

Waste Origin Reporting at the Sunshine Canyon Landfill

Start Date: April 1, 2008



Facility Overview

BFI Sunshine Canyon Landfill

Two Gates – Two Facilities

- LA City Side
- LA County Side

NEW Waste Origin Verification Program

In-depth verification will be done on all loads through the County Gate. All incoming loads to either gate have to provide basic information.



Waste Origin Reporting at the Sunshine Canyon Landfill



Waste Origin Reporting

Why?

1. Required by County Conditional Use Permit
2. Provide more accurate recording for loads coming from the unincorporated county areas

What?

1. All direct haul loads greater than one ton (except green waste or recyclables) will require documentation on the source of the load
2. When requested, haulers will have to provide proof that they served an address or business reported for a load
3. Transfer station waste origin information will be subject to verification
4. These requirements are separate from the County SWIMS reporting system



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Specific Reporting Requirements

Tier 1: For Direct Haul Refuse Loads Greater than 1 Ton:

1. Submit a Waste Origin Report Form at the time of disposal
or
2. File an electronic report by 5 PM on the 2nd day after the disposal date

Tier 2: Proof of a Business Relationship

1. Each month 5% of the addresses from the LA County unincorporated area will be randomly selected
2. Haulers will be contacted by mail and requested to provide copies of invoices or service contracts



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Waste Origin Report Forms (1)

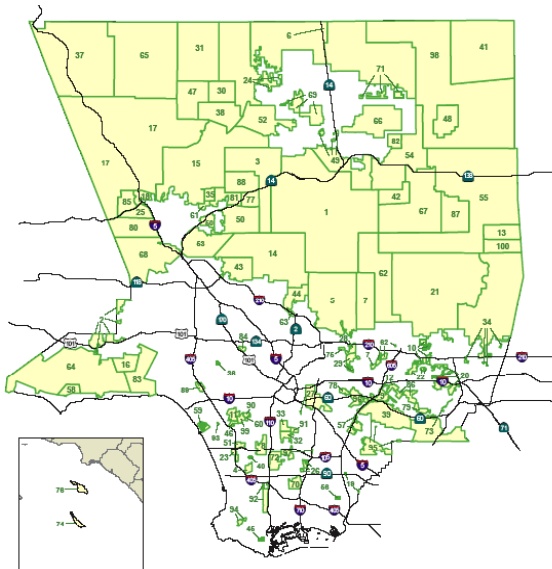
1. Must be submitted at the scale, unless the hauler is approved for electronic reporting
2. Copies can be obtained from the scale or downloaded from the landfill Web site (www.sunshinecanyonlandfill.com)
3. Sections to be completed by haulers:
 - Section 1. Account #
 - Section 2. Company name
 - Section 3. Contact person name
 - Section 4. Telephone number
 - Section 5. Jurisdiction of origin & percent
 - If refuse was collected in an incorporated city (Burbank, San Fernando, etc.), enter the name of the city.
 - If refuse was collected in an unincorporated county area (Valencia, Altadena, etc.) enter **LACO+unincorporated area name** (see http://ladpw.org/swims/Upload/CSD%20CUA%20Map_9405.pdf)
 - Enter the percent breakdown of the load (how much from each jurisdiction).
 - Percents must equal 100



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Unincorporated County Areas



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Waste Origin Report Forms (2)

3. Sections to be completed by haulers (continued):

Section 6. Type of load (residential, commercial, mixed)

Section 7. Route number - The route number must be registered with BFI's contractor. Do not use route numbers that have not been registered. If registered route numbers are used, skip Section 8.

Section 8. Service addresses - provide the actual address of each location from which the refuse in the load was collected. For a roll-off load - 1 address. For a frontloader or sideloader load - provide each address on the route.



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Waste Origin Report Forms (3)

Guidelines for completing the forms

- Provide all required information
- Print or type clearly - if information on the form cannot be read, it will be returned to the hauler and a fine may be imposed
- Do not use route numbers that have not been registered
- Verify that unincorporated area addresses are really in an unincorporated area. Don't rely on the zip code!
- Use **LACO** in front of the unincorporated area name in Section 5:
 - LACO-Valencia*
 - LACO-Altadena*
 - LACO-Castaic*



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Electronic Reporting (1)

1. Available to credit customers only
2. Required for all haulers disposing of more than 5 loads per day
3. Haulers must sign up for electronic reporting and be assigned a password (submit an application to Sunshine Canyon Landfill personnel)
4. The login page is accessed from the Sunshine Canyon Landfill Web site (www.sunshinecanyonlandfill.com)
5. If a hauler is approved for electronic reporting, its drivers will not submit a form at the scales.
6. Electronic reports will be due by 5 PM on the **second business day** after the disposal date (Reports for loads disposed on Monday are due by 5 PM on Wednesday. Reports for loads disposed on Friday are due by 5 PM on Tuesday).



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Electronic Reporting (2)

Electronic Reporting Procedure

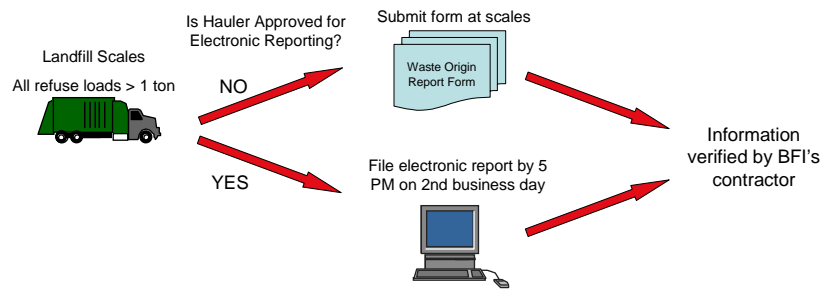
1. Login from the landfill Web page
2. Enter account number and password
3. Enter the disposal date
4. The report form will list the hauler's ticket numbers for that day
5. Provide either the route number or service address for each ticket number
6. Click the Submit button. A printable receipt will appear.
7. A previously submitted report can be edited up to 5 PM on the third business day following the disposal date



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Reporting Summary



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Data Confidentiality

Route lists and service addresses

1. This information will not be reviewed or retained by BFI. The scale operator will place incoming Waste Origin Report Forms in a pouch that will be picked up by a courier and delivered to BFI's independent contractor
2. Information for registered routes will be sent by haulers directly to BFI's independent contractor
3. Data transmitted to BFI by its contractor will be summarized by jurisdiction. Service address information will not be included.

Tier 2 Documentation

1. Copies of invoices, contracts, etc. will be sent by the hauler directly to BFI's contractor
2. This information will not be shared with BFI.



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Non-compliance Issues (1)

Reasons for citing a hauler for non-compliance

1. Failure to submit a form at the time of disposal (unless approved for electronic reporting)
2. Failure to submit an electronic report or submitting a report after 5 PM on the 2nd business day after the disposal date
3. Submitting an incomplete form or report
4. Submitting a form with information that cannot be read (poor printing, faded or too-light copy, dirt or other matter covering part of the form, etc.)



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Non-compliance Issues (2)

Reasons for citing a hauler for non-compliance (continued)

5. Deliberately providing false or incorrect information
6. Using a route number that has not been registered
7. Incorrectly identifying an address as being in an unincorporated area
8. Failure to provide adequate Tier 2 documentation or providing this information after the due date



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Non-compliance Follow-up

1. Hauler receives a letter explaining the non-compliance issue
2. A response from the hauler will be due within 14 days of the date of the notice
 - Provide form or electronic report
 - Submit a corrected form or electronic report
 - Provide missing or corrected Tier 2 documentation
3. Haulers will receive a notice and warning for the 1st offence
4. After the 1st offence, haulers will be fined for non-compliance issues
5. After the 1st offence, hauler may be suspended from the landfill if an adequate response to a notice of non-compliance is not received within 14 days of the date of the notice



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Fines for Non-compliance

1. \$100 per load for failure to submit a Waste Origin Report Form or electronic report at the appropriate time
2. Up to \$7 / ton for ALL tonnage disposed per month if operator fails to substantiate origin for waste reported to have originated in the County Area



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Transfer Stations (1)

1. No documentation will be required at the time of disposal
2. A monthly allocation report will be due within 30 days of the end of the month
3. Transfer stations with more than 5 loads per month must file allocation reports electronically
4. The login page can be accessed from the landfill Web page
5. After logging in, a transfer station operator can
 - View a summary of the tons and loads disposed at the landfill
 - File an allocation report
 - View a previously filed report
 - Print a receipt for a report



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Transfer Stations (2)

6. Transfer station operators will be subject to a fine if an allocation report is not submitted within 30 days of the end of the month
7. Allocation data submitted is subject to verification. Fines and suspensions can be levied if false or incorrect allocation information is submitted



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