

## Waste Disposal Origin Reporting System For the Puente Hills Landfill

### Procedure for Registration of Collection Routes

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](http://www.PuenteHillsLandfill.org)). To minimize the information that must be reported at the time of disposal, users of the landfill may register their collection routes with the Sanitation Districts of Los Angeles County (Sanitation Districts). 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 Sanitation Districts, 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 Sanitation Districts 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 Sanitation Districts must be kept current. As stated in the ordinance adopted by the Board of the Sanitation Districts, any person submitting false or misleading information to the Sanitation Districts 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 Sanitation Districts 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 Sanitation Districts 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

Download the Collection Route Registration Form from <http://www.puentehillslandfill.org/> or call (562) 908-4288, extension 6027, to obtain a form by mail or fax.

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 as “**LACO- {area}**”. For example, a load that originates in **Altadena** would be identified as “**LACO-Altadena.**”
- 3.5 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%
	<b>LACO- Altadena</b>	50%
		100%
220	Arcadia	50%
	Monrovia	50%
		100%

**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 Sanitation Districts upon request.



- 3.5 Part of an exclusive franchise: Indicate if the route is part of an exclusive franchise assigned to your company, and if it is, indicate the name of the jurisdiction that issued this franchise.
- 3.6 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 “**LACO- {area}**” as the physical jurisdiction. For example, a load that originates in **Altadena** would be identified as “**LACO-Altadena.**”

3.6

Indicate the method you are using to identify the service addresses on the route.

Address List: Submit the address lists as MS Excel files (download the address list template from: [www.puentehillslandfill.org](http://www.puentehillslandfill.org)) or any other ODBC-compatible format. *Note:* Many commercial routing systems, such as SoftPak, can output route lists in ODBC-compatible format.

Route Map: For routes that are part of an exclusive franchise, you may submit a map of the route. Clearly outline the route boundaries and write your company name and route number on the map.

- 3.7 An officer of your company must sign the registration. The address lists can be submitted on a disk (MS Windows readable format). Mail disks and maps to:

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

Email files to: [SwCustService@lacsdc.org](mailto:SwCustService@lacsdc.org)

**Waste Disposal Origin Reporting System for the Puente Hills  
Landfill COLLECTION ROUTE REGISTRATION FORM**

Company:  Account #  Date:   
 Signature:  Title:

**Route Information**

1	2	3		4		5	
	<u>Type of Route</u>	<u>Jurisdiction Breakdown of Route</u>		<u>Is route part of an exclusive franchise?</u>		<u>Submittal of collection site addresses (check one)</u>	
Route #	(Residential, commercial, or mixed)	Jurisdiction Name	Weight Percent	Yes / No	If "Yes", name of city	Address list attached	Route map attached



## Instructions:

- 1. Route #.** 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 Sanitation Districts 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 subroutes must be identified when these subroutes are registered. The service addresses on the main route (#350) should be allocated as closely as possible to the subroutes (350A, 350B, 350C). Some overlap and duplication of the collection site addresses amongst the subroutes 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 collection site addresses should be omitted.

The route information registered with the Sanitation Districts must be kept current. As stated in the ordinance adopted by the Board of the Sanitation Districts, any person submitting false or misleading information to the Sanitation Districts 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 Sanitation Districts in accordance with the following general guidelines:

- 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 collection site addresses served on the route change each month, then the route must be reregistered.
- If the jurisdictional distribution of a route changes, the route registration must be updated with the new jurisdictional breakdown and collection site address information.

*For example:*

If the jurisdictional breakdown of a route registered with the Sanitation Districts is:  
City A - 30%, City B - 70%, and

the collection site addresses served on the route change, so that the breakdown is now: City A 35%, City B - 65%,

then this route must be reregistered.

- 2. Type of Route: Indicate** if the route is 100% residential, 100% commercial, or a combination of residential and commercial collection site addresses.

**3. Jurisdiction 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 as "**LACO- (unincorporated name)**".

For each jurisdiction of origin listed, indicate the percent of the refuse that is collected from collection site addresses in that jurisdiction. The percents must add to 100%. *Note:* You must use an industry-accepted method for determining the breakdown of the route that is based on the actual distribution of the collection site addresses to the cities on the route. You need not submit this methodology with your route registration form, but it must be presented for review to the Sanitation Districts upon request.

**Example:**

Route #	Jurisdictions of Origin	Percent
210	Monrovia	20%
	Montebello	30%
	LACO-Altadena	50%
		<b>100%</b>
220	Arcadia	50%
	Monrovia	50%
		<b>100%</b>

**4. Part of an exclusive franchise:** If the route is part of an exclusive franchise assigned to your company, enter "Yes", and indicate the name of the jurisdiction that issued this franchise. Otherwise, enter "No".

**3.7 Collection site addresses:** You must submit all of the collection site addresses (not the mailing or billing address) for each route and indicate the jurisdiction in which the collection site address is physically located. For those collection site addresses in the county **unincorporated area**, enter "**LACO- {area}**" as the physical jurisdiction. For example, a load that originates in **Altadena** would be identified as "**LACO-Altadena.**"

Place a check mark in the appropriate column to indicate the method you are using to identify the collection site addresses on this route.

**Address List:** Submit the address lists as MS Excel files (download the address list template from: [www.puentehillslandfill.org](http://www.puentehillslandfill.org)), or any other OBDC-compatible format. Note: Many commercial routing systems, such as SoftPak, can output route lists in OBDC-compatible format.

**Route Map:** For routes that are part of an exclusive franchise, you may submit a map of the route. Clearly outline the route boundaries and write your company name and route number on the map.

If the route is not part of an exclusive franchise, you must submit the list of collection site addresses.

**5. This form must be signed by an officer of your company, and mailed to:**

**Waste Disposal Origin Reporting System Coordinator**

Sanitation Districts of Los Angeles County  
 P.O. Box 4998  
 Whittier, CA 90607-4998

Route maps should be mailed with the registration form. Address lists can be submitted on a disk (MS Windows readable format) or submitted via email to:

