CalRecycle

Transfer Station Training

Disposal Reporting System
(DRS)

Welcome to the Transfer Station Operator Training Module on the Disposal Reporting System (DRS).

Employee training on DRS is required by regulations. This module is intended to help you meet the required training responsibilities and can be integrated with your company's training information.

We recommend a transfer station operator and manager review this training first to determine how it meets your organization's needs. Managers should determine the necessary training portions of this module that best fit their operations and that will be most beneficial for their employees.

CalRecycle Overview

- Introduction

- Waste Origin Surveys

- Scales

- Quarterly Reporting

This training will briefly introduce DRS, how information flows between the different entities involved in DRS, and DRS tasks. This training also explains how waste origin surveys work, what scale requirements are for DRS, and quarterly reporting requirements.

CalRecycle About this Training

- Presents DRS requirements relating to transfer station/materials recovery facility (MRF) employees

- Covers *minimum* state DRS requirements

- May be tailored to fit local requirements and unique operations of individual transfer stations/MRFs

This training only presents the *minimum* state requirements. Your company procedures or locally required procedures must be equal to or exceed state DRS requirements.

This training module is not intended to provide a comprehensive DRS training program that incorporates every company's procedures and/or local government requirements.

For this presentation all MRFs and Transfer Stations are referred to simply as 'stations'.

This is a scene of the inside of a Materials Recovery Facility where a large pile of mixed waste is accumulated on the floor and waiting to be sorted.

A station operator is someone who operates a CalRecycle-permitted solid waste transfer station or materials recovery facility that accepts waste from residents and businesses for recycling and/or disposal.
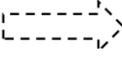
There are over **170** permitted transfer station and materials recovery facilities in California. As a station operator, you are responsible for meeting all the requirements for the Disposal Reporting System at your facility site.

It is extremely important that facilities record accurate origin information on where the waste is from (via the driver or directly from hauling company offices) because disposal reporting data assists California's cities and counties in achieving their disposal rate requirements.

Slide 5

The following slides show the flow of information in the DRS reporting process. To show this process there are a series of flowcharts. This key will assist in understanding all the flowcharts in this presentation.

(Key Description)
In the following flowcharts the arrows, dashed arrows, and shapes are all color coded by entity in the following manner:

> Haulers are yellow,
> Landfills and transformation stations are blue,
> Transfer stations and material recovery facilities are purple,
> Jurisdictions are green,
> Counties and regional agencies are red, and
> CalRecycle is orange.

The only rectangle in the flowchart represents haulers, while the circles represent all the other entities in the process. Each shape has a series of arrows associated with it which represent the flow of information from one entity to another. Solid arrows represent the flow of required information, with text in the arrow describing the requirements. Dashed arrows represent information that is only supplied upon request with text describing the information type. Arrows are also color coded by entity, representing which entity is reporting. For example, yellow arrows show that haulers are reporting to the entity the arrow points to.

Slide 6
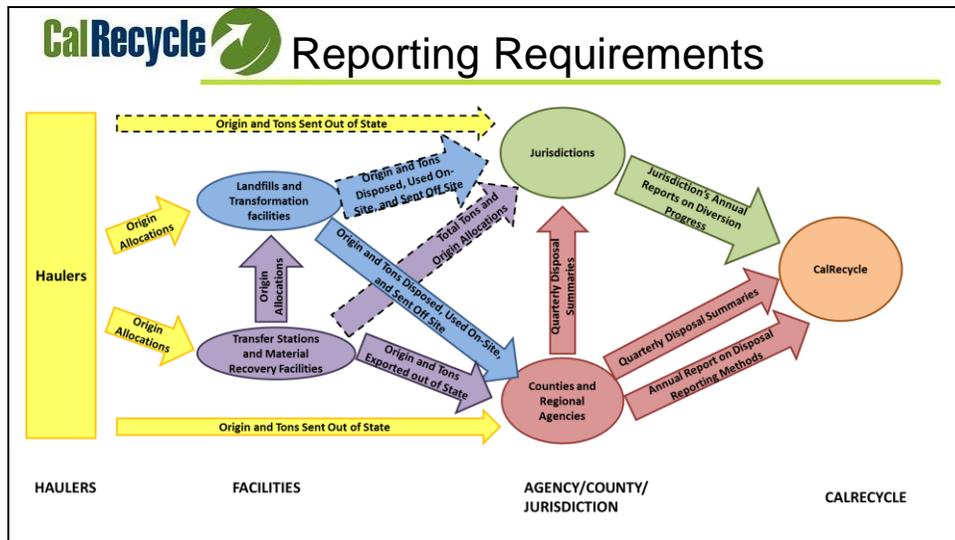
This chart shows the DRS reporting requirements for all entities. This involves haulers, facilities, agencies/counties/jurisdictions and CalRecycle. The solid colored arrows show information that **must** be reported. The dashed arrows show information that is reported only upon request by a jurisdiction.
This slide shows why tracking correct information from the haulers is critical, as haulers provide the initial source of information on where the waste is from.

Flowchart description:
Haulers
- Upon request haulers must send origin and export reports to jurisdictions where the waste was from.
- Haulers are required to report origin allocations to landfills and transformation facilities either at the gatehouse or in reports at the end of the quarter.
- Haulers are required to report origin allocations to transfer stations and material recovery facilities either at the gatehouse or in reports at the end of the quarter.
- Haulers are required to send origin and export reports to counties/regional agencies where the waste was from.

Transfer Stations and Material Recovery Facilities
- Transfer Stations are required to send origin allocation reports to the landfills they send their waste to quarterly.
- Upon request, transfer stations are required to send the total tons and origin allocations to jurisdictions where the waste was from.
- Transfer Stations are required to send origin allocations and exported tonnages to the county/regional agency they are located quarterly.

Landfills and Transformation Facilities

- Upon request landfills and transformation facilities are required to send origin information, tons disposed, tons used-site, and tons sent off site to the jurisdiction where the waste came from.
- Landfills and transformation facilities are required to send origin, tons disposed, used on-site, and sent off-site to the county/regional agency where they are located quarterly.

Jurisdictions

- Jurisdictions are required to send annual reports on diversion progress to CalRecycle (the Electronic Annual Report, or EAR) (Jurisdictions use the information reported in the quarterly reports sent to CalRecycle as a part of this process).

Counties and Regional Agencies

- Counties and regional agencies are required to send quarterly disposal reports to jurisdictions their county received waste from.
- Counties and regional agencies are required to send quarterly disposal reports to CalRecycle.
- Counties and regional agencies are required to send annual reports on disposal reporting methods to CalRecycle.

What are DRS tasks?

1. Conduct Waste Origin Surveys
2. Train Employees
3. Weigh Loads
4. Prepare Quarterly Summaries
5. Keep Records
6. Handle Non-Compliance Issues

These are the major tasks we have identified for disposal reporting. Again, every facility, county, and jurisdiction is different and may have different personnel, requirements, etc.

- **Conducting Waste Origin Surveys:** Stations are required to record the city or county where the waste is from during the survey period (usually a daily requirement, unless otherwise stated). The survey data is used to determine the amount of waste to allocate to each city and county for the entire quarter. DRS depends on the information that comes out of this survey, so its accuracy is crucial to the accuracy of the whole system.

- **Train Employees:** Well-trained employees need to know not only what their jobs require them to do, but also why. This will enable employees and managers to work more efficiently and to be more effective in their DRS tasks. This web-based guide may be used to aid in meeting the required training responsibilities. All employees involved in DRS need to understand that determining where waste is from is important.

- **Weigh Load:** Stations should have scales that operate properly (if required) and certain size loads (described later in the scales section) must be weighed by gatehouse staff.

- **Prepare Quarterly Summaries:** Stations are required to fill out quarterly disposal reports and facility summary reports each quarter in a timely manner. These report vary by facility, and more information on these reports can be found online (http://www.calrecycle.ca.gov/lgcentral/drs)

- **Keep Records:** Stations must maintain disposal records for a minimum of three years. Documentation must be maintained that verifies waste assigned to each city and county. For example, a station might have route or billing information received from the hauling company and/or copies of multi-part tickets and/or electronic data files.

- **Handle Non-Compliance Issues:** In the event that a stations is found to be out of compliance with regards to DRS regulations, the station may be required to work with CalRecycle staff to resolve the issue.

Slide 8

Who Does DRS Tasks?

Task	Management	Operator	Gatehouse Staff	Disposal Report Preparer
1. Conduct waste origin surveys	X	X	X	
2. Train employees	X	X		
3. Weigh loads	X		X	
4. Prepare quarterly summary	X			X
5. Keep records	X	X		X
6. Handle non-compliance issues	X			

The above graphic displays the tasks (1-7) on the left column and the persons working at the station on the top row. This graphic places an x and a highlighted cell where the task is an employee's responsibility.

The graphic shows us that:

Management is responsible for making sure all DRS tasks are being correctly addressed. This includes conducting waste origin surveys, training employees, weighing loads, preparing quarterly summary reports, keeping records, and handling non-compliance issues. While the management is may not directly perform every task, they are responsible for ensuring that the tasks are done properly.

Operators at the station are responsible for conducting waste origin surveys, training employees, and keeping records. While the operator may not directly perform any of these tasks, they are responsible for ensuring they are done properly.

Gatehouse staff are responsible for conducting waste origin surveys and weighing loads.

Disposal report preparers are responsible for preparing quarterly reports and keeping records.

While not every station may have these four roles exactly as they are described here, it is important to make sure that each of these tasks are completed.

Slide 9

Image is of a disposal facility sign that asks haulers where their trash is from. It reads "Pull up to Window, Please be prepared to give the address from where the trash originated

Now we will discuss a critical DRS task – determining the city or county the waste is from.

A waste origin survey is a method used to obtain information on where the waste is from.

Waste origin reporting is the important element of the DRS for cities and counties because it is used to show if they have met the 50 percent diversion mandate.

Station operators, together with haulers, play a key role in obtaining the most accurate information possible.

CalRecycle — Waste Origin Surveys

- Method used to obtain city/county origin of waste
- Hauler gives operator origin information of waste loads
- Operator obtains weight of waste loads
- Information used to estimate amount of waste each city and county disposes
- Origin surveys have **different requirements** at rural and non-rural facilities

When a waste origin survey is underway, station gatehouse staff collects information from drivers or hauling companies on where each load was picked up.

The station operator also obtains the weight of each load using scales or by estimating the weight based on volume conversion factors.

This information is used to estimate the amount of waste each city and county disposes at waste facilities, which will then be used by each city and county to determine their per capita disposal rate.

Origin Information

- Obtain from the hauling company or ask the driver

Image: Self hauler with full load of mixed waste including wood and paper.

There are two primary methods for obtaining the origin information for each waste load:
1) Asking drivers where the waste is from, and
2) Obtaining information on where the waste is from directly from hauling companies.

For waste loads coming from waste disposal companies that charge fees to haul residents' and businesses' waste to a landfill or transformation facility, the gatehouse staff may or may not need to ask the driver where the waste is from. If the hauling company has made arrangements with the facility to send data in another way, the gatehouse operator will not need to ask the driver where the waste is from for loads from that hauling company.

For other loads, the gatehouse staff may need to ask each driver where the waste is from.

Gatehouse staff need to be clearly instructed on which loads they do need to ask the driver and for which loads they do not need to ask the driver where the waste is from, given the unique circumstances at the station where they are employed.

CalRecycle — Accurate Origin Information

- Origin of the waste is where the **waste** came from and not where the driver is from
- Follow up questions may be needed to correctly identify cities and counties that have the same name
- Be sure to clarify when referring to cities and counties that have the same name
- Regional maps may be helpful
- Zip codes are **not recommended** as they cross city and county lines
- Verify origin is correct on receipt and in data system

Gatehouse staff are responsible for making sure the most accurate origin information for each waste load is recorded.

Gatehouse staff should be trained in how to correctly ask where the waste is from. If it is not clear which cities and/or counties the waste is from, the gatehouse staff needs to be trained to ask additional questions, as needed, to be sure the information is recorded correctly. Some cities and counties have the same name which makes it especially important for the gatehouse staff to ask follow-up questions. For example, if your gatehouse staff asks where is the waste from, and the driver says Los Angeles, the gatehouse staff needs to follow up by asking whether the waste is from Los Angeles city or the unincorporated Los Angeles county area.

Regional maps with city limits and county lines can be helpful for determining which incorporated city or unincorporated county the waste is coming from. Some stations have the driver point on a map to show where the waste load is from. Some counties use custom software at stations that allows the attendant to enter the address of waste origin obtained from the hauler and have the city or county of origin accurately and automatically assigned to the load. Some zip codes cross city and county lines so they should not be used to assign where the waste is from. If the city or county name is listed on your receipts, the gatehouse staff should verify the city or county listed on the receipt is correct. If computer codes are used at the station, it is important the codes be double checked for accuracy.

Slide 13

CalRecycle Examples of Vague Questions

Self hauler at the disposal facility gatehouse. The gatehouse attendant is talking with the truck driver.

We have put together a list of questions (Q) some gatehouse staff have asked and some of the reasons (R) why each question may not provide the most accurate origin information.

1. Q: Where are <u>you</u> from?
    R: This question may not provide accurate information on where the waste is from because the gatehouse staff is asking the driver for the city or county the driver is from, not the city (or county) where the waste is from. It is more correct to ask "Where is the <u>waste</u> from?"

•   Q: What City?
    R: This question may not provide accurate waste origin information because the driver may think that they can only reply with the name of a city and not the name of a county area. So if the waste is coming from a county area, it may not be reported and recorded accurately.

3. Q: City or county?
    R: This question may not provide accurate waste origin information because it is unclear if the gatehouse staff is asking for where the driver is from or where the waste is from.

CalRecycle Origin Questions Used at Facilities

- Where is the waste from?

- What city or unincorporated county
  area is the waste from?

- Where is the load from?

- Where are you hauling from?

The previous slide showed examples of questions that may not yield accurate information on load origin. The questions on this slide are asked at various facilities throughout the state and more clearly indicate that the gate attendant is asking for the origin of the waste. A sign regarding the origin survey may also be helpful in addition to the questions asked by the gate attendant.

CalRecycle Rural vs. Non-Rural

- Rural landfills are located areas **identified** as rural

- Non-Rural landfills are located areas **not identified** as rural

- For CalRecycle assistance to determine if a station is rural, contact DRS staff at drs@calrecycle.ca.gov

Stations located in rural counties are considered rural facilities. Rural cities and rural counties are defined by law and are based on population. The list of rural cities and rural counties changes over time as population changes.

There are different survey and scale requirements for stations operating in rural versus non-rural areas.

Stations located in an area not identified as rural are considered non-rural stations. Most urban areas fall under the non-rural requirements.

If you need assistance to determine if a station is rural, please contact DRS Staff at drs@calrecycle.ca.gov

CalRecycle How Often Are Surveys Done?

- Rural Facilities:
- One week per quarter for all loads at rural facilities

- No survey needed for facilities authorized to assign waste to only one city or county or regional agency

In rural areas waste must be surveyed during the one-week period per quarter for all loads. Survey weeks are:

> March 8-14
> June 8-14
> September 8-14
> December 8-14

The one-week per quarter survey **is only the minimum requirement** and additional surveying requirements may be in effect due to local ordinances or company policies.

Rural stations receiving waste from a single city, county or regional agency that are authorized to assign all the waste to that single jurisdiction do not need to conduct surveys.

If you need assistance to determine if your station is an a rural area, please contact CalRecycle staff at DRS@CalRecycle.ca.gov .

CalRecycle How Often Are Surveys Done?

- Non-Rural Facilities:
- Daily for:
  - Every compacted load
  - Every un-compacted load greater than 12 cubic yards
- One week minimum per quarter for un-compacted loads of 12 cubic yards or less
- No survey needed for facilities authorized to assign waste to only one city or county or regional agency

At non-rural stations, waste origin information must be obtained every day for every compacted load and for every un-compacted load larger than 12 cubic yards.

The one-week per quarter survey **is only the minimum requirement** and additional surveying requirements may be in effect due to local ordinances or company policies.

Facilities are encouraged to post clearly visible signs near the gatehouse to notify all incoming customers about the need to collect waste origin information. This will help ensure that customers will be prepared to give the attendant the proper information.

CalRecycle recommends that the signs be provided in languages most used by customers of the landfill so that all can understand what they must be prepared to tell the gatehouse staff. The image on the right shows a handout in Spanish provided by CalRecycle to inform customers of surveys of where the waste is from. This handout, which is available in English and Spanish, can be downloaded or ordered from CalRecycle's website at www.CalRecycle.ca.gov/Publications/default.asp?pubid=1026

Slide 19

CalRecycle Station Scales and Weighing

Image: Scale house with garbage trucks being weighed before entering the landfill.

This section will focus on scales and weighing requirements for stations.

Scales are required for a rural station that accepts more than 200 tons or more than 800 cubic yards of garbage a day (based on an annual average) and operates more than 52 days a year.

For rural stations where scales are required, all compacted loads of waste must be weighed. Every un-compacted load of waste greater than 12 cubic yards must also be weighed.

For all loads that are not weighed, volumetric conversion factors must be used to estimate weight.

Note: If other requirements exist for weighing such as franchise contract agreements or local ordinances, they still apply.
Volumetric conversion factors used at a landfill must follow certain rules. These rules are discussed in more detail later in this presentation.

CalRecycle Non-Rural Scale and Weighing Requirements

Scales **are required** for non-rural stations that:

1. Take in **over** 100 tons, or 400 cubic yards of garbage a day **AND**

2. Operate **more than** 52 days a year

- Required to weigh every compacted load and every un-compacted load of waste greater than 12 cu. yds.

- Required to use volumetric conversion factors to estimate the weight of each load not weighed

Scales are required for stations located in non-rural cities or counties that accept over 100 tons, or more than 400 cu. yds. of garbage a day, based on an annual average and operate more than 52 days a year.

For non-rural stations where scales are required, all compacted loads of waste must be weighed. Every un-compacted load of waste greater than 12 cubic yards must also be weighed.

For all loads that are not weighed, volumetric conversion factors must be used to estimate weight.
Volumetric conversion factors used at a landfill must follow certain rules.

Note: If other requirements exist for weighing such as franchise contract agreements or local ordinances, they still apply.

CalRecycle Conversion Factor Rules

- Conversion factors are needed for all vehicle/trailer and load types
- Conversion factors for each vehicle/trailer and load type must be based on representative sampling
- Conversion factors must be based on average weights obtained during a minimum 7-day survey period conducted at least every 5 years.
- Factors and methods used must be provided in an annual report of methods
- All documentation must be made available for CalRecycle review (upon request)

A station must estimate the weight of all loads not weighed using volumetric conversion factors (including loads smaller than 12 cubic yards and loads that are received when scales are inoperable).

Volume-to-weight conversion factors must meet certain rules:

Conversion factor must be calculated for each vehicle/trailer combination, and load type typically seen at the station. There are special load types such as (C & D) material for which MSW conversion rates would not be appropriate.

Conversion factors must be based on the average of actual weights for the vehicle/ trailer, and load type collected during a seven-day minimum period. Weight data for each vehicle, trailer, and load type must be based on statistically representative samples. New conversion factors must be established at least once every five years.

> Note: Many vehicles can transport different trailers with varying load capacities. Therefore, it is important to record accurate load capacity information by vehicle and trailer type combination when determining conversion factors.

All volume-to-weight conversion factors and the methods used to determine the factors must be provided in your annual report of methods. More on the annual report of methods will be discussed later in this presentation.

Upon request, all supporting documentation must be made available for CalRecycle review. If CalRecycle determines that the volume conversion factors are not adequately supported, CalRecycle may require the station to collect new weight data to establish new conversion factors.

CalRecycle Exceptions

- Scale exemption for hardship request
- Alternative weighing system request
- Requests must include
  - facility information
  - reasons for exemption or alternative system

This is the landfill. To the right is an umbrella shaded post. To the left is a large bulldozer covering the waste.

Facilities can request an exemption from the scale requirements or an alternative weighing system. A scale exemption may be considered if a facility can demonstrate that installing scales is a hardship. For instance, if a facility has no electric utilities at on-site, or is located in an extremely remote area, an exemption request may be filed.

A facility may also request an alternative weighing system, such as using off-site scales. Some fleets are now equipped with scales on their vehicles to weight the waste, which could be considered an alternate weighing system.

A facility's request for an exemption must include some information on the facility and its operation, such as name and address of the facility, and the reasons for requesting an exemption or for using an alternative weighing system.

Before submitting an exemption or alternative weighing system request, facilities must send a 30-day notice of the request to the haulers that dispose of waste at the facility, the county or regional agency where the facility is located, the cities and counties that dispose of waste at the facility, and the Local Task Force on solid waste issues.

Once the request has been reviewed and commented on by interested parties, the request is ready to be submitted to CalRecycle. The request must show applicable parties were notified and responses to comments.

Within 30 days, CalRecycle will notify the facility that the request was received and whether it includes all necessary information. CalRecycle has 60 days to approve or deny a complete request for exemption or alternative weighing system.
CalRecycle may withdraw its approval if it determines that a facility no longer meets the requirements for exemption or alternative weighing system or if the special circumstances for which the facility was granted exemption no longer exist.

CalRecycle

Quarterly Reporting

This section of the training module discusses quarterly reporting requirements for DRS. We will go over the difference between daily tracking and quarterly reporting, requirements for quarterly reporting, report submittals, annual reporting, disposal report records, and potential compliance issues.

It is important to understand the difference between daily tracking of information and quarterly reporting of summary information.

Daily tracking, for the purposes of DRS, means to collect information on where the waste is from and tonnage information as set in the regulations and described in this training.

Quarterly reporting, for the purposes of DRS, means to compile the daily information on waste origin and tonnage surveys. The station is then required to report the quarterly totals allocated to each city and county to the facilities they sent waste to and the county they operate within.

Daily tracking documentation maintained by your company should match the quarterly summary report data that is sent to jurisdictions and counties.

CalRecycle Waste Materials Requiring Separate Tracking and Reporting

- Operators are required to record origin & tons for:
    - ADC (by material type)
    - AIC (by material type)
    - Designated wastes
    - Disaster wastes
    - Construction and demolition (C&D)/inert debris
- Operators are required to record material type for Beneficial Reuse

Some loads delivered to the facility may contain wastes that may be reused by the operator or that may be excluded from counting in a city's or county's disposal amounts. These materials may be received in separate loads or separated into specific material types after processing. Tracking these loads can assist a city or county in achieving a lower per capita disposal rate.

Facilities must record the tons by place of origin for ALL loads of:

- alternative daily cover (ADC)
- alternative intermediate cover (AIC)
- designated wastes
- disaster wastes
- and construction and demolition (C&D)/inert debris

Facilities are required to track Beneficial Reuse by material type but do not need to record origin information.

CalRecycle ADC/AIC Material Types

- Geosynthetic Fabric/Panel Products (Blankets)
- Processed Green Material
- Sludge and Sludge-Derived Materials
- Treated Auto Shredder Waste
- Contaminated Sediment
- Compost Materials
- Construction & Demolition Wastes/Materials
- Shredded Tires

For more information:
www.CalRecycle.ca.gov/regulations/title27/ch3sb4a.htm#Article2

This slide lists ADC/AIC material types that are in accordance with the Daily and Intermediate Cover regulations (Title 27, California Code of Regulations, sections 20690 and 20700). For more information www.CalRecycle.ca.gov/regulations/title27/ch3sb4a.htm#Article2.

All loads of waste received at transfer stations that might be used for ADC or AIC purposes (and not be disposed) must be tracked by material type and by the city or county they came from each quarter. Each transfer station's disposal report preparer must include the required information in the quarterly reports to landfills, transformation facilities, and counties.

CalRecycle Disaster Waste

Image: Two men in hard hats at the scene of an apartment complex that was heavily damaged by an earthquake.

Documented disaster waste tonnage resulting from earthquakes, fires or other natural catastrophes may be excluded from cities' and counties' disposal tons, if the disaster has been declared a federal, state or local disaster.

In order for cities and counties to claim disaster waste, the material must be tracked by the city or county it came from.

Receiving stations need information from stations on where these disaster waste materials are from.

CalRecycle Operator Requirements for Quarterly Reporting

Each quarter, an operator:
- Tracks tons and origin of waste during the survey period or on a daily basis

- Summarizes waste tonnage and origin information

- Reports city/county allocations to receiving facilities

- Sends quarterly notification and exports report to county

A station is required to track data during the appropriate survey period or daily, as discussed in the survey section.

The station's report preparer or other staff summarizes quarterly survey data to determine:
•The total tons sent to each facility
•The city and county allocation percentages for waste sent to each receiving facility

The quarterly information is reported to each receiving facility.

A quarterly notification report is sent to the county agency where the facility is located. If waste received at a station is exported out of state, the operator must report to the host county and to affected jurisdictions (upon request) the exported tons allocated to each city and county.

CalRecycle Quarterly Station Notification Requirements

- Report the total tons received by the transfer station
- Identify each facility the transfer station sent waste to and the total estimated tons sent to each facility
- Report the tons of waste sent off-site for reuse, recycling, or composting
- Report the percentage of tons assigned to each city and county
- Report the tons of potential beneficial reuse sent to landfills, by material type and assigned to each city and county
- Report on the method used to determine origin of waste

A quarterly station notification must include:

•The total tons of waste received at the transfer station,

•The name and Solid Waste Information System (SWIS) number of each solid waste facility the transfer station sent waste to,

•The total tons sent off-site for reuse, recycling, or composting

•The percent of waste sent to each solid waste facility, assigned to each city or county of origin. You may determine the percent of waste assigned to each city and county based on the total amount of waste received from each jurisdiction, the total amount of waste from each city and county after processing, or another reasonable method.

•The amount of waste by material type from each city and county that was sent to landfills and identified by the landfill operator as material that can potentially be beneficially reused such as ADC or AIC, (typical material types = green waste, C&D, etc.)

and

•A brief description of the method used to determine where waste is from.

CalRecycle Quarterly Due Dates to
Transfer Stations

- Must send quarterly information on where waste is from if waste is sent to other permitted transfer stations

- Quarterly information due by:
    First Quarter: April 30
    Second Quarter: July 31
    Third Quarter: October 31
    Fourth Quarter: January 31

As a transfer station operator, you must provide other transfer station operators with quarterly information on where waste is from if waste is sent to other permitted transfer stations.
The quarterly reports are due by:

    First Quarter: April 30
    Second Quarter: July 31
    Third Quarter: October 31
    Fourth Quarter: January 31

Slide 32

You must send quarterly information on where waste is from to a permitted landfill or waste-to-energy facility if you send waste to that disposal facility.
Quarterly information is due by:
    First Quarter: May 15
    Second Quarter: August 15
    Third Quarter: November 15
    Fourth Quarter: February 15

The operator must report quarterly information to the county where the station is located and to jurisdictions, upon request, by:
June 15 for the 1st quarter
September 15 for the 2nd quarter
December 15 for the 3rd quarter
March 15 for the 4th quarter

An annual facility methods report is due with the fourth quarter report to the county by March 15 for the previous year. The report content on DRS methods used at a station includes:

Station information
Volumetric conversion factors used for each vehicle/trailer type and methods used to determine factors.
Frequency of origin surveys
Method to determine and verify (if applicable) jurisdiction of origin (including computer programs used to track waste origin)
Methods used to track materials (ADC, AIC, beneficial reuse, C&D, designated, disaster waste)
Restrictions on cities or counties that may use the station
Differences in general landfill tipping fees for disposal loads. (i.e. different fees charged to residents vs. non-residents)
In-place waste density and waste-to-cover, OR airspace utilization factor. (For additional information, access CalRecycle's website at:
http://www.calrecycle.ca.gov/Laws/Rulemaking/Archive/2004/FormE177/FinalTxt.doc)
Percent of total waste assigned to cities/counties based on origin information obtained during the survey period.
Percent of total waste assigned based on volumetric conversion factors. This is the total amount of waste assigned to all cities and counties that was based on volumetric conversion factors.

CalRecycle Disposal Report Records

- Keep records for 3 years
- Documentation must be maintained that verifies waste allocations:
  - Route/billing information (from hauling company)
  - Multi-part tickets
  - Electronic data files

A station must maintain disposal records for a minimum of three years.

Documentation must be maintained that verifies waste allocations to each city and county. For example, a station might have route or billing information received from the hauling company, copies of multi-part tickets, and electronic data files.

When an authorized representative (city, county, operator, or CalRecycle) requests to inspect records, the station must make records available for inspection. Haulers, operators, and jurisdictions are allowed access only to the records relating to their own operations. The Local Enforcement Agency may also review a transfer station's disposal reporting system records as part of the station's state minimum standards as set in Title 14 of the California Code of Regulations, section 17414.

The station has to respond to a request to review records within 10 days. If more time is needed to make the records available, the station has up to 14 additional days to do this, unless the requestor agrees to a longer time period. The same time frames apply to when copies of records are requested. The charge for copying records may not exceed ten cents per page, unless local ordinances require a higher fee.

If the station believes the request includes confidential or proprietary information, then CalRecycle should be informed. CalRecycle will then determine which records or parts of the records may be inspected.

Requests for clarification regarding records must be specific and in writing. For example, a jurisdiction might send a letter requesting documentation on disaster waste loads that the station allocated to the jurisdiction for the 6 months following the disaster. The station must respond to such a request within 10 days.

Potential Compliance Issues

- Inadequate record keeping

- Failure to provide access to records

- Inaccurate origin information

- Failure to report export information

- Information not submitted or submitted late

The previous slides of this training module have covered the basic requirements for stations. In the event the requirements are not met, a facility is out of compliance with the DRS regulations. Types of DRS compliance issues that could arise include:

1. Insufficient record keeping: Failure to keep records and maintain them for three years.
2. Inadequate access to records for inspection: Without access to the data in the disposal records, the affected parties would not be able to investigate the accuracy of the disposal information.
3. Inaccurate information on where the waste is from: Information on where the waste is from must be used by cities and unincorporated counties to determine that their per capita disposal rate is in compliance with the law.
4. Reports must be submitted in a timely manner. Failure to do so could lead to inaccuracies in the data, because jurisdictions do not have adequate time to review data before it is finalized.

CalRecycle

For more information please refer to:

1. DRS regulations available at
http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92.htm,

2. DRS homepage available at
http://www.calrecycle.ca.gov/lgcentral/DRS/
or

3. Contact the DRS Coordinator's inbox at drs@calrecycle.ca.gov

The background image shows a landfill with a bulldozer moving waste.

This concludes the landfill and transformation facility training module. Thank you for your participation.

For more information please refer to:
- The Disposal Reporting System regulations available at
http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch9a92.htm,
- Disposal Reporting System homepage available at
http://www.calrecycle.ca.gov/lgcentral/DRS/ or
- Contact the DRS Coordinator's inbox at drs@calrecycle.ca.gov