

# Electronic Disposal Reporting System (eDRS) Manually Entering Disposal Data

CalRecycle

# Background

## eDRS

- Developed by CalRecycle to automate submittal of disposal information in 2006.
- Part of Local Government Information Center (LoGIC).
  
- There are two ways to enter information into eDRS:
  - Upload
    - Import a formatted excel sheet into eDRS  
Primarily used by large counties-accepting waste from multiple jurisdictions (more than 20 entries).
  - **Manual entry**
    - Enter-data line by line into eDRS.  
Primarily for small counties accepting waste from only a few jurisdictions (fewer than 20 entries).

# LoGIC

Image: LoGIC Log-on - this is where you log in to enter your DRS data

Local Government Information Center (LoGIC) v2.29 Auth

### Local Government Information Center Sign-In

Email Address:  Next

 

Local Government Information Center (LoGIC) <https://secure.calrecycle.ca.gov/Logic/>  
Contact: [LoGIC@calrecycle.ca.gov](mailto:LoGIC@calrecycle.ca.gov) (916) 341-6230

How to log in to LoGIC:

- To access eDRS , log in to the LoGIC database located at:  
<https://secure.calrecycle.ca.gov/LoGIC/SignIn.aspx>
- If you don't already have access contact the Disposal Report Coordinator ([drs@calrecycle.ca.gov](mailto:drs@calrecycle.ca.gov)) to receive permission to the eDRS portion of LoGIC.

# LoGIC

Local Government Information Center (LoGIC) v2.29 Authorized Use Only [Home](#) | [Reports](#) | [Help](#) | [Sign](#)

[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
<b>JURISDICTION NAME</b>	<b>COUNTY NAME</b>
<a href="#">Adelanto</a>	<a href="#">Alameda</a>
<a href="#">Agoura Hills</a>	<a href="#">Alpine</a>
<a href="#">Alameda</a>	<a href="#">Amador</a>
<a href="#">Alameda-Unincorporated</a>	<a href="#">Butte</a>
<a href="#">Albany</a>	<a href="#">Calaveras</a>
<a href="#">Alhambra</a>	<a href="#">Colusa</a>
<a href="#">Aliso Viejo</a>	<a href="#">Contra Costa</a>
<a href="#">Alpine-Unincorporated</a>	<a href="#">Del Norte</a>
<a href="#">Alturas</a>	<a href="#">El Dorado</a>
<a href="#">Amador City</a>	<a href="#">Fresno</a>
<a href="#">Amador County Integrated Solid Waste Management Agency</a>	<a href="#">Glenn</a>

Image: LoGIC Homepage- This is where you navigate to the appropriate county to begin entering data

- Once you log into LoGIC, go to *External Logic* from the left navigation bar and you will see the areas that you have been granted permissions:
  - Jurisdiction access allows staff to tracking disposal and work on the Electronic Annual Report (EAR)
  - County access allows staff to enter Disposal reports and review county disposal data
- To begin entering data into eDRS, click on the county you're entering a report for.

# eDRS

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[Affiliations](#) > [LoGIC External Home](#)

## Welcome to the Local Government Information Center (LoGIC)

### Reporting for Alameda County!

Welcome to CalRecycle'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 CalRecyc about your city, county or CalRecycle-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 CalRecycle. 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.

**Official Primary County Contact:** [Meghan Starkey](mailto:mstarkey@stopwaste.org) ([mstarkey@stopwaste.org](mailto:mstarkey@stopwaste.org)) (510) 891-6500

[DRS Contacts by County](#)

#### Recent Disposal Report Filed for Alameda

REPORT YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
2010	<a href="#">Received</a>	<a href="#">Due</a>	<a href="#">Due</a>	<a href="#">Due</a>
2009	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>
2008	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>
2007	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>
2006	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>	<a href="#">Finalized</a>

Page 1 of 1 Count: 5

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.calrecycle.ca.gov/LGCentral/DRS/Reports/default.asp>.

Image: LoGIC County Homepage- This is where you navigate to enter data into a particular quarter for a county (options in the table)

- Once you've selected the county, you'll see the years, quarters and current statuses on the county's homepage:
  - Due: Hasn't been submitted to CalRecycle
  - Received: Submitted to CalRecycle for review
  - Approved: CalRecycle has reviewed the information
  - Finalized: CalRecycle has completed the year, and posted the information to the web.
- Click on the appropriate quarter to enter data into eDRS.

# eDRS Quarter Overview

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Affiliations > LoGIC External Home > Overview

## Quarterly Disposal Overview: Alameda County (2010, Quarter 2)

Overview Data Entry Facility Submit Reports

External LoGIC  
Request Access  
Update Contact Info  
External System Admin

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 CalRecycle.

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

Local Government Information Center (LoGIC) <https://secure.calrecycle.ca.gov/Logic/>

Image: LoGIC Data Entry homepage- this is where you begin if you are going to upload or manually enter data for a quarter.

- On this page you can view disposal amounts by type
  - Instate: Waste disposed from jurisdictions in California
  - Import: Waste disposed from Indian Nations, outside California, or from another country
  - Export: Waste sent out of California for disposal in another country, or US State.
  - Transformation is for waste that is converted into energy at a permitted facility
- Upload Disposal Report: Used to import the formatted excel file into eDRS.
- Delete Quarter: Used to remove all entered information for the quarter.

# eDRS: Data Entry Tab

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Affiliations > LoGIC External Home > Data Entry

### Quarterly Data Summary: Alameda County (2010, 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:

Definitions Show

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

Disposal Records by Facility

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Contact: [LoGIC@calrecycle.ca.gov](mailto:LoGIC@calrecycle.ca.gov) (916) 341-6230

Image: LoGIC Data Entry page- this is where you go to begin manually entering data for a particular quarter into LoGIC)

- There are three ways to manually enter disposal data:
  1. Mouse over Data Entry tab and select the disposal type. (Instate, Import, Export) After you select the type click the “Add (Disposal Type)” button that will be displayed **OR**
  2. Click on Data Entry Tab, and select the disposal type from the selections that appear **OR**
  3. Click on the number under the appropriate column for the disposal type, and in the row Solid Waste Disposal. Then click the “Add (Disposal Type)” button that will be displayed.
- ADC/AIC are totaled all together and not by material type under instate disposal.

# eDRS: Instate entry

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.

enter (LoGIC) v2.29 Authorized Use Only  
Affiliations > LoGIC External Home > Data Entry > LF-Instate > LF-Instate Detail  
Instate Landfill Disposal Detail: Alameda County (2010, Quarter 2)

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:		
*Description of Other:		

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

Trusted sites | Pr

## STEPS:

1. Select *the Destination facility* for the entry
2. Begin typing in the *Place of Origin*. As you enter a name, the system will begin to offer options of the place name.
3. Enter (if needed) *Origin Unknown* (for waste that the facility failed to collect origin info on for varying reasons.)
4. Enter *Total Tons of waste accepted* from the Place of Origin (no soil)
5. Enter *Total tons of Waste disposed*.
6. Enter any ADC or AIC by material type that was separated out from the Place of Origin.
7. Once the entry is completed, select *Save* at the top or bottom.
8. To enter more entries simply click the "Add ( Disposal type)" button

**Note: Total Tons accepted is > or = to Total Tons Disposed + ADC + AIC**

# eDRS: Import entry

enter (LoGIC) v2.29 Authorized Use Only Home | Report

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

### Import Landfill Disposal Detail: Alameda County (2010, Quarter 2)

Overview | Data Entry | Facility | S

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: Select a location type

Total Tons Accepted (excluding soil):

Total Tons Disposed:

Facility Log

**Alternative Cover (Soil is not an Alternative Cover)**

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

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

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.

## STEPS

Select the *Destination Facility*.

1. Select the *Origin Location Type*:

- Out of Country: will be asked the Country of Origin
- Out of State: will be asked the State of Origin
- Indian Country: will be asked the State in which the Indian tribe resides, and the Indian tribe's name.

2. Enter *Total Tons of waste accepted* from the Place of Origin (no soil)

3. Enter *Total tons of Waste disposed*.

4. Finally enter in any ADC or AIC by material type that was separated out from the Place of Origin.

5. Once you've completed the entry, select *Save* at the top

6. To add more entries, click "Add ( Disposal type)" button

**Note: Total Tons accepted is > or = to Total Tons Disposed + ADC + AIC**

# eDRS: Export entry

Image: LoGIC Data Entry Form- this is the form you fill out with DRS information for the appropriate quarter.

Center (LoGIC) v2.29  
Affiliations > LoGIC External Home > Data Entry > LF-Export > LF-Export Detail  
**Export Disposal Detail: Alameda County (2010, Quarter**

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 Country: ---

Disposal Export Tons: \*

Save Cancel

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

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### STEPS

1. Begin typing in the *Place of Origin*. As you enter a name, the system will begin to offer options of the place name.
2. Select the *Facility Type* the waste was sent:
  - Out of Country: will be asked the destination Country.
  - Out of State: will be asked the destination State and the name of the Facility that received the waste
  - Indian Country: will be asked the State in which the Indian tribe resides, and the Indian tribe's name
3. Enter the amount of waste that was exported.
4. Once you've completed the entry, select *Save* at the top
5. To add more entries, click "Add ( Disposal type)" button

**Note: Any waste that is sent to a landfill out of state does not receive any credit for material diverted. (ADC/AIC, Beneficial Reuse, or materials Recycled)**

# eDRS: Facility Tab

## STEPS

1. Use Facility Summary form submitted with disposal data.
2. By clicking on the facility tab and selecting Add a Facility Summary, you'll see the displayed page.
3. Select the *Facility* that you intend to enter information about.
4. Total Tons Accepted, Disposed, any ADC, or AIC will be populated from Jurisdiction entries.
5. Complete *Total Tons of Soil Used Onsite*, if any.
6. Complete *Tons Sent Off Site for Reuse, Recycling or Composting*.
7. Select how often the origin of waste is collected, or select *Other* and provide a description.
8. Check as many boxes needed to explain how the place of origin is determined by a load.
9. Enter either the In-Place Density **and** Waste-to-Cover Ratio, **-OR-** the Air Space Utilization Factor for the landfill.
10. Enter any beneficial reuse used on site, and enter it under the appropriate material type.
11. Once all this information has been entered, click on *Save*.

Image: LoGIC facility summary form- this is the form you fill out with DRS information for the appropriate quarter.

LoGIC Home > Affiliations > LoGIC External Home > Facility > Landfill Facility Summary Detail  
 Landfill Facility Summary Detail: Alameda County (2010, Quarter 2)

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

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

Save Cancel

**Facility Tonnage Information**

Facility Name: Select a facility

Total Tons Accepted\* (excluding soil):

Total Tons Disposed:

Total Tons of Soil Used Onsite:

Tons Sent Off Site for Reuse, Recycling, or Composting:

**Tracking Frequency**

Waste Origin: Select a tracking frequency

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)

**Please complete either items (1A and 1B) OR item 2**

1A. In-Place Density: (lbs per cubic yard)

1B. Waste-to-Cover Ratio: (Ratio format: 9:9)

OR

2. Air Space Utilization Factor: (tons per cubic yard)

**Onsite Reuse**

	Alternative Daily Cover Tons	Alternative Intermediate Cover Tons	Other Beneficial Reuse Tons
Green Material:			
Auto Shredder:			
Construction & Demolition:			
Contaminated Sediment:			
Sludge:			
Tires:			
Mixed:			
Compost:			
Ash:			
Other:			
Total:			

**Facility Disposal Calculation**

Total Tons Accepted\*

ADC Total\*

AIC Total\*

Tons Sent Off Site

Other Beneficial Reuse

Calculated Total

Tons Disposed\*

Difference

Definitions (Show details...)

**Justification Notes**

Save Cancel

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

# eDRS: Facility Disposal Calculation

Image: LoGIC County Facility Summary Page- this is an image of the facility disposal calculation box located in the upper right hand corner of the online form. This slide explains the importance of balancing facility summary reports.

**Facility Disposal Calculation**

Total Tons Accepted\*  
ADC Total\*  
AIC Total\*  
Tons Sent Off Site  
Other Beneficial Reuse  
**Calculated Total**  
Tons Disposed\*  
**Difference**

Definitions (Show Details...)

**Justification Notes**

Total tons accepted = Total tons disposed + Total Tons sent off site for Recycling + ADC + AIC + Beneficial Reuse

- If after you click save, you get the message “Your Facility Totals Are Out Of Balance,” enter a justification in the *Justification Notes* section. The message means that the numbers do not equal the equation shown to the right.
- To see how much the information is off, refer to the *Facility Disposal Calculation* box at the top right of the screen.
- A reason for the difference (such as rounding) must be entered before you can *Save*.
- Click *Save* again, and the information is saved.
- Repeat this process for all facilities.

# eDRS: Submit Tab

Image (Right): LoGIC Quarter Submit tab- This page does certain checks to ensure your data is complete before you submit your data to CalRecycle

Image (Bottom): LoGIC pulls information from the Board of Equalization (BOE) and if there is a difference between totals reported in LoGIC and to BOE of more than 1 percent you are required to provide a justification.

Center (LoGIC) v2.29 Au

[LoGIC Home](#) > [Affiliations](#) > [LoGIC External Home](#) > [Submit](#)

## Disposal Report Submit: Colusa County (2010, Quarter 1)

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**Facility Information**

Note: Quarters may not be submitted with missing summary information.

**Disposal Record Check: Completed**  
**Missing Facility Summaries: Completed**

Note: Disposal data may have changed for the following summaries. Please resave the summary to verify calculations.

**Modified Facility Summary Check: Completed**

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**BOE Information**

Note: Quarters may not be submitted with missing BOE justifications.

**BOE Validation Check: [Fix Errors\(s\)](#)**

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**Disposal Ton Information**

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

**Misc. Check: Completed**

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After entering all the information in the Entry Tab and Facility Tab, you can move on to the submit tab.

1. *Disposal Record Check*: verifies that all the disposal records have a valid place of origin.
2. *Missing Facility Summaries*: ensures that all the facilities have their summaries completed.
3. *Modified Facility Summary Check*: ensures that no changes have occurred after the facility summaries were entered without the user verifying the changes.
4. *BOE Validation Check*: Compares the numbers reported inside DRS with the amounts that the landfill paid to BOE. -If there is a difference of more than 1 percent the system will prompt you for a justification. -To enter a justification, click on "Fix Errors(s) and you will be taken to a page (Shown below) that will show you the percentage difference. Click on "justify, and enter the justification for the difference in the amounts" (e.g. Submitted updated BOE amount.)
5. *Misc Check* will verify that all the information has been entered correctly and that there are no other errors with the quarters.
6. Once this is all completed, click *Submit to CalRecycle*, which will be displayed at the bottom of the screen.

Data comparison of reported disposal totals and Board of Equalization data, if available. Percentage differences greater than +/- 1% require explanation upon CalRecycle staff review.

SWIS #	FACILITY NAME	DISPOSAL TON	BOE TON	DIFF (TON)	DIFF (%)	
06-AA-0002	Stonyford Disposal Site	2,065.50	65.00	2,000.50	96.85	<a href="#">Justify</a>
Page 1 of 1		<a href="#">Export To Excel</a>			Count:	