

Transcript for “Webinar, Part 2: Uploading Data”. This section covers how to properly format and upload the disposal report excel spreadsheet and addresses common errors, troubleshooting, and questions from the webinar audience. This section is 32 min., 21 sec. long.

[Presentation begins on CalRecycle’s eDRS webpage-all resources are now found on the County Training DRS webpage]

For those of you that are looking at potentially doing uploads or reporting your data basically, if you go the DRS home page and you go to eDRS, so in this case we clicked eDRS, you scroll down, basically it gives you a brief description of what eDRS is, and it will give you an excel template and a word document that will help you do your reporting. In this case if you click on this “Data Specification Template for Electronic Upload” *[presenter clicks on link- excel spreadsheet opens]*, it will basically pop up with a blank template. This template is what is necessary to do an upload, it has the appropriate columns which goes from ‘A’ all the way to ‘AJ’. These are the varying columns that you have to fill out for the particular report. Next document that will be useful for you for those people that are going to do uploads *[presenter goes back to the eDRS webpage]* is this “County Data Reporting Specifications for eDRS”. *[Presenter clicks on link- takes a moment to open Word document]* You’ll notice that it talks about each of the particular columns, what type of field it is, be it Alphanumeric (meaning words), length (how long it can be), and a definition of what is actually meant to go there. So in the case of report year integer being a number, the length being 4, so in this case a four digit numeric year, so in this case we’re doing 2013, so that’s 2-0-1-3 *[says numbers out loud]*. Report quarter is an integer, with a length of 1, so it would be 1, 2, 3, or 4 representing the particular quarter that you’re working on. And it goes on again to specify the place of origin, county of origin, state of origin, and these are the corresponding columns on that blank template and it gives you what is necessary or what needs to go in that particular field so that way you can upload your particular report. So once you’ve filled out a blank template and you are going to go and upload, *[opens sample upload template]* here let me show you what a filled out template looks like, you can see reporting entity, report year, report quarter, place of origin, country of origin, state of origin, and you fill out all the appropriate fields, tons accepted, tons disposed, any ADC or AIC, ADC being Alternative Daily Cover, and AIC being Alternative Intermediate Cover, so you’ll see all that. So, there’s that. *[Ends sample template overview at 3:07, begins navigation]*

[3:13 presenter navigates to the LoGIC overview page for Sacramento County’s 1st Quarter]

To do an upload you go to LoGIC or go back here and we’re starting from a blank overview page. In this case, the overview page is where you would see the appropriate data. If in-state, imports, exports: Imports being from an Indian Reservation or out of the state or out of country, exports being waste that originated from within the state and exported out and transformation being the waste that was transformed at one of the three permitted facilities with one being in Stanislaus and the other two being in Los Angeles.

[3:52 presenter clicks “Upload Disposal Report” which navigates to a new page within LoGIC]

So if you click of a disposal report it gives you the option to browse for the file. Select browse, select the file that you want to upload, and you select upload.

[4:10 presenter navigates to overview page after uploading document, there is now green text displayed on the overview page]

You'll get this little green bar saying that the upload was successful, and if you do end up with this yellow bar, it basically means that it wasn't able to determine the actual place of origin for a particular record.

[4:20 presenter clicks "Determine Disposal Type" which takes the user to a new page]

So if you click on "Determine Disposal Type", it will give you the details of that particular record that it had an issue with.

[4:28 Question asked by the webinar audience via webinar chat room- question is inaudible, but answer is below]

You can use any version of Excel for the template. My recommendation is just use the '.xls' version, which I think is all the way up to 2007. There's extra formatting the newer version which may cause some problems. So if you save the file as '.xls', you tend to eliminate some of the issues that you might have in uploading. So you can use any version of excel.

[5:04 Presenter returns to "Determine Disposal Type" example]

So, we'll get back to this record that you need to work on. It give you the information that it had, so if you have a place name it would give you that, the county, the state, country, in this case in our cell we had "Indian Nation". It wasn't able to determine that, so if you go to disposal record type, click this drop-down *[presenter clicks down arrow next to the "Disposal Record Type" field, and lists the options]*, you'll notice that it's from California to California but not from an Indian Reservation, or disposal from another US state, from another country, from an Indian reservation. Those three *[four]* represent all imports and the next three being all those that represent exports: to another state, to another country, or to an Indian Reservation. In this case, we're saying it came from an Indian reservation, so you select that option *[presenter selects "Disposal from an Indian Reservation" on drop down menu, this causes two more fields to be highlighted as required]*. You can't really see it, I don't know if you can on your monitors, but these fields are a little bit darker. These two fields need to be filled out. Simply select the state which is located in *[presenter selects California from drop down menu on the "State" field]*, and then you type in whatever Indian Nation name it is. So, you have to type *[presenter types part of the name]* like that you see *[a list populates of options the user can pick]*. If you start typing in a name and you don't see it *[presenter begins typing "red hawk" and "Unknown Indian Country" is the only option that populates]*, it will prompt you with the "Unknown Indian Country", so you would select that and you hit save

[6:31 presenter selects "Save" at the top left of the screen, this returns him to Sacramento County's 1st Quarter Overview page].

Once you save off all your records it will then eliminate that yellow bar and will now say “Your changes have been saved successfully”. Once you've gotten that bar fixed, and you have no more errors, you notice that below that it has particular columns in the data in the totals for the disposal that occurred for that particular type. So in-state being 260, imports being 115, exports is 90, and if you look over to the right it will list some totals.

[7:07 presenter returns to example upload excel spreadsheet]

If you go back your file, and this is a good thing to do if you do uploads to make sure that all the records were taken into the system. Scroll over, look at your disposed, simply select all those records [*presenter selects all cells in “Disposed/Transformation Tons” column, sum populates in the bottom tool bar of excel*], you can see a sum at the bottom or if you right-click down here you have the option [*presenter right clicks bottom tool bar, sum can be selected from a list of other tools*], to put sum there. But just look at the total. In this case we have 465 tons as disposed.

[7:36 presenter returns to Sacramento 1st Quarter overview page in LoGIC]

We can go back to look at the particular quarter and we will notice that for the total we also have 465 and it is important to make that comparison to make sure that all the records were taken into the system and nothing was skipped. It's just a double check and you can do this for the alternative daily cover, and if you do you have any intermediate cover you can also do that as well.

[8:00 presenter navigates back to the sample excel spreadsheet]

It is pretty much the same, where you select all the different material types [because it] could be any of those in all cells and again, verify that total is the same total here as well [*presenter selects all cells in columns that say “ADC”, sum is displayed on bottom right tool bar*].

[8:16 Presenter returns to LoGIC overview page]

Now let's go on to some potential errors that you might come across as you do these reports. So say you had an issue down here or you ran into some problems, we'll look at some of those errors that way you guys aren't surprised if you come across it I'll show you here.

So we'll delete the quarter. Simply click “Delete Quarter” [*presenter clicks “Delete Quarter in upper left corner of the overview, pop-up appears asking “Are you sure you want to delete all disposal records for this quarter?”*], it will ask if you want make sure, and you hit okay [*presenter selects “OK”, quarter is now deleted, all totals are back to 0*]. It will then erase all the data that you had entered in that particular quarter. Since we've eliminate all the data in that quarter we now have the option to re-upload a disposal report.

[9:00 presenter selects “Upload Disposal Report”, taken back to the upload page]

If you select “Upload Disposal Report” again, click browse. In this case we'll look at our first errors, select upload [*presenter uploads file- webpages updates to contain a table with errors*] and you can look at

what particular errors that might come up. In this case we're showing you some examples of different errors that might occur. In this case, it tells you what that record is, some of the basic information for that record. In this case, Sacramento, 2012, Quarter 1, record number (this being which row it actually is in), and what that error is and what it actually means. In this case it involved records for this disposal year. You look at the next one, it is record number three, has the same column error or issue, but is actually telling us this time that it's actually the quarter that's incorrect. We look down a little bit more, this one is for record number four and this one is saying tons accepted and the error message is that the total tons accepted cannot be less than the tons disposed plus ADC, plus AIC. So the last error, in this case it is saying that the reporting entity was El Dorado, and the error being the reporting entity, and the record does not belong to the reporting entity. For those of you that have been working on DRS for a while, you do know that you are only responsible to report for any waste that you export as a county or for any landfills that operate in your county. So you do not have to report for any landfills that are located in another county.

[10:48 presenter navigates back to excel template that was previously uploaded]

So if we go back and look at the particular excel that we uploaded we can look at those errors. In this case, if you recall, this record was for the wrong year. We simply have to correct that issue. And that was row number two. For row number three we have the issue of the quarter. We select that one and change the quarter. If we recall, row number four was being a more complex error [*presenter navigates back to the upload page to go over the error message*], in that total tons accepted cannot be less than the tons disposed, plus ADC, plus AIC. We go back and look at this one and we want to scroll to the right, you'll notice that, if you highlight this [*presenter highlights row 4 from "Tons Disposed/Transformed" to "ADC Other"*]- note that he scrolls to make sure no entries were in the AIC row for that jurisdiction), you've got to make sure that you select any ADC and AIC as well. It's important to note that this does take into consideration rounding. So if you have 35.2498 it will round it up, so watch your rounding, it does look at that and if it does round up to be .01 higher on your disposed, plus ADC, plus AIC, [than your tons accepted] it will prompt you for that error as well, so for this case it's obvious that if we are disposing of 35, and over here we have 10, we've simply got to adjust either being the disposed needs to go down or the accepted needs to go up. In this case we're going to assume the disposed is correct and simply adjust it back up to 35. Lastly, the reporting entity for El Dorado, if that's a mistake you simply have to correct it to be for Sacramento, and then that's it. So, one thing to note is, once you've made these fixes, you have to save the file. It looks at the last saved version, so if you make those changes and you go back and try to upload your report and you did not save it, you'll come back with the same errors.

[13:00 presenter returns to LoGIC upload page]

Once you get save, you can go back to LoGIC, select browse, go to that file and click upload again. [*Brief interruption in video feed*] Alright, so there it went.

Oh, another quick question.

[13:16 Question from Webinar- audio garbled, but answer provided below]

So if you (let me read it real quick). So, if you have your excel, and you have a bad record or an extra record that doesn't need to be there, you just delete the entire line. It should automatically copy if you want to shift the cells up and you simply have to say yes. If you've already uploaded your file and you recognize that one record is bad you can edit that record or you have the option to delete that record. Darcy Bird will talk about that when you go over how to do manual entry. So depending on where you're at in the stage you have one of two options. If you haven't uploaded it and it's just a single line, you can delete the line out have it shift the cells up so you don't have any blank lines in between the records and then you can upload that one.

[14:30 presenter returns to upload error example]

So going back, now we notice that the upload was successful, it took all the records again, we have the yellow bar [presenter clicks "Determine Disposal Type" link, navigates to new page]. You can reference that. And one thing to note is if you do not spell a city's name correctly, it will simply prompt you with that yellow bar to correct that record. In this case, you can tell that someone tried to spell Stockton, and forgot the 'k'. So as you type in the name in the place name [field] it will start prompting you for options of what you're trying to spell. Once you've gotten what you want to be selected you hit save [presenter selects save, returns to 1st Quarter overview page]. Once you've corrected all the records you'll notice that you have all your in-state, your imports, your exports, it will sum it and then you'll have your ADCs as well. [Presenter navigates back to example excel spreadsheet] And you always want to go back and look at your particular excel file. You want to make sure that the totals are the same and select here when it 320, go back and look again and we have 320, and you want to do the same for your ADCs as well.

[15:51 Presenter deletes quarter to reset 1st Quarter overview page]

So we'll move on to another common error that you guys might run into. We'll delete the quarter again. Select Upload Report, hit browse for file. *[Presenter navigates through upload page to run through another example]* In this case we have a column error: "Columns missing". So if we go we look at the particular report we're trying to upload *[Presenter navigates to sample excel spreadsheet]* we'll notice that, first things first, is that there's two sheets, one thing to note is that when you do your upload sheets is there should only be one actual Excel sheet in there. What the system does is it looks at the last Excel sheet in particular workbook and it will try and upload that. In this case we have a blank Excel sheet and there's nothing in there and that's going to cause the issue. For those of you that might be using an older version of Excel, a typical workbook would have three sheets, so you have to make sure you delete those extra sheets off before you try to upload the excel sheet. *[Presenter selects Sheet 2 and deletes]* So, in this case, we delete that. Another issue that might cause that same issue is if you have any extra data below or any extra data to the right. In this case, for some people that you track beneficial reuse by the city that came from, they add it on to their excel sheet, and when you try and upload that it actually causes an error because that data is not actually tracked and there is nowhere for it to go so it causes a problem. Again, simply right-click, delete, remove that *[Presenter selects cells from AK to the right]*. Again, you do the same down here. If you have any issues you simply delete it *[Presenter selects rows below row 9 on the sample template]*. For example, say you wanted to total up

your columns, but it's not an actual record, if you tried to do that and you tried to upload you'd get the same error and it would say "Column Error" or "Column Missing". Once you've made those corrections, hit the save button. Save, go back to LoGIC. [*Presenter navigates back to upload page*]

[18:00 Question asked in background- inaudible, but answer provided below]

If you add in extra columns, yes, you will have problems. The particular columns have to be from A to AJ. You should have all the different material types that are commonly reported to you as ADC, and you have the option of an ADC other, I'll show you that [*Presenter navigates back to sample excel spreadsheet*]. So you have ADC other here. You simply report the tonnage and then you get to actually put the description. So if, for example, you're using glass or sand or MRF fines or something to that nature, you simply have to put the description there, when you put the other, but otherwise you should have all the particular types here and you can have multiple ADCs from a particular jurisdiction. So you might have 15 green waste, 10 of mixed, 5 of sludge, and you can have multiple other types as well. Is it simply, you just need to put the tonnage and the system will not have any issues with that. It's only if you add things extra after AK. So basically AK and on if you add extra columns, for whatever reason, it will cause an issue with system as seeing it as its data point but there's nowhere for it to go and it causes the system to have an error.

[19:30 presenter returns to upload page in LoGIC]

So we go back, browse for our file, select the file again, and click upload. Since we fixed those records it went in no problem. Again, you can look at it and you want to double-check your totals [*presenter navigates to excel template*]. In this case [totals] 325, and again you do the same thing for the ADCs.

[20:00 presenter returns again to upload page in LoGIC for next example]

The next potential issue that you guys might run across, we'll simply select the file and click upload and this is a blank error. It's probably the most confusing and probably the most difficult one you'll come across, and that comes back to that data specifications table that we look at. That Word document that told you what goes in to each particular column. [*Presenter navigates to excel spreadsheet example*] So if we go and we open up the file. If you recall, back when it looked at quarter, it had to have the length of one. But we put in "1st", simply just got to correct that [*Presenter changes "1st" to "1"*]. So if you ever have that issue, it means that somewhere in one of these columns you put something that it doesn't recognize. So for example, if you put in ADC, one of those ADC [cells] where it's expecting a number and you put a word, it's going to have an issue. If you put where you have a word you might put in or an "&" or other symbol, where most places of origin do not have any symbols in them, you might have an issue. And that's where it is, it's just those special characters or just something in the cell it doesn't expect, so if you simply go and find those, and if you do ever have that issue and simply cannot find it, please send it to CalRecycle to the DRS Staff [drs@calrecycle.ca.gov] we'll take a look at it and we'll try and find the error and we will let you know what we found, and get it fixed and that way you're not sitting there, racking your brain, just getting frustrated. We want to help you. We understand that this is new to you guys. So please feel free to ask us questions or if you have any problems, email them in and we'll definitely work with you on trying to get. We'll explain how we got it to work, and in that way going

forward, you shouldn't have that problem again. So let's save it off like that. Let's go back to LoGIC.
[Presenter navigates back to LoGIC upload page]

[22:11 Question asked away from microphone- inaudible, but answer provided below]

One thing to note is that if you are tracking things such as erosion control or stuff that might have been used as beneficial reuse at the facility something that is not necessarily a cover that only has to be reported on the facility summary. That will be talked about a little bit later. You do not have to report back to CalRecycle by jurisdiction. So if, for example, that you do report it in Excel template because you do want to track it, one thing to note is you have to delete that off, and maybe save a different version for upload, if you decide you uploads. One thing to know about for uploads is that upload are great for those that have a lot of records and if you looking at maybe, for example, LA or San Diego, where you have a lot of cities were a lot of waste, maybe coming from, so you have a lot of records is advantageous to do an upload, because you're not sitting there and you're not adding them in one by one. If you have only a couple records such as maybe one, maybe all you need is to export once a quarter or you just have one number to report, it's advantageous for you to just go in and just manually enter that data, which Darcy will talk about a little bit later. So, whichever is better for you guys, it's important to understand if you do manual data entry, it won't prompt you for that information for erosion control or beneficial use, but you can still track it doesn't cause any problems.

[24:05 presenter continues working through next upload example]

So, let's go on a little bit. So, you do that, you hit upload again, you have a problem, disposal type, again, you just simple have to correct the record that it had. One thing to note in this case, say you are Sacramento City and you're trying to report for that, it's not Sacramento City inside LoGIC, it would actually show a Sacramento. So you have the unincorporated or you have the county. Unincorporated and county are identical, but a city will be simply its actual jurisdiction name and it's reported by the state. So that's one thing to remember that it's not the City of Sacramento or Sacramento City, the actually the name of it is Sacramento, so were looking here in the Marin County. So you can either do that the RA since this is part of an RA, or you can just select Marin County or unincorporated. Select save and you [solved] the issue. [Presenter navigates back to the overview page]

[25:20 presenter deletes quarter to begin next example]

Let's talk a little bit about our last issue. So, select here. [Presenter uploads new example excel spreadsheet] So now if you recalled back, I'd said, always double check to make sure totals are there. [Presenter navigates back to excel spreadsheet] In this case again, we have 325. Let's go to our sheet, and we'll notice there are some records, simply go over here and select all of this [Presenter selects all cells below "Tons Disposed/Transformed"- sum populates at bottom of toolbar], you noticed that we have 465. So there's a discrepancy. In the case of this issue, what is causing it is if you go and you might do this because you know we have to print off and we have to save copies. So I wanted to show you is this "page break preview" [presenter navigates to page break preview within excel]. The issue is you

might have to make a hard copy and you have to save it, so you'll set a print area. If you set a print area and you don't encompass all the records what it does is it stops at where you put that break, so in this case we stopped at record number nine. If you scroll over, you'll notice that our difference is the sum of these three cells. So if you set a print area and all your records don't go, double-check to make sure that you clear the print area to. Do that, simply go up to [Page Layout], [select "Print Area", and then select] clear print area and you remove it, and you should have no problems.

Now, in the case of sometimes we have double records. One thing to note is when you hit the submit button only hit it once. If you press it as if you think that it didn't go, and it's still thinking it will try and upload it multiple times. If you click the submit button, you'll try and look, what you should see is the spinning little circle appear it will be spinning like its thinking [*Presenter navigates to the Overview LoGIC page*]. If it's thinking and it didn't come back real quick, it's probably thinking, and you got to give it a little bit of time to catch up. It's got to check all of your records and but if you click submit multiple times it can upload it more than once. The other thing is, is if you have two people working in that same quarter and, say, you didn't realize you were both working on it and, say, your partner uploads it. You won't see that it was uploaded unless you refresh that particular page. So you might upload but it will take both uploads and actually double all the records.

[*Presenter returns to excel spreadsheet*] So in this, so as I get back to this, we noticed that we missed these three records, but I have the option of going back in here, deleting the quarter and re-uploading the file. Since I cleared print area or you can go in and you can manually correct or update the records that were missing. So to go over that, Darcy Bird's going to go over the manual data entry in a minute, but were going to go through any questions you might have that we haven't gotten to

[29:07 Question asked- inaudible, answer provided below, switches to "Upload Questions" Slide]

So again for those data doubling questions or issues, just make sure you don't hit the submit button more than once. Let it think, hit it once, just try and look, there's always something on the page showing that it's trying to think and just trying to process your request, but give it a minute to catch up and process it before you hit submit again because if you keep clicking submit it's just going to keep processing it and it might double, triple or quadruple depending on how many times you click it.

[29:40 Question asked- inaudible, answer proved below]

For the jurisdiction names: Most of the cities are already in there, so you shouldn't have any problem. We could get you a list for the particular county and what it rolls up to and what I mean by roll up to is if it's a place such as, maybe you have your trying to track the airport by San Francisco. You may identify it as coming from the airport, but it would actually to belong to an unincorporated portion of the county, so we can track things by the actual places of origin, not necessarily an actual jurisdiction, and that's one thing to understand, you do not have to actually put jurisdiction names, you can actually put city names, townships, areas, we have a lot of those already in the system. If you go in and you try to do the manual data entry and you start filling out that box, it will ask to start guessing at what you are trying to type in. That's a means to come up with, and if you see it there, you're free to select it. If you come across one that you don't see or you're trying to find one, just e-mail us at DRS, we'll definitely try to with you to try

to figure out what the issue is, if it's something that needs to be tracked on your end or if it's something that was just simply skipped maybe a new city got added and you didn't know about it. Just let us know we need to make sure to get those get fixed in the system.

[31:20 Question asked- inaudible, answer provided below]

So if you click the submit button multiple times and it uploaded more than once, when you click "Delete Quarter" it erases everything. It erases your facility summaries, what you've uploaded, or even what you've manually entered, it erases that entire quarter. So it's important to know that "Delete Quarter" quarter is basically a start fresh button. So if you do click it and you say, yea you want to do it, it's basically saying I want to start fresh and go from nothing.

With that said, is there any last-minute questions before we go on to manual data entry?