



Instructions for the Waste Origin Report Form For the Puente Hills Landfill

Additional information on the Waste Disposal Origin Reporting System can be found on the Sanitation Districts' website at www.PuenteHillsLandfill.org or by calling the Sanitation Districts of Los Angeles County (Sanitation Districts) at (562) 908-4876 or email swcustservice@lacs.org.

Please note that Los Angeles County now requires the identification of waste that originates from unincorporated areas as being from 100 specific unincorporated areas. The general category of "Los Angeles County" has been eliminated. The map of these new areas is available by selecting "Map of Communities" from the County's web site at <http://ladpw.org/swims/>. For questions regarding the County's map, please contact Terri Ross at (800) 320-1771.

Para más información en español, visite nuestra página web en www.lacs.org.

GENERAL INSTRUCTIONS:

- A properly completed Waste Origin Report Form must accompany all direct haul loads greater than five (5) tons.
- Please fill out form clearly and completely prior to disposal at Puente Hills Landfill.
- Section A, Section B and Sections 1 and 2 must be filled out.
- If your load weighs less than 5.0 ton and/or contains green waste, asphalt or dirt, you do not have to fill out this form. All other loads require a properly completed form.
- If you are coming directly from a transfer/processing facility for the first time, please contact Customer Service at (562) 908-4876.

Section A: Account Number

- For customers with credit accounts or registered routes, please write in your Sanitation Districts' account number. (e.g., 10080). This is usually a five-digit number but may contain letters.

Section A: Vehicle License Plate

- Write in the license plate number of the vehicle used to transport refuse to the facility operated by the Sanitation Districts.

Section A: Contact Person

- Write in the name of a responsible person at your company who will verify your collection route and/or the customer site addresses for your load (e.g., Tina Smith, etc).

Section A: Phone Number

- Write in the telephone number (including area code) to reach the contact person for your company.

Section B: Street Address

- For cash customers, please write in your mailing address.

Section B: City, State, Zip Code

- For cash customers, please write in the city, state and zip code for your mailing address.

Section #1: City or Unincorporated Area Origin

- Write in the jurisdiction code(s) (please refer to table on reverse side of Waste Origin Report Form)) where the refuse in your load was picked up.
- If the load contains refuse that was picked up from more than one jurisdiction, then list jurisdiction codes and write estimated percentage (by weight) of load from each jurisdiction (e.g. 75 (Pomona) 25%; 60 (Lynwood) 25%; 307 (Avocado Heights-LACO) 50%). In example given, half of load is from the Avocado Heights area of unincorporated Los Angeles County and the remainder is from the Cities of Pomona and Lynwood.
- We **DO NOT** accept waste from the **City of Los Angeles** (except Harbor City, Watts or Los Angeles County facilities within the City of Los Angeles), or from **Orange County**.

Section #1: Type of Load: Residential, Commercial, or Mixed

- Mark only one of the boxes denoting whether the disposal load is residential, commercial, or mixed (both residential and commercial) waste.

Section #2: Route Number

- **For customers with credit accounts or registered routes**, fill out Route Number if you have previously filed a collection route with the Sanitation Districts. Otherwise, skip this section and completely fill out collection site address section.
- To update or file a collection route, obtain the procedure and form for registering collection routes at www.puentehillslandfill.org or contact Customer Service (562) 908-4876.
- Indicate the collection route for the load being disposed. This route identifier must correspond to information previously submitted and approved by the Sanitation Districts.
- If changes to a regular route occurred today, then please note the unusual circumstances and/or changes in the collection site address section.

Section #2: Collection Site Address List

- Each time you bring in a load from the unincorporated Los Angeles County areas or cities for disposal, you must provide the Sanitation Districts with the address of each collection site (use space provided on form or attach additional sheets if needed).
- You must provide complete addresses (street address with name and number, jurisdiction, zip code) of each collection site corresponding to the origin of your load's refuse for each jurisdiction code listed on Section #1. You must clearly distinguish between CITY as a jurisdiction vs. specific areas of unincorporated Los Angeles County.
 - Example of an unincorporated jurisdiction: 307 (Avocado Heights) - 1955 Workman Mill Rd.
 - Example of an incorporated jurisdiction: 024 (Compton) - 920 S Alameda Ave.
- Every address listed should correspond to the jurisdiction code listed on Section #1.