

EAR Completion Checklist

The following is a list of requirements that need to be met to complete the EAR for submittal to CalRecycle.

To submit the EAR to CalRecycle each of the following sections listed below must be completed. Once each section is completed, the red "X" will be replaced with a green checkmark.

- Rural Petition for Reduction in Requirements
- Newly Incorporated Cities (Unincorporated counties and Regional Agencies Only)
- Disposal Rate Calculation
- Calculation Factors
- Disposal Rate Accuracy
- Planning Documents Assessment
- Summary Plan Assessment
- Siting Element Assessment
- Areas of Concern / Conditional Approvals
- SRRE and HHWE Diversion Programs
- Additional Information
- Large Venues and Events

After clicking the submittal button, any section that is incomplete will display a red "X."
If any red "X" appears in the list above, simply go back to that section and make corrections as demarked with a red asterisk.

Rural Petition for Reduction in Requirements

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Newly Incorporated Cities (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must complete the additional information as requested to complete the section:

- City Name
- Date of Incorporation
- Population at Date of Incorporation

If needed, you can add more than one city. Select Edit and Save for each new city. To delete a city select Edit and then the X next to each city.

Disposal Rate Calculation

The Disposal Rate Calculation section allows you to make adjustments to your information which will adjust the calculated disposal rate (pounds/person/day). You can modify the following factors for the calculation:

- Report Year Disposal Amount
- Disposal Reduction Credits (e.g., disaster waste, medical waste, out-of-state export that is diverted)
- Report Year Transformation

You are required to select the "Edit" button and the "Save" button to complete this section even if there is no adjustment to the calculations. By saving the record you acknowledge that you have reviewed and adjusted or accepted the calculations. Please note: Notes regarding any related issues with the accuracy of these calculations are captured in the Disposal Rate Accuracy section.

Calculation Factors

Based on changes that may have been made to the calculations in the Disposal Rate Calculation page, one or more of the check boxes may have been selected for you. You have the option to select any box that was not pre-selected.

You are required to select the "Edit" button and the "Save" button to complete this section even if there are no adjustments in the selected checkboxes. By saving the record you acknowledge that you have reviewed and adjusted or accepted the responsibility for providing the supporting documentation.

Note: if adjustments were made to the disposal data, the supporting documentation is due within 7 business days (via mail, fax or e-mail). If this information is not received, the report will not be deemed complete and the requested adjustments will not be included in staff analysis or Jurisdiction Review.

The report year disposal modification form is now a fillable pdf form that can be submitted in your EAR along with any supporting documents. The form requires Adobe Acrobat Reader 7 or above to view and edit the form. If you don't have the latest version of Adobe PDF Reader, click on the Get Adobe Reader picture to download the latest version. Select the 'Reporting Year Disposal Modification Certification Sheet (PDF)' to load, edit and save the report year disposal modification form.

Select the 'Document Management' button to upload the 'Reporting Year Disposal Modification Sheet' and any supporting documentation. All Disposal Modification documents must be uploaded before the EAR is submitted. If you do not upload your disposal modification form in the EAR, you can mail or fax the form to CalRecycle within 7 business days of submitting your electronic annual report.

Disposal Rate Accuracy

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided. You are required to select the "Edit" button answer the question and select the "Save" button to complete this section.

Planning Documents Assessment

There are several question that require a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make **updates** to your planning documents via the EAR.

You are required to select the "Edit" button to answer the questions and select the "Save" button to complete this section.

Summary Plan Assessment (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make **updates** to your planning documents via the EAR.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Siting Element Assessment (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There are three questions. Only question 3 has a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make **updates** to your planning documents via the EAR.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Areas of Concern / Conditional Approvals

There are two questions that require a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

SRRE and HHWE Diversion Programs

Each program listed must be updated either through the "Diversion Programs – EZ" or by selecting each program individually.

The "Diversion Programs – EZ" button allows you to update the diversion tonnage information and leave the status and notes as is. Any program without previous tonnage information will have to be updated individually (e.g., after updating any diversion tonnage data, selecting the "SAVE" button, and seeing the diversion tonnage was successfully updated, you select the "Back" button. This returns you to the Diversion Programs page. If any red asterisks are shown in the "**INFORMATION INCOMPLETE**" column, you will need to go into each such program and update the data. If you do not need to update, you will still need to select the program, select the "Edit" button and then select the "Save" button. You can then select the "Back" button to return to the list of program.

Regardless whether you use the EZ feature, to complete this section you must update each program. As programs are completed the red "*" will be removed from the "Information Incomplete" column.

For each program that is updated individually the following information is required:

- Program Name
- Existed before 1990: Yes/No (New program only)
- Selected in SRRE: Yes/No (New program only)
- Jurisdiction owned or operated: Yes/No
- Report Year Diversion Tons (Enter 0 if tonnage is unknown)
- Program Start Year
- Program Status

You can also add new programs that started during the report year by selecting the 'Add Program' button.

Additional Information

Section 1: There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

Section 2: This section allows you to verify waste and recycling hauler information in your jurisdiction. The system will list waste and recycling haulers CalRecycle is aware of that operate within your jurisdiction and will contain information from CalRecycle's FacIT database about that hauler. Your assistance to verify this information is optional but would help us to get the most accurate information possible about haulers in your jurisdiction.

You are required to select the "Edit" button to answer the questions and select the "Save" button to complete this section.

Large Venues and Events

Large venues and events section has several parts:

- Basic Information
- Practices
- Material Types
- Programs

Add Venue/Event

When adding a NEW venue record you must complete the Basic Information first. Several fields on this page are required before you may save the record.

- Venue/Event Name
- Physical Address (includes city, state and zip)
- Mailing Address (includes city, state and zip)
- Venue/Event Type

If you check "Venue failed to supply information/refused to cooperate" at the bottom of this screen you do not have to complete the remaining tabs.

Practices

You are required to select the "Edit" button to complete the required information and select the "Save" button to complete this section.

There is a question that requires a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the level of implementation.

You are required to enter the Disposed and Diverted Tons. If you are not sure of the amount you must enter zero.

If you have copied the venue from a previous year you are required to update the Disposed and Diverted tons.

Material Types

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section. This will verify that you have reviewed and completed the section.

Programs

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

You are required to select at least one Program before you can complete the section.

Copy Venue/Event

When copying information from a previous year all the information from each section will be copied with the exception of the "Disposal Tons" and "Diverted Tons" found on the Practices tab.

You are required to complete the "Disposal Tons" and "Diverted Tons" for each venue/event.

Submit Confirmation

Once each of the sections is completed and is marked as such with a green check, the "Submit" button will be available on the Submit Confirmation page. Once the EAR is submitted you will no longer have the ability to modify the data.

Once the EAR is submitted, you will see a confirmation page.