



Waste Disposal Origin Reporting System For the Puente Hills Landfill

Procedure for Electronic Reporting

The new Waste Disposal Origin Reporting System in effect at the Puente Hills Landfill requires that nearly all users of the site identify the service addresses associated with applicable direct haul loads tendered for disposal (for more information on the Waste Disposal Origin Reporting System at the Puente Hills Landfill, visit www.PuenteHillsLandfill.org). As an alternative, users of the landfill that meet certain requirements may submit the information required on the Waste Origin Report Form electronically by 12:00 PM (noon) the business day (Monday – Friday) after the disposal date.

Eligibility for Electronic Reporting

To be able to submit the Waste Origin Report Form information electronically, a user of the landfill must meet the following criteria:

1. Be a current refuse disposal credit customer of the Puente Hills Landfill in good standing. For information on becoming a refuse disposal credit customer and to obtain an application package, visit the Sanitation Districts Web site, <http://www.lacsd.org/>, or contact Nancy Hayes at (562) 699-7411, ext. 1120.
2. Be in compliance with the reporting requirements for the landfill (i.e. not delinquent in the submittal of other Waste Origin Report Forms or have failed to provide required verification information). *Note:* The Sanitation Districts reserves the right to deny or revoke the right of a user to submit reports electronically.
3. Register (see attached “Request for Electronic Reporting”) for electronic reporting with the Sanitation Districts, receive approval for electronic reporting from the Sanitation Districts, and obtain a password. As part of the “Request for Electronic Reporting,” a user will have to certify the following:
 - a. The user has read and is familiar with the electronic reporting procedures and requirements;
 - b. The user is a credit customer of the Puente Hills Landfill in good standing; and



- c. The user grants the Sanitation Districts the right to assess their company surcharges for Waste Origin Report Forms that are incomplete or are filed after 12:00 p.m. (noon) on the next business day following the day of disposal. If an electronic report for a load is not submitted by 12:00 p.m. (noon) on the next business day, or if the report is not complete, the user will be assessed a surcharge of \$20 per load for loads less than 5.0 tons, and \$40 per load for loads greater than 5.0 tons. 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.

Electronic Reporting Procedure

1. Submit a "Request for Electronic Reporting" to the Sanitation Districts, signed by a corporate officer. Download the form from <http://www.puentehillslandfill.org/>. You can also contact Mr. Bill George at (562) 699-7411, extension 2427, to obtain a registration package by mail.
2. Receive approval and a password from the Sanitation Districts to allow for electronic reporting. You will not be able to use electronic reporting until you have received approval from the Sanitation Districts.
3. At the time that a load is tendered for disposal at the landfill, the driver will not be required to present a Waste Origin Report Form. The landfill scale operators will maintain a list of those users that are approved for electronic reporting.
4. To file an electronic report, log on to <http://www.puentehillslandfill.org/>, access the link to the Waste Disposal Origin Reporting System, and click the link for electronic reporting. All electronic transactions will require the user to enter his/her assigned password. The system will verify that the user is approved for electronic reporting and that the password entered is valid.
5. The report menu will provide two reporting options:
 - a. Report form for users with registered routes. On this form, users can report the route numbers associated with the weight ticket numbers from the previous collection day. This option is only available for users that have registered their collection routes with the Sanitation Districts. For information on the procedure for route registration, contact Mr. Bill George at (562) 699-7411, extension 2427.
 - b. Report form for users that have not registered their collection routes with the Sanitation Districts. This form will be an electronic version of the standard Waste Origin Report Form.
6. After submitting a report, the user will be presented with a printable receipt. Please keep this receipt as evidence of submission of data.



Daily Schedule for Electronic Reporting

The electronic report for a load must be submitted by 12:00 PM (noon) on the next business day (Monday – Friday) following the disposal date.

For example: The forms for loads tendered at the landfill on Tuesday must be filed electronically by noon on Wednesday. Forms for loads tendered on a Friday must be filed electronically by noon on the following Monday.

The electronic report for loads tendered for disposal on a Saturday or the day before a holiday on which the landfill is closed must be submitted by 12:00 noon on the next business day.

Enforcement of Submittal Requirements

The enforcement procedure for electronic reporting is the same as that for the submittal of Waste Origin Report Forms. If an electronic report for a load is not submitted by 12:00 PM (noon) on the next business day, or if the report is not complete, the user will be assessed a surcharge of \$20 per load for loads less than 5.0 tons, and \$40 per load for loads greater than 5.0 tons. 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.

The surcharges will be assessed on your monthly bill. As part of your application for electronic reporting, you will be required to certify that the Sanitation Districts have the right to assess surcharges on your monthly bill for each Waste Origin Report Form that is not submitted within the required time period.



**Waste Disposal Origin Reporting System
for the Puente Hills Landfill**

REQUEST FOR ELECTRONIC REPORTING

Company Name: _____

Account Number: _____

The new Waste Disposal Origin Reporting System in effect at the Puente Hills Landfill, requires that nearly all users of the site identify the service addresses associated with applicable direct haul loads at the time the load is tendered for disposal. As an alternative, users of the landfill that meet certain requirements may submit the information required on the Waste Origin Report Form electronically by 12:00 PM (noon) the business day (Monday – Friday) after the disposal date. We request that the County Sanitation Districts of Los Angeles County (Sanitation Districts) grant us electronic reporting privileges for the Waste Disposal Origin Reporting System at the Puente Hills Landfill. In accordance with that request, we certify the following:

1. We have read and are familiar with the electronic reporting procedures and requirements;
2. We are a credit customer of the Puente Hills Landfill in good standing; and
3. We grant the Sanitation Districts the right to assess our company surcharges for Waste Origin Report Forms that are incomplete or are filed after 12:00 p.m. (noon) on the next business day following the day of disposal. If an electronic report for a load is not submitted by 12:00 p.m. (noon) on the next business day, or if the report is not complete, we will be assessed a surcharge of \$20 per load for loads less than 5.0 tons, and \$40 per load for loads greater than 5.0 tons. Failure to submit a proper form within 14 days of the disposal date will subject us to suspension from the landfill.

Signature

Date

Title

Print or Type Name

Mail completed forms to:

Waste Disposal Origin Reporting System Coordinator
Sanitation Districts of Los Angeles County
P.O. Box 4998
Whittier, CA 90607-4998