

Electronic Disposal Reporting System (eDRS) Uploading Disposal Data

CalRecycle

Background

eDRS

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

LoGIC

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 (916) 341-6230

Image: LoGIC Login page

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 please contact the Disposal Report Coordinator:
drs@calrecycle.ca.gov

LoGIC

Image: LoGIC homepage- this is where you can navigate to upload and review data for your county and review any data for jurisdictions you have permissions to view.

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

- 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 track 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 that you're uploading a report for.

eDRS

Image: LoGIC County homepage- this is the homepage for the county you have permissions to edit. From here you can select a quarter you wish to add data to.

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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](#) (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	Received	Due	Due	Due
2009	Finalized	Finalized	Finalized	Finalized
2008	Finalized	Finalized	Finalized	Finalized
2007	Finalized	Finalized	Finalized	Finalized
2006	Finalized	Finalized	Finalized	Finalized

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>.

- Once you've selected the county, you'll see the years, quarters and current statuses:
 - 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 upload a report into eDRS.

eDRS Quarter Overview

Image: LoGIC County quarter homepage – from here you can add data for the quarter (listed at the top of the page)

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

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

[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 CalRecycle.

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

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

- 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: Format excel worksheet

STEPS:

1. Open excel worksheet for selected county and quarter
2. Check for correct number of columns (A through AJ).
3. Unhide any columns.
4. Remove extra columns or rows.
5. Clear print area.
6. Copy to a new tab in the excel book.
7. Paste special, "Values"
8. Delete all sheets (tabs) except new template sheet with values.

eDRS: Excel Worksheet

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

Reporting Entity	Report Year	Report Quarter	Place of Origin	County of origin	State of Origin	Country of Origin	Origin Unknown Code	Destination Facility Name	SWIS Number	Destination State	Destination Country
Alameda	2008	1	Alameda	Alameda County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Alameda Unincorporated	Alameda County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Carson City		NV			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Stockton	San Joaquin County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Sacramento County	Sacramento County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Burbank	Los Angeles County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	San Francisco	San Francisco County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Cache Creek Casino			Rumsey Wintun Indians		Altamount Landfill	01-AA-0009		
Alameda	2008	1	Sacramento	Sacramento County	CA			Altamount Landfill	01-AA-0009		
Alameda	2008	1	Mexico			Mexico		Altamount Landfill	01-AA-0009		
Alameda	2008	1	Albany	Alameda County	CA						Mexico

STEPS:

1. Check column headings.
2. Column headings must match excel template
3. Column headings must be in Row 1.
4. Delete all sheets (tabs) except formatted sheet with values.

eDRS: Columns A – D Instructions

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

	A	B	C	D
1	Reporting Entity	Report Year	Report Quarter	Place of Origin
2	Alameda	2008	1	Alameda
3	Alameda	2008	1	Alameda Unincorporated
4	Alameda	2008	1	Carson City
5	Alameda	2008	1	Stockton
6	Alameda	2008	1	Sacramento County
7	Alameda	2008	1	Burbank
8	Alameda	2008	1	San Francisco
9	Alameda	2008	1	Cache Creek Casino
0	Alameda	2008	1	Sacramento
1	Alameda	2008	1	Mexico
2	Alameda	2008	1	Albany

No abbreviations, no punctuation, and no symbols in any names in any columns (Columns A-AJ).

Column A Reporting Entity

- County only: Correct: Los Angeles, Napa
Incorrect: LA County, Napa County. No abbreviations

Column B Report Year

- Verify year report is submitted for

Column C Report Quarter

- Check quarter entries, only use 1, 2, 3, 4 - not 1st, 2nd, 3rd, or 4th

Column D Place of Origin (No abbreviations)

- Verify spelling
- Spell out Unincorporated (no Uni)
- No hyphens or parentheses in place of origin names Correct: Cardiff by the sea Incorrect: Cardiff-by-the-sea
- Remove “city” Correct: Elk Grove Incorrect: City of Elk Grove
- Be careful not to remove “City” in Nevada City, Crescent City, Suisun City
- Imports—origin state or country
- Indian Country—name (also in Country of Origin column)

eDRS: Columns E – H Instructions

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

E	F	G	H
County of origin	State of Origin	Country of Origin	Origin Unknown Code
Alameda County	CA		
Alameda County	CA		
	NV		
San Joaquin County	CA		
Sacramento County	CA		
Los Angeles County	CA		
San Francisco County	CA		
		Rumsey Wintun Indians	
Sacramento County	CA		
		Mexico	
Alameda County	CA		

Column E County of Origin. No abbreviations.

- Verify that the county names are spelled correctly and they are county names
Correct: Los Angeles, Sacramento. Yuba/Sutter—use Yuba. Incorrect: LA, Sac, County of Napa
- Imports: leave blank.
- Indian Country: leave blank

Column F State of Origin

- CA or another 2 letter state abbreviation.
- Indian Country state location is placed here, such as CA

Column G Country of Origin

- Enter US for all US states
- Spell out other countries (i.e., Mexico, Canada) and Indian Country names

Column H Origin Unknown Code

- Blank unless there is no Place of Origin (D)
- Will be either “No Gate Attendance” (1) or “Hauler/Landfill not in Compliance” (2).

eDRS: Columns I – L Instructions

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

I	J	K	L
Destination Facility Name	SWIS Number	Destination State	Destination Country
Altamount Landfill	01-AA-0009		
			Mexico

Column I Destination Facility Name (No abbreviations)

- Check that the destination facility name corresponds with the correct SWIS number
- Destination names are important for Exports out-of-state - some common export facilities are Lockwood Landfill, NV; Carson City Landfill, NV
- Out-of-state destination facilities have no SWIS numbers

Column J [SWIS Number](#) Confirm the SWIS number corresponds to the correct Destination Facility name

- Check for the correct 2-digit county code, corresponding letter, and the 4-number facility designation
- SWIS number parts are separated by hyphens (-) Example of correct format: 21-AA-0001
- Export to another state or to Indian Country: leave blank

Column K Destination State

- Usually CA
- Export: Common states or Oregon (OR), Nevada (NV) and Arizona (AZ)

Column L Destination Country

- Usually US
- Export out of US, spell out country name (e.g., Mexico, Canada)

eDRS: Columns M – N Instructions

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

M	N
Tons Accepted	Disposed/
330	250
250	200
100	100
50	45
150	130
35	30
55	50
10	5
20	15
50	15
20	15

Column M Tons Accepted

- Always has a number—even if same as disposed or exports
- No more than 2 decimal places (e.g., 150.75)
- Match equation: tons accepted = tons disposed + ADC + AIC (+ Beneficial Reuse + Tons Recycled)
- Beneficial reuse and tons recycled are shown on Facility Summary Report (FSR), report equation includes tons accepted = tons disposed + ADC + AIC.

Column N Tons Disposed

- Actual waste disposed at landfill or transformed - no more than 2 decimal places
- Export numbers here (as well as in Tons Accepted)
- Always has a number—even if 0
- Equal or less than Tons Accepted

eDRS: Columns O – Y Instructions

Image: Excel Worksheet- an example of how to fill out the formatted excel spreadsheet provided by CalRecycle staff.

O	P	Q	R	S	T	U	V	W	X	Y
ADC Ash	ADC Auto	ADC CD	ADC Compost	ADC Contaminated	ADC Green Waste	ADC Mixed	ADC Sludge	ADC Tires	ADC Other	ADC Other Description
					50					
					50					
					5					
	20									
	5									
		5								
		5								
									5	MRF Fines
									5	MRF Fines
									5	MRF Fines

Columns O – X ADC

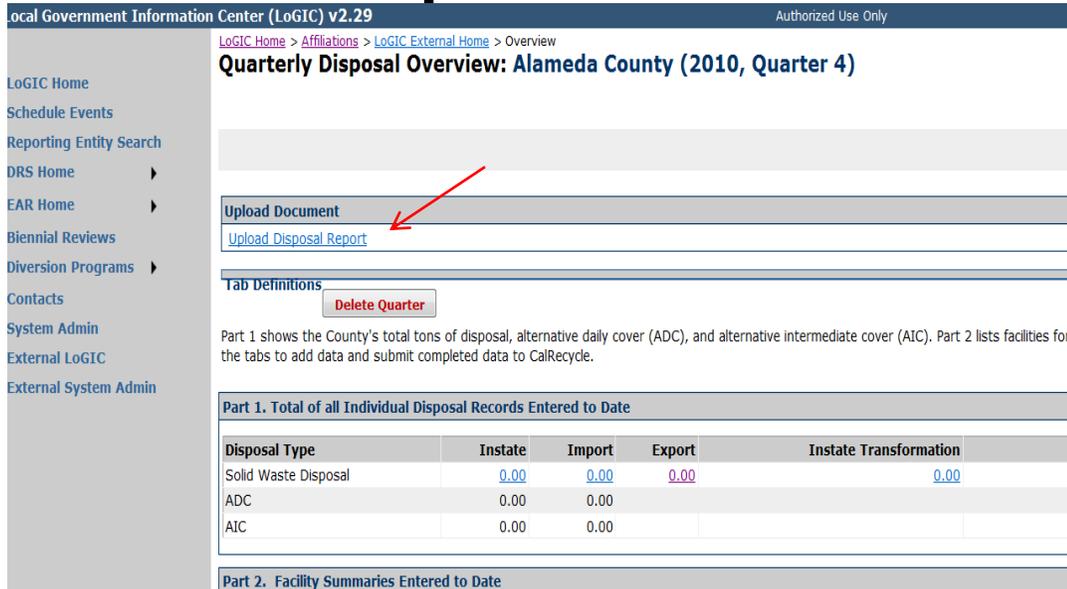
- Breakdown of various ADC types.
- Complete for each ADC type separately
- No more than 2 decimal places (e.g. 50.55)

Column Y ADC Other Description

- Filled out if a number was placed in ADC Other
- Do not include characters in descriptions. (e.g., C&D—use CD)

eDRS: Upload Document Instructions

Image: LoGIC County Quarter homepage- by clicking on “Upload Disposal Report” (by the arrow) you can choose a file to upload for the quarter.



Local Government Information Center (LoGIC) v2.29 Authorized Use Only

LoGIC Home > Affiliations > LoGIC External Home > Overview

Quarterly Disposal Overview: Alameda County (2010, Quarter 4)

Upload Document (highlighted with a red arrow)

[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 the tabs to add data and submit completed data to CalRecycle.

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

Part 2. Facility Summaries Entered to Date

STEPS:

1. Save excel upload sheet just reviewed
2. Follow earlier steps to Login to LoGIC
3. Go to External LoGIC
4. Choose county and county quarter
5. Click on *Upload Disposal Report*
6. Browse to correct file
7. Click on *Upload*.
8. If *Upload* not successful, refer to “Common Upload Error Examples.”
9. Consult with Disposal Report Coordinator if you have any questions (drs@calrecycle.ca.gov)

eDRS: Upload Successful

Image: LoGIC County Quarter homepage- If your upload is successful you will get a green “upload successful” message at the top of the homepage

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

Quarterly Disposal Overview: Kern County (2010, Quarter 4)

Overview Data Entry Facility

Upload successful!

Tab Definitions

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. Use the tabs to add data and submit completed data to CalRecycle.

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

Disposal Type	Instate	Import	Export	Instate Transformation	Import Transformation
Solid Waste Disposal	181,860.81	0.46	0.00	0.00	0.00
ADC	6,317.11	0.00			
AIC	0.00	0.00			

Part 2. Facility Summaries Entered to Date

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

If your upload is successful a green “Upload Successful!” message will be displayed on the overview page after step 7 on the previous slide.

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 County Facility Summary Page- this is where you enter any facility reports in LoGIC

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 haulers at gatehouse
Origin obtained from other facility operators
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.

enter (LoGIC) v2.29 Au

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

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

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

BOE Information

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

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

Disposal Ton Information

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

Misc. Check: Completed

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

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	Justify
Page 1 of 1		Export To Excel			Count:	