Franchise Quarterly Tonnage Report Using New Recyclist Online System

Training on the new online reporting system.

Presenter Wendy Nelson

Wednesday, October 6, 2021 from 2:00 pm to 3:00 pm

Welcome!

- Prior to the dissolution of the SWA on 07-01-21, the City and County worked together with Recyclist to develop a new online reporting system for Franchisees. The City and the County are both using Recyclist, the reporting is very similar but there are minor differences. We will be going over the County's report today.

- Starting 2021 Q3 (July, Aug, Sept), the Quarterly Tonnage Report will be completed online.

- Each quarter, Franchisees will receive an email from the Recyclist system that will provide access to enter the system, enter the data, and submit the report.

- The system does not allow you to save your work so once started, you have to complete your work and submit the report.

- Helpful Tip: Prepare and organize all information prior to entering the data into the system.

Really different but really simple

1. New look - Change from Excel System to a Data Base System

2. Simplified – you plug in the data, all the formulas happen behind the scenes

3. Simplified – We have updated County Code, Franchise Agreements, and reporting requirements.

4. New concepts – Data is entered by Single Address or Multiple Address

Report Franchise Collection Tonnages

- Methodology used must be documented & auditable

- Methodology used must accurately represent jurisdictional allocations

- Methodology used must be consistently applied

Due Dates!

Qtr 1   Jan, Feb, Mar   Due May 1st

Qtr 2   Apr, May, Jun   Due August 1st

Qtr 3   Jul, Aug, Sep   Due November 1st

Qtr 4   Oct, Nov, Dec   Due February 1st

Late fees apply if reports are submitted late.

What you need to report to the County!

	Collected in Sacramento Unincorporated	Collected in Other Jurisdictions
Hauled to NARS or Kiefer	YES	YES
Hauled to Other Facilities	YES	NO

Prepare & Proof

- Prep your information carefully prior to entering the data into the online Recyclist system.

- Once you receive the email from Recyclist, you can access the system and enter your information.

- Proof your entries closely prior to submitting your report.

- Once you submit the information, you cannot retrieve it to make edits. You would need to contact either the City or the County to secure a new email link and re-enter all of the information.

What's New!

- The system allows you to select the material type, the facility you brought it to, and it allows you to enter the tons.

- Data is entered by Single Address or Multiple Address

- SINGLE ADDRESS: Contains only one collection address in any given load. Example: A roll-off disposal service that collects at one collection address and goes directly to the disposal facility.

- MULTIPLE ADDRESS Service that has the potential to contain more than one collection address in any given load. Example: A front-end load disposal service that collects at more than one collection address in the disposal vehicle prior to arriving at the disposal facility.

Let's Practice

- 1 Single-Address-Per-Load Service Tons

- 2 Multiple-Address-Per-Load Service Tons

- 3 Allocate NARS & Kiefer Multiple-Address-Per-Load Service Tons to Other Jurisdictions

- 4 Excluded Tons

- NOTE: Automated Jurisdictions - Recovery % & Residuals - C&D Facility & Recovery Rates

No Activity? No Problem.

- No Franchise activity? Skip Section 1 Single Address, 2 Multiple Address, & 4 Excluded Tons.

- No NARS or Kiefer activity? Skip Section 3 NARS & Kiefer Multiple Address.

- If you hauled Multiple-Address-Per-Load Service Tons to NARS or Kiefer that had no material from Sacramento Unincorporated, enter 0 for Allocation %.

- Ready to submit? Check generate summary first, review, then submit.

Avoid Mistakes!

- Don't edit an entered line of data, just redo it!

  - If you enter Sierra Waste, then Mixed C&D, then try to back up and correct it to Disposed Waste, and Kiefer, it won't let you.

  - If you enter Sierra Waste, then disposed, then try to back up and change it to Kiefer Landfill, then try to enter any jurisdiction other than Sacramento County, it won't let you.

  - It is always best to just delete the line instead of trying to back up and make edits.

Note: Under Single Address, if you enter a facility that is not a certified C&D Facility (for example Kiefer Landfill), it allows you to choose Mixed C&D but then the facility disappears (which you may not notice) and it shows 100% recovery. It still allows you to continue entering data and generate a summary which includes the C&D Tons but it doesn't show that it went to Kiefer. Fix this by only entering Mixed C&D with a Certified C&D Facility and proofing carefully. The system will not let you submit a report with tons entered but no facility.

Single-Address-Per-Load Service Tons

*Facility	*Material	*Jurisdiction	*Recovery %	*Tipped Tons	Diverted Tons	Disposed Tons
-Select-	Mixed C&D	Sacramento Unin...	100.00 %	100	100.00	0.00

+ Add New

Summary of Tons Collected in Sacramento Unincorporated

Collected

100.00	Tons Collected
(0.00)	Tons Dirt
(0.00)	Excluded Tons
100.00	**Total Adjusted Tons Collected**

Diverted

100.00	Mixed C&D
(0.00)	Excluded Tons
100.00	**Total Adjusted Diverted Tons**

Disposed

(0.00)	Excluded Tons
0.00	**Total Adjusted Disposed Tons**

Diversion Rate

30.00% Required County Diversion Rate
100.00% Franchisee Diversion Rate

Summary of Tons Hauled to NARS & Kiefer

Allocations

Allocations not applicable because no Multiple-Address-Per-Load Service Tons hauled to NARS or Kiefer.

NARS

0.00 Total Tons Hauled to NARS

Kiefer

0.00 Total Tons Hauled to Kiefer

Ready to submit?

- Check generate summary

- Review carefully

- If you find an error, go back and edit it now.

- Once you submit it you won't be able to go back and edit errors.

- Submit report.

- If you discover an error after you have submitted the report, contact your City or County representative for assistance. You may have to reenter and resubmit the report.

EXAMPLE - Submittal Confirmation

Thank You

Your submission has been received, and you will receive a confimation via email.

EXAMPLE – Submittal Email with Report PDF

Questions?

…..about the new online system?

……about Franchise reporting requirements?

…...about the new Sacramento County and/or City of Sacramento Franchises?

…...other?

Thank you and Good Luck!

2021 Q3 Quarterly Report Due Date 11-01-21.

If you need help and/or have questions.

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