

Cal Recycle



RDRS Registration Workshop

March 20, 2019

Coastal Hearing Room, Cal/EPA Headquarters Building

1001 I St., Sacramento, CA 95814

Facilitator: Steven Sander, Supervisor (Acting), Knowledge Integration Section

HOUSEKEEPING

- Fire/life/safety
- Recorded
- Restrooms
- Workshop guidelines
- Webcast participation best practices
- Disclaimer

WORKSHOP GUIDELINES

- Hold your questions until the Q&A portion
- Use the microphone
- Listen actively
- Treat others the way *they* want to be treated (platinum rule)

A NOTE TO WEBCAST PARTICIPANTS

- Throughout the workshop, please send succinct, straight-to-the-point questions and comments directly related to the material being discussed to the following e-mail address:

RDERS@CalRecycle.ca.gov

DISCLAIMER

Do not construe the contents of this workshop as legal advice.

No statements made here are legally binding.

This workshop should not be relied upon as a substitute for making your own independent determination whether or not your facility or operation should be registered as a reporting entity in RDRS.

CalRecycle reserves the right to modify RDRS at any time within the scope of the regulations. This training may become deprecated, in which case, it should be replaced by supplemental training material.

LEARNING OBJECTIVES

1

I know if my facility or operation has a reporting obligation under RDRS

2

I know what type of reporting entity(ies) under which I should register my facility(ies) or operation(s)

3

I know the basic procedure for how to enter CalRecycle's data system and input the required information

AGENDA

1:30-1:40pm – Introduction

1:40-2:10pm – Background

2:10-3:00pm – Do I need to register?

[3:00-3:10pm – Break]

3:10-3:25pm – Creating a WebPass and
getting into RDRS

3:25-3:45pm – Navigating registration

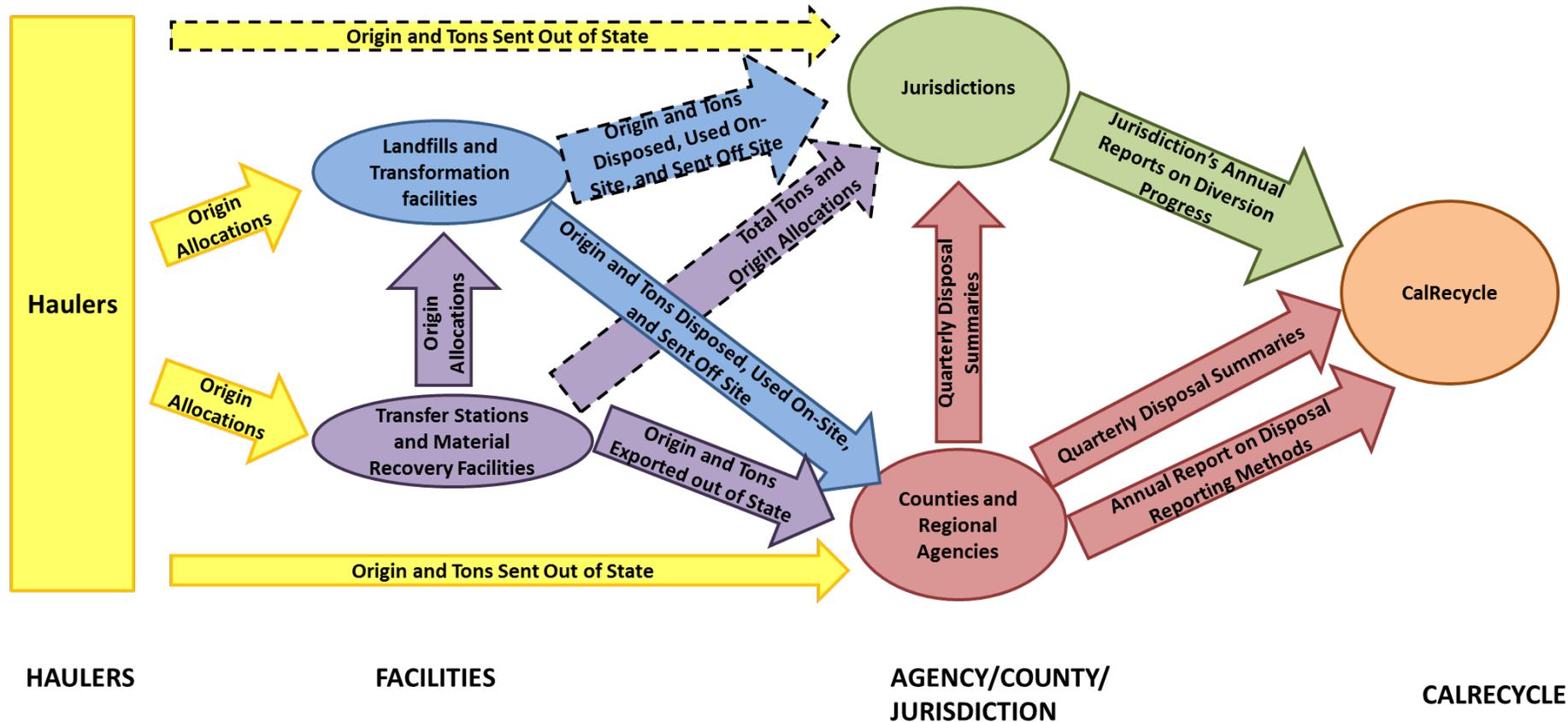
3:45-4:00pm – Q&A and Close

BACKGROUND

Topics covered:

- Statutes vs. regulations
- History
 - 2006-2019 – eDRS
 - 2015 – AB 901 & AB 1103
 - 2016-2019 – Rulemaking
 - 2019-∞ – RDRS
- What do the regulations require?
- Benefits of the new regulations
- Implementation schedule

ELECTRONIC DISPOSAL REPORTING SYSTEM (EDRS)



INTRO: AB 901 (2015) AND AB 1103 (2016)

- **Assembly Bill 901** (Gordon, Chapter 746, Statutes of 2015) or simply **AB 901**
 - **Full title:** An act to amend Section 41821.5 of, to amend, renumber, and add Section 41821.6 of, and to add Sections 41821.7 and 41821.8 to, the Public Resources Code, relating to solid waste.
- **Assembly Bill 1103** (Dodd, Chapter 443, Statutes of 2016) or simply **AB 1103**
 - **Full title:** An act to amend Section 41821.5 of the Public Resources Code, relating to solid waste.

LEGISLATIVE INTENT

- Require disposal and recycling/composting facilities & operations to report directly to CalRecycle
- Enforcement authority needed – significant late, inaccurate, and incomplete reporting in DRS
- Update reporting to provide similar tools given to waste tire program

INTRO: AB 901 (2015) – SOLID WASTE SIDE

PRC 41821.5(a) – enabling statute – solid waste

(a) Disposal facility operators shall submit information on the disposal tonnages by jurisdiction or region of origin that are disposed of at each disposal facility to the department, and to counties that request the information, in a form prescribed by the department. To enable disposal facility operators to provide that information, solid waste handlers and transfer station operators shall provide information to disposal facility operators on the origin of the solid waste that they deliver to the disposal facility.

INTRO: AB 901 (2015) – RECYCLING SIDE

PRC 41821.5(b) – enabling statute – recycling

(1) Recycling and composting operations and facilities shall submit periodic information to the department on the types and quantities of materials that are disposed of, sold, or transferred to other recycling or composting facilities, end users inside of the state or outside of the state, or exporters, brokers, or transporters for sale inside of the state or outside of the state.

INTRO: AB 901 & AB 1103 – RECYCLING SIDE

PRC 41821.5(b) – enabling statute – recycling

(2) Exporters, brokers, self-haulers, and transporters of recyclables or compost shall submit periodic information to the department on the types, quantities, and destinations of materials that are disposed of, sold, or transferred. The department shall develop regulations implementing this section that define “self-hauler” to include, at a minimum, a person or entity that generates and transports, utilizing its own employees and equipment, more than one cubic yard per week of its own food waste to a location or facility that is not owned and operated by that person or entity.

INTRO: AB 901 (2015) – RECYCLING SIDE

PRC 41821.5(b) – enabling statute – recycling

(3) The information in the reports submitted pursuant to this subdivision may be provided to the department on an aggregated facility-wide basis and may exclude financial data, such as contract terms and conditions (including information on pricing, credit terms, volume discounts and other proprietary business terms), the jurisdiction of the origin of the materials, or information on the entities from which the materials are received. The department may provide this information to jurisdictions, aggregated by company, upon request. The aggregated information, other than that aggregated by company, is public information.

PRC 41821.5(c): CALRECYCLE MUST ADOPT REGULATIONS

(c) The department shall adopt regulations pursuant to this section requiring practices and procedures that are reasonable and necessary to implement this section, and that provide a representative accounting of solid wastes and recyclable materials that are handled, processed, or disposed. Those regulations approved by the department shall not impose an unreasonable burden on waste and recycling handling, processing, or disposal operations or otherwise interfere with the safe handling, processing, and disposal of solid waste and recyclables. The department shall include in those regulations both of the following:

(1) Procedures to ensure that an opportunity to comply is provided prior to initiation of enforcement authorized by Section 41821.7.

(2) Factors to be considered in determining penalty amounts that are similar to those provided in Section 45016.

AB 901: SCOPE AND PURPOSE

Currently, only solid waste facilities and haulers exporting waste report



Direct reporting to CalRecycle



AB 901 widens the reporting requirements to require reporting on the flow of **recyclable/compostable**

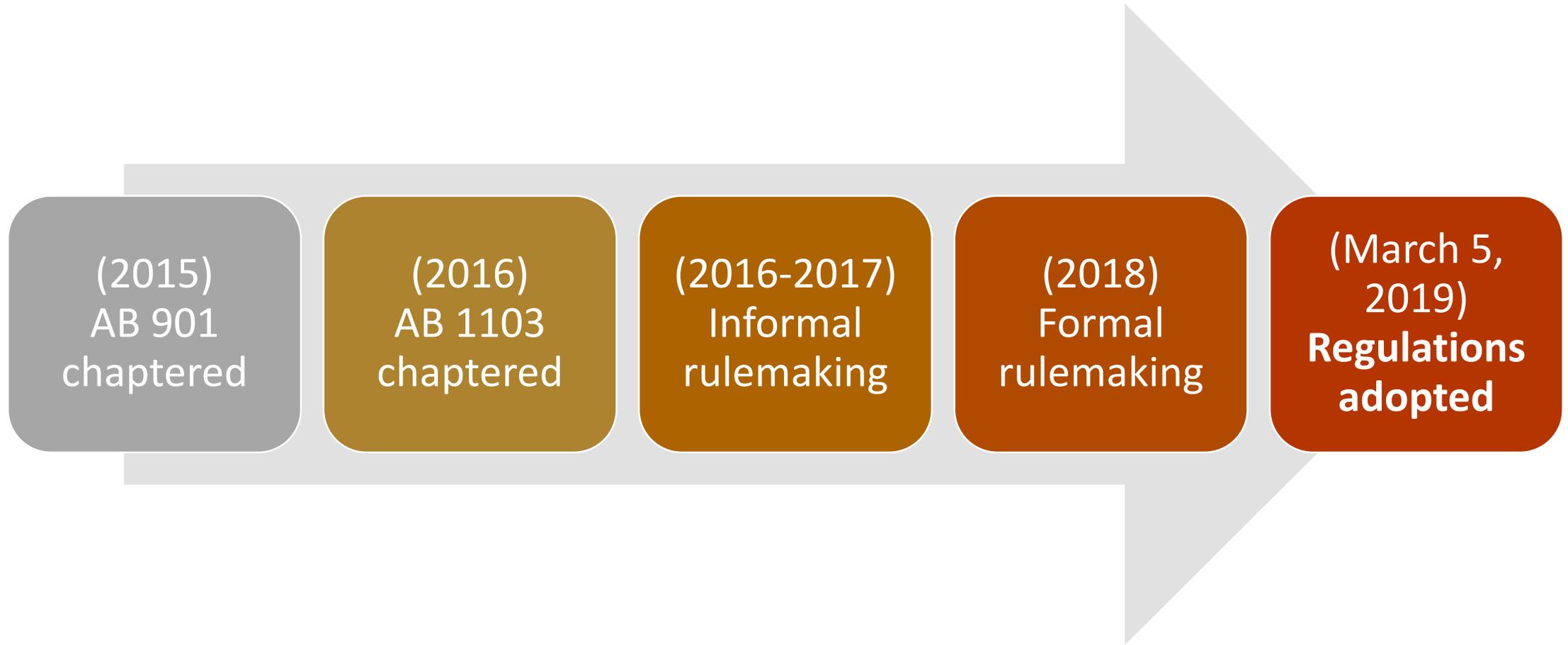


Provides **enforcement authority**



Enhanced evidence-based policy-making

AB 901: THE RULEMAKING PROCESS



INTRO: AB 901 IMPLEMENTATION - INFORMAL

- Early 2016-Late 2017
- 9 public workshops
- 4 drafts proposed
- Extensive stakeholder engagement opportunities



INTRO: AB 901 IMPLEMENTATION - FORMAL

- Jan 2018-Jan 2019
- 45 day comment period
- Public hearing
- 3 15-day comment periods
- Over 1,000 distinct comments and questions

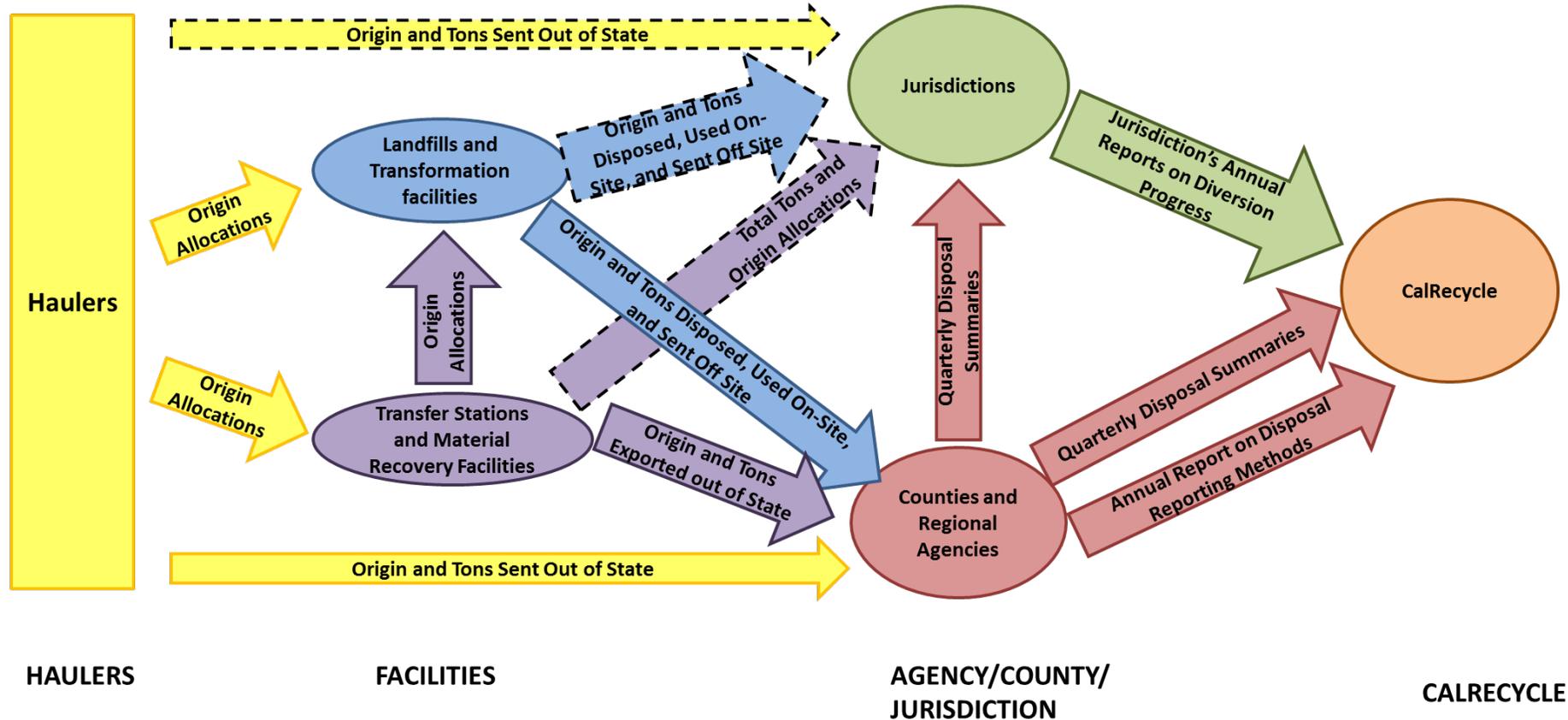


INTRO: AB 901 IMPLEMENTATION – APPROVAL

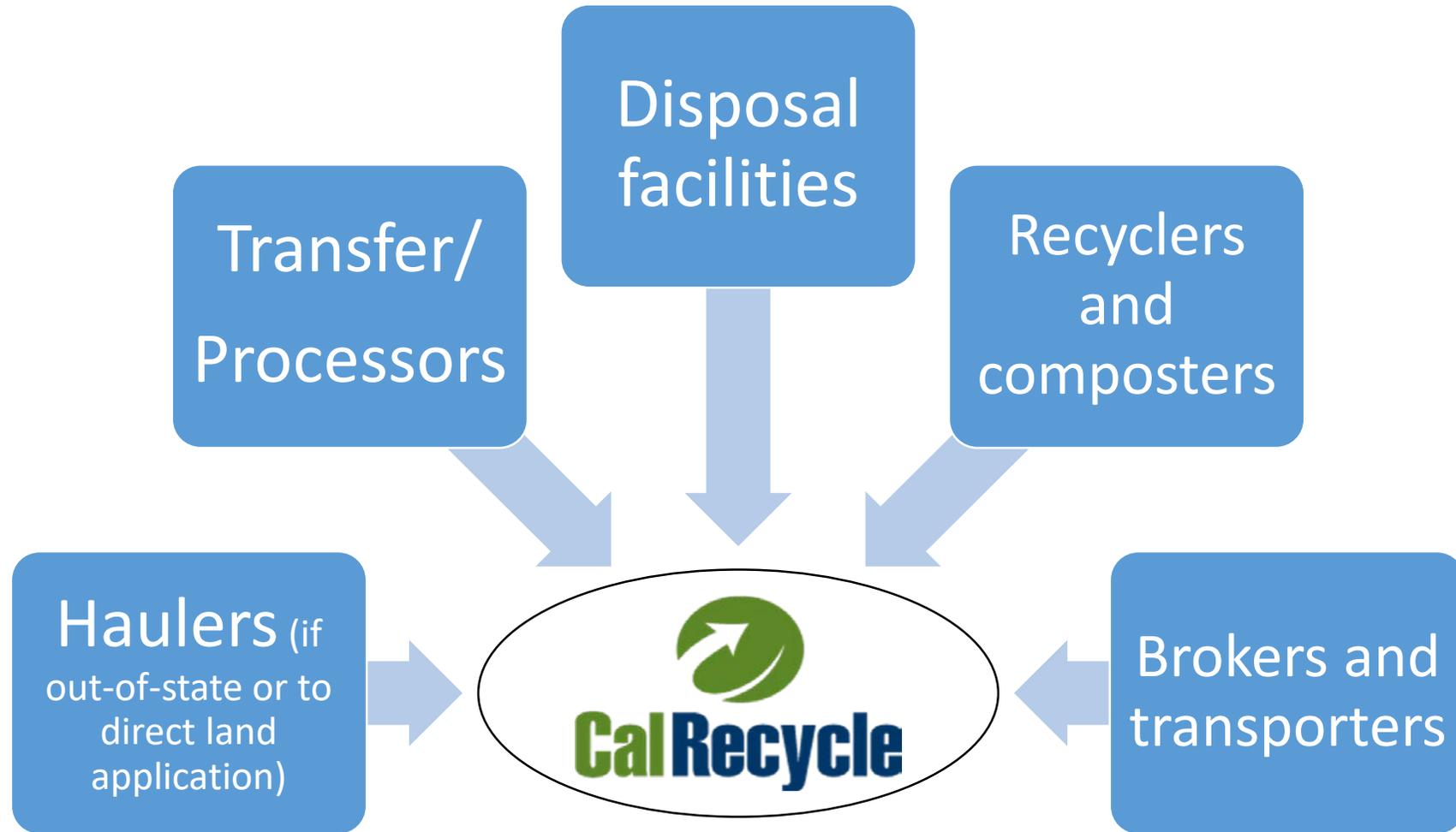
- December 2018-March 2019
- Director Smithline signed RFA to submit to OAL
- Regulations under consideration by OAL
- March 5, 2019 – Regulations approved
- Entered into immediate effect
- 14 CCR § 18815.1-18815.13



ELECTRONIC DISPOSAL REPORTING SYSTEM (EDRS)



RECYCLING AND DISPOSAL REPORTING SYSTEM (RDERS)



eDRS vs. RDRS



eDRS
(2006-2019)

Entities report via counties to CalRecycle

Disposal and disposal-related activities only

RDRS
(2019-)

Entities report directly to CalRecycle

Disposal, D-R, and recycling/composting activities

Benefits of RDRS

Direct reporting

- Streamlines reporting process
- Enhances accuracy

Data availability

- Jurisdictions can view submissions quickly
- New reports for reporting entities
- Protections for proprietary data

BENEFITS OF RDRS: DIRECT REPORTING

- Streamlined reporting process
- Enhances accuracy
- More granular reporting
- Maintain confidentiality of certain sensitive data



The screenshot shows the top of a web page with a blue header containing the Bureau of Labor Statistics logo and the text "BUREAU OF LABOR STATISTICS Annual Refiling Survey". Below the header is a red horizontal bar. On the right side, there is a partially visible button labeled "Com UI Accou". The main content area is white and contains the following text:

Thank you for reporting your data!

Your data were received by BLS on Jul 7, 2016 at 1:07:31 PM

You have successfully submitted data for the Annual Refiling Survey. You may wish to print this page for your records.

[Print](#)

If you would like to make changes to the information you have reported online, please contact your state agency listed below.

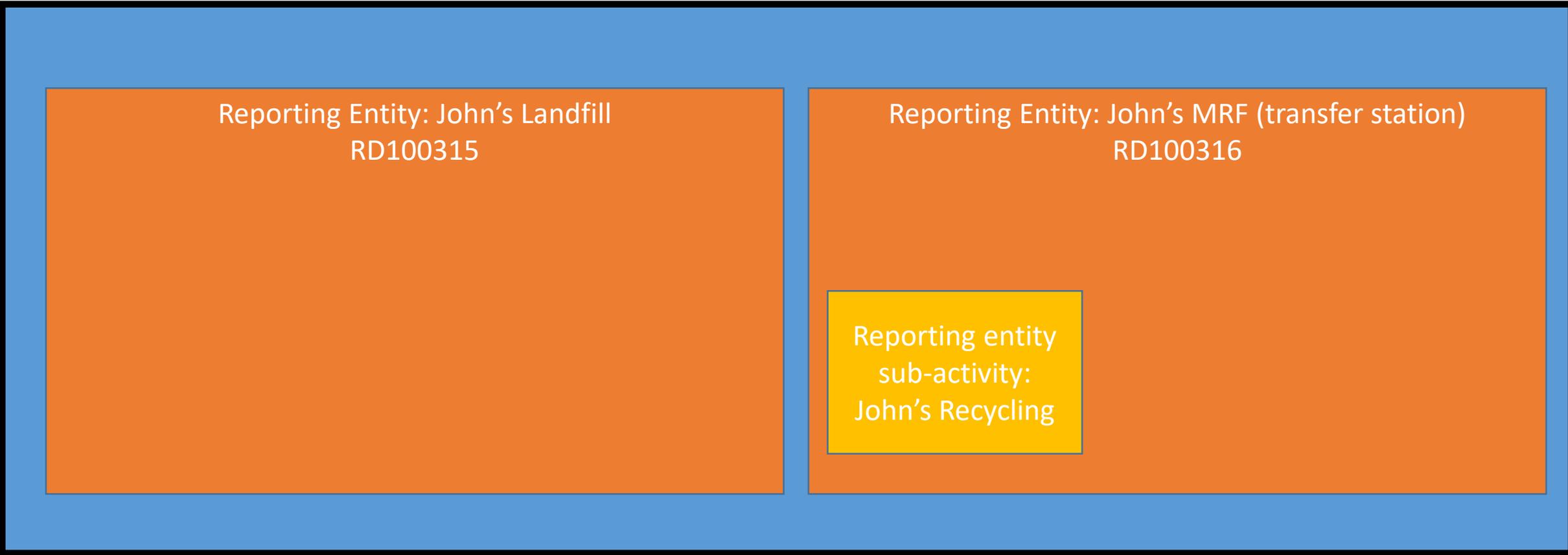
If you have additional UI accounts to report online, you can return to the [login screen](#).

RDRS REPORTING HIERARCHY



RDRS REPORTING HIERARCHY

Site: John's Resource Recovery Complex



RDRS IMPLEMENTATION SCHEDULE

April 1-30, 2019

- Registration

October 15,
2019

- Q2 DRS reports due from counties and regional agencies

November 30,
2019

- Q3 reports due for transfer/processors, recyclers & composters, brokers & transporters

July 1, 2019

- Begin recording required data for RDRS

October 31,
2019

- Q3 reports due for haulers

December 31,
2019

- Q3 reports due for disposal facilities

KEY TAKEAWAYS

- DRS is going away as of 10/15/19
- RDRS will be an improvement over the current DRS
- Registration starts soon!

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Questions?



RDERS@CalRecycle.ca.gov

DO I NEED TO REGISTER?

Topics covered:

- “Who’s in, Who’s out”
 - Haulers
 - Transfer/processors
 - Disposal facilities
 - Recyclers & composters
 - Brokers & transporters
- “Do I need to register?” tool

DO I NEED TO REGISTER?

- Do I handle reportable materials?
 - Solid waste
 - Carpet, CDI, furniture, glass, metal, organics, paper, plastic, textiles, white/brown goods
- Do I handle more than the *de minimus* amount in any given three-month period? (6,500 lbs – 2,500 tons)
- Do I create intermediate products?
- Do I send intermediate products to end users or other reporting entities?
- Do I haul a significant amount of material out-of-state or to land application?
- Am I a wastewater treatment plant (a.k.a. POTW)?
- What exclusions/exemptions may apply to me?

WHY DO I NEED TO REGISTER?

- Everyone who reports must register first
- It's in the regulations. Enforcement action will be taken for non-compliance
- To assist CalRecycle in managing waste and recycling

registration *required*

...for reporting entities

“WHO’S IN, WHO’S OUT”

- List of entities expected to report
- “Who’s in” → section 18815.3(b)
- “Who’s out” → section 18815.3(c)



"WHO'S IN, WHO'S OUT" - *DE MINIMIS*

- Reporting dependent upon **tonnage thresholds**, among other factors
- **General case:** entities must register and report if they handle **100 tons** or more of reportable materials per quarter
- **Disposal facilities** report **at any tonnage**
- **Organics:** **≥50 tons/quarter** to direct land application
- **CDI:** **≥2,500 tons/quarter** for those who exclusively handle CDI
- **Food waste self-haulers:** **≥12 yd³/week** of their own food waste (**6,500 pounds or more per quarter**)

“WHO’S IN” – IN GENERAL

- Haulers (generator → end user/out-of-state)
 - Contract haulers who haul ≥ 100 tons out-of-state
 - Contract haulers who haul ≥ 50 tons to direct land application
- Food waste self-haulers who haul $\geq 12\text{yd}^3$ of their own food waste to a facility or operation not owned by them
- Transfer/processing facilities & operations (100 tons or 2,500 tons of CDI)
- Disposal facilities (any tonnage)
- Recycling and composting facilities & operations who (100 tons/2,500 tons CDI)
- Brokers and transporters (100 tons) (reporting entity → reporting entity/end user)

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S OUT” – IN GENERAL

Generators

- “A person whose activities involve the initial creation of material” (section 18815.2(a)(29))
- Those who initially generate reportable materials, including solid waste



“WHO’S OUT” – IN GENERAL

End Users

(18815.2(a)(24))

“A person who uses a material...within the following categories:

- A) Manufacturing and packaging
- B) Fuel consumer
- C) Material Consumer
- D) Construction End User
- E) Land application
- F) Inert Debris Fill”



“WHO’S OUT” – IN GENERAL

Those who exclusively handle excluded materials

- Household hazardous waste (HHW)
- Hazardous waste
- Universal waste (U-waste)
- Electronic waste (E-waste)
- Medication and sharps
- Used oil
- Paint
- Mattresses
- Business-to-business post-industrial materials
- Non-hazardous secondary materials excluded from solid waste
- Materials that are reused as defined in section 18815.2(a)(53)

WHO'S IN,
WHO'S OUT:
HAULERS



“WHO’S IN” – HAULERS [18815.3(B)(2)]

- Contract haulers who haul ≥ 100 tons of reportable materials out-of-state
- Contract haulers who haul ≥ 50 tons of reportable materials to direct land application (end user)
- Food waste self-haulers who haul $\geq 12\text{yd}^3$ of their own food waste to a facility or operation not owned by them

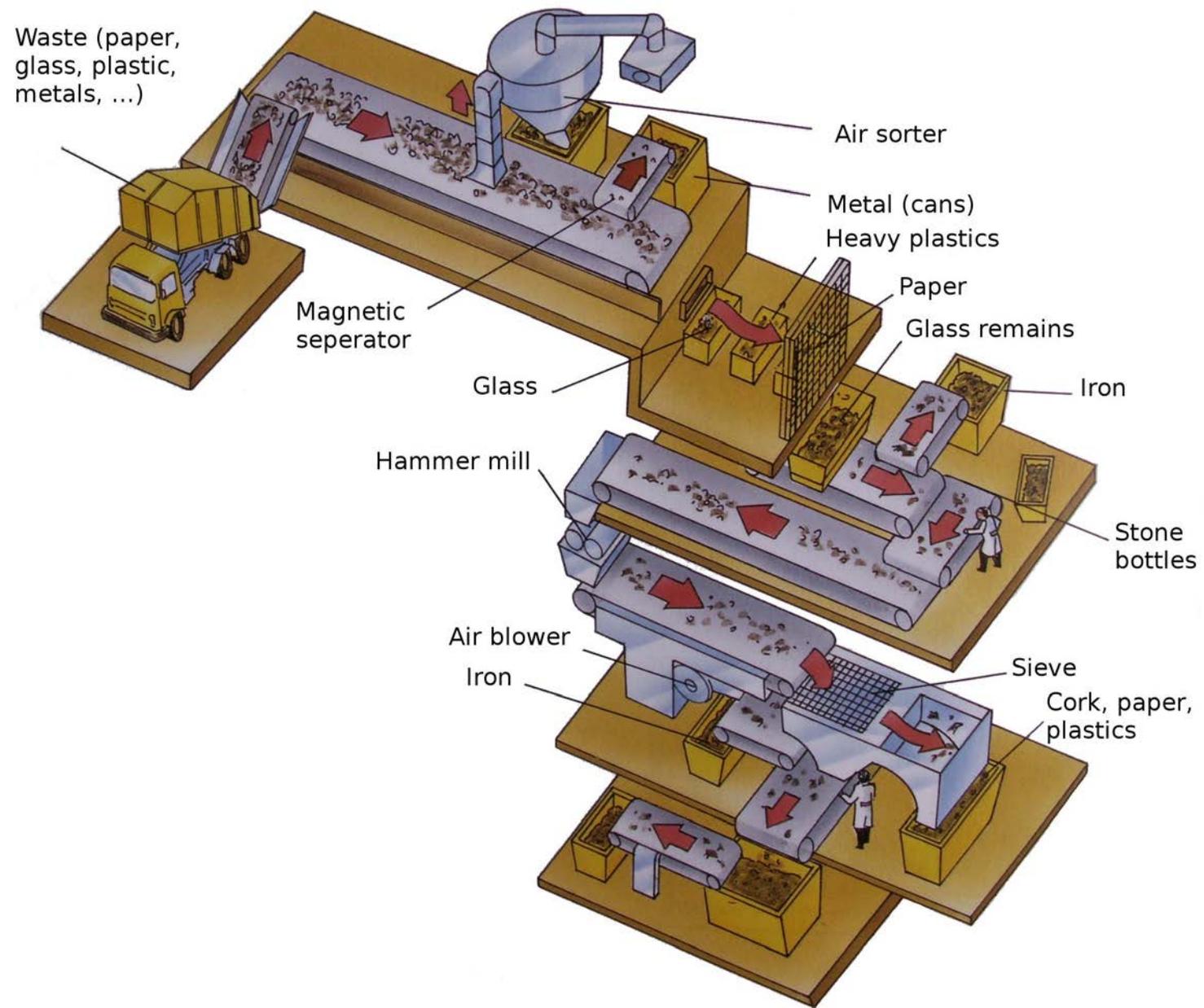
All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S OUT” – HAULERS

- An entity that doesn’t do any of the activities in the last slide, **AND exclusively does one or more of the following exempt activities:**
- A contract hauler who takes material from a generator and hauls it directly to an end user inside the state (except land application end user category)
- A contract hauler who takes material from a generator and hauls it to an in-state reporting entity, such as a transfer station, MRF, or landfill in CA

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

WHO'S IN, WHO'S OUT: TRANSFER/ PROCESSORS



“WHO’S IN” – TRANSFER/PROCESSORS

- Transfer/processing facilities and operations, including those with a:
 - Notification,
 - Registration,
 - Standardized,
 - or Full Solid Waste Facilities Permit (SWFP):
- AND EITHER transfers/processes 100 tons
 - OR transfers/processes 2,500 tons of CDI exclusively

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S IN” – TRANSFER/PROCESSORS

- Contaminated soil operations
- Inert debris processing facilities Type A/B
- Inert debris Type A processing operations
- Nonhazardous ash transfer/processing operations
- Small/medium/large volume CDI debris processing operations
- Limited volume transfer/processing operations
- Small volume transfer stations
- Medium/large volume transfer/processing facilities
- Secondary material processing facilities and operations
- Glass container processing operations

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S IN” – TRANSFER/PROCESSORS

- Direct transfer facilities
- Sealed container transfer operations
- Mixed waste processing facilities
- Material recovery facilities (MRFs) that require a SWFP
- 14 CCR §18815.3(b)(3)

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S OUT” – TRANSFER/PROCESSORS

- Exemptions based upon status/permit (section 18815.3(c)(6-8))
- Is a Maintenance District Yard (see sections 18815.2(a)(36) and 18815.3(c)(6))
- Is an Emergency Transfer/Processing Operation (section 18815.3(c)(7))
- Is an Emergency CDI Processing Operation (section 18815.3(c)(8))

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

WHO'S IN,
WHO'S OUT:

DISPOSAL
FACILITIES



“WHO’S IN” – DISPOSAL FACILITIES

- A permitted disposal facility that disposes or beneficially reuses **any tonnage** with a Registration, Standardized, or Full Permit (section 18815.3(b)(1))
- Solid waste landfills
- Engineered municipal solid waste (EMSW) conversion facilities
- Transformation facilities
- Inert debris Type A/Type B disposal facilities
- Industrial waste co-disposal facilities
- Waste tire disposal facilities

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

“WHO’S OUT” – DISPOSAL FACILITIES

- EMSW conversion facilities that exclusively convert tires or biomass that have been separated from other solid waste prior to receipt by an EMSW conversion facility (section 18815.3(c)(1)(K))
- Inert debris engineered fill operations (IDEFOs)
- Biomass conversion facilities

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

WHO'S IN,
WHO'S OUT:
RECYCLING AND
COMPOSTING
FACILITIES AND
OPERATIONS



“WHO’S IN” – RECYCLERS & COMPOSTERS

- “Recycling facilities” = any facility/operation that recycles material
- “Recycling” has the same meaning as in section 40180 of the Public Resources Code. A person who engages in activities described in section 18815.2(a)(43) is a recycler under these regulations
- Clues you may be a recycler: Sorting, cleaning, baling, shredding, pulping, cullet making, flaking, pelletizing, mulching, composting, treating wastewater, chipping and grinding, crushing, grinding, shredding, sizing, shearing, deconstructing, removing components for recycling, or otherwise create intermediate products such as cullet, flake, chips, pellets

“WHO’S IN” – RECYCLERS & COMPOSTERS

- Questions to ask yourself to determine if you might be a recycler or composter:
 - Do I do any of the actions described in third bullet, previous slide?
 - Do I create “intermediate products” (*i.e.* things that replace or substitute for virgin material in a manufacturing, construction, or agricultural process)?
 - Pellets, flake, pulp, bales of metal, glass cullet
 - Things that replace fuel (such as tires sent to an EMSW conversion facility—not solid waste)
 - Wood chips & compost
 - A homogeneous mixture used for direct land application such as aggregate, road base, and biosolids/biochar
- *De minimus*: 100 tons/qtr reportable materials, or 2,500 tons/qtr exclusive CDI

“WHO’S IN” – RECYCLERS & COMPOSTERS

Types of facilities and operations expected to report as recycler/composter:

- Material recovery facilities (MRFs) that do not require a SWFP – also known as a “recycling center” or “clean MRF”
- Wastewater treatment plants
- Paper pulpers
- Textile fiber reclaimers
- Plastic reclaimers, shredders, grinders, flakers, and pelletizers
- Metal shredders, sorters, and processors
- Glass cullet manufacturers/beneficiators
- Beverage Container Recycling Program (BCRP) recyclers or processors

“WHO’S IN” – RECYCLERS & COMPOSTERS

- Carpet collectors and recyclers
- C&D, CDI, and inert debris recyclers
- Chipping and grinding facilities and operations
- Medium volume C&D wood debris chipping and grinding facilities
- C&D wood debris chipping and grinding operations
- Automobile shredders

- Compostable material handling facilities and operations
- Composting research operations
- In-vessel digestion facilities and operations
- Wastewater treatment plants (WWTPs) (section 18815.2(a)(65))

“WHO’S OUT” – RECYCLERS & COMPOSTERS

- Composting & in-vessel digestion facilities and operations that are excluded by 14 CCR § 17855 and § 17896.6 (composting & in-vessel digestion regulations)
- A recycler who only recycles material they have generated (section 18815.3(c)(3))
- A recycler who exclusively uses material for their own end use and does not sell or transfer reportable material (subsection (c)(13))
- WWTP that either only sends material to other WWTPs or does not sell or transfer organic feedstock/intermediate products off-site (subsection (c)(5))

“WHO’S OUT” – RECYCLERS & COMPOSTERS

- Entities primarily engaged in resale for reuse (subsection (c)(4))
 - Revenue
 - Tonnage
 - Thrift stores
 - Automobile dismantlers
 - Building supply reclaimer or reuser
- A person who exclusively recycles non-reportable materials such as HHW

WHO'S IN,
WHO'S OUT:
BROKERS AND
TRANSPORTERS



“WHO’S IN/OUT” – BROKERS & TRANSPORTERS

- IN: Entities who sell or transfer 100 tons of material for which they controlled and determined the destination (section 18815.3(b)(6))
- OUT: Brokers and transporters who move or facilitate transactions of material from a reporting entity, but do not determine the destination of the material.

All thresholds are for reportable materials and on a per-quarter basis unless otherwise noted

REGISTRATION BEST PRACTICES

- When in doubt—register!
- Opportunity to delete registration before reporting opens
- We will discuss aggregating multiple activities on the same site in Agenda Item VI: Navigating Registration (3:25-3:45pm)

“DO I NEED TO REGISTER” TOOL

- Confused about what your obligations might look like?
- Try the “Do I Need to Register?” tool! Coming soon to RDRS Web page (<https://www.calrecycle.ca.gov/swfacilities/rdreporting/>)!
- It will ask questions such as:
 - What materials do you handle? In what quantity?
 - What kind of permit do you hold, if any? How are you regulated?
 - Where do you send material?
- Analyzes responses → return preliminary determination(s)

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3:45-4:00pm – Q&A and Close

Questions?



RDERS@CalRecycle.ca.gov

Afternoon Break



RDERS@CalRecycle.ca.gov

CREATING A WEBPASS AND GETTING INTO RDRS

Topics covered:

- How to create a WebPass
- How to log into RDRS
- Live demonstration

CREATING A WEBPASS

Step 1: Navigate your browser to the following URL:

<https://secure.calrecycle.ca.gov/WebPass/Register.aspx>

The screenshot shows the CalRecycle WebPass 'Create Account' page. At the top, there is a navigation bar with links for Home, Consumers, State & Local Government, Business & Industry, and About Us. A search bar is located in the top right corner. The main heading is 'CalRecycle WebPass: Create Account'. Below this, instructions state that two steps are required: filling out the form and following email instructions. A list of password rules is provided, including character length, case requirements, and row restrictions. The registration form includes fields for First Name, Last Name, Email Address, Confirm Email Address, Password, Confirm Password, and a Personal Assurance Phrase. A reCAPTCHA 'I'm not a robot' checkbox is present, along with a link for more information. A 'Create My Account' button is at the bottom right. The footer contains version information and contact details.

CA.GOV CalRecycle

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search

Home Consumers State & Local Government Business & Industry About Us

CalRecycle WebPass

- Home
- Forgot Password?
- Change Password
- Resend Activation Email
- Create an Account
- Manage Account
- Services/Systems Directory

CalRecycle WebPass: Create Account

To create your CalRecycle WebPass account, complete these two steps:

- 1. Fill in the form below and then select the Create My Account button.
- 2. Follow the instructions in the email message you will receive after completing step 1.

It is **important** to follow through and complete step 2 to activate your CalRecycle WebPass account. Your CalRecycle WebPass account must be activated before you can access any web site, service, or feature which is secured by CalRecycle WebPass.

Your password must conform to the following rules:

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.
- Cannot use more than 2 characters in a row (for example: oo).

First Name:

Last Name:

Email Address:

Confirm Email Address:

Password

Confirm Password:

Personal Assurance Phrase

[What is a "personal assurance phrase"?](#)

Click the "I'm not a robot" check box below to verify you are a human.
This verifies this is not an automated attempt to create an account.

I'm not a robot 

reCAPTCHA
Privacy - Terms

Create My Account

Version: 1.10.0
CalRecycle WebPass <https://secure.calrecycle.ca.gov/WebPass/>
Contact: [CalRecycle Webmaster](#)

www.calrecycle.ca.gov/Government/default.htm [Back to Top](#) [Help](#) [Contact Us](#) [Site Index](#)

CREATING A WEBPASS

Step 2:

Fill out required information

First Name:

Last Name:

Email Address:

Confirm Email Address:

Password:

Confirm Password:

Personal Assurance Phrase
[What is a "personal assurance phrase"?](#)

Click the "I'm not a robot" check box below to verify you are a human.
This verifies this is not an automated attempt to create an account.

I'm not a robot 
reCAPTCHA
Privacy - Terms

CREATING A WEBPASS

Step 3:

Activate your account by confirming your email.

Select the link



Important: Please Activate Your CalRecycle WebPass Now

1 message

CalRecycle WebPass Account Manager - do not reply <webmaster@calrecycle.ca.gov>

To: [REDACTED]

This CalRecycle WebPass new user account request for [REDACTED] must be completed by Monday, January 25, 2021 at 8:34 AM PST or the pending request will expire.

To verify your email address and complete this CalRecycle WebPass new user account request, select the link below.

[https://secure.calrecycle.ca.gov/WebPass/Activate.aspx?\[REDACTED\]](https://secure.calrecycle.ca.gov/WebPass/Activate.aspx?[REDACTED])

This email was sent because a request for a CalRecycle WebPass account for your email address was initiated.

To cancel this request, select the link below.

[https://secure.calrecycle.ca.gov/WebPass/Cancel.aspx?\[REDACTED\]](https://secure.calrecycle.ca.gov/WebPass/Cancel.aspx?[REDACTED])

To visit the CalRecycle WebPass home page, select the link below.

<https://secure.calrecycle.ca.gov/WebPass/>

CREATING A WEBPASS

Step 4:

Type email
you used in
creating your
WebPass
into RDRS

Recycling & Disposal Reporting System (Organizations) Sign-In

Email Address

 [Next](#)

CREATING A WEBPASS

Recycling & Disposal Reporting System (Organizations) Sign-In

Step 5:

a) Verify
Password
Protection
Phrase

b) Enter
your
password
and click
Next

The screenshot shows a sign-in form with the following elements:

- Email Address:** A field containing a redacted email address.
- Verification Box:** A yellow box containing the text: "Enter your password only if the phrase below matches what you provided during WebPass account registration." Below this is the label "Your Password Protection Phrase" followed by a redacted phrase and the text "i like turtles". A blue arrow points from the instruction text to the phrase.
- Password:** A field containing a redacted password.
- CalRecycle WebPass Logo:** Located at the bottom left of the form.
- Next Button:** A blue button labeled "Next" at the bottom right of the form.

Blue arrows from the text on the left point to the "Your Password Protection Phrase" label, the password field, and the "Next" button.

CREATING A WEBPASS & LOGGING IN



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3:45-4:00pm – Q&A and Close

Questions?



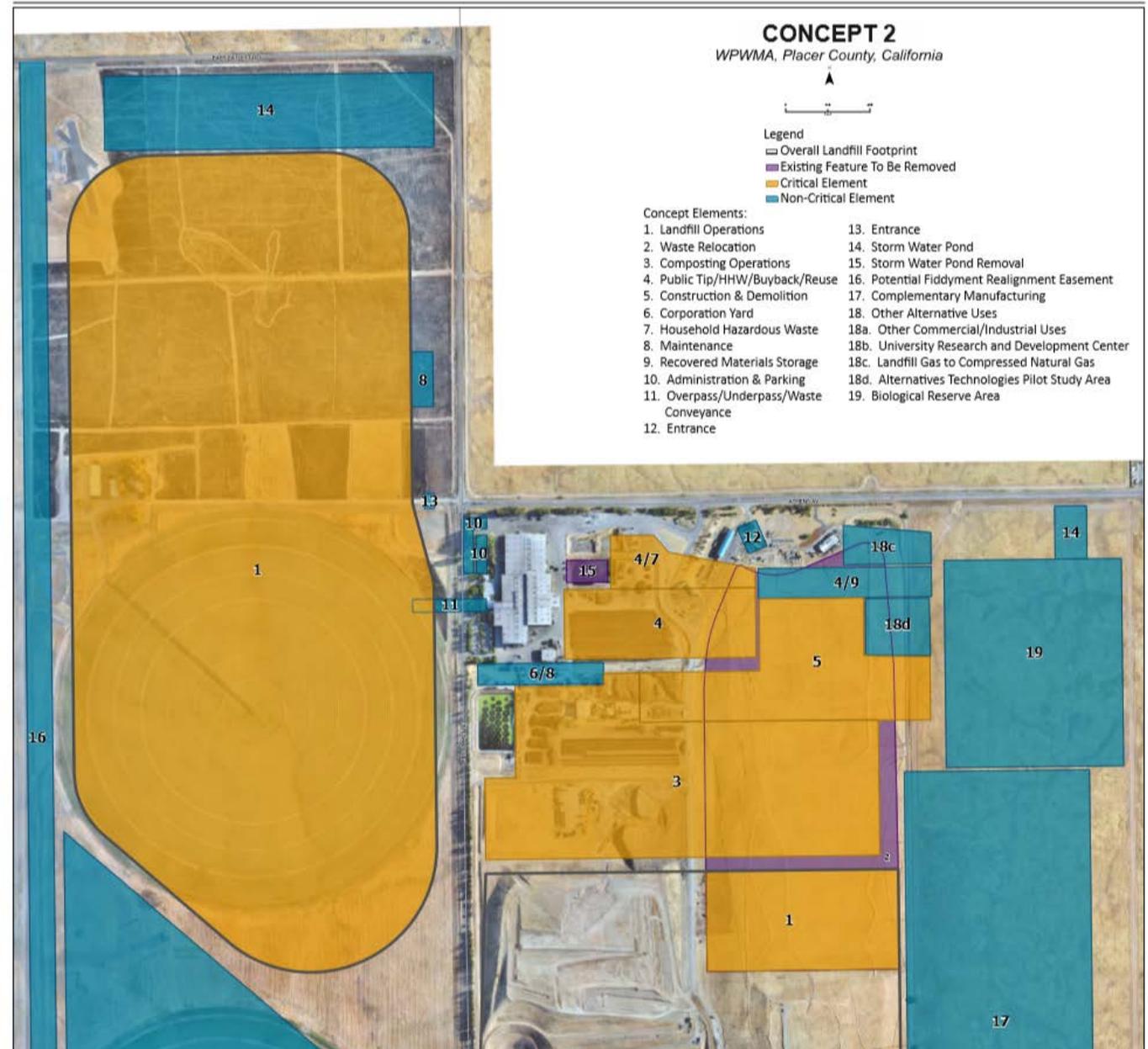
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NAVIGATING REGISTRATION

Topics covered:

- Aggregating multiple activities on a site
- RDRS Registration Module Look & Feel
- What information is required to register?

MULTIPLE ACTIVITIES ON A SINGLE SITE



MULTIPLE ACTIVITIES ON A SINGLE SITE

- **Remember:** When in doubt—register!
- A recycler/composter may have its own RDRS number or report as a dependent activity of a transfer/processor or disposal facility
- Several recycler/composters on a single site may aggregate (one RDRS number)
- A transfer/processor and a disposal facility may never aggregate

RDRS REPORTING HIERARCHY



ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting Entity: John's MRF (transfer station)
RD100316

Reporting entity
sub-activity:
John's Recycling

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting entity
sub-activity:
John's Recycling

Reporting Entity: John's MRF (transfer station)
RD100316

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting entity
sub-activity:
John's Recycling

Reporting Entity: John's MRF (transfer station)
RD100316

Reporting entity
sub-activity:
John's Buyback

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting entity
sub-activity:
John's Quality
Compost

Reporting Entity: John's MRF (transfer station)
RD100316

Reporting entity
sub-activity:
John's Office
Paper Line

Reporting entity
sub-activity:
John's Plastic
Flaking

Reporting entity
sub-activity:
John's Bottle
Sorting

Reporting entity
sub-activity:
John's Buyback

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting Entity: John's MRF
(transfer station)
RD100316

Reporting Entity:
John's Recycling
RD100317

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting Entity: John's MRF
(transfer station)
RD100316

Reporting Entity:
John's Recycling
RD100317

Reporting entity
sub-activity:
John's Buyback

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting Entity: John's MRF
(transfer station)
RD100316

Reporting Entity:
John's Recycling
RD100317

Reporting entity
sub-activity:
John's Buyback

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting entity
sub-activity:
John's Compost

Reporting Entity: John's MRF
(transfer station)
RD100316

Reporting Entity:
John's Recycling
RD100317

ACCEPTABLE CONFIGURATIONS

Site: John's Resource Recovery Complex

Reporting Entity: John's Landfill
RD100315

Reporting Entity: John's MRF
(transfer station)
RD100316

Reporting Entity:
John's Recycling
RD100317

Reporting Entity:
John's Buyback
RD100318

PUTTING IT ALL
TOGETHER:

NAVIGATING
RDRS

Topics covered:

- ~~Aggregating multiple activities on a site~~
- RDRS Registration Module Look & Feel
- What information is required to register?

WELCOME SCREEN – SELECT ORGANIZATION

Recycling & Disposal Reporting System (Organizations)

This system supports AB 901, which requires waste, recycling, and compost facilities, as well as exporters, brokers, and transporters of recyclables or compost to submit information directly to CalRecycle on the types, quantities, and destinations of materials that are disposed of, sold, or transferred inside or outside of the state.



Welcome **Steven Sander!**

You last signed in on 3/13/2019 at 3:55 PM.

[+ Create Organization/Site](#) [Export to Excel](#)

	Organization/Site Name ↑	Organization/Site Status	Reporting Entity Activities
Select	Ahmed's Landfill	Open	Landfill
Select	Calhoun County Resource Recovery Complex	Open	Landfill, Recycler/Composter, Transfer/Processor
Select	Shady Glen Regional Landfill	Open	Landfill

15 items per page

1 - 3 of 3 items

USER TESTING

Recycling & Disposal Reporting System (Organizations) <https://secure.calrecycle.ca.gov/RDRS/Organizations>
Contact: Peter Staklis (916) 341-6230
Build: 1.00.0000.00
[Authorized Use Only](#), [Privacy Policy](#)

CREATE A SITE/ORGANIZATION

Home > Create Organization/Site

USER TESTING - BUILD: 1.00.0000.00

Organization/Site: Create

Save Cancel

General Information

Organization/Site Name *

Calling Code * Phone * ID Mobile Phone

EMail *

Organization/Site DBA Name * Website

Operator Company Name Parent Company

Physical Address

Country * Tribal Land

Physical Address *

City/Town/Place * State * California Postal Code * ID

Mailing Address

Same as Physical Address

Country * Tribal Land

Mailing Address *

City/Town/Place * State * California Postal Code * ID

Organization/Site Primary Contact

First Name * Last Name *

Steven Sandler

Title * EMail *

steven.p.sandler@gmail.com

Calling Code * Phone * ID Mobile Phone

Reporting Entity Activity

Note: Add one or more Reporting Entity Activities with separate RCMS IDs for your Organization/Site. At least one Reporting Entity Activity is required. You cannot add any entities that are dependent on lead entities for reporting during initial registration. Please add them after you have created your initial registration for your organization/site.

+ Add Reporting Entity Activity

Actions	Reporting Entity Activity	Reporting Entity Activity Name	Reporting Entity Activity DBA Name	US EPA ID	SWIS Number
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Activity Signature Authority

Reporting Entity Primary Contact is the Signature Authority for this activity

First Name * Last Name *

Title * EMail *

Calling Code * Phone * ID Mobile Phone

Save Cancel

CREATE A SITE/ORGANIZATION

- *Organization/Site Name:
 - The name of the entire site (*i.e. John's Resource Recovery Complex*)
- *Calling Code:
 - Leave unchanged if US number; otherwise, select another
- *Phone
 - Main contact phone number for the entire site. Check tickbox if Mobile Phone.
- *Email
 - Primary email address for site
- Organization/Site DBA Name
 - If applicable
- Parent Company
 - If applicable (*i.e. Waste Management*)
- Operator Company Name
 - Name of the company operating the facility, operation, or business.

Home » Create Organization/Site

Organization/Site: Create

Save Cancel

General Information

Organization/Site Name *

Calling Code * Phone * ? Mobile Phone

1 Phone *

Email *

Website

Organization/Site DBA Name ? Parent Company

Operator Company Name

CREATE A SITE/ORGANIZATION

- *Country
 - Country in which the facility is located (or receives mail in the case of mailing address)
 - Check tickbox if located on Tribal Land
- *Physical address:
 - Physical location with street number and name
- *City/Town/Place
 - Physical address: Name of location in which the facility is sited (*i.e.* Adelanto, San Marino, East Pasadena)
 - Mailing address: Use USPS conventions
- *State
 - Must select
- *Postal Code
 - 5-digit ZIP code

Physical Address

Country * Tribal Land

Physical Address *

City/Town/Place *

State *

Postal Code *

Mailing Address

Same as Physical Address

Country * Tribal Land

Mailing Address *

City/Town/Place *

State *

Postal Code *

CREATE A SITE/ORGANIZATION

- *First Name and *Last Name
 - Imported from WebPass
- Title
 - Job Title
- *Email
 - Imported from WebPass
- *Calling Code
 - Leave as-is if US number; otherwise, select the appropriate country code
- *Phone
 - Ten-digit telephone number (w/extensions)
 - Check if Mobile Phone

 Organization/Site Primary Contact

First Name * Last Name *

Title

Email *

Calling Code * Phone * Mobile Phone

CREATE A SITE/ORGANIZATION

Now it's time to add
all the reporting entities on your site!

- Reporting Entity Activity:
 - Select from dropdown
- Reporting Entity Activity Name:
 - Name of the reporting entity (i.e. Agua Mansa MRF)
- Reporting Entity Activity DBA Name:
 - If applicable
- US EPA ID
 - If applicable
- SWIS Number
 - Solid Waste Identification System number (if applicable)

Reporting Entity Activity

Reporting Entity Activity *

- Contract Hauler
- Food Waste Self Hauler
- Transfer/Processor
- Recycler/Composter
- Landfill
- Transformation
- EMSW Conversion
- Other Disposal (Specify)
- Broker/Transporter

Save Cancel

SWIS Number

Save Cancel

CREATE A SITE/ORGANIZATION

Activity Signature Authority

- *First Name and *Last Name
 - If not you, who has signature authority?
- Title
 - Job Title
- *Email
 - Imported from WebPass
- *Calling Code
 - Leave as-is if US number; otherwise, select the appropriate country code
- *Phone
 - Ten-digit telephone number (w/extensions)
 - Check if Mobile Phone

Activity Signature Authority

Reporting Entity Primary Contact is the Signature Authority for this activity

First Name * Last Name *

Title

Email *

Calling Code * Phone * Mobile Phone

Save

Now hit "Save"!

AGENDA

1:30-1:45pm – Introduction

1:45-2:15pm – Background

2:15-3:00pm – Do I need to register?

[3:00-3:10pm – Break]

3:10-3:25pm – Creating a WebPass and
getting into RDRS

3:25-3:45pm – Navigating registration

3:45-4:00pm – Q&A and Close

Questions?



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LEARNING OBJECTIVES

1

I know if my facility or operation has a reporting obligation under RDRS

2

I know what type of reporting entity(ies) under which I should register my facility(ies) or operation(s)

3

I know the basic procedure for how to enter CalRecycle's data system and input the required information



Subscribe to the AB 901 listserv!

<https://www2.calrecycle.ca.gov/Listservs/Subscribe/146>



RDRS Web page:

<https://www.calrecycle.ca.gov/swfacilities/rdreporting/>



Steven Sander

Acting Supervisor

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