

RDRS Registration Guide and Fields to Enter

Summary of What to Enter for Initial Registration of an Organization/Site in the Recycling and Diversion Reporting Season

Businesses in the Recycling and Diversion Reporting System (RDRS) register and report for each physical site - landfill, transfer/processor, recycling facility or composting facility or organization - contract hauler, food waste self-hauler, transporter or broker they operate. Enter the general information, physical and mailing address and primary contact information for your site or organization.

Each organization or site can have one or more reporting entity activities that are required to report in RDRS. Reporting entity activities include disposal facilities (landfills, transformation facilities, engineered municipal solid waste facilities, other disposal facilities), transfer/processors, recycling facilities, composting facilities, contract haulers, food waste self-haulers, brokers and transporters. Add the reporting entity activities that are active and required to report in RDRS for your site or organization. Add a signature authority that is responsible for reports submitted by each reporting entity activity for your site or organization. Please see the note in the reporting entity table for information about adding reporting entity activities that will have other reporting entity activities report for them on the same site.

The tables below list the fields to enter for an organization or site during registration, including a description of each field and what to enter.

Fields marked with an asterisk must be entered to submit and register an organization/site. Fields without an asterisk are optional but are useful for providing more information about an organization/site. Click on the question mark next to a field for a description of the field. For a complete list of all fields in the registration module select the Help link in the top right corner of the screen and select 'RDRS Registration Module Field Descriptions'.

Submitting an Organization/site Registration

Select the 'Save' button to submit an organization/site registration. Any missing fields or errors in the data entered will be listed at the top of the screen and the fields with issues will be highlighted in red. Correct any issues and select 'Save' to submit again. If the registration submittal of your organization/site is successful, the Home screen will appear with the list of organizations or sites you've registered. To cancel a registration select the 'Cancel' button.

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General Information

Field	Description
Organization/Site Name*	The unique identification name for the specific site/location if you are a facility such as a disposal facility, transfer processor, recycling facility or compost facility. If you are an organization such as a hauler, broker or transporter, enter the unique name for your operation. The organization/site name is the unique name for that location or organization and all activities that operate and report on that site.
Calling Code*	Select the calling code for the phone number. Usually 1 for sites located in the United States.
Phone*	Enter a valid 10 digit telephone number for your organization/site. You may also include the extension. Some valid formats include: (999)9999999,(999)999-9999,999-999-9999, (999)-999-9999ext999, 999-999-9999X999
Mobile Phone	Check this box if the phone number entered is for a mobile phone.
Email*	Enter a valid e-mail address for the organization/site.
Website	Enter the website for your site if one is available.
Organization/Site Db a name	Enter the doing business as (dba) trade name or operating name different from the registered, legal name of your organization/site.
Parent Company	Enter the parent company that oversees your organization or site.
Operator Company Name	Enter the operator company name for your organization/site.

Physical Address

Enter the physical address for your site or organization.

Field	Description
Country*	Select the country the organization/site is located in from the dropdown list.
Tribal Land	If the organization/site is located on tribal lands mark the check box
Physical Address*	Enter the physical address for the organization/site.
City/Town/Place*	Select a city from the dropdown list the organization/site is located in or enter a city, town or place name for the physical address location of your organization/site.
State*	Select the state the organization/site is located in from the dropdown list.
Postal Code*	Enter the five digit postal code for the organization/site address.

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Mailing Address

Enter the mailing address for your site or organization. Select the 'Same as Physical Address check box' if the mailing address is the same as the physical address. The physical address will be copied into the mailing address. If the mailing address is different, enter the mailing address fields.

Organization/Site Primary Contact

The primary contact for an organization/site is responsible for updating organization/site and reporting entity activity information, submitting reports and/or assigning and adding other contacts that the primary contact approves to submit quarterly reports. Primary contacts are also responsible for assigning security rights to other users they wish to have access to their reporting entity information, including approval to submit reports. Primary contacts are the main contact CalRecycle will notify related to changes in RDRS or reporting. A primary contact does not have to be the signature authority but a primary contact can serve both roles as a primary contact and a signature authority.

During initial registration the primary contact is the person completing the initial registration. The primary contact name and email fields will be automatically filled out with the webpass name and email for the person entering the initial registration for an organization or site. Organizations or sites can change the primary contact to another contact after initial registration.

Field	Description
First Name*	Automatically filled out with the webpass name for the person registering the organization or site.
Last Name*	Automatically filled out with the webpass name for the person registering the organization or site.
Title	Enter the title of the primary contact. For example: president, vice president, owner, operator.
Email*	Automatically filled out with the email for the person registering the organization or site. CalRecycle will use this email to contact the primary contact on RDRS registration and reporting news and information.

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Field	Description
Calling code*	Select the calling code for the phone number. Usually 1 for contacts located in the United States.
Phone*	Enter a valid 10 digit telephone number for the primary contact. You may also include the extension. Some valid formats include: (999)9999999,(999)999-9999,999-999-9999, (999)-999-9999ext999, 999-999-9999X999
Mobile Phone	Check this box if the phone number entered is for a mobile phone.

Reporting Entity Activity

Add one or more reporting entity activities that operate on your organization/site. Each reporting entity activity added during initial registration will be assigned a separate RDRS ID for quarterly reporting. An RDRS ID means the reporting entity activity will be required to file a separate quarterly report if the reporting entity activity is an active reporting entity and is required to report. At least one Reporting Entity Activity is required for an organization/site to complete registration.

Assembly Bill 901 regulations allow recycling facilities and/or composting facilities to have other registered reporting entity activities with an RDRS ID report for them if they have the same operator and the activities are all on the same organization/site. If you wish to have a reporting entity activity have another reporting entity activity report for them, you must add these reporting entity activities after you have completed initial registration. All reporting entity activities added during initial registration are assigned a RDRS ID.

Field	Description
Reporting Entity Activity*	A reporting entity as described in Assembly Bill 901 regulations is an entity that engages in reportable activities. A “reporting entity” is required to report on material handling reporting entity activities pursuant to section 18815.4 through section 18815.8 of this article. Reporting entity activities include the following categories: haulers, transfer/processors, recycling and composting facilities and operations, disposal facilities (landfills, transformation facilities, engineered municipal solid waste conversion facilities and other

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Field	Description
	disposal), and brokers and transporters. When registering, select one of these reporting entity activities related to how your reporting entity is required to report in RDRS.
Reporting Entity Activity Name*	Name used to identify your reporting entity activity. If you are a permitted facility in the Solid Waste Information System (SWIS), please use the name listed on your SWIS permit for this activity. If you are not a permitted facility, please use the legal name used to identify your reporting entity activity.
Reporting Entity Activity DBA name	Enter the doing business as (dba) trade name or operating name different from the registered legal name for a reporting entity activity.
EPA ID #	An ID # issued by the Environmental Protection Agency to facilities and reporting entities for permits or other environmental reporting requirements. If your reporting entity activity has an EPA ID # enter it here. The field is optional.
SWIS #	A unique identification number assigned to a specific facility, site or operation that is required to have a permit to operate per CalRecycle facility regulations. During initial registration, if you facility is permitted with CalRecycle in the Solid Waste Information System (SWIS), enter the SWIS # for the lead reporting entity activities you are registering in RDRS. If you enter an invalid SWIS #, please delete it. The system will notify you if the SWIS # is invalid and not let you submit a registration with an invalid SWIS #. SWIS # format: 99-xx-9999.

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Activity Signature Authority

The activity signature authority is the contact that an RDRS reporting entity designates as having signature authority to submit a quarterly report for a reporting entity activity. AB 901 regulations require reporting entities to designate a signature authority for each reporting entity activity. A signature authority does not have to be the same contact as the primary contact. A primary contact can also serve as a signature authority.

An organization/site can only add one signature authority contact during initial registration submittal. Organization/site primary contacts will be able to add more signature authority contacts, edit existing signature authority contacts and change which contacts are designated to reporting entity activities after the organization/site is registered.

Field	Description
Reporting Entity Primary contact is the signature authority for this activity (checkbox)	Select this checkbox if you'd like to designate the primary contact as the signature authority for the reporting entity activities you entered. The primary contact information will be copied over into the signature authority contact fields.
First Name*	Enter the first name of the signature authority contact
Last Name*	Enter the last name of the signature authority contact
Title	Enter the title of the signature authority contact. For example: president, vice president, owner or operator.
Email*	Enter the email address for the signature authority contact
Calling code*	Select the calling code for the phone number. Usually 1 for contacts located in the United States.
Phone*	Enter a valid 10 digit telephone number for the signature authority contact. You may also include the extension. Some valid formats include: (999)9999999,(999)999-9999,999-999-9999, (999)-999-9999ext999, 999-999-9999X999