Guidelines for Submitting Organic Waste Recycling Capacity Data

The County's Organic Waste Recycling and Edible Food Recovery Capacity Website provides a platform for jurisdictions to access instructions for submitting data. These guidelines provide a step-by-step overview of how to complete CalRecycle's Organic Waste Capacity Planning Calculator Tool and how to submit your jurisdiction's data to the County.

How to Submit Data

Step 1: Navigate to the County's SB 1383 Capacity Planning website.

Step 2: Click on the "**Jurisdictions**" drop down menu.

Step 3: Select the "**Submit Data**" button.

*Alternatively, you can get to the Submit Data page by scrolling down on the SB 1383 Capacity Planning homepage to the "Schedule & Deadlines" Section and click on the "**Submit Your Data**" Button.*

The Submit Data page provides a link to the *Organic Waste Recycling Capacity Planning Calculator Tool* (developed by CalRecycle) which jurisdictions must fill out and submit to the County. There is also a link to CalRecycle's website on organic waste capacity planning and a link to their webinar (with a walk-through of the Calculator Tool) on the Submit Data page.
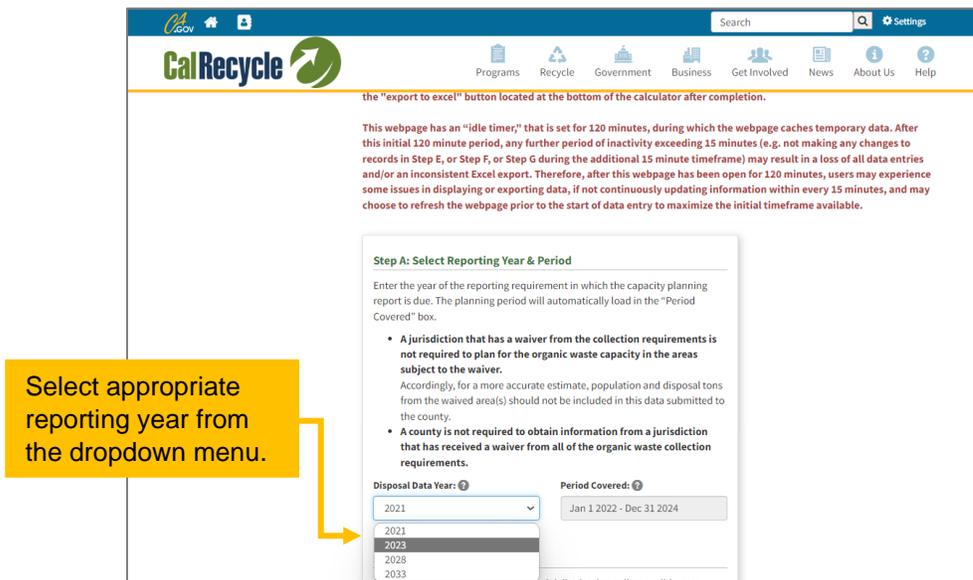
Step 4: Access the link to CalRecycle's Organic Waste Capacity Planning Calculator Tool.

(This tool is a web form. The user will input all information on the webpage itself and then generate an Excel spreadsheet at the end)

Step 5: Completely fill out information requested on the web form. (See notes below)

Helpful Tip: Clicking the " ❓ "symbol next to the inputs can provide more insight on what information should be entered and how to obtain the information being requested.

Step B: Select Jurisdiction

Select your jurisdiction or input a special district that collects solid waste name in the "Other Area" field. Enter the population of the current year and the estimated population of the jurisdiction or district at the end of the planning period, and then press the "Search" button. The next calculation steps will then appear below in Steps C through H.

- Note: Default population data from the Department of Finance (DOF) and default disposal data from the Recycling and Disposal Reporting System (RDRS) will load for the disposal data year selected when it is available.
- Note: Pressing the "Reset" button resets Step B, which will affect disposal-related calculations in Steps C through H, though other information entered by a user should not be impacted. After pressing the reset button, users should complete Step B fields again.

Jurisdiction: ?*
Los Angeles-Unincorporated

Other Area: ?*

Total Population in Disposal Data Year: ?*
990,000

Projected Population in 10 years: ?*
1,250,000

Change in Population: ?
26.3%

Press the "Search" button and further calculation steps will appear below.

🔍 Search   Reset

1st: Select jurisdiction from dropdown menu.

2nd: Fill in jurisdiction's current population. (See Footnote **A**, below)

3rd: Fill in jurisdiction's 10-year projected population. (See Footnote **B**, below)

4th: Select "Search" once all information is filled in.

A *Your jurisdiction's current population data will automatically populate if you complete the Calculator Tool during the Spring. (Exact date is unknown, but end of May is expected.)*

B *You should input the most accurate available data for your jurisdiction here. You can find projected population estimates by using the most recent annual data from the California Department of Finance (https://www.dof.ca.gov/Forecasting/Demographics/Estimates/).*

📊 Export To Excel   📋 Use Defaults

Step C: Calculate Disposal Total

Press the "Use Defaults" button (above and to the right of this text) to load default WCS data into Step E. If disposal data is available the data will load, otherwise update or enter the jurisdiction's estimated **landfill/transformation/EMSW disposal tons** for the year.

Note: The calculator does not contain default population or disposal data for special districts. This data is not available as Department of Finance (DOF) does not report population data for the districts, and RDRS does not contain disposal data for the district. Special districts that provide solid waste collection services should work with the city or unincorporated county they are located within to determine the proper data to use for capacity planning.

Note: Regional Agencies and/or Regional Agency members may not display complete disposal data for all members depending on how the data is reported in RDRS.

- Some Regional Agencies are reported as a whole without any disposal reported for individual members.
- Some Regional Agencies are reported for only members without any disposal tons reported for the Regional Agency itself.
- Some Regional Agencies are reported for as members and for the Regional Agency itself.

Therefore, when calculating capacity needs for Regional Agencies or their member jurisdictions, users should review data for each of the members, and the Regional Agency itself, to determine the accuracy of the disposal data that uploads into this calculator. Questions about the proper disposal data to use should be directed to contacts for the Regional Agency contacts or LAMD representative, or logic@calrecycle.ca.gov for member-specific data if it is available.

The per capita disposal rate will be calculated based upon the total population entered in Step B, (this per capita rate may differ from what a user may see in their EAR per capita rate disposal calendar depending on the amount of Green ADC disposed by the jurisdiction). If your jurisdiction has additional organic ADC, AIC, and/or beneficial use at the landfill, or disposed biosolids and/or digestate from a local wastewater treatment plan, you may input those tons into the appropriate fields.

- **Note:** Except for green material ADC, CalRecycle does not track this information by jurisdiction of origin. Therefore, a jurisdiction will have to use its own available data if needed. These materials also have not been included in WCS data. Therefore, including these materials in the "Total Disposal" will skew the results of further calculations based on the WCS. Jurisdictions should consider those materials separately when estimating needed organics diversion capacity.
- When pressing the "Use Defaults" button, the calculator will update the WCS data by material type and lock out the ability to edit the Material Category totals ("Total Paper," "Total Organic," "and Total Miscellaneous"). After pressing the "Use Defaults" button, users will no longer be able to edit the material category totals without inputting data by individual material type. User may skip pressing the "Use Defaults" button if they only wish to input Material Type Totals by category or to use their own waste characterization study data.

Input user data or carryover default
? 950,000

Total Population in Disposal Data Year: ? 990,000

Input your jurisdiction's current disposal data (i.e., the year prior to reporting year) from CalRecycle's Recycling and Disposal Reporting System (RDRS). (See Footnote **C**, below)

C *Your jurisdiction's Total Disposal should automatically populate if you complete the Calculator Tool during the Spring. If the data does not populate automatically, you can access to data using CalRecycle's Recycling and Disposal Reporting System (RDRS) - linked HERE.*

Input the total organic materials used as ADC/AIC and the total amount of biosolids and/or digestate generated within your jurisdiction.
(See Footnote **D**, below, for more on biosolids and/or digestate)

the "Use Defaults" button, users will no longer be able to edit the material category totals without inputting data by individual material type. User may skip pressing the "Use Defaults" button if they only wish to input Material Type Totals by category or to use their own waste characterization study data.

Input user data or carryover default

Total Disposal in (Tons Per Year (TPY)):	950,000
Total Population in Disposal Data Year:	990,000
Total Per Capita Disposal (pounds per person per day (ppd):	5.3
Total Organic Material ADC/AIC Disposal in TPY: *	0
Total Biosolids and/or Digestate Disposal in TPY: *	0

D *Typically, only jurisdictions that host a wastewater treatment plant will have a value for these.*

Step D: Calculate Projected Disposal Totals

Using the projected population entered in Step B, and applying the per capita disposal rate calculated in Step C, an estimate of future projected disposal tons total will be calculated.
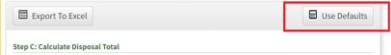
Note: This data will populate automatically.

Input user data or carryover default

Projected Population in 10 years:	1,250,000
Total Per Capita Disposal (pounds per person per day (ppd):	5.3
Total Projected Disposal in 10 years (TPY):	1,209,063

Step E: Calculate Projected Organic Disposal

This step allows users to input specific percentages of different organic materials, or use the statewide WCS data (by pressing the "Use Defaults" button) to calculate an estimate of each type of organic material, and the total amount of organic material, in the disposal stream. There is also an option for users to choose a "Primary Facility Activity Type" to indicate the likely pathway each material may take, which will total, by facility type, in the fields beneath the WCS Materials table. Selecting facility types is an **optional** step and descriptions of the facility types are included as Tool Tips for reference in the fields below the table where the totals by facility type are displayed. Changes made in the WCS Materials table will calculate a percentage of organics in the future disposal stream, and calculate the total amount of organic material in the disposal stream at the end of Step E.

- Note: The tons that appear in the Estimated Tons of Total Disposal column are rounded to the nearest whole number, and as data is aggregated throughout the rest of the calculator, rounding issues may produce totals that are not exact.

Select "Use Defaults" (see image) to use the percentages from CalRecycle's Waste Characterization Study.

Export To Excel / Use Defaults

Step C: Calculate Disposal Total

-OR-

You may input percentages using a waste characterization study performed by your jurisdiction.

Note: Please reference Article 11 Section 18992.1 of the regulations for more details on the types of waste characterization studies that can be used.

Input user data or carryover default

Total Projected Disposal in 10 years (TPY):	1,209,063
Percentage of Organics in 10 years (%):	51.08%

Waste Characterization Materials

Waste Characterization Material	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal	User Input of Estimate of Percent of Total Disposal	Estimated Tons of Total Disposal	Primary Facility Activity Type
Total Paper	16.59 %	16.59 %	200,584	
Uncoated Corrugated Cardboard	5.18 %	5.18 %	62,629	
Paper Grocery Bags	0.07 %	0.07 %	846	
Other Paper Bags/Kraft Paper	0.41 %	0.41 %	4,957	

Important Note: *CalRecycle's Organic Waste Calculator incorporates categories that are **not** covered in the definition of "organic waste" as stated in Article 11 of the regulations. **Therefore, we request that you enter a value of "0" for the following categories/materials (See example)**:*

- *Remainder/Composite Paper – Other*
- *Wood Waste – Treated/Painted/Stained*
- *Remainder/Composite Organic*
- *Remainder/Composite Organic - Non-Compostable*

Unmodified

Clean Engineered Wood	2.23 %	2.23 %	22,146
Clean Pallets and Crates	2.22 %	2.22 %	22,047
Wood Waste - Treated/Painted/Stained	4.43 %	4.43 %	43,995
Other Recyclable Wood	0.04 %	0.04 %	397

Modified

Clean Engineered Wood	2.23 %	2.23 %	22,146
Clean Pallets and Crates	2.22 %	2.22 %	22,047
Wood Waste - Treated/Painted/Stained	4.43 %	0.00 %	0
Other Recyclable Wood	0.04 %	0.04 %	397

**** OPTIONAL STEP ****

exact.

Total Projected Disposal in 10 years (TPY):	Input user data or carryover default
	❓ 1,209,063

You can utilize this column to assign each material type to a specific facility type.

Note: This is *optional* and therefore is not required to be filled.

Percentage of Organics in 10 years (%):

> Optional Step: Users may pick a facility type from the dropdown menu. Facility types are described in the ToolTips located next to each facility type name in the "Primary Facility Activity Type Tons" fields, beneath the Waste Characterization Materials, and before Step F begins. Totals tons per facility type will total in each field chosen in "Primary Facility Activity Type Tons" fields beneath the Waste Characterization Materials before Step F. Please note that only one facility type may be selected per material type estimate.

Waste Chara

Waste Characterization Material ❓	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal ❓	User Input of Estimate of Percent of Total Disposal ❓	Estimated Tons of Total Disposal ❓	Primary Facility Activity Type ❓
Total Paper ❓	16.59 %	16.59 %	200,584	
Uncoated Corrugated Cardboard ❓	5.18 %	5.18 %	62,629	
Paper Grocery Bags ❓	0.07 %	0.07 %	846	

Primary Facility Activity Type Tons ❓

This section will auto populate if you choose to assign each material type to a specific facility type, as described above. Otherwise, skip to Step F.

Estimated Composting Tons: ❓

Estimated Community Composting Tons: ❓

Estimated On-site Organics Management Tons: ❓

Estimated In-Vessel / Anaerobic Digestion Tons: ❓

Estimated Co-Digestion at Waste Water Treatment Plant Tons: ❓

Estimated Biomass / Co-Generation Tons: ❓

Estimated Chip & Grind / Mulch Tons: ❓

Estimated Recycling Center Tons: ❓

Estimated Edible Food Donation Tons: ❓

Estimated Rendering Tons: ❓

Estimated Animal Feed Tons: ❓

Estimated Land Application Tons: ❓

Estimated Soil Amendment Tons: ❓

1st: Select "+ Add new record".

2nd: Use the dropdown menu to select the County that the facility is (or facilities are) located in.

3rd: Use the dropdown menu to select the name of the facility or facilities.

Note: Address and RDRS Number will auto populate.

4th: Input the predicted annual tons per year that your jurisdiction will send to the facility.

5th: If the capacity can be "verified" to be available to your jurisdiction via a contract or other documentation or agreement, select the check box to change this to "true".

Step F: Calculate Available Organics Capacity

This step allows users to input specific facilities to which they may take organic materials. For each facility type, a user may select facilities/sites that report in RDRS or input information for facilities/sites that may not report in RDRS. For each facility type, in the **"Enter records in RDRS"** tables, after pressing the "+ Add new record" button, a user should select any county where a facility they will utilize is located. The facility names in the next column will be limited to the county selected, and after selecting a facility name from the dropdown menu, the address and RDRS Number will display. Please note that the dropdown menu will include all reporting entities in the selected county that report in RDRS, regardless of the type of facility/site or activities. Some sites or facilities may consist of multiple reporting entities at the same location based on their activities.

Users can then enter the Predicted Annual Tons per Year (TPY) they intend to take to the facility, and indicate if the capacity available for those tons is **verified** capacity or unverified capacity. Verified capacity and unverified capacity will be totaled at the end of the calculator in Step H. Facility TPY that is "unverified" will be noted as "false" and "verified" TPY will appear as "true" after the box is checked.

- Additional facilities can be added by pressing the "+ Add new record" button again. If a user needs to indicate both verified capacity and unverified capacity at the same facility, the user can then choose the same facility after pressing the "+ Add new record" button to add another line.
- If the facility does not report in RDRS, users can press the "+ Add new record" button in the second table of each section, under **"Enter records not in RDRS,"** and type in specific information for the facility/site they intend to utilize.

Total Available Composting Capacity Details ⓘ

Enter records in RDRS

+ Add new record

County Name ⓘ	Site Name ⓘ	Address ⓘ	RDRS Number ⓘ	Predicted Annual TPY sent by Jurisdiction ⓘ	User "Verified" Capacity with Facility ⓘ	Delete ⓘ
Los Angeles	Bradley East Transfer Station/ Sun Valley Recycling Park - Transfer/Processor	9227 Tujunga Ave , Sun Valley , Los Angeles county,	10037	150	false	✕ Delete

Note: The sample above, only shows the section on "Total Available Composting Capacity Details". You will need to repeat the steps, above, for all other capacities in the calculator (e.g., Total Available Community Composting Capacity Details, Total Available On-site Organics Management Capacity Details, etc.).

Type in information here.

Enter records not in RDRS

+ Add new record

County Name ⓘ	Site Name ⓘ	Address ⓘ	Predicted Annual TPY sent by Jurisdiction ⓘ	User "Verified" Capacity with Facility ⓘ	Delete ⓘ
				false	✕ Delete
⏮ ◀ 0 ▶ ⏭					No items to display

*Note: For facilities or operations **not** found in RDRS, you will perform similar steps; however, instead of using a "dropdown menu", you will need to type in the County Name, Site Name, and Address.*

Fill in the information for New or Expanded facilities or anticipated closures.

Note: There are no "dropdown" menus. You must type the information yourself.

Step G: Calculate Changes to New or Expanded Organics Capacity

User can input information for facilities/sites to indicate changes in new or expanded organics capacity. Users press the "+ Add new record" button and type in specific information for the new or expanded facility/site they intend to use.

+ Add new record

New or Expanded Site Name, or anticipated site closures ⓘ	Address/Location ⓘ	Description ⓘ	RDRS Number ⓘ	Predicted Annual TPY sent by Jurisdiction [enter negative (-) number for anticipated loss of capacity due to closure] ⓘ	User "Verified" Capacity with Facility ⓘ	Material Accepted At Site ⓘ	Delete ⓘ
ABC Composting	1234 Organics Lane	Composting Facility		1,000	false	Food, Green Waste, Wood Waste	✕ Delete
⏮ ◀ 0 ▶ ⏭							No items to display

Changes in New or Expanded Organics Capacity in 3 years (TPY) ⓘ

Predicted Annual TPY Sent By Jurisdiction From Step G:

1,000

Step H: Calculate Potential Shortfall in Projected Organics Recycling Capacity

Based upon data entered in previous steps, this step will calculate:

- Total projected organics disposal for the period covered.
- The total of verified existing, new, or expanded capacity available.
- The shortfall or excess of verified organics capacity.
- Total potential existing, new, or expanded capacity that has been identified but has not yet been verified.
- Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified.

Data will not appear in these fields field if no "verified" or "unverified" predicted annual TPY have been selected in Step F or G. Note: As data was aggregated throughout the calculator, rounding issues may produce estimated totals that are not exact.

> All the information regarding your jurisdiction's potential shortfall (or Excess) in organic waste capacity can be found here. The shortfall (or Excess) is automatically calculated for you and is based on the data you previously entered.

Input user data or carryover default

Total Projected Organics Disposal in 10 years (TPY):	❓	545,408
Total existing, new, or expanded capacity that has been verified (TPY):	❓	150
Shortfall or Excess in Organics Capacity (TPY):	❓	-545,258
Total potential existing, new, or expanded capacity that has been identified but has not yet been verified (TPY):	❓	1,000
Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified (TPY):	❓	-544,258

Optional: Use this space to take notes about your plans for securing adequate capacity for organics recycling. Per Section 18992.3 Counties will report information on capacity planning on a specified schedule.

CalRecycle encourages users to utilize this space to make additional notes about what facilities they may intend to utilize, how much material they intend to take to each facility, adjustments to material types in the waste characterization, and how these may affect a facility's ability to process these materials.

> You may utilize this space to make notes, if desired.
>
> **Note: This is *optional* and therefore is not required to be filled.**

Step 6: Generate the Excel file by clicking the "Export to Excel" button at the end of the page.

Note: None of the information in this calculator can be saved. If you'd like a record of your input please use the "Export to Excel" button and save the file to your own system.

📊 Export To Excel   📊 Use Defaults

> *Important Note:* ***Please do not manipulate or modify the data or cells once the file is exported into Excel.*** *If you need to make edits or changes to your data after exporting, you will need to make the edits in the Calculator Tool and export a completely new Excel file. The reason for this is that the Calculator Tool has built in equations that carry over values from certain cells and when cells are manipulated after being exported, it affects the accuracy of the data. If the County receives data that has been revised after being exported into Excel, we may ask the jurisdiction to run the numbers in the Calculator Tool again, export a new Excel file, and resubmit the data.*

Step 7: Save the Excel file to your computer using the file name: "SB 1383 Organic Waste Form – City of [Insert City Name Here]". Please keep the file in Excel format - do not submit PDF forms.

Step 8: Send the Excel file to the County at: OrganicsPlanning@pw.lacounty.gov with the subject line: "SB 1383 Organic Waste Form – City of [Insert City Name Here]".

Step 9: Await confirmation from the County that your data was received. This may take a few weeks since the County will be receiving data from all 89 jurisdictions.