid-Valley Sanitary Landfill (36-AA-0055)

Origin Location Type: Indian Country

State of Origin: California

Reservation of Origin: San Manuel Reservation Band of Mission Indians, CA

Total Tons Accepted (excluding soil): 423.73

Total Tons Disposed: 423.73

3. After you make changes select "Save" to save the changes or "Cancel" to exit edit mode without saving changes.

Note: The Destination Facility name or the Transformation Facility name may not be changed.

Help for the eDRS Module of LoGIC

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Import > LF-Import Detail

Import Landfill Disposal Detail: Sonoma County (2008, Quarter 3)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information (Disposal by Origin)

Destination Facility: Central Disposal Site (49-AA-0001) ▾

Origin Location Type: Indian Country ▾

State of Origin: California ▾

Reservation of Origin: Cache Creek Casino Resort - Rumsey Band of Wintun Indians,

Total Tons Accepted (excluding soil):

Total Tons Disposed:

Facility Log Alternative Cover (Soil is not an Alternative Cover)

3. Delete Import

There are no differences between deleting Landfill or Transformation Import information; therefore, the procedure for both is explained in this section.

You may delete a facility disposal record from the "Instate Landfill Disposal" screen or from the "Instate Landfill Disposal Detail" or the "Instate Transformation" screens.

To delete individual disposal record from the Import Landfill Disposal Screen

1. Select the "Delete" icon  for the record you wish to delete.

Affiliations > LoGIC External Home > Data Entry > LF-Import

Import Landfill Disposal: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | Facility | Submit | Reports

LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import

Delete individual record

Filter by Facility: Add Import

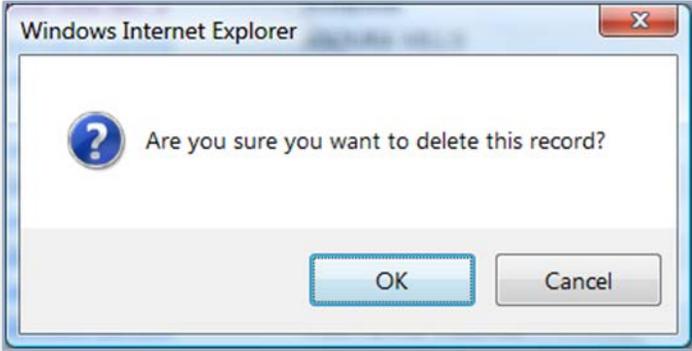
Individual disposal records are shown below for waste which originated outside of California, including waste from Indian Country, and which was disposed at a CIWMB-permitted landfill within the County shown above. Use the button above to add new Imported disposal records for the year and quarter shown above.

DELETE	SWIS #	FACILITY	ORIGIN STATE	ORIGIN COUNTRY	TONS ACCEPTED	TONS DISPOSED	ADC	AIC
X	19-AA-0013	Azusa Land Reclamation Co. Landfill	Arizona	United States	6.72	6.60	0.00	0.00

Page 1 of 1 Count: 1

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2. You will be asked to confirm the deletion, select "OK" to remove the record or "Cancel" to exit the operation.



To delete individual records:

- 1. Select the record to be deleted by clicking on the facility name link under the "Facility" column. You will be taken to the Import Landfill Disposal Detail screen. This will give you a chance to review the complete record prior to deleting.

Individual disposal records are shown below for waste which originated outside of California, including waste from Indian Country, and which was disposed at a CIWMB-permitted landfill within the County shown above. Use the button above to add new Imported disposal records for the year and quarter shown above.

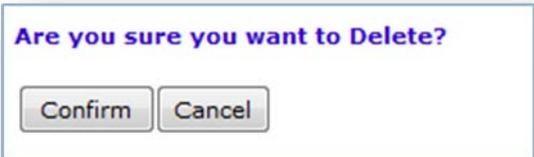
DELETE	SWIS #	FACILITY	ORIGIN STATE	ORIGIN COUNTRY	TONS ACCEPTED	TONS DISPOSED	ADC	AIC
X	19-AA-0013	Azusa Land Reclamation Co. Landfill	Arizona	United States	6.72	6.60	0.00	0.00

Page 1 of 1 Count: 1

- 2. Select the "Delete" button from the button bar.



- 3. Select "Confirm" from the button bar.



- 4. You will be returned to the "Import Landfill Disposal" screen.

Part 5: Export Disposal

A. About Export

If your county does not export material for landfilling or transformation to facilities outside of California. Review “Origin Location Type” to confirm your county does/does not export to facilities out-of-state.

LoGIC Home > Affiliations > LoGIC External Home > Overview

Quarterly Disposal Overview: Alpine County (2007, Quarter 4)

Overview | Data Entry | Facility | Submit | Reports

Tab Definitions

Delete Quarter

Part 1 shows the County's total tons of disposal, alternative daily cover (ADC), and alternative intermediate cover (AIC). Part 2 lists facilities for which summary data has been entered. Select from the tabs to add data and submit completed data to CIWMB.

Part 1. Total of all Individual Disposal Records Entered to Date

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Totals
Solid Waste Disposal	0.00	0.00	133.20	0.00	0.00	133.20
ADC	0.00	0.00				0.00
AIC	0.00	0.00				0.00

1. Export Definitions

To input Export Landfill Disposal by Origin, data must be entered into the required fields that are marked with a red asterisk (*). The fields are as follows:

- **Place of Origin:** This is the location from which the solid waste came. Please note that this field contains names of California cities, counties, regional agencies, and unincorporated areas.
- **Facility Type:** There are three different types of exports:
 - 1) Out of State
 - 2) Out of Country
 - 3) Indian Reservation. The destination details required for each of these exports is slightly different and will be described in this section.
 - Selection of "**Out of State**" from this drop-down requires the user to select a "Destination State".
 - Selection of "**Indian Reservation**" requires the user to select the "Destination State" as well as the "Destination Indian Reservation". Begin typing reservation name. The system will prompt with known reservation names.
 - Selection of "**Out of Country**" requires the "Destination Country". Begin typing country name the system will prompt with known country names.
- **Out of State Landfill:** This is the landfill facility, located outside of California or in Indian Country within the boundaries of California, where the waste was disposed. The system will prompt with known out-of-state facility names. If the facility name does not appear in the list, fill out the requested information in the adjacent blue box.

Help for the eDRS Module of LoGIC

- **Disposal Export Tons:** Export includes all waste created by California businesses and residents which is disposed at disposal facilities or converted at transformation facilities which are located outside of the State of California. Export also includes waste disposed in an Indian country (as defined in Section 1151 of Title 18 of the United States Code) within the boundaries of the State of California.

B. Export Data Entry and Revisions

1. Add Export

1. From the “Data Entry” page tab, select one of the Export options:
 - From the quick add links on the right select LF – Export
 - Or select the disposal record type (LF-Export) to reach the “Quarterly Details: Exported Disposal” screen. Select the “Add Export” button.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry

Quarterly Data Summary: Alpine County (2007, Quarter 4)

Overview | Data Entry | Facility | Submit | Reports

LF-Instate | LF-Import | **LF-Export**

Below quarterly data is summarized by Disposal Type (disposal, alternative daily cover, and alternative intermediate cover) and by number of records and total tons per facility. To see more details, select the disposal types listed in the light gray bar, above. To enter data, use the links at right. Disposal types are defined below:

Definitions (Show Details...)

Add Disposal

- LF-Instate
- LF-Import
- LF-Export**

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation	Disposal Total
Solid Waste Disposal	0.00	0.00	133.20	0.00	0.00	133.2
ADC	0.00	0.00				0.0
AIC	0.00	0.00				0.0

Disposal Records by Facility

SWIS #	FACILITY NAME	TOTAL RECORDS	TOTAL DISPOSAL TON
		1	133.2

Page 1 of 1
Count: 1

2. Enter the Place of Origin. Once you being type all known names of cities, counties, regional agencies, and unincorporated areas are provided.

Important: Use the “Tab” key to move from one field to the next when entering data. The mouse can also be used to move to a field. Do not use the “Enter” key as this may result in saving an incomplete record

Help for the eDRS Module of LoGIC

Affiliations > LoGIC External Home > Data Entry > LF-Export > LF-Export Detail
Export Disposal Detail: Contra Costa County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information

Place of Origin: *

Facility Type: * Select a facility type

Destination Facility Name:

Disposal Export Tons: *

3. Make your selection in the "Place of Origin" field for:
 - a. **Out of State**
 - 1) Select the "Destination State". All the States will be listed in the drop-down box.
 - 2) Enter the Destination Facility Name if known.
 - b. **Indian Country**
 - 1) Select the "Destination State." All the States will be listed in the drop-down box. Disposal to Indian Country in California are considered "Exported" waste.
 - 2) Select the "Destination Indian Country." All known Indian countries for the selected state will be displayed. If the Indian Country is not known type "Unknown Indian Country".
 - c. **Out of Country**
 - 1) Select the "Destination Country". All country names are provided.

LoGIC Home > Affiliations > LoGIC External Home > Data Entry > LF-Export > LF-Export Detail
Export Disposal Detail: Alpine County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Information

Place of Origin: * xyz

Facility Type: * Indian Country

Destination State: * California

Destination Indian Reservation: Cache Creek Casino Resort - Rumsey Banc

Disposal Export Tons: * 10

Save Cancel

Enter information and select save.
Fields marked with * (asterisk) are required.

4. Complete the rest of the form.
5. Select "Save" to save the information, "Cancel" to quit the process without saving the information.

Help for the eDRS Module of LoGIC

6. After the information has been saved, you will remain in the “Export Disposal by Origin” screen. Use the mapping at the top of the screen, above “Export Disposal Detail,” to return to a previous screen.

2. Edit Export

1. From the “Export Disposal” summary screen, select the facility name link next to the record you wish to edit.

Affiliations > LoGIC External Home > Data Entry > LF-Export
Export Disposal: Los Angeles County (2007, Quarter 2)

Overview Data Entry Facility Submit Reports

LF-Instate LF-Import LF-Export TF-Instate TF-Import

Add Export

Individual disposal records are shown below for waste which originated within California, and within the County, but which was disposed out of State, including waste disposed at facilities located on Indian Country. Use the button above to add new Exported disposal records for the year and quarter shown above.

DELETE	FACILITY	DESTINATION STATE	DESTINATION COUNTRY	PLACE OF ORIGIN	EXPORT TONS
X	Australia		Australia	Rancho Santa Margarita	125,888.00
X	Colorado River Indian Reservation AZ	Arizona	Colorado River Indian Reservation AZ	Del Norte Unincorporated	4,875.25
X	Dudleyville MSW Landfill AZ	Arizona	United States	Jackson	1,254.25

Page 1 of 1 Count: 3

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2. The record is displayed in “View” mode. Select the “Edit” button located at the top of the form to modify the information.

Affiliations > LoGIC External Home > Data Entry > LF-Export > LF-Export Detail
Export Disposal Detail: Los Angeles County (2007, Quarter 2)

Overview Data Entry Facility Submit Reports

Back Edit Delete Add Export

Facility Information

Place of Origin: Del Norte Unincorporated

Facility Type: Indian Reservation

Destination State: Arizona

Destination Indian Reservation: Colorado River Indian Reservation AZ

Disposal Export Tons: 4,875.25

Back Edit Delete

Created by: Editor Test 7/8/2008 1:23 PM
Last Updated by: Editor Test 7/8/2008 1:23 PM

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3. Select “Save” to save the changes or “Cancel” to exit edit mode without saving changes.

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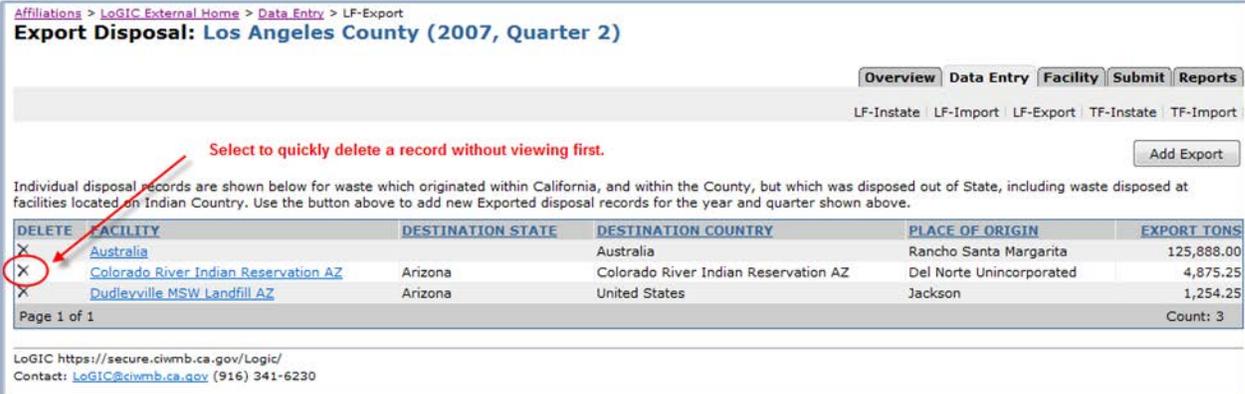
3. Delete Export

There are two ways to delete records:

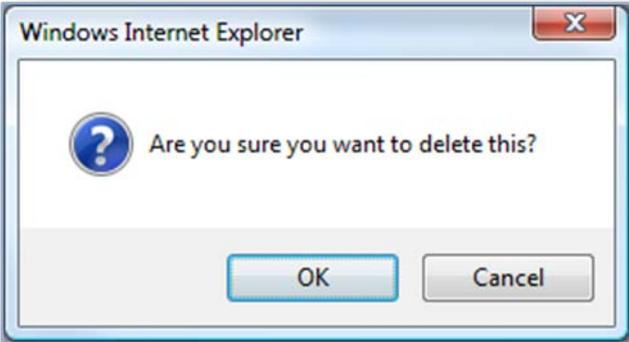
- directly from the Quarterly Detail screens or
- from within the data entry screens.

A. From the "Export Disposal" summary

1. Select the "Delete" link.



2. You will be asked to confirm the deletion, select "OK" to delete the record or "Cancel" to exit the operation.



B. From within the data entry screen "Export Disposal Detail"

1. Select the "Facility" link on the "Export Disposal" screen to get to the data entry screen "Export Disposal".
2. Select the "Delete" button from the button bar.

Help for the eDRS Module of LoGIC



3. Select the “Confirm” button from the button bar to complete the deletion process or “Cancel” to exit.

Part 6: Facility

Note: The Facility tab does not apply to counties with only "Exported" waste. If your county does not have active permitted landfills and transformation facilities and only reports exported waste tonnage, proceed to the Submit tab after all quarterly export data has been entered in the Data Entry Tab.

A. About Facility

All agencies must complete the facility summary section before submitting a quarterly disposal report. This process is true regardless if the individual disposal records are entered manually or uploaded using eDRS's upload feature. EDRS will not allow you to submit a quarterly report if a facility summary is missing.

Individual disposal records must be entered for a facility before a facility summary can be done. (Refer to [Instate](#), [Import](#), and [Export](#) sections of this help guide for information on entering individual disposal records.)

The Facility page tab displays a list of Solid Waste and Transformation facility summaries completed for the selected quarter. This overview also provides the means to quickly delete a summary, select a facility summary to edit or add a new summary.

Facility Summaries: Los Angeles County (2007, Quarter 2)

Completed quarterly summaries for Facilities are listed below. A Facility Summary must be completed for each disposal facility receiving waste during this quarter. To add a new facility summary please select the link to the left.

DELETE	FACILITY NAME	TOTAL TONS ACCEPTED	STATUS
X	Antelope Valley Public Landfill 1	107,266.00	Pending
X	Azusa Land Reclamation Co. Landfill	23,348.39	Pending
X	Bradley Landfill West And West Extension	63,986.75	Pending
X	Calabasas Sanitary Landfill	160,707.28	Pending
X	Chiquita Canyon Sanitary Landfill	510,625.96	Pending
X	Burbank Landfill Site No. 3	15,112.95	Pending
X	Lancaster Landfill and Recycling Center	145,910.00	Pending
X	Pebbly Beach (Avalon) Disposal Site	1,099.26	Pending
X	Peck Road Gravel Pit	38,795.00	Pending
X	Puente Hills Landfill	1,134,006.43	Pending

Page 1 of 2 1 2 Show All Count: 15

DELETE	FACILITY NAME	TOTAL TONS ACCEPTED	STATUS
X	Commerce Refuse-To-Energy Facility	20,577.94	Pending
X	Southeast Resource Recovery Facility	122,632.97	Pending

Page 1 of 1 Count: 2

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B. Landfill Facility Summary

You must enter a facility summary for each landfill and transformation facility for which you are reporting disposal/transformation tons for any quarter. The eDRS application will not allow the user to submit a quarterly report if a facility summary is missing.

Data must be entered into the required fields that are marked with a red asterisk (*) or highlighted when saved. All fields are described as follows:

Help for the eDRS Module of LoGIC

- **Facility Name:** Select a facility from the drop-down box. Only facilities for which individual disposal records were entered will appear in the drop-down box. Once a facility summary has been completed the facility name is removed from the list.
 - **Total Tons Accepted (excluding soil):** The sum of all tons of waste accepted at the facility, excluding soil, is auto filled. This figure is the sum of the individual tons accepted as entered under Data Entry (LF-Instate and LF-Import). The total tons accepted figure is grayed out and may not be changed from this screen. Individual disposal data records would need to be edited in order for this figure to change. To make edits, additions, or deletions to these grayed out fields, the user must go back to the individual disposal records in the Data Entry tab.
 - **Total Tons Disposed:** The sum of all tons of waste disposed at the facility is auto filled. This figure is the sum of the individual tons disposed as entered under Data Entry (LF-Instate and LF-Import). The total tons disposed figure is grayed out and may not be changed from this screen. Individual disposal data records would need to be edited in order for this figure to change. To make edits, additions or deletions to these grayed out fields, the user must go back to the individual disposal records in the Data Entry tab.
 - **Total Tons of Soil Used Onsite:** Enter the tons of soil accepted at a solid waste facility and used for cover or other onsite purposes, if applicable. Note: This figure does not include amounts of soil mined onsite at a facility.
 - **Tons Sent Off Site for Reuse, Recycling, or Composting:** The sum of all tons of materials accepted at a landfill which were not disposed, or beneficially reused on site, but rather were sent back off-site for reuse, recycling, or composting during the quarter.
 - **Waste Origin Tracking Frequency:** The Origin surveys are conducted at all permitted landfills and transformation facilities to determine where waste came from. The frequency of determining the origin of loads of waste varies, and the minimum requirements for conducting origin surveys are found in Title 14, California Code of Regulations, sections 18810.6 and 18811.6. Select one of the choices from the drop-down box. The choices are:
 - Daily survey – all loads
 - Survey 1 week per quarter – all loads
 - Daily on hauler accounts/1 wk per qtr cash accounts
 - Other – Describe in notes field below
 - **Methods used to determine jurisdiction of origin:** Check the box next to each method of determining origin that applies to a facility. There are four choices:
 - Origin obtained from hauling company records.
 - Origin obtained from other facility operators.
 - Origin obtained from haulers at gatehouse.
 - Any method besides those listed above, falls under the category of "Other." This selection requires further explanation in the box below this field.
 - **For the next section, complete either Items (1A and 1B) OR Item 2.**
 - **Item 1A:** In-Place Density in lbs. per cubic yard. In-place waste density (pounds of waste per cubic yard of waste, e.g. 1,200) means the estimated or measured density of in-place waste material achieved by mechanical or other means in the development of the current lift of the current operating waste cell.
- AND**
- **Item 1B:** Waste-to-Cover Ratio. "Waste-to-cover ratio" (estimated) (volume:volume) means the unit-less expression of the proportion of the volumes of waste and cover that comprise a volume of compacted fill material, e.g. 4:1. The cover portion of the waste-to-cover ratio estimate should include only soil or approved daily or intermediate alternative cover that is not considered a waste material, i.e., payment of fees to CalRecycle is not

Help for the eDRS Module of LoGIC

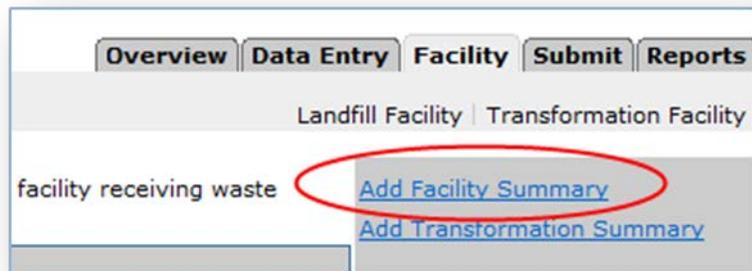
required. The waste portion of the waste-to-cover ratio estimate should include only waste material for which payment of fees to CalRecycle is reported.

OR

- **Item 2:** Airspace Utilization Factor in tons per cubic yard. "Airspace utilization factor" (AUF) (tons of waste per cubic yard of landfill airspace, e.g. 0.55) means the effective density of waste material in the landfill. The AUF is recorded as the total weight of waste material passing over the landfill scales that is placed in a known volume of landfill airspace in a given time period.
- **Onsite Reuse.** This section contains three separate columns:
 - Alternative Daily Cover (ADC). The numbers in this column are grayed out. These numbers are rolled up from individual disposal records, and cannot be edited from this screen. To make edits, additions, or deletions to these grayed out fields, the user must go back to the individual disposal records.
 - Alternative Intermediate Cover (AIC). The numbers in this column are grayed out. These numbers are rolled up from individual disposal records, and cannot be edited from this screen. To make edits, additions, or deletions to these grayed out fields, the user must go back to the individual disposal records.
 - Other Beneficial Reuse (OBR). Other beneficial reuse of solid waste at a solid waste landfill includes, but is not limited to, the following: final cover foundation layer, liner operations layer, leachate and landfill gas collection system, construction fill, road base, wet weather operations pads and access roads, and soil amendments for erosion control and landscaping. Tons of solid waste reused beneficially must be reported by material type. Enter the total tons of Other Beneficial Reuse, by the material type, used at this facility in this quarter. If another material type is used other than those listed on the left side of the screen, enter the tons under "Other."

C. Add Landfill Facility Summary

1. From the "Facility" page tab " add a new summary by:
 - a. From the "Add Facility Summary" link on the left side of the Facility Summaries page



OR

- Select the "Landfill Facility" link under the "Facility" page tab to reach the "Landfill Facility Summaries" screen. Select the "Add Landfill Summary" button.

Help for the eDRS Module of LoGIC

Affiliations > LoGIC External Home > Facility > Landfill Facility Summaries

Landfill Facility Summaries: Los Angeles County (2007, Quarter 2)

Select the Facility Tab → **Overview** **Data Entry** **Facility** **Submit** **Reports**

Select Landfill Facility → Landfill Facility | Transformation Facility

Select Add Landfill Summary button → **Add Landfill Summary**

Landfills where the quarterly summary has been entered are listed below. To add a new facility summary please select the appropriate button. A facility summary must be completed for each disposal facility receiving waste during this quarter.

DELETE	FACILITY	ACCEPTED TONS	OFF-SITE TONS	REUSE TONS	DISPOSAL TONS	ADC TOTAL	AIC TOTAL	OBU TOTAL
X	Antelope Valley Public Landfill I	107,266.00	682.00	0.00	98,037.00	3,973.00	0.00	4,574.00
X	Azusa Land Reclamation Co. Landfill	23,348.39	350.88	0.00	22,997.71	0.00	0.00	0.00
X	Bradley Landfill West And West Extension	63,986.75	42,344.29	0.00	21,642.46	0.00	0.00	0.00
X	Calabasas Sanitary Landfill	160,707.28	2,021.90	0.00	124,494.02	11,697.79	0.00	22,493.57
X	Chiquita Canyon Sanitary Landfill	510,625.96	2,060.60	0.00	387,471.59	109,451.01	0.00	11,342.76
X	Burbank Landfill Site No. 3	15,112.95	5,368.51	0.00	9,744.44	0.00	0.00	0.00
X	Lancaster Landfill and Recycling Center	145,910.00	7,365.00	0.00	105,336.00	27,326.00	0.00	5,883.00
X	Pebbly Beach (Avalon) Disposal Site	1,099.26	0.00	0.00	831.75	267.51	0.00	0.00
X	Peck Road Gravel Pit	38,795.00	38,783.00	0.00	12.00	0.00	0.00	0.00
X	Puente Hills Landfill	1,134,006.43	15,072.26	0.00	968,389.08	56,590.93	0.00	93,954.14
X	San Clemente Island Landfill	209.00	0.00	0.00	209.00	0.00	0.00	0.00
X	Savage Canyon Landfill	13,651.08	0.00	0.00	13,651.08	0.00	0.00	0.00
X	Scholl Canyon Sanitary Landfill	130,779.90	3,158.79	0.00	106,096.50	21,524.61	0.00	0.00
X	Sunshine Canyon SLF County Extension	254,359.18	142.48	0.00	240,105.54	0.00	0.00	14,111.16
X	Sunshine Canyon City Landfill Unit 2	221,432.38	0.00	0.00	217,930.99	0.00	0.00	3,501.39

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 Contact: LoGIC@ciweb.ca.gov (916) 341-6230

2. Enter the required information as indicated with a red asterisk (*) next to the field. Refer to [Landfill Facility Summary](#) for a glossary.

Important: Use the "Tab" key to move from one field to the next when entering data. The mouse can also be used to move to a field. Do not use the "Enter" key as this may result in saving an incomplete record.

3. Select the Facility Name. Once the facility name has been selected the "Total Tons Accepted", "Total Tons Disposed", AIC and ADC records will be rolled up from the detail data entry and populated.

In addition, the Facility Disposal Calculation box will be updated. This box contains a summary of the disposal data entered for the selected facility. Refer to the Facility Disposal Calculation section for more information. Complete the rest of the form.

Help for the eDRS Module of LoGIC

The screenshot shows a web-based form for facility disposal calculation. Red arrows point from a text box 'Auto filled when the facility is selected' to several fields: 'Total Tons Accepted', 'Total Tons Disposed', 'Calculated Total', and 'Air Space Utilization Factor'. The 'Facility Disposal Calculation' table shows a discrepancy between 'Calculated Total' and 'Tons Disposed'.

Facility Disposal Calculation	
Total Tons Accepted*	107,262.00
ADC Total*	(3,973.00)
AIC Total*	(0.00)
Tons Sent Off Site	(0.00)
Other Beneficial Reuse	(0.00)
Calculated Total	103,289.00
Tons Disposed*	(98,033.00)
Difference	-5,256.00
Definitions (Show Details...)	

- Complete the summary. Select "Save" to save the information, "Cancel" to quit the process without saving the information. Once the summary information for a facility has been saved the facility name will not appear in the list box to prevent accidental duplication of summary information.
- When you save a landfill facility summary, if the "Difference" between the Calculated Total and the Tons Disposed is not equal to zero you will be required to provide a reason for the difference or return to the disposal records and make any necessary modifications. Refer to [Facility Disposal Calculation Box](#) for more information.

Help for the eDRS Module of LoGIC

Facility Disposal Calculation	
Total Tons Accepted*	107,262.00
ADC Total*	(3,973.00)
AIC Total*	(0.00)
Tons Sent Off Site	(0.00)
Other Beneficial Reuse	(0.00)
Calculated Total	103,289.00
Tons Disposed*	(98,033.00)
Difference	-5,256.00
Definitions (Show Details...)	

If there is a difference in the calculated total and the Tons Disposed you will need to justify the difference

6. If the calculations do not equal zero you are required to enter a reason or justification. This information will be reviewed by CalRecycle staff. You cannot submit a quarter if there is a facility that requires a justification.

You can edit justifications any time prior to submitting a quarter.

Justification Notes

Enter a reason or...

Enter a reason or explanation why the calculations don't balance.

Save Cancel

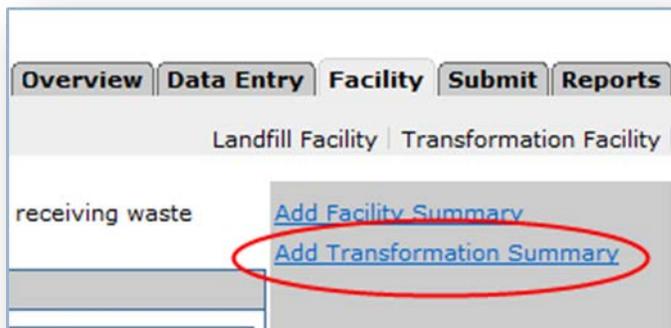
D. Transformation Facility Summary

Data must be entered into the required fields that are marked with a red asterisk (*) or highlighted when saved. All fields are described as follows:

- **Transformation Facility Name:** Select a facility from the drop-down box. Only facilities for which individual transformation records were entered will appear in the drop-down box. Once a transformation summary has been completed the facility name is removed from the list.
- **Total Tons Accepted:** The sum of all tons of waste accepted at the facility is auto filled. This figure is the sum of the individual tons accepted as entered under Data Entry (TF-Instate and TF-Import). The total tons accepted figure is grayed out and may not be changed from this screen. Individual disposal data records would need to be edited in order for this figure to change. To make edits, additions or deletions to these grayed out fields, the user must go back to the individual disposal records in the Data Entry tab.
- **Total Tons Transformed:** The sum of all tons of waste incinerated or otherwise transformed at a transformation facility. This figure does not include non-combustible materials contained in loads delivered to transformation facilities, but removed before transformation. Do not remove the weight of the residual ash or non-combustibles removed after transformation from this figure.
- **Untreated Ash Tons:** The tons of the residual ash from a transformation facility before the ash is mixed with binding or stabilizing agents necessary for transportation or disposal.
- **Tons sent offsite for reuse, recycling or composting:** The sum of all tons of materials accepted at a landfill which were not transformed or beneficially reused on site, but rather were sent back off-site for reuse, recycling, or composting during the quarter.
- **Waste Origin Tracking Frequency:** Origin surveys are conducted at all permitted landfills and transformation facilities to determine where waste came from. The frequency of determining the origin of loads of waste varies, and the minimum requirements for conducting origin surveys are found in Title 14, California Code of Regulations, sections 18810.6 and 18811.6. Select one of the choices from the drop-down box. The choices are:
 - Daily survey – all loads
 - Survey 1 week per quarter – all loads
 - Daily on hauler accounts/1 wk per qtr cash accounts
 - Other – Describe in notes field below
- **Methods used to determine jurisdiction of origin:** Check the box next to each method of determining origin that applies to a facility. There are four choices:
 - Origin obtained from hauling company records.
 - Origin obtained from other facility operators.
 - Origin obtained from haulers at gatehouse.
 - Any method besides those listed above, falls under the category of "Other." This selection requires further explanation in the box below this field.
- **Solid Waste identified as Potential Reuse for Alternative, Intermediate Daily Cover or Other Beneficial Reuse:** Enter the total tons of solid waste, by material type, that was accepted at the facility and identified for potential beneficial reuse in this quarter. If another material type is identified as potential beneficial reuse other than those listed on the left side of the screen, enter the tons under "Other."

E. Add Transformation Summary

1. From the "Facility" page tab " add a new summary by:
 - a. From the "Add Transformation Summary" link on the left side of the Facility Summaries page



OR

- b. Select the "Transformation Facility" link under the "Facility" page tab to reach the "Transformation Facility Summaries" screen. Select the "Add Transformation Summary" button.

The screenshot shows the 'Transformation Facility Summaries' page for Los Angeles County (2007, Quarter 2). The page has a navigation bar with tabs: Overview, Data Entry, Facility, Submit, and Reports. Below the tabs, there are two sub-tabs: Landfill Facility and Transformation Facility. The 'Transformation Facility' sub-tab is selected. Below the sub-tabs, there is a button labeled 'Add Transformation Summary'. Red arrows point to the 'Facility' tab, the 'Transformation Facility' sub-tab, and the 'Add Transformation Summary' button. Below the button, there is a table listing facilities where the quarterly summary has been entered. The table has columns: DELETE, FACILITY, TRANSFORMED TONS, and STATUS. The table contains two rows of data. Below the table, there is a footer with contact information for LoGIC.

DELETE	FACILITY	TRANSFORMED TONS	STATUS
X	Commerce Refuse-To-Energy Facility	20,577.94	Pending
X	Southeast Resource Recovery Facility	122,632.97	Pending

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Count: 2

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2. Enter the required information as indicated with a red asterisk (*) next to the field. Refer to [Transformation Facility Summary](#) for a glossary.

Important: Use the "Tab" key to move from one field to the next when entering data. The mouse can also be used to move to a field. Do not use the "Enter" key as this may result in saving an incomplete record.

3. Select the Facility Name from the "Transformation Facility Name" drop-down menu.

Affiliations > LoGIC External Home > Facility > Transformation Facility Summary Detail

Transformation Facility Summary Detail: Los Angeles County (2008, Quarter 1)

Overview | Data Entry | Facility | Submit | Reports

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility Tonnage Information

Transformation Facility Name: Select a facility

Total Tons Accepted:

Total Tons Transformed:

Untreated Ash Tons:

Tons sent off-site for reuse, recycling or composting:

Waste Origin Tracking Frequency: Daily survey - all loads

Other Description:

Methods used to determine jurisdiction of origin (check all that apply)

Origin obtained from hauling company records

Origin obtained from other facility operators

Origin obtained from haulers at gatehouse

Other (describe in note field below)

Solid Waste Identified as Potential Reuse for Alternative, Intermediate Daily Cover or Other Beneficial Reuse

Beneficial Reuse

Green Material:

Auto Shredder:

4. Complete the rest of the form.

Note: Total Tons Accepted and Total Tons Transformed will be auto filled and can only be changed by editing individual disposal records under the Data Entry tab.

5. Select "Save" to save the information, "Cancel" to quit the process without saving the information. Once the summary information for a facility has been saved the facility name will not appear in the list box to prevent accidental duplication of summary information.

F. Edit Landfill or Transformation Facility Summary

The process for editing a landfill facility summary or a transformation summary is similar and will both be covered in this section.

Note: Some fields are grayed out and are not accessible to the user. These fields are rolled up information that the user entered in the “Data Entry” or “Upload” portion of eDRS. Changes to these fields may only be made by changing individual records within the Data Entry tab. Refer to the [Instate](#), [Import](#), [Export](#) sections of this help guide for step-by-step instructions on changing information in the grayed out fields.

1. From the "Facility" page tab select the facility name link for the record you wish to edit.

Affiliations > LoGIC External Home > Facility
Facility Summaries: Los Angeles County (2007, Quarter 2)

Overview | Data Entry | **Facility** | Submit | Reports

Landfill Facility | Transformation Facility

Completed quarterly summaries for Facilities are listed below. A Facility Summary must be completed for each disposal facility receiving waste during this quarter. To add a new facility summary please select the link to the left.

[Add Facility Summary](#)
[Add Transformation Summary](#)

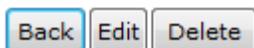
DELETE	FACILITY NAME	TOTAL TONS ACCEPTED	STATUS
X	Azusa Land Reclamation Co. Landfill	23,348.39	Pending
X	Bradley Landfill West And West Extension	63,986.75	Pending
X	Calabasas Sanitary Landfill	160,707.28	Pending
X	Chiquita Canyon Sanitary Landfill	510,625.96	Pending
X	Burbank Landfill Site No. 3	15,112.95	Pending
X	Lancaster Landfill and Recycling Center	145,910.00	Pending
X	Pebbly Beach (Avalon) Disposal Site	1,099.26	Pending
X	Peck Road Gravel Pit	38,795.00	Pending
X	Puente Hills Landfill	1,134,006.43	Pending
X	San Clemente Island Landfill	209.00	Pending

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DELETE	FACILITY NAME	TOTAL TONS ACCEPTED	STATUS
X	Commerce Refuse-To-Energy Facility	20,577.94	Pending
X	Southeast Resource Recovery Facility	122,632.97	Pending

Page 1 of 1 Count: 2

2. Select the “Edit” button and make the necessary edits to the facility summary record.



3. Select “Save” to save the changes or “Cancel” to exit edit mode without saving changes.

Note: The facility name may not be changed.

G. Delete Landfill or Transformation Facility Summary

The process for deleting a facility summary or a transformation summary is similar and will both be covered in this section.

A. From the “Facilities Summaries” page.

1. Select the “Delete” Icon for the Solid Waste Facilities or Transformation Facilities summary to be deleted.

Affiliations > LoGIC External Home > Data Entry > TF-Instate
Instate Transformation: Los Angeles County (2007, Quarter 2)

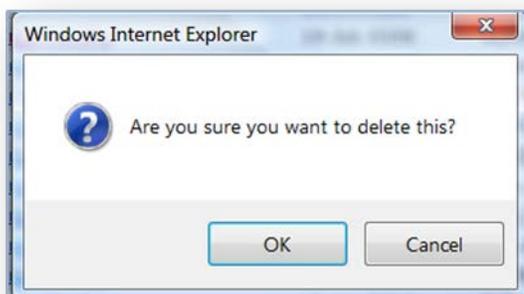
Overview | Data Entry | Facility | Submit | Reports
LF-Instate | LF-Import | LF-Export | TF-Instate | TF-Import
Add TF-Instate

Instate Transformation Individual records are shown below for waste which originated in California and which was disposed at a CIWMB-permitted transformation facility within the County shown above. Use the left-side button above to add new Instate transformation records for the year and quarter shown above.

Instate transformation facility records entered for this quarter.

DELETE	FACILITY	SWISS NO.	PLACE OF ORIGIN	TRANSFORMATION TONS
X	Commerce Refuse-To-Energy Facility	19-AA-0506	ALHAMBRA	0.76
X	Commerce Refuse-To-Energy Facility	19-AA-0506	ANAHEIM	3.82
X	Commerce Refuse-To-Energy Facility	19-AA-0506	ARCADIA	835.91
X	Commerce Refuse-To-Energy Facility	19-AA-0506	ARTESIA	1.28

2. You will be asked to confirm the deletion, select “OK” to remove the record or “Cancel” to exit the operation.



OR

B. From the “Facilities Summaries” page.

1. Select the “Facility Name” link. This will open the "Landfill Facility Summary Detail" or the "Transformation Facility Summary Detail" pages. You can review the information prior to deleting the record.
2. Select the “Delete” button from the button bar.

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3. Select "Confirm" from the button bar.



4. You will be returned to the summary screen for the disposal type.

H. Facility Disposal Calculation Box

A tool available in the Landfill Facility Summary is the Facility Disposal Calculation Box, located at the upper right side of the page. Total Tons Accepted = Total Tons Disposed + ADC + AIC + Other Beneficial Reuse + Total Tons Sent Off-site for Reuse, Recycling, or Composting. Soil used on site does not factor into this equation.

Total Tons Accepted, ADC Total, AIC Total, and Tons Disposed, marked by asterisks, are the sums of the amounts entered in the individual disposal records. Tons of ADC, Tons of AIC, Tons Sent Off Site for Reuse, Recycling, or Composting, and Other Beneficial Reuse are added together. The sum is subtracted from Total Tons Accepted resulting in the "Calculated Total." The Calculated Total tons of disposal are subtracted from the Tons Disposed (rolled up from individual disposal records) resulting in the "Difference." If there is a difference (other than 0), the user will likely need to enter Tons Sent Off-Site and/or Tons of Other Beneficial Reuse to correct the difference. These amounts must be manually entered in the facility summary screen as applicable.

The calculations in this box are updated when the Facility Summary record is saved. Ideally, the facility summary will balance at this point (i.e., the difference between the disposal calculation and the disposal tons rolled up from the individual records will be 0). If the difference is zero, then the user gets a message indicating the record has been successfully saved. If a difference still exists, the user will receive a message stating the facility totals are out of balance along with the calculation. The user may need to check and amend individual disposal records and/or the facility summary information. If the difference cannot be reconciled, then the user must enter an explanation for the imbalance before saving the facility summary record.

Facility Disposal Calculation	
Total Tons Accepted*	41,275.17
ADC Total*	(0.00)
AIC Total*	(0.00)
Tons Sent Off Site	(0.00)
Other Beneficial Reuse	(0.00)
Calculated Total	41,275.17
Tons Disposed*	(35,621.07)
Difference	-5,654.10

* Total Tons Accepted, Total ADC, Total AIC, and Total Disposed are the sums of the amounts in the individual disposal records entered by jurisdiction of origin, and may not be changed on this page. To edit these amounts, go back to the original disposal records.

After all information is completed and verified for the facility, select the "Save" button at the upper left side of the page to save the facility summary. As discussed above, if there is a difference between the calculated disposal and the rolled up disposal total of individual records, you will be prompted to provide an explanation of the imbalance when you try to save the summary.

Part 7: Submit Tab

The user may submit the quarterly disposal report to CalRecycle once all individual disposal records have been input (either by adding records manually under the “Data Entry” tab or by uploading a file with the necessary disposal data) and all facility summaries have been input for the quarter. Note: Counties that report only export disposal data are ready to submit quarterly reports immediately after entering individual disposal data.

The submit process can be completed and the data sent to CalRecycle for review the process checks and verifies the following:

- Facility Information
- BOE Information
- Disposal Ton Information

A. Facility Information

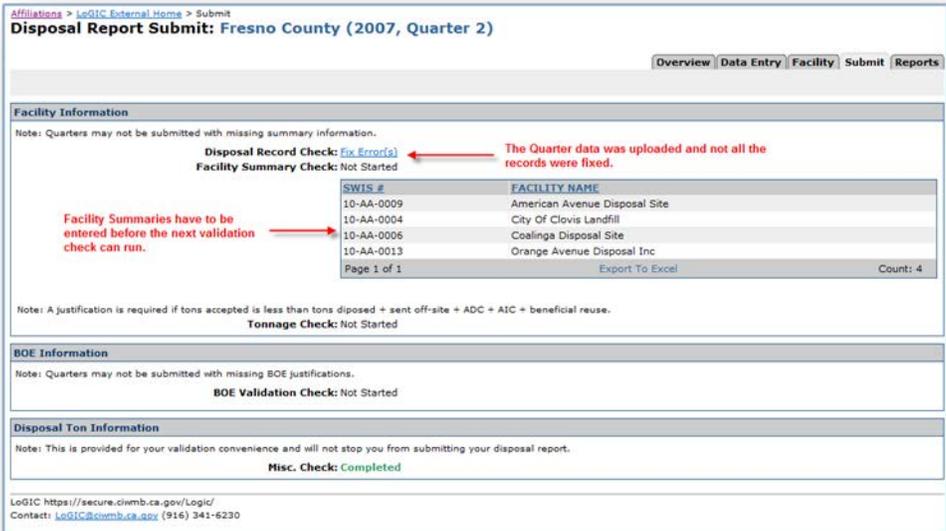
This portion of the submit process reviews all the individual disposal and transformation records that were entered along with matching summary records.

A. Disposal Record Check

If data are uploaded and the disposal type of one or more records could not be determined and has not been fixed, the process will stop and a message will appear next to “Disposal Record Check.” To fix the problem records you may select the “Fix Error(s) link.

Note: If you have to fix errors after you have completed facility summaries you will have to "Edit" each summary to recalculate the balances.

If there are no problems with the uploaded data the message will be “Completed,” and the process will move onto the next step.



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B. Facility Summary Check

The purpose of this step is to ensure that a facility or transformation summary record has been provided for every facility that has a disposal record. A list of missing facility records will be displayed and by selecting the facility name link you will be taken directly into the correct data entry page. After all the facility summaries have been completed the process continues onto the next step.

C. Tonnage Check

This step of the process ensures that each facility summary that does not balance has a justification. You can select the “View” link to open the record or you can select the “Justify” link to go straight to the justification screen. Once the Tonnage Check has been completed the process will move to the next step.

B. BOE Information

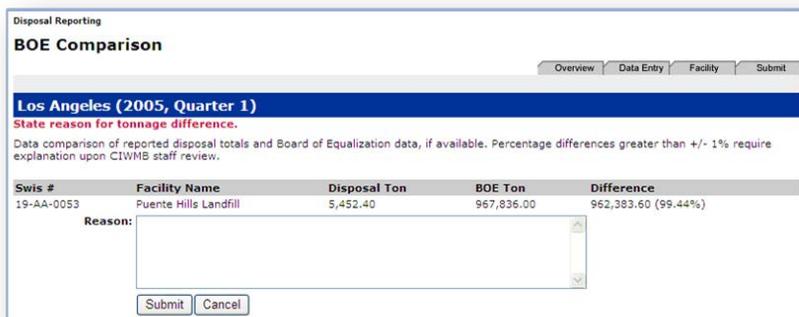
The disposal data entered into the eDRS system is compared to data received from the Board of Equalization (BOE). This check entails comparing the total amount of waste disposed for each landfill (as input by the user in eDRS) with the total tons of disposal reported to the BOE.



If the total ton of disposal does not match the tons disposed as reported to BOE, the user should double check the disposal amounts entered into the eDRS system.

If the disposal amounts are different from one another and the user information is correct:

1. Select the “Justification Required” link to enter an explanation.



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SWIS #	FACILITY NAME	DISPOSAL TON	BOE TON	DIFF (TON)	DIFF (%)
19-AA-0009	Antelope Valley Public Landfill I	0.00	91,328.00	91,328.00	100.00
19-AA-0053	Puente Hills Landfill	5,452.40	967,836.00	962,383.60	99.44
19-AA-5624	Antelope Valley Public Landfill II	3,875.00	0.00	3,875.00	100.00

2. Select “Justify” for each record shown on the “BOE Comparison” page.
3. In the “BOE Comparison” page enter a reason for the difference in the Disposal Ton entered into eDRS and the amount reported to BOE. This justification will be reviewed by CalRecycle staff.
4. Select the “Submit” button to save the information. Once you are back at the list of facilities that require a justification you can either enter a justification for another facility or “View” the justification you have entered already.

SWIS #	FACILITY NAME	DISPOSAL TON	BOE TON	DIFF (TON)	DIFF (%)
19-AA-0009	Antelope Valley Public Landfill I	0.00	91,328.00	91,328.00	100.00
19-AA-0053	Puente Hills Landfill	5,452.40	967,836.00	962,383.60	99.44
19-AA-5624	Antelope Valley Public Landfill II	3,875.00	0.00	3,875.00	100.00

5. Once all the justifications have been completed select the “Submit” tab to return to the submit process and continue to the next step.

C. Disposal Ton Information

This part of the Submit process is informational only. The purpose is to inform users that there was facility disposal data reported to BOE that is not included in the eDRS report. The missing facilities will not stop you from completing the submit process, it is for your information only. CalRecycle staff may review this list and contact you for more information.

Disposal Ton Information

Note: This is provided for your validation convenience and will not stop you from submitting your disposal report.

Misc. Check:

Below are facilities reported to BOE not included in your disposal report.

SWIS #	FACILITY NAME
19-AA-0006	Brand Park Landfill
19-AA-0012	Scholl Canyon Sanitary Landfill
19-AA-0013	Azusa Land Reclamation Co. Landfill
19-AA-0040	Burbank Landfill Site No. 3
19-AA-0050	Lancaster Landfill and Recycling Center
19-AA-0052	Chiquita Canyon Sanitary Landfill
19-AA-0056	Calabasas Sanitary Landfill
19-AA-0061	Pebble Beach (Avalon) Disposal Site
19-AA-0063	San Clemente Island Landfill
19-AA-0838	Peck Road Gravel Pit
19-AA-0849	Nu-Way Live Oak Reclamation, Inc.
19-AA-0853	Sunshine Canyon SLF County Extension
19-AH-0001	Savage Canyon Landfill
19-AR-0008	Bradley Landfill West And West Extension

Submit to CIWMB

D. Completing the Submit Process

Once all the processes and checks have been completed you are ready to complete the submit process.

A rectangular button with a grey border and a light grey background, containing the text "Submit to CalRecycle".

1. Select the "Submit to CalRecycle" button, which is now active.



2. A confirmation message will appear indicating that the report was successfully submitted.
3. You will also receive an email confirming the receipt of the disposal report.
4. The user's information has been submitted to CalRecycle. Please remember to Log out. Thank you for using eDRS.

Part 8: Reporting Due Dates

A. Quarterly report due dates

Due dates are set by regulations as follows:

- 1st Quarter due **July 15**
- 2nd Quarter due **October 15**
- 3rd Quarter due **January 15 of the year following the reporting year**
- 4th Quarter due **April 15 of the year following the reporting year**

B. Quarterly Report Revision Final Date

Counties may revise reports as necessary until the final due date, which is **May 15** of the year following the reporting year. See the section entitled “Revisions of Disposal Data” for directions on filing revised data using eDRS.

Counties may begin entering disposal reports into eDRS for any quarter which shows as “Due” on the Welcome page.

Part 9: Revision of Disposal Data

A. About Revisions

Once data for a given quarter are received by CalRecycle, the county can only make changes to the data by requesting the eDRS administrator to unlock the data.

B. Revising and Submitting Revisions

To revise a previously submitted quarterly report, email the eDRS coordinator at Logic@calrecycle.ca.gov. The administrator will unlock the quarter allowing the user to return to the data to add, edit, and delete records as needed.

After the quarter has been unlocked, enter the revised data as described below.

- Click on the “Due” link to select the applicable quarter from the Welcome page.
- Add any new disposal records by place of origin by entering data as explained in the “Add Instate,” “Add Import,” and “Add Export” sections of this guide.
- Edit disposal records by place of origin following the instructions in the “Edit Instate,” “Edit Import,” and “Edit Export” sections of this guide.
- Delete disposal records by place of origin following the instructions in the “Delete Instate,” “Delete Import,” and “Delete Export” sections of this guide.
- Edit facility summary data, if applicable, as explained in the “Edit Landfill Facility Summary or Transformation Summary” section of this guide.
- Go through the submit process to send the revised report to CalRecycle as explained in the “Submit Tab” section of this guide.

Part 10: Questions and Answers

1. How can I replace data?

Answer: Before a quarterly report has been submitted to CalRecycle, data may be replaced by deleting unwanted records and adding new data records. Refer to the “Delete Instate,” “Delete Import,” and “Delete Export” sections of this guide for instructions on deleting disposal records by place of origin. Refer to the “Add Instate,” “Add Import,” and “Add Export” sections for instructions on adding new data records by place of origin. Refer to the sections “How to Enter Facility Data” and “Editing and Deleting Records within the Facility Tab” for replacing facility summary data.

If a report has already been submitted to CalRecycle, the data can only be replaced by contacting the eDRS administrator at Logic@calrecycle.ca.gov. The eDRS administrator will clear out the previously submitted data, and the county may enter revised data. See the “Revision of Disposal Data” section for more information.

2. Can I enter data after the report has been submitted?

Answer: Once a quarterly report is submitted and received by CalRecycle, the county will not be able to enter data for that quarter. To revise the submitted data, the county will need to contact the eDRS administrator to reset the quarter for data entry. See the “Revision of Disposal Data” section for more information.

3. What will happen to data after it is submitted?

Answer: Once the report is submitted, the county will receive an email from CalRecycle confirming receipt of the report. Jurisdictions will be able to review disposal information reported by the county at this point. CalRecycle staff will review the reports and will contact the county with any questions on the report.

4. What happens at the end of the year?

Answer: At the end of the year, CalRecycle staff will quality check the data in eDRS. Once the data have been reviewed for completeness, the data will be made available on CalRecycle’s web site. An email announcing the posting of the year’s data will be sent to county DRS coordinators.

5. How do I know when a quarter is due?

Answer: Refer to the “Reporting Due Dates” section of this guide for due dates. After logging into eDRS, the Welcome page shows which quarters are due. Reports for quarters marked as “Due” have not been submitted. Clicking on the “Due” link for a given quarter will allow the county to enter data into eDRS.

Part 11: Troubleshooting eDRS Upload Error Messages

The following table shows error messages that may occur when uploading Excel files and the resolution needed to fix the file before uploading again.

In addition to reviewing the County Data Reporting Specification for eDRS, to help ensure a successful upload of an upload file, you should double check the formatting as presented in Format section.

Error Message	Resolution
Columns missing	Delete blank columns following last column: <i>AIC Other Description</i> .
Columns missing	Column(s) may be missing. Columns must match original eDRS upload template. Do not hide columns.
Error input invalid string	Delete any characters: (&, -, \$)
Insert Error XML parsing: semicolon expected Upload failed, please review the specifications for uploading files.	Delete any characters: (&, -, \$)
Insufficient data to determine destination of waste	Delete blank rows following last row that has data.
Insufficient data to determine origin of waste	Delete blank rows following last row that has data.
Invalid record for this disposal quarter	Ensure quarter on upload sheet matches quarter selected in eDRS.
Invalid record for this disposal year	Ensure disposal year on upload sheet matches report year selected in eDRS.
Invalid SWIS Number for your county	Landfill is not required to be reported by your agency.
No data to upload	Upload sheet with data should be the only worksheet in the file, so delete other worksheets.
Record does not belong to reporting entity	Example: "Alameda County" should be listed as "Alameda" under reporting entity.
Record does not belong to reporting entity	Example: "ContraCosta" should be listed as "Contra Costa" under reporting entity.
Record does not belong to reporting entity	Delete subtotals and grand totals.
Record does not belong to reporting entity	County name may be incorrect. If reporting entity is "Alameda" there cannot be another entity name.
Record does not belong to reporting entity	Delete header. First row should contain column titles only.
Required information missing	Delete blank rows following last row that has data.
Required information missing	Delete subtotals and grand totals.
Required information missing	"Tons Accepted" or "Disposed/Transformation Tons" cannot be blank. Must be zero or other numeric value.
Required information missing AND insufficient data to determine origin of waste/destination of waste	Delete blank row.
Tonnage must be numeric and positive	Delete header. First row should contain column titles only.
Too many fields defined	Go to 1) "File" 2) "Print Area" 3) "Clear Print Area."
Total tons accepted cannot be less than tons disposed + ADC + AIC	Check values for the applicable records and ensure that disposal + ADC + AIC tonnage does not exceed accepted tonnage.
Uploads only a portion of data. (Not a specific error message. This can be seen on the "Overview" page).	Remove any page breaks in the excel template.