

Procedure for Registration of Collection Routes

Sunshine Canyon Landfill

The new Waste Disposal Origin Reporting System (Reporting System) in effect at Sunshine Canyon Landfill (SCL) requires that nearly all users of the site identify the service addresses associated with applicable direct haul loads tendered for disposal. To minimize the information that must be reported at the time of disposal, users of the landfill may register their collection routes with the Waste Origin Consultant (WOC) for SCL. When a load from a registered route is brought to the landfill, the route number can be identified on the Waste Origin Report Form, rather than listing the individual addresses for each of the service locations on the route.

If a user submits a form for a load and indicates that the route for the load is registered, and it is determined by the WOC or SCL, either at the time of disposal or sometime thereafter, that the route has not been registered, then the user will be considered to have submitted an incomplete form for that load and will be assessed a surcharge for the load. Failure of the user to submit a proper form within 14 days of the disposal date will subject the user to suspension from the landfill.

1. Routes that can be registered

Collection routes that are part of an exclusive franchise or that are well established and do not change significantly from month to month, can be submitted for registration. The SCL and the WOC reserve the right to determine which routes can be registered.

If a daily route is serviced by more than one collection vehicle, the route must be subdivided and the appropriate portions registered for each vehicle.

For example:

Route #350 is serviced on Tuesdays by trucks A, B, and C. Truck A begins the route. When it is full, truck B takes over. When truck B is full, truck C takes over and finishes the route.

In this case, three separate routes should be registered: 350A, 350B, and 350C. The jurisdictional breakdown of each of these sub-routes must be identified when these sub-routes are registered. The service addresses on the main route (#350) should be allocated as closely as possible to the sub-routes (350A, 350B, 350C). Some overlap and duplication of the service addresses amongst the sub-routes is allowed (For example, if there are 5 to 10 addresses that can be served by truck A or truck B, these service addresses can be allocated to both routes). However, no service addresses should be omitted.

2. Updating Route Information

The route information registered with the WOC must be kept current. Any person submitting false or misleading information to the WOC/SCL will be guilty of a misdemeanor and be subject to the penalties provided by law. It is the responsibility of the landfill user to provide updated route information to the WOC in accordance with the following general guidelines:

- 2.1 If the jurisdiction of origin for the load does not change (e.g. the load is always 100% Glendale residential), but more than 5% of the addresses served on the route change each month, then the route must be reregistered.
- 2.2 If the jurisdictional distribution of a route changes, the route registration must be updated with the new jurisdictional breakdown and service address information.

For example:

If the jurisdictional breakdown of a route registered with the WOC is: City A – 30%, City B – 70%, and the addresses served on the route change, so that the breakdown is now: City A 35%, City B – 65%, then this route must be reregistered.

3. Registration Information to be submitted

You will be asked to provide the following information:

- 3.1 Company name and account number
- 3.2 Route number (or sub-route number)
- 3.3 Type of Route: 100% residential, 100% commercial, or a combination of residential and commercial collection site addresses.
- 3.4 Jurisdictional breakdown for the route: List all of the cities in which the collection site addresses on this route are located. For those collection site addresses in the county unincorporated area, identify the jurisdiction of origin with the LACO-codes listed on www.SunshineCanyonLandfill.com.

For each jurisdiction of origin listed, indicate the percent of the refuse collected on the route that is from collection site addresses in that jurisdiction. The percents must add to 100%.

Example:

Route #	Jurisdictions of Origin	Percent
210	Monrovia	20%
	Montebello	30%
	Los Angeles County	50%
220	Arcadia	50%
	Monrovia	50%

Note: You must use an industry-accepted method that is based on the actual distribution of the collection site addresses to the cities on the route for determining the breakdown of the route. This methodology must be available for review by the WOC/SCL upon request.

- 3.5 Route service addresses: You must submit all of the collection site addresses (not the mailing or billing address) on each route. Indicate the jurisdiction in which the service location is physically located. For those service locations in the county unincorporated area, identify the appropriate LACO-code as the physical jurisdiction.

You can submit address files in an Excel table. Contact the WOC for a template.

- 3.6 An officer of your company must sign the registration. The address lists can be submitted electronically or on a disk (MS Windows readable format). Mail disks to and/or signed forms to:
Max Communications
Joseph Reisdorf
Sunshine Canyon Landfill
c/o 204 Providence Mine Road, Suite 112
Nevada City, CA 95959

Email files to: jreisdorf@maxcom.biz

Questions: (323) 933-5561

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LA County Unincorporated Areas

1	Acton	43	Kagel Canyon
2	Agoura	44	La Crescenta
3	Agua Dulce	45	La Rambla
4	Altadena	46	Ladera Heights
5	Antelope Acres	47	Lake Hughes
6	Arcadia Islands	48	Lake Los Angeles
7	Athens	49	Lakeview
8	Avocado Heights	50	Lang
9	Azusa Islands	51	Lennox
10	Baldwin Hills	52	Leonna Valley
11	Bassett	53	Little Tujunga
12	Big Pines	54	Little Rock
13	Big Tujunga	55	Llano
14	Bouquet Canyon	56	Long Beach Island
15	Calabasas Highlands	57	Los Nietos
16	Castaic	58	Malibu Vista
17	Castaic Junction	59	Marina del Rey
18	Cerritos Island	60	Mesa Heights
19	Charter Oak	61	Mint Canyon
20	Citrus	62	Monrovia/Duarte (Islands)
21	Covina Islands	63	Montrose
22	Del Aire	64	Mulholland Corridor
23	Del Sur		Cornell
24	Del Valle		Las Virgenes/Malibu Canyon
25	East Compton		Malibu Bowl
26	East Los Angeles		Malibu Highlands
	Belvedere Gardens		Malibu Lake
	City Terrace		Malibu/Sycamore Canyon
	Eastmont		Trifuno Canyon
27	East Pasadena	65	Neenach
28	East San Gabriel	66	Palmdale Airport
29	El Camino Village	67	Pearblossom
30	Elizabeth Lake	68	Pico
31	Fairmont	69	Quartz Hill
32	Firestone	70	Rancho Dominguez
33	Florence	71	Roosevelt
34	Foothill	72	Rosewood
35	Forrest Park	73	Rowland Heights
36	Franklin Canyon	74	San Clemente Island
37	Gorman	75	San Pasqual
38	Green Valley	76	Santa Catalina Island
39	Hacienda Heights	77	Soledad
40	Hawthorne Island	78	South San Gabriel
41	Hi Vista	79	South San Jose Hills
42	Juniper Hills	80	Stevenson Ranch

LA County Unincorporated Areas

81	Sulphur Springs	92	West Carson
82	Sun Village	93	West Fox Hills
83	Topanga Canyon	94	Westfield
	Fernwood	95	Whittier Islands
	Glenview	96	Whittier Narrows
	Sylvia Park	97	Willowbrook
	Topanga	98	Wilsona Gardens
84	Universal City	99	Windsor Hills
85	Val Verde	100	Wrightwood
86	Valinda		
87	Valyermo		
88	Vasquez Rocks		
89	Veterans Park		
90	View Park		
91	Walnut Park		