

# SWIMS MANUAL

## SOLID WASTE INFORMATION



## MANAGEMENT SYSTEM

A HOW-TO GUIDE ON NAVIGATING THROUGH SWIMS



County of Los Angeles  
Department of Public Works  
Environmental Programs Division

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# INTRODUCTION

## **ABOUT THIS GUIDE**

This SWIMS Manual is meant to help you navigate through the Solid Waste Information Management System (SWIMS) website and perform old and new functions. You will be guided on how to log on, submit data, generate invoice data, find a city or unincorporated community, generate reports, how to access news and resources, see deadlines, how to contact County, and help on filling out forms through the Appendices section. Please refer to this guide when experiencing problems while performing these functions.

## **HOW TO READ THIS GUIDE**

To navigate through this guide, please refer to the headings throughout the guide. Once you find your section, look at the yellow shapes with text, accompanied by a number. These numbers represent the steps to perform that function and the yellowed area provides a description on how to perform that function. The shapes with blue backgrounds provide additional helpful information regarding that particular item. Lastly, the red shapes starting with “NOTE,” help with troubleshooting or highlight information that may not be a part of the procedure in performing a specific function. This guide will also be updated periodically as new functions become available.

# GETTING STARTED

1

Access **SWIMS** website via:  
[www.LACountySWIMS.org](http://www.LACountySWIMS.org)

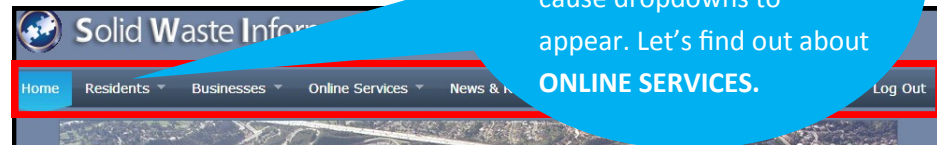


2

Click **LOG IN** at the upper right-hand corner of the page. Type in your **SWIMS USER ID** and **PASSWORD**. If you cannot log in, please contact your County liaison.



Labels act as navigation guides. Hovering your mouse over a title will cause dropdowns to appear. Let's find out about **ONLINE SERVICES**.



**NOTE:** If you are inactive for a set amount of time, you may have to login again.



**Deadline Charts and Last Action Performed**

Deadlines:			
Form(s)	Survey Period	Due Date	
C, R, 7, 8, 9, 10, 13, P, S, T, L	4th Quarter	March 15, 2013	
D	November 2013	December 31, 2013	
X1, X2, X3, Y1, Y2, Y3	2012	April 30, 2013	
Activity Form	November 2013	February 28, 2013	
B	4th Quarter	January 31, 2013	
C (Commercial)	4th Quarter	January 31, 2013	
C (Residential)	November 2013	December 31, 2013	
C (GDD)	November 2013	December 31, 2013	

[Click here to see complete deadlines charts](#)

Last Action Performed:		
Date and Time	Action	
11/19/2013 3:15:01 PM	Upload Form S: Facility Athens Services was successfully uploaded for period 12/2013.	

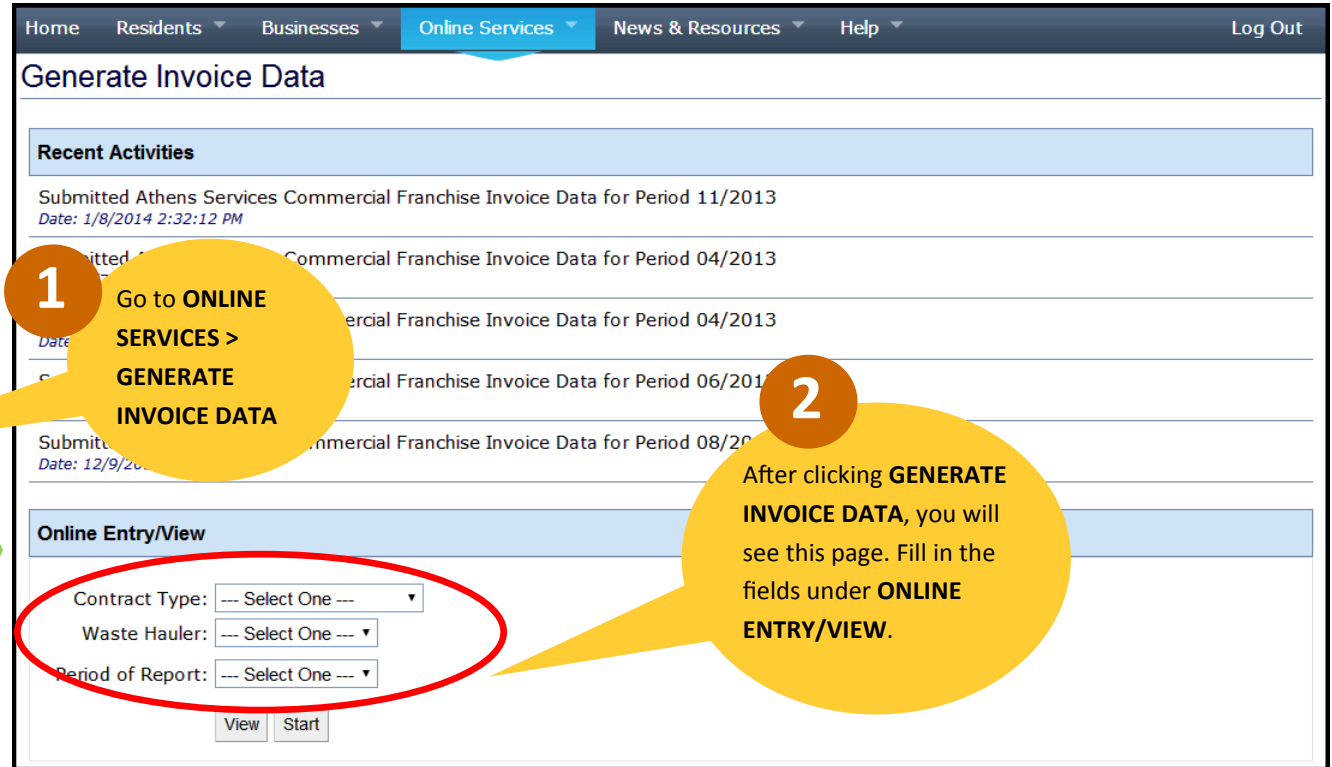
[Click here to see last 20 actions](#)

# GENERATE INVOICE DATA

A new feature is **GENERATE INVOICE DATA**. You can expect to use this function later this year. Here, you will submit your invoice data online instead of handwriting it. Invoice data will only be available the month after it is completed. For example, invoice data for December will be available for submission at the beginning of January.



- Online Services ▾
- Generate Invoice Data**
- Submit Data
- Find a City or Unincorporated Community
- Generate Reports
- Do I Need Methane Mitigation?
- Methane Mitigation Standards
- Search Solid Waste Sites
- Search Waste Haulers



Home Residents Businesses **Online Services** News & Resources Help Log Out

## Generate Invoice Data

**Recent Activities**

- Submitted Athens Services Commercial Franchise Invoice Data for Period 11/2013  
Date: 1/8/2014 2:32:12 PM
- Submitted Athens Services Commercial Franchise Invoice Data for Period 04/2013
- Submitted Athens Services Commercial Franchise Invoice Data for Period 04/2013
- Submitted Athens Services Commercial Franchise Invoice Data for Period 06/2013
- Submitted Athens Services Commercial Franchise Invoice Data for Period 08/2013
- Submitted Athens Services Commercial Franchise Invoice Data for Period 08/2013  
Date: 12/9/2013

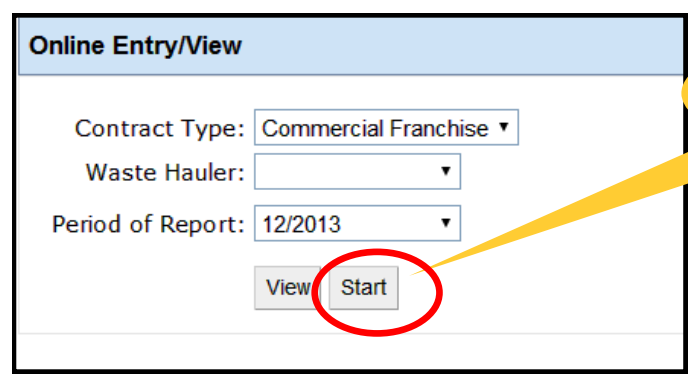
**Online Entry/View**

Contract Type: --- Select One --- ▾  
Waste Hauler: --- Select One --- ▾  
Period of Report: --- Select One --- ▾

View Start

**1** Go to **ONLINE SERVICES > GENERATE INVOICE DATA**

**2** After clicking **GENERATE INVOICE DATA**, you will see this page. Fill in the fields under **ONLINE ENTRY/VIEW**.



**Online Entry/View**

Contract Type: Commercial Franchise ▾  
Waste Hauler: ▾  
Period of Report: 12/2013 ▾

View **Start**

**3** Click **START** to continue.

# GENERATE INVOICE DATA (CONTINUED)

Waste hauler information

## Information Management System

Welcome, Christia

Home Residents Businesses Online Services News Billing Period Log Out

### Generate Invoice Data

Name: 123 Waste Hauler  
123 Imaginary St.

SWIS No:

Franchise Area: All Unincorporated Los Angeles County Areas

CUSTOMER NO	ADDRESS ID	JOB NUMBER
CAR2548	PW257427004	WS8355COM

Billing Period: For the month of December 2013

#### Description

-- COMMERCIAL WASTE COLLECTION FRANCHISE FEE INVOICE --  
LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCT

#### FEE CALCULATION INSTRUCTIONS:

1. Insert monthly gross receipts
2. Franchise Shall pay a 10% franchise fee of the monthly gross receipts arising from the of the franchise. Multiple monthly gross receipt amount by 10%
3. Total number of customers (payments reflected in this invoice)

#### FEE CALCULATIONS:

Monthly gross receipts:  (1) TOTAL  
 Monthly gross receipts x.10:  (2) TOTAL DUE  
 Total number of customers:  (3)

Fee calculator

4

You will see this form. Fill in your **MONTHLY GROSS RECEIPTS** under **FEE CALCULATIONS** and your franchise fees will automatically populate. Then fill in **TOTAL NUMBER OF CUSTOMERS**.

You will see this message confirming your invoice submission.

### Generate Invoice Data

✓ 123 Waste Hauler Commercial Franchise invoice data for the month of January 2013 was submitted successfully. Please click [here](#) to submit another invoice data.

Name pre-populated

I understand that pursuant to the Los Angeles County Code, Chapter 20.70.021, that the computation of the amount of the franchise fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

NAME:

Due date

Today's date

DATE: 01/21/2014

IF YOUR PAYMENT IS NOT RECEIVED BY , YOU WILL BE ASSESSED ADMINISTRATIVE PENALTIES. Pursuant to the Los Angeles County Code Sec 220.70.021.d, ... "Unpaid franchise fees are delinquent 30 days after they are due. In the event the franchise fails to pay any franchise fee in full on or before the delinquency date, the franchise shall pay a late payment charge equal to 10 percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month , or any portion thereof, that the unpaid fee plus late payment charges remain delinquent. If gross receipts are found to be less than the amount of gross receipts disclosed by audit or review, the franchise shall pay, within 30 days of billing, the delinquent fee amount and all late payment charges that have accrued under subsection d. If the additional franchise fee amount due to the County exceeds 2 percent of the total audit or

5

Review the information and click **SUBMIT** to complete the process.

FOR QUESTIONS CONTACT: Environmental Health Department  
FOR THE HEARING IMPAIRED: TDD 1-800-477-7369

### Generate Invoice Data

#### Recent Activities

Submitted	123 Waste Hauler	Commercial Franchise Invoice Data for Period 01/2013	Date: 1/21/2014 2:51:16 PM
Submitted	123 Waste Hauler	Commercial Franchise Invoice Data for Period 12/2013	Date: 1/21/2014 4:30:23 PM
Submitted	123 Waste Hauler	Commercial Franchise Invoice Data for Period 11/2013	Date: 1/8/2014 2:32:12 PM
Submitted	123 Waste Hauler	Commercial Franchise Invoice Data for Period 04/2013	Date: 1/7/2014 7:40:55 AM
Submitted	123 Waste Hauler	Commercial Franchise Invoice Data for Period 04/2013	Date: 12/11/2013 2:36:47 PM

After submitting, your activity will be logged at the Generate Invoice Data page.



# GENERATE INVOICE DATA (CONTINUED)

Here's an example of another invoice, the Solid Waste Management Fee Invoice.

**Solid Waste Information Management System**  
 Facility information pre-populated

Name: **Test Waste Hauler**  
 123 Main Street  
 Sometown, CA 90000

CUSTOMER NO	ADDRESS ID	JOB NUMBER	INVOICE DATE
C002248	PW257427002	W9404T0001	

SWIS No: 19-AS-0547

**Billing Period** → Billing Period: For the month of December 2013  
 Note: Due Date is 30 days from Invoice Date

**Description**

-- SOLID WASTE MANAGEMENT FEE INVOICE --  
 LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 20.88.050 (b) (AS REVISED AND EFFECTIVE ON JANUARY 1, 2009).

**FEE CALCULATION INSTRUCTIONS:**  
 The Solid Waste Management Fee shall be \$1.50 per ton of solid waste exported for disposal to a location outside Los Angeles County during the month.

**FEE CALCULATIONS:**  
 Tonnage processed for the month and/or reported to Los Angeles County Solid Waste Information Management System (SWIMS):  TONS  
 Tonnage exported outside Los Angeles County:  TONS  
 tons \* \$1.50 per ton =  **TOTAL DUE**

**Name pre-populated**

NAME:   
 DATE:

**4** Fill in your **TONNAGE PROCESSED FOR THE MONTH AND/OR REPORTED TO SWIMS** and **TONNAGE EXPORTED OUTSIDE LOS ANGELES COUNTY**. Based on inputted tonnages, the **TOTAL DUE** will automatically calculated.

**5** Review the information and click **SUBMIT** to complete the process.

Generate Invoice Data  
 ✓ The Adient Services Commercial Franchise Invoice data form is ready for use.  
 Please click [here](#) to submit another invoice data.

You will see this message confirming your invoice submission.

Please note that you will still receive a copy of the invoice in the mail. Please note the date the fees are due and pay as you normally have.

**FUTURE PHASES**

In the future, the automated invoicing and billing program will offer options for both electronic invoices and electronic payment methods.

Users will be notified of when these options become available, and this document will be updated accordingly.

# ONLINE SERVICES: SUBMIT DATA

We will use **ONLINE SERVICES: SUBMIT DATA** the most on **SWIMS**. This section will help you through the submission process for the required forms. Please note that we will go over how to submit Form B as an example. All other forms follow the same submission process for the 2 options.

When you click **SUBMIT DATA**, you will be taken to this screen with a list of forms to submit. We will look at the 2 different options of submission for Form B in the following pages.

1



- Online Services ▾
- Submit Data
- Find a City or Unincorporated Community
- Disposal Reports
- Do I Need Methane Mitigation?
- Methane Mitigation Standards
- Search Solid Waste Sites
- Search Waste Haulers

## Submit Origin Survey Forms

Choose a Form below to submit disposal data electronically. [Click here to view complete deadlines charts](#)

- Activity Form** (Monthly)  
Description: Monthly form for reporting Waste Origin Verification Program results
- Form 1** (Monthly)  
Description: Monthly form for reporting disposal tonnages and waste origins by Transfer/Processing Facilities
- Form 2** (Monthly)  
Description: Monthly form for reporting exports to disposal facilities outside of Los Angeles County by Transfer/Processing
- Form 3** (Monthly)  
Description: Monthly form for reporting tonnages and waste origins by Inert Debris Engineered Fill Operations
- Form 10** (Monthly)  
Description: Monthly form for reporting disposal tonnages by Waste-to-Energy Facilities
- Form 13** (Monthly)  
Description: Monthly form for reporting disposal tonnages by Municipal Solid Waste Landfills and Inert Landfills
- Form B** (Monthly)  
Description: Monthly form for reporting commercial waste franchise customers serviced within the unincorporated areas of Los Angeles County
- Form C** (Monthly)  
Description: Monthly form for reporting disposal tonnages and waste origins by Waste Haulers operating in County unincorporated areas
- Form D** (Monthly)  
Description: Monthly form for reporting waste hauler routes in County unincorporated areas by Transfer/Processing Facilities
- Form L** (Monthly)  
Description: Solid Waste Collection Customer Log for Los Angeles County Unincorporated Areas used by Residential Franchise, Garbage Disposal District and Commercial Trash Collection Franchise Waste Haulers
- Form P** (Quarterly)  
Description: Quarterly form for reporting residential franchise customer services and payments within the unincorporated areas of Los Angeles County
- Form R** (Monthly)  
Description: Monthly form for reporting recycling tonnages by Waste Haulers operating in County Franchise Areas and Garbage Disposal Districts

On the task bar, go to **ONLINE SERVICES > SUBMIT DATA**



# ONLINE SERVICES: SUBMIT DATA (CONTINUED)

2

Clicking on any of the forms will take you to a page where you can fill out/upload your form. In this section, we will look at how to submit Form B. Please click on **Form B**.

### Submit Origin Survey Forms

Choose a Form below to submit disposal data electronically. [Click here to see complete deadlines charts](#)

- 1. Activity Form** (Monthly)  
Description: Monthly form for reporting Waste Origin Verification Program results
- 2. Form 7** (Monthly)  
Description: Monthly form for reporting disposal tonnages and waste origins by Transfer/Processing Facilities
- 3. Form 8** (Monthly)  
Description: Monthly form for reporting exports to disposal facilities outside of Los Angeles County by Transfer/Processing Facilities and Waste Haulers
- 4. Form 9** (Monthly)  
Description: Monthly form for reporting tonnages and waste origins by Inert Debris Engineered Fill Operations
- 5. Form 10** (Monthly)  
Description: Monthly form for reporting disposal tonnages by Waste-to-Energy Facilities
- 6. Form 13** (Monthly)  
Description: Monthly form for reporting disposal tonnages by Municipal Solid Waste Landfills and Inert Landfills
- 7. Form B** (Monthly)  
Description: Monthly form for reporting commercial waste franchise customers serviced within the unincorporated areas of Los Angeles County
- 8. Form C** (Monthly)  
Description: Monthly form for reporting disposal tonnages and waste origins by Waste Haulers operating in County unincorporated areas

### Submit Form B Data

**Description:** Monthly form for reporting commercial waste franchise customers serviced within the unincorporated areas of Los Angeles County. [Click here to see complete deadlines charts](#)

**Options for filling out the form:** There are currently two options for inputting data for this form. Details as follows:

**Option 1: Online Entry/View**

Facility Type:

Facility:

Contract Type:

Period of Report:

**Option 2: Upload Data in Excel**

**Step 1:** Download template for data upload: [Download the template](#)

**Step 2:** Fill it out offline.

**Step 3:** Upload the file.

Facility Type:

Facility:

Contract Type:

Period of Report:

Notes: \* : Required field  
† : Required fields if Type of Service is Dumpster Collection Service or Roll-Off/Bin Rental Service. If Type of Service is Recycling Service Only, all other Solid Waste Collection entries on the row will be ignored.

Data File:  No file chosen

You can submit Form B in 1 of 2 ways: We will look at both options in the following pages. First, we will look at **ONLINE ENTRY/VIEW**.

# ONLINE SERVICES: SUBMIT DATA (CONTINUED)

## OPTION 1: ONLINE ENTRY/VIEW

**Submit Form B Data**

Description: Monthly form for reporting commercial waste franchise customers serviced within the unincorporated areas of Los Angeles

Facility Type: Waste Hauler  
 Facility: Athens Services  
 Contract Type: Commercial Franchise  
 Period of Report: 11/2013

You can also View the data you have submitted by clicking VIEW.

**3**  
 Fill in the required fields and click **UPDATE** to continue. (If you would like to use Option 2, please turn to page 9).

**Form B Edit**

Period of Report: 05/2013  
 Station Name: Athens Services  
 Station Address: 14048 E. Valley Blvd.  
 Line 2: City: Industry  
 Station Contact: Phone: (888) 336-6100

Assessor's Parcel Number (APN)	Account Number	Service Start Date (MM/DD/YYYY)	Street Number	Street Name	Unincorporated Community
123456		02/06/2014	999	THIS IS A TEST	VALINDA
123456		02/06/2014	999	THIS IS A TEST	VALINDA

This will take you back to the previous page

This will refresh your page

To delete an entry, check the box for the line you would like to delete and click **DELETE**

**Form B Edit**

Period of Report: 05/2013  
 Station Name: Athens Services  
 Station Address: 14048 E. Valley Blvd.  
 Line 2: City: Industry  
 Station Contact: Phone: (888) 336-6100

Select One ---  
 ACTON  
 AGOURA  
 AGUA DULCE  
 ALONDRA PARK  
 ALTADENA  
 ANTELOPE ACRES  
 ARCADIA ISLANDS  
 ATHENS  
 AVOCADO HEIGHTS  
 AZUSA ISLANDS  
 BALDWIN HILLS  
 BASSETT  
 BIG PINES  
 BIG TUJUNGA  
 BOUQUET CANYON  
 CALABASAS HIGHLANDS  
 CASTAIC  
 CASTAIC JUNCTION  
 CERRITOS ISLANDS

Assessor's Parcel Number (APN)	Account Number	Service Start Date (MM/DD/YYYY)	Street Number	Street Name	Unincorporated Community

When filling out the form, you will notice that some fields have dropdown menus for you to choose answers from. Select the answer that best fits the column heading.

**Form B Edit**

Period of Report: 05/2013  
 Station Name: Athens Services  
 Station Address: 14048 E. Valley Blvd.  
 Line 2: City: Industry  
 Station Contact: Phone: (888) 336-6100

Site Address

Assessor's Parcel Number (APN)	Account Number	Service Start Date (MM/DD/YYYY)	Street Number	Street Name	Unincorporated Community
123456		02/06/2014	999	This is a Test	VALINDA

**4**  
 After completing a row, click **SAVE** to start working on another row

If you do not finish filling out your form, you may return to it at a later time by clicking **SAVE**. The next time you click **UPDATE** for that form and period, your saved data will appear.

# ONLINE SERVICES: SUBMIT DATA (CONTINUED)

**5** When done, check the box at the bottom and click **SUBMIT** to turn in.

Period of Report: 05/2012  
Station Name: Athens Services  
Station Address: 14048 E. Valley Blvd.  
Line 2:  
City: Industry  
Station Contact:  
Phone: (888) 336-6100

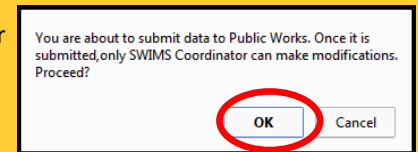
\* : Required Entry  
† : Required fields if Type of Service is Dumpster Collection Service or Roll-Off/Bin Rental Service. If Type of Service is Recycling Service Only, all other Solid Waste Collection entries on the row will be ignored.

Assessor's Parcel Number (APN)	Account Number	Service Start Date (MM/DD/YYYY)	Street Number	Street Name	Unincorporated Community	Zip Code	Type of Property (Single Family, Multi-Family, or Commercial)	Is This Location Sharing a Dumpster? (Yes or No)	Type of Service (Dumpster Collection Service or Off/Bin Rental Service)
							-- Select One --	-- Select One --	-- Select One --

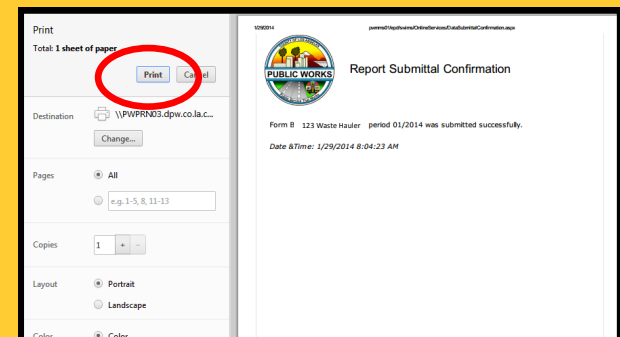
I/we consider this commercial waste franchise customer list submitted pursuant to Section 10.E. of the non-exclusive commercial waste franchise agreement as "Trade Secret," "Confidential," or "Proprietary" material.

Return Reset Save Delete **Submit**

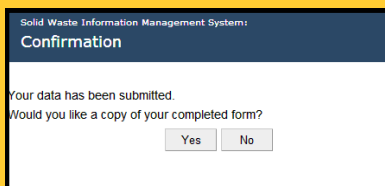
**6** This message will pop-up when you click **SUBMIT**. Click **OK** if you are ready or **CANCEL** if you are not. Once you press **OK**, your form is submitted.



A confirmation message will pop up. You can print this message for your records.



Additionally, you will see this message after clicking out of the print option. Click **YES** if you would like a PDF of your completed form or **NO** if you would not.



## NOTE:

- If you would like to edit a submitted form, you may do so by submitting another form that will replace the original submission after speaking with your County liaison and asking them to unlock that form.
- If you need to download a copy of the PDF of a later time, you can do so by clicking on the view option for previous submissions.

# ONLINE SERVICES: SUBMIT DATA (CONTINUED)

## OPTION 2: UPLOAD DATA IN EXCEL

**Step 1:** Download template for data upload: [Download the template](#)

**Step 2:** Fill it out offline

**Step 3:** Upload the file.

**3** After doing Steps 1-2 on pages 5 & 6, Click **DOWNLOAD THE TEMPLATE** to get the Excel document you see to the right.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
Assessor's Parcel Number (APH)	Account Number*	Service Start Date (MM/DD/YYYY)	Site Address Street Number	Site Address Street Name	Site Address Unincorporated Community*	Site Address Zip Code	Type of Property (Single Family, Multi-Family, or Commercial)	Is This Location Sharing a Dumpster? (Yes or No)	Solid Waste Collection Type of Service* (Dumpster Collection Service, Roll-Off/Bin Rental Service, or Recycling Service Only)	Solid Waste Collection Dumpster or Bin Size* (in Cubic Yards or Gallons)	Solid Waste Collection Number of Dumpsters or Bins*	Solid Waste Collection Frequency* (No. of Collections / Week)	Solid Waste Collection Monthly Service Rate* (in \$)	Solid Waste Collection Sent to Mixed Waste Processing? (Yes or No)	Recycling Service Type of Recycling Container (Dumpster, Cart, or Other)	Recycling Service Recycling Container Size (in Cubic Yards or Gallons)	Recycling Service Number of Recycling Containers	Recycling Service Frequency (No. of Collections / Month)	Recycling Service Monthly Service Rate* (in \$)

**4** Make sure you fill in the fields according to the headings for each column (you can find acceptable answers for each column in the Appendices).

**5** Once complete, save your document by going to **FILE -> SAVE AS** and save it in a place of easy access where you can find it again to upload it.

Make sure you save your document as an **EXCEL 97-2003 WORKBOOK**. All other formats will be rejected by SWIMS.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Assessor's Parcel Number (APH)	Account Number*	Service Start Date (MM/DD/YYYY)	Site Address Street Number	Site Address Street Name	Site Address Unincorporated Community*	Site Address Zip Code	Type of Property (Single Family, Multi-Family, or Commercial)	Is This Location Sharing a Dumpster? (Yes or No)	Solid Waste Collection Type of Service* (Dumpster Collection Service, Roll-Off/Bin Rental Service, or Recycling Service Only)	Solid Waste Collection Dumpster or Bin Size* (in Cubic Yards or Gallons)	Solid Waste Collection Number of Dumpsters or Bins*	Solid Waste Collection Frequency* (No. of Collections / Week)	Solid Waste Collection Monthly Service Rate* (in \$)	Solid Waste Collection Sent to Mixed Waste Processing? (Yes or No)	Recycling Service Type of Recycling Container (Dumpster, Cart, or Other)	Recycling Service Recycling Container Size (in Cubic Yards or Gallons)	Recycling Service Number of Recycling Containers	Recycling Service Frequency (No. of Collections / Month)	Recycling Service Monthly Service Rate* (in \$)
524	1	05/13/2013	555	Imaginary St.	Bassett	91746	Commercial	No	Dumpster Collection Service	3 cubic yards	1	1	25	Yes	Cart	96 gallons	1	4	

# ONLINE SERVICES: SUBMIT DATA (CONTINUED)

**6** To upload, return to the SWIMS website and Option 2. Click **CHOOSE FILE**. Select the file you wish to upload.

**7** Then click **UPLOAD**. If the file is successfully uploaded, this message will appear:

Note that you have **NOT** submitted your data yet.

**8** In order to **SUBMIT**, click **VIEW RECORDS** to see the page below.

Assessor's Parcel Number (APN)	Account Number	Service Start Date (MM/DD/YYYY)	Street Number	Street Name	Unincorporated Community	Zip Code	Type of Property (Single Family, Multi-Family, or Commercial)	Is This Location Sharing a Dumpster? (Yes or No)	Type of Service (Dumpster Collection Service or Roll-Off/Bin Rental Service)
524	1	5/13/2013	555	IMAGINARY ST.	BASSETT	91746	COMMERCIAL	NO	DUMPSTER COLLECTION SERVICE

**9** Check the box at the bottom left-hand corner and click **SUBMIT**.

When you click **SUBMIT**, this message will appear:

Click **OK** and this confirmation message will appear with the option to print:

The following message will pop up after you exit out of the print option:

## NOTE:

- If you try submitting without checking the disclaimer box, you will see the following message reminding you to do so.

- The following message will appear if you already have existing data uploaded but have not submitted. If you want to replace the data, Click **OK**.

- You will **NOT** be able to upload if you do not fill out the form correctly. An error message will appear with specific corrections that must be made. Click **PLEASE REVIEW THIS ERROR LOG** to see a pop-up with the list. In order to submit your form, you **MUST** make the changes listed. It will tell you which row the error was made and acceptable inputs in parentheses.

```

2891 - Notepad
File Edit Format View Help
Date Stamp: 11/19/2013 11:00:43 AM
The following error(s) below was/were recorded:
Row No: 2. Invalid Type of Service(Dumpster Collection Service, R
Row No: 2. Solid Waste Dumpster or Bin Size (in Cubic Yards or Ga
    
```

After you have made the changes, save the file, and upload it by following Steps 6-8. If you are still experiencing problems, please speak to your County liaison.

# ONLINE SERVICES: SUBMIT DATA—FORM P

1

Here is another example of how to turn in **FORM P** for residential/GDD franchised haulers. Locate Form P from the list and **SELECT** it by clicking on the link.

**Submit Origin Survey Forms**

Choose a Form below to submit disposal data electronically. [Click here to see complete deadlines charts](#)

**Form B** (Monthly)  
Description: Monthly form for reporting commercial waste franchise customers serviced within the unincorporated areas of Los Angeles County

**Form C** (Monthly)  
Description: Monthly form for reporting disposal tonnages and waste origins by Waste Haulers operating in County unincorporated areas

**Form D** (Monthly)  
Description: Monthly form for reporting waste hauler routes in County unincorporated areas by Transfer/Processing Facilities

**Form L** (Monthly)  
Description: Solid Waste Collection Customer Log for Los Angeles County Unincorporated Areas used by Residential Franchise Garbage Disposal District and Commercial Trash Collection Franchise Waste Haulers

**Form P** (Quarterly)  
Description: Quarterly form for reporting residential franchise customer services and payments within the unincorporated areas of Los Angeles County



**Submit Form P Data**

**Description:** Quarterly form for reporting residential franchise customer services and payments within the unincorporated areas of Los Angeles County .

[\[Expand All\]](#) | [\[Collapse All\]](#)

ALTADENA	▼
AVOCADO HEIGHTS	▼
BASSETT/VALINDA/S SAN JOSE HILLS	▼
CHATSWORTH / WEST HILLS	▼
CITRUS / C. OAK / RAMONA	▼
E PASADENA/E SAN GABRIEL/E ARCADIA/ROYAL OAKS	▼
E. CHARTER OAK/FOOTHILL/E. RAMONA/SPADRA	▼
EL CAMINO VILLAGE/DEL AIRE/WISEBURN/ALONDRA PARK	▼
HACIENDA HEIGHTS	▼
KINNELOA MESA	▼
LA CRESCENTA / MONTROSE	▼
N. EAST BAY & MOUNTAIN	▼
N. WEST BAY & MOUNTAIN	▼

This page will **ONLY DISPLAY** the franchise areas you have been assigned to.



# ONLINE SERVICES: SUBMIT DATA—FORM P (CONTINUED)

2

**SELECT** the franchise area, then **SELECT** the upload button to submit the haulers quarterly exception report.

**Submit Form P Data**

**Description:** Quarterly form for reporting residential franchise customer services and payments within the unincorporated areas of Los Angeles County .

[Expand All] | [Collapse All]

**ALTADENA**

**Quarterly Report to Upload**

January - March (2013): *Failed to upload report on 5/15/2013*

April - June (2013): *Failed to upload report on 8/15/2013*

July - September (2013): *Failed to upload report on 11/15/2013*

October - December (2013): *Report due date is on 2/20/2014* **Upload**

**Quarterly Exception Report to Upload**

October - December (2012): [219201314146PM Master Exception Report for Altadena.xls](#) *Over due 03/21/2013* **Upload**

**AVOCADO HEIGHTS**

**BASSETT/VALINDA/S SAN JOSE HILLS**

**CHATSWORTH / WEST HILLS**

**CITRUS / C. OAK / RAMONA**

**E PASADENA/E SAN GABRIEL/E ARCADIA/ROYAL OAKS**

**E. CHARTER OAK/FOOTHILL/E. RAMONA/SPADRA**



**Submit Form P Data**

**Description:** Quarterly form for reporting residential franchise customer services and payments within the unincorporated areas of Los Angeles County .

**Upload Data in Excel**

**Step 1:** Download template for data upload: [Download the template](#)

**Step 2:** Fill it out offline.

**Step 3:** Follow these instructions

- 1) [Instructions about the excel document to upload.](#)
- 2) [Service code and Additional Service code list.](#)

**Step 4:** Upload the file.

Franchise Area: **ALTADENA**

Report Type: **Quarterly Report**

Period of Report: **October - December (2013)**

Data File:  **Browse...**

**Upload**

**NOTE:** The service code and additional service code are mandatory fields in Form P. Please click on this link to view the list of service levels with corresponding codes.

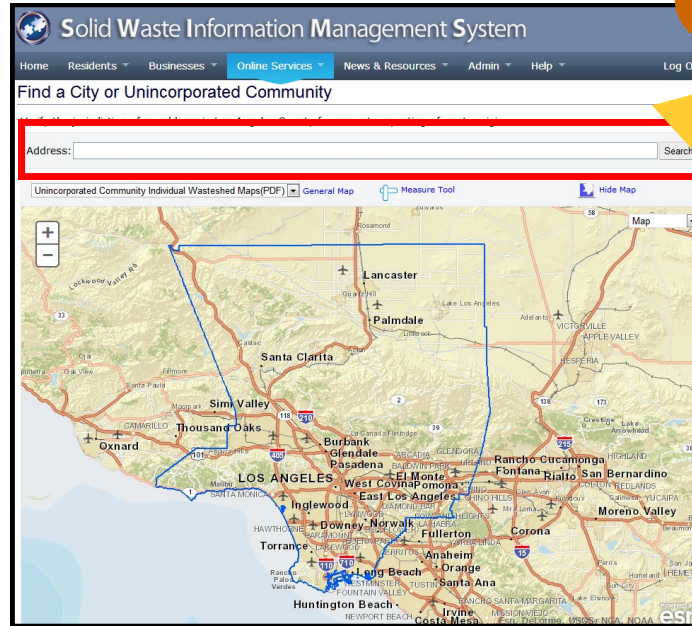
Complete steps 1 through 4, **SELECT** browse to upload data in excel and then **SELECT** upload to submit.

**NOTE:** Please see **Appendix E** for additional information regarding Form P.

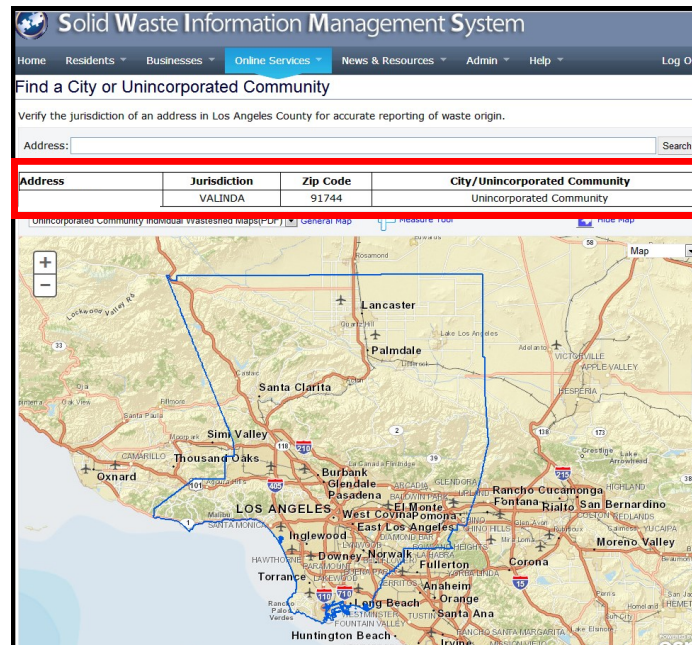
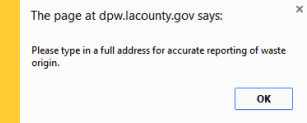
# ONLINE SERVICES: FIND A CITY OR UNINCORPORATED COMMUNITY

When filling out your submittals, it is important to properly identify an unincorporated community. We provide **FIND A CITY OR UNINCORPORATED COMMUNITY** as a resource to do so. Read more to find out how it works.

- 1
  - Online Services ▾
  - Submit Data
  - Find a City or Unincorporated Community
  - Disposal Reports
  - Do I Need Methane Mitigation?
  - Methane Mitigation Standards
  - Search Solid Waste Sites
  - Search Waste Haulers



**2** Type in an address and click **SEARCH**. Please be sure to type in a full address. Inputting just a zip code will prompt the following message to appear:



**3** The results will show which City or Unincorporated Community that parcel belongs to.

# ONLINE SERVICES: GENERATE REPORT

SWIMS can generate a number of different reports.

Position your mouse over the **ONLINE SERVICES** tab on the blue menu bar at the top of the SWIMS homepage and click **GENERATE REPORTS**.

**1**

Online Services

Submit Data

Find a City or Unincorporated Community

Generate Reports

Do I Need Methane Mitigation?

Methane Mitigation Standards

Search Solid Waste Sites

Search Waste Haulers

**2**

Solid Waste Information Management System

Home Residents Businesses Online Services News & Resources Help

Disposal Reports

Find out where Los Angeles County trash is transported to and how much trash your city or Los Angeles County throws away. For instructions on how to generate disposal reports, click [here](#).

Filter Report By: Apply Reset

Report Type

Los Angeles County Total

Facility/Hauler Snapshot

Jurisdiction Snapshot

Data Source

Inert Debris Engineered Fill

Inert Landfill

Municipal Solid Waste Landfill

Transfer/Processing Facility

Waste Hauler

Waste-to-Energy Facility

Out-of-County Landfill

Popular Reports All Reports Graphical Reports CIWMP Annual Reports

Transfer/Processing Facilities

5. Transfer Station/Non-Disposal Facility Annual Activity Report (Preview)

6. Jurisdictions Summary Report by Transfer Station/Non-Disposal Facility (Preview)

Landfills/Transformation (Waste-to-Energy) Facilities

11. Detailed Solid Waste Disposal Activity Report by Jurisdiction of Origin (Preview)

16. Solid Waste Disposal Summary Reports by Facilities (Including Out-of-County Imports) (Preview)

17. Yearly In-County Jurisdictions Solid Waste Disposal Report (Including Exports) (Preview)

18. Historical Disposal Tonnages for All In-County Jurisdictions (Including Exports) (Preview)

19. Disposal Facility Annual Activity Report (Preview)

39. Remaining Disposal Capacity Report

Popular reports are the first ones you see and are the most frequently used reports.

**3**

Solid Waste Information Management System

Home Residents Businesses Online Services News & Resources Help

Disposal Reports

Find out where Los Angeles County trash is transported to and how much trash your city or Los Angeles County throws away. For instructions on how to generate disposal reports, click [here](#).

Filter Report By: Apply Reset

Report Type

Los Angeles County Total

Facility/Hauler Snapshot

Jurisdiction Snapshot

Data Source

Inert Debris Engineered Fill

Inert Landfill

Municipal Solid Waste Landfill

Transfer/Processing Facility

Waste Hauler

Waste-to-Energy Facility

Out-of-County Landfill

Popular Reports All Reports Graphical Reports CIWMP Annual Reports

Transfer/Processing Facilities

5. Transfer Station/Non-Disposal Facility Annual Activity Report (Preview)

Report Period: ... --Select One--

Facility Type: --Select One--

Facility: --Select One--

Format: PDF Download

6. Jurisdictions Summary Report by Transfer Station/Non-Disposal Facility (Preview)

7. Transfer Station/Non-Disposal Facility Summary Report by Jurisdiction (Preview)

8. Disposal Summary Report by Transfer Station/Non-Disposal Facility (Preview)

9. Disposal Summary Report by Landfill/Transformation Facilities (Preview)

10. Annual Report/Disposal Quantity Reporting Methods for Transfer Station (Preview)

40. Annual Survey Form by Transfer Stations and Waste Haulers/Assessment of Countywide Disposal Capacity (Preview)

Landfills/Transformation (Waste-to-Energy) Facilities

11. Detailed Solid Waste Disposal Activity Report by Jurisdiction of Origin (Preview)

12. Summarized Solid Waste Disposal Activity Report by Jurisdiction of Origin (Preview)

13. Monthly Solid Waste Disposal Quantity Summary (Preview)

14. Total Waste Processed at In-County Facilities by Jurisdiction of Origin (Preview)

15. Detailed Beneficial Use/Alternative Cover Material Disposal Report by Jurisdiction (Preview)

16. Solid Waste Disposal Summary Reports by Facilities (Including Out-of-County Imports) (Preview)

17. Yearly In-County Jurisdictions Solid Waste Disposal Report (Including Exports) (Preview)

18. Historical Disposal Tonnages for All In-County Jurisdictions (Including Exports) (Preview)

19. Disposal Facility Annual Activity Report (Preview)

Historical Disposal Tonnages for All In-County Facilities By Jurisdiction (Preview)

Click on the "All Reports" tab to see the full list of reports that are available for download.

**4**

Click on the name of the report and select the desired criteria. Click on preview to see a mockup of the report.

**5**

Click the Download button to generate your report. Note: Some reports take longer to download depending on the amount of information in the report.

# NEWS & RESOURCES: ANNOUNCEMENTS

NEWS & RESOURCES is useful for additional information regarding submittals. We will go over **ANNOUNCEMENTS** where you will find resources and updates regarding solid waste management.



- News & Resources ▾
- Announcements**
- Community Meetings
- Information for Waste Haulers
- Newsletters
- Publications

## Announcements



### [2012 Countywide Integrated Waste Management Plan Annual Report](#)

Analyses of the County's disposal capacity needs, updates on the permitted in-County disposal capacity, and strategies for maintaining adequate disposal capacities through a 15-year planning period.



### [Green Waste Management Resource Guide](#)

Need a place to take your green waste? The Green Waste Management Resource Guide contains a list of locations that accept green waste.



### [Inside Solid Waste](#)

Inside Solid Waste is the official publication of the Los Angeles County Solid Waste Management Committee/Integrated Waste Management Task Force. Spring 2013 edition available.



### [Commercial Trash Collection Franchise](#)

As of July 1, 2012, unincorporated County residents and businesses that use dumpster/roll-offs are receiving enhanced trash collection and recycling services from County authorized waste haulers.



### [New Form B \(Commercial Franchise Customer Service List\) & Revised Form C \(Diversion Report\)](#)

As of July 1, 2012 commercial franchise waste haulers must submit Forms B & C. Residential franchise, garbage disposal district, and open market unincorporated areas waste haulers must submit Form C.

Notice that new formats for Form B and C are available and **MUST** be downloaded and used to **UPLOAD** submissions onto **SWIMS**. Older versions will **NOT** be accepted.

# NEWS & RESOURCES: INFORMATION FOR WASTE HAULERS

**INFORMATION FOR WASTE HAULERS** will give you the opportunity to see the different templates and resources made available for your submittals to County.

News & Resources ▾	Help ▾
Announcements	
Community Meetings	
Information for Waste Haulers ▸	Residential Franchise
Newsletters	Garbage Disposal Districts
Publications	<b>Commercial Franchise</b>

If you hover your mouse over **INFORMATION FOR WASTE HAULERS**, 3 options will appear for the different contracts. In this example, if you click **COMMERCIAL FRANCHISE**. You will be directed to a page filled with templates and resources for your use when fulfilling requirements to County.

### Information for Waste Haulers Commercial Franchise

Public Works has developed sample templates to assist you in distributing the required outreach materials to your customers. You may modify and format the templates to reflect your company's contact information and operations.

Please note companies that **provide weekly dumpster service** must submit all of the identified documents to us for our review and approval.

Companies that **exclusively provide bin rental/roll-off service** need to only provide the Subscription Order Form, No Hazardous Waste Label, Roll-Off and Bin Rental Brochure and Transition Roll-Out Plan for our review and approval. Once you complete your form and make your modifications, please submit your final drafts of each outreach material/form to Ms. Grace Leriget by **email** for review. She can also be contacted at (626) 458-3596 for any questions.

**Frequently Asked Questions**

- [Frequently Asked Questions](#)

**County Correspondence**

- [Commercial Franchise Workshop Notice Waste Hauler](#)
- [Notice of Commencement Waste Hauler](#)

**Transition Plan**

- [Transition Plan Form](#)

**Sample Outreach Materials**

- [Customer Letter](#)
- [Newsletter \(English\)](#)
- [Newsletter \(Spanish\)](#)
- [Business Brochure](#)
- [Business Brochure with Fields](#)
- [Multi-Family Brochure](#)
- [Multi-Family Brochure with Fields](#)
- [Rolloff Brochure](#)
- [Rolloff Brochure with Fields](#)

**Bill of Rights**

- [Customer Bill of Rights](#)
- [Editable Customer Bill of Rights](#)

**Subscription Order**

- [Subscription Order Template](#)
- [Editable Subscription Order Template](#)

**Sample Bin Labels**

- [Anti-scavenging Label](#)
- [Editable Anti-scavenging Label](#)
- [No Hazwaste Label \(English\)](#)
- [Editable No Hazwaste Label \(English\)](#)
- [No Hazwaste Labels \(Spanish\)](#)
- [Editable No Hazwaste Label \(Spanish\)](#)
- [Recyclable Label \(English/Spanish\)](#)
- [Editable Recyclable Label \(English/Spanish\)](#)

**Site Visits-Consultations**

- [AB341-2 Form](#)
- [Editable AB341-2 Form](#)
- [Check list Receiver](#)

# DEADLINE CHART

Here is a deadlines table of the SWIMS forms. You can access the deadlines table via [ONLINE SERVICES > SUBMIT DATA](#) and clicking the link at the top that reads: Click here to see complete deadlines charts.

Activity Form (Monthly)				
Month	Start Date	End Date	Data Entry Period	
			Start Date	End Date
January	January 01	January 31	February 01	April 30
February	February 01	February 28	March 01	May 31
March	March 01	March 31	April 01	June 30
April	April 01	April 30	May 01	July 31
May	May 01	May 31	June 01	August 31
June	June 01	June 30	July 01	September 30
July	July 01	July 31	August 01	October 31
August	August 01	August 31	September 01	November 30
September	September 01	September 30	October 01	December 31
October	October 01	October 31	November 01	January 31
November	November 01	November 30	December 01	February 28
December	December 01	December 31	January 01	March 31

**NOTE:** Form V is due annually but must be updated on a regular basis as changes in fleet occur.

Form B Deadlines (Quarterly)				
Quarter	Start Date	End Date	Data Entry Period	
			Start Date	End Date
1st Quarter	January 01	March 31	February 01	April 30
2nd Quarter	April 01	June 30	May 01	July 31
3rd Quarter	July 01	September 30	August 01	October 31
4th Quarter	October 01	December 31	November 01	January 31

Form C, L (Commercial Franchise) Deadlines (Quarterly)				
Quarter	Start Date	End Date	Data Entry Period	
			Start Date	End Date
1st Quarter	January 01	March 31	February 01	April 30
2nd Quarter	April 01	June 30	May 01	July 31
3rd Quarter	July 01	September 30	August 01	October 31
4th Quarter	October 01	December 31	November 01	January 31

Form C, L, T (Residential Franchise) Deadlines (Monthly)				
Month	Start Date	End Date	Data Entry Period	
			Start Date	End Date
January	January 01	January 31	February 01	March 15
February	February 01	February 29	March 01	April 15
March	March 01	March 31	April 01	May 15
April	April 01	April 30	May 01	June 15
May	May 01	May 31	June 01	July 15
June	June 01	June 30	July 01	August 15
July	July 01	July 31	August 01	September 15
August	August 01	August 31	September 01	October 15
September	September 01	September 30	October 01	November 15
October	October 01	October 31	November 01	December 15
November	November 01	November 30	December 01	January 15
December	December 01	December 31	January 01	February 15

Form C, L, T (Garbage Disposal District) Deadlines (Monthly)				
Month	Start Date	End Date	Data Entry Period	
			Start Date	End Date
January	January 01	January 31	February 01	February 15
February	February 01	February 28	March 01	March 15
March	March 01	March 31	April 01	April 15
April	April 01	April 30	May 01	May 15
May	May 01	May 31	June 01	June 15
June	June 01	June 30	July 01	July 15
July	July 01	July 31	August 01	August 15
August	August 01	August 31	September 01	September 15
September	September 01	September 30	October 01	October 15
October	October 01	October 31	November 01	November 15
November	November 01	November 30	December 01	December 15
December	December 01	December 31	January 01	January 15



# DEADLINE CHART (CONTINUED)

Form D Deadlines (Monthly)				
Month	Start Date	End Date	Data Entry Period	
			Start Date	End Date
January	January 01	January 31	February 01	February 29
February	February 01	February 28	March 01	March 31
March	March 01	March 31	April 01	April 30
April	April 01	April 30	May 01	May 31
May	May 01	May 31	June 01	June 30
June	June 01	June 30	July 01	July 31
July	July 01	July 31	August 01	August 31
August	August 01	August 31	September 01	September 30
September	September 01	September 30	October 01	October 31
October	October 01	October 31	November 01	November 30
November	November 01	November 30	December 01	December 31
December	December 01	December 31	January 01	January 31

Forms 7, 8, 9, 10, 13, C (None), and R Deadlines (Quarterly)				
Quarter	Start Date	End Date	Data Entry Period	
			Start Date	End Date
1st Quarter	January 01	March 31	February 01	June 15
2nd Quarter	April 01	June 30	May 01	September 15
3rd Quarter	July 01	September 30	August 01	December 15
4th Quarter	October 01	December 31	November 01	March 15

Form D Deadlines (Monthly)				
Month	Start Date	End Date	Data Entry Period	
			Start Date	End Date
January	January 01	January 31	February 01	February 29
February	February 01	February 28	March 01	March 31
March	March 01	March 31	April 01	April 30
April	April 01	April 30	May 01	May 31
May	May 01	May 31	June 01	June 30
June	June 01	June 30	July 01	July 31
July	July 01	July 31	August 01	August 31
August	August 01	August 31	September 01	September 30
September	September 01	September 30	October 01	October 31
October	October 01	October 31	November 01	November 30
November	November 01	November 30	December 01	December 31
December	December 01	December 31	January 01	January 31

Forms 7, 8, 9, 10, 13, C (None), and R Deadlines (Quarterly)				
Quarter	Start Date	End Date	Data Entry Period	
			Start Date	End Date
1st Quarter	January 01	March 31	February 01	June 15
2nd Quarter	April 01	June 30	May 01	September 15
3rd Quarter	July 01	September 30	August 01	December 15
4th Quarter	October 01	December 31	November 01	March 15

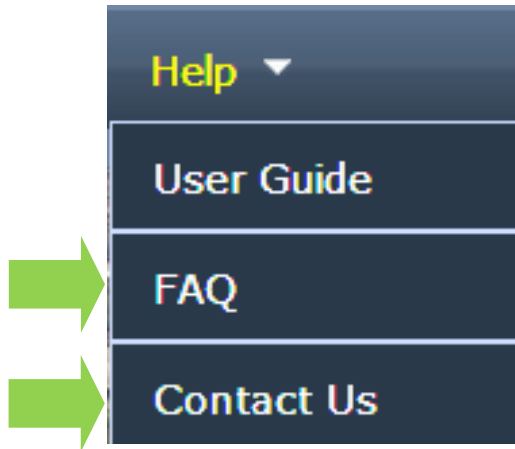
Form S (Commercial Franchise) Deadlines (Quarterly)				
Quarter	Start Date	End Date	Data Entry Period	
			Start Date	End Date
1st Quarter	January 01	March 31	January 01	April 30
2nd Quarter	April 01	June 30	April 01	July 31
3rd Quarter	July 01	September 30	July 01	October 31
4th Quarter	October 01	December 31	October 01	January 31

Form S (Garbage Disposal District) Deadlines (Yearly)				
Year	Start Date	End Date	Data Entry Period	
			Start Date	End Date
2013	January 01	December 31	July 01	September 30

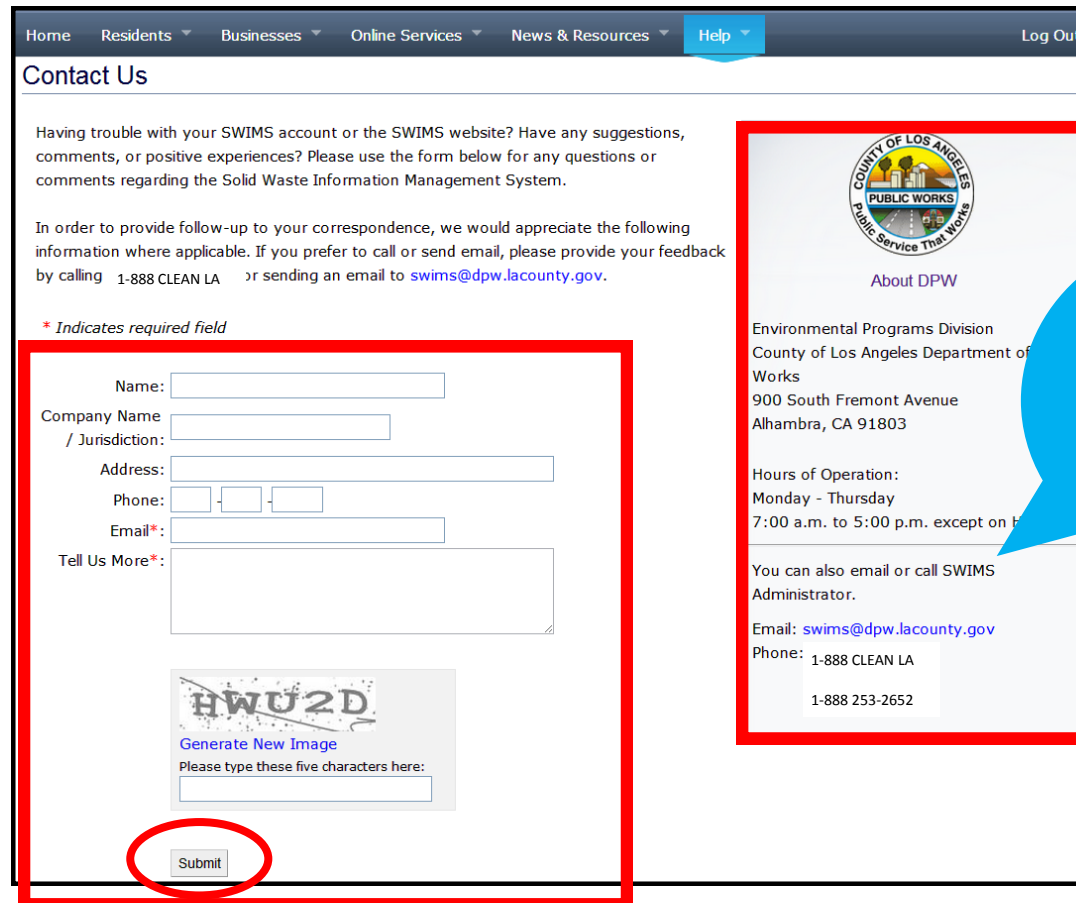
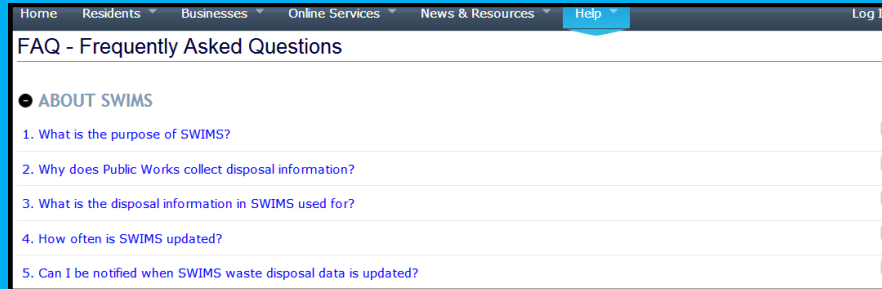
Forms Y1, Y2, Y3, X1, X2, X3 and Form V Deadlines (Yearly)				
Year	Start Date	End Date	Data Entry Period	
			Start Date	End Date
2013	January 01	December 31	January 01	April 15

If you miss any deadline, you **MUST** contact your **COUNTY LIAISON** and ask them to **UNLOCK** a specific **FORM** and **PERIOD** for you to submit the necessary form. Please note that missing deadlines could result in liquidated damages.

# CONTACT INFORMATION



For additional information, please see our FAQ page through the Help > FAQ at the top navigation menu or at this web address: <http://dpw.lacounty.gov/epd/swims/help/faq.aspx>



Fill out the form and click **SUBMIT** to have your question answered via email.

# APPENDICES

In this section, you will find additional documents that you can reference for filling out your form submittals to the County. Appendices for Forms B, S, T, and V include acceptable inputs for sensitive columns. Appendices for Forms C, L, and P provide examples on how to properly fill out these forms. Please note that these forms should be filled out accurately and completely.

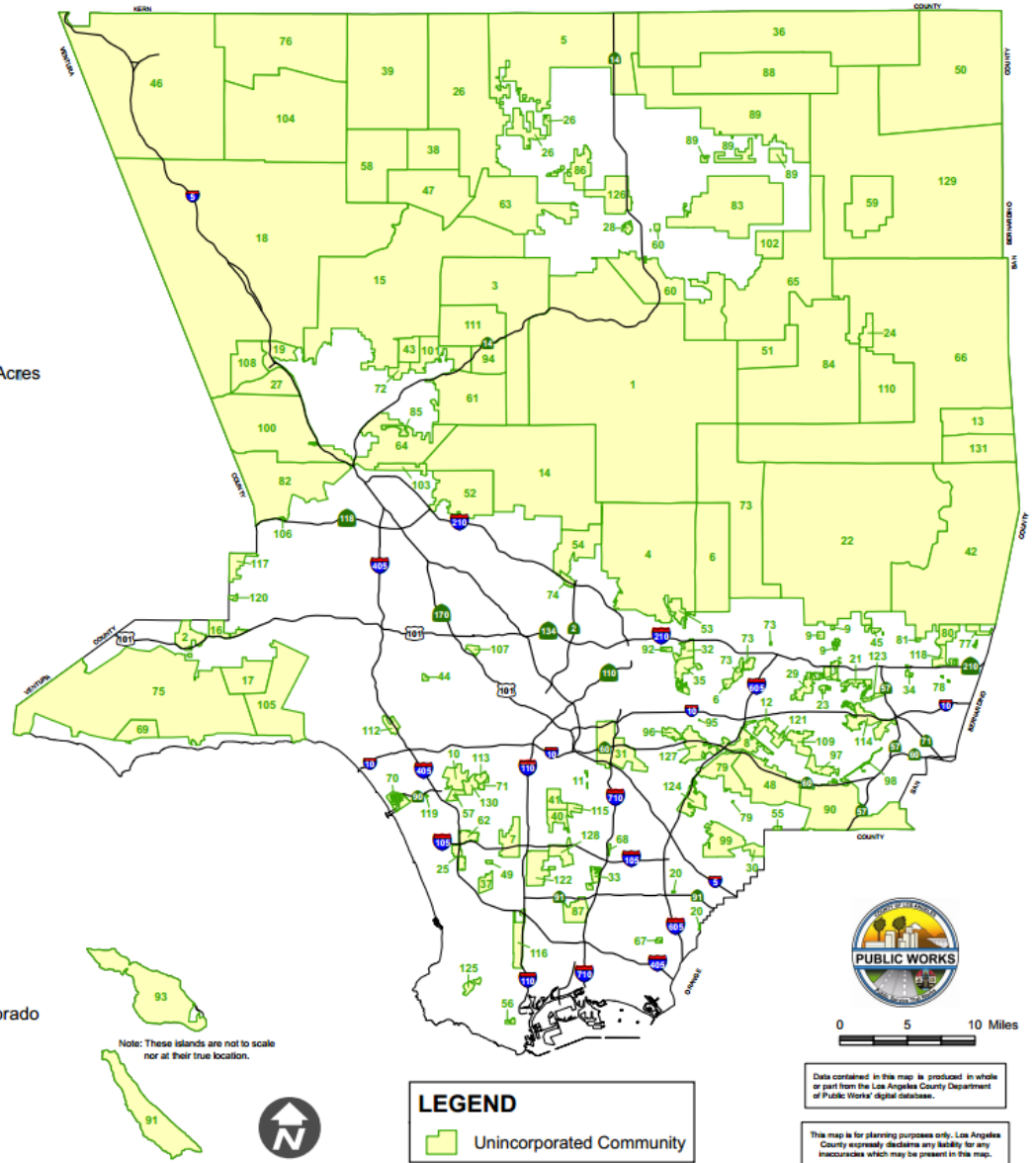
Appendix A: Unincorporated Community	24
Appendix B: Form B	25
Appendix C: Form C	28
Appendix D: Form L	31
Appendix E: Form P	33
Appendix F: Form S	34
Appendix G: Form T	39
Appendix H: Form V	40

# APPENDIX A: UNINCORPORATED COMMUNITY

You can this complete listing of unincorporated community wastesheds and map via [ONLINE SERVICES > FIND A CITY OR UNINCORPORATED COMMUNITY > GENERAL MAP](#)

## LOS ANGELES COUNTY UNINCORPORATED COMMUNITY WASTESHEDS

- |                           |                               |                                    |
|---------------------------|-------------------------------|------------------------------------|
| 1 Acton                   | 47 Green Valley               | 87 Rancho Dominguez                |
| 2 Agoura                  | 48 Hacienda Heights           | 88 Redman                          |
| 3 Agua Dulce              | 49 Hawthorne Island           | 89 Roosevelt                       |
| 4 Altadena                | 50 Hi Vista                   | 90 Rowland Heights                 |
| 5 Antelope Acres          | 51 Juniper Hills              | 91 San Clemente Island             |
| 6 Arcadia Island          | 52 Kagel Canyon               | 92 San Pasqual                     |
| 7 Athens                  | 53 Kinneola Mesa              | 93 Santa Catalina Island           |
| 8 Avocado Heights         | 54 La Crescenta               | 94 Soledad                         |
| 9 Azusa Islands           | 55 La Habra Heights Island    | 95 South El Monte Island           |
| 10 Baldwin Hills          | 56 La Rambla                  | 96 South San Gabriel               |
| 11 Bandini Islands        | 57 Ladera Heights             | 97 South San Jose Hills            |
| 12 Bassett                | 58 Lake Hughes                | 98 South Walnut                    |
| 13 Big Pines              | 59 Lake Los Angeles           | 99 South Whittier - Sunshine Acres |
| 14 Big Tujunga            | 60 Lakeview                   | 100 Stevenson Ranch                |
| 15 Bouquet Canyon         | 61 Lang                       | 101 Sulpher Springs                |
| 16 Calabasas (adjacent)   | 62 Lennox                     | 102 Sun Village                    |
| 17 Calabasas Highlands    | 63 Leona Valley               | 103 Sylmar Island                  |
| 18 Castaic                | 64 Little Tujunga             | 104 Three Points                   |
| 19 Castaic Junction       | 65 Littlerock                 | 105 Topanga Canyon                 |
| 20 Cerritos Islands       | 66 Llano                      | Fernwood                           |
| 21 Charter Oak            | 67 Long Beach Island          | Glenview                           |
| 22 Citrus                 | 68 Lynwood Island             | Sylvia Park                        |
| 23 Covina Islands         | 69 Malibu Vista               | Topanga                            |
| 24 Crystallaire           | 70 Marina Del Rey             | 106 Twin Lakes                     |
| 25 Del Aire               | 71 Mesa Heights               | 107 Universal City                 |
| 26 Del Sur                | 72 Mint Canyon                | 108 Val Verde                      |
| 27 Del Valle              | 73 Monrovia/Duarte (Islands)  | 109 Valinda                        |
| 28 Desert View Highlands  | 74 Montrose                   | 110 Valyermo                       |
| 29 East Irwindale         | 75 Mulholland Corridor        | 111 Vasquez Rocks                  |
| 30 East La Mirada         | Cornell                       | 112 Veterans Center                |
| 31 East Los Angeles       | Las Virgenes/Malibu Canyon    | 113 View Park                      |
| Belvedere Gardens         | Malibu Lake                   | 114 Walnut Islands                 |
| City Terrace              | Malibu Bowl                   | 115 Walnut Park                    |
| Eastmont                  | Malibu Highlands              | 116 West Carson                    |
| 32 East Pasadena          | Malibu/Sycamore Canyon        | 117 West Chatsworth                |
| 33 East Rancho Dominguez  | Monte Nido                    | 118 West Claremont                 |
| 34 East San Dimas         | Seminole Hot Springs          | 119 West Fox Hills                 |
| 35 East San Gabriel       | Sunset Mesa                   | 120 West Hills Island              |
| 36 Edwards Air Force Base | Trifuno Canyon                | 121 West Puente Valley             |
| 37 El Camino Village      | 76 Neenach                    | 122 West Rancho Dominguez          |
| 38 Elizabeth Lake         | 77 North Claremont Islands    | 123 West San Dimas                 |
| 39 Fairmont               | 78 North Pomona Islands       | 124 West Whittier - Los Nietos     |
| 40 Firestone              | 79 North Whittier             | 125 Westfield                      |
| 41 Florence               | 80 Northeast La Verne         | 126 White Fence Farms - El Dorado  |
| 42 Foothill               | 81 Northeast San Dimas Island | 127 Whittier Narrows               |
| 43 Forrest Park           | 82 Oat Mountain               | 128 Willowbrook                    |
| 44 Franklin Canyon        | 83 Palmdale Airport           | 129 Wilsona Gardens                |
| 45 Glendora Islands       | 84 Pearlblossom               | 130 Windsor Hills                  |
| 46 Gorman                 | 85 Placerita Canyon           | 131 Wrightwood                     |
|                           | 86 Quartz Hill                |                                    |



# APPENDIX B: FORM B

Assessor's Parcel Number (APN)	Account Number*	Service Start Date (MM/DD/YY)	Site Address Street Number *	Site Address Street Name	Site Address Unincorporated Community *	Site Address Zip Code*
					Please see Appendix A	

# APPENDIX B: FORM B (CONTINUED)

Type of Property* (Single Family, Multi-Family, or Commercial)	Is This Location Sharing a Dumpster? (Yes or No)	Solid Waste Collection Type of Service * (Dumpster Collection Service or Roll-Off/ Bin Rental Service)	Solid Waste Collection Dumpster or Bin Size* (in Cubic Yards or Gallons)	Solid Waste Collection Number of Dumpsters or Bins	Solid Waste Collection Frequency* (No. of Collections/Week)	Solid Waste Collection Monthly Service Rate (in \$)
Single Family	Yes	Dumpster Collection Service	1 cubic yard	1	1	
Multi-Family	No	Roll-Off/Bin Rental Service	1.5 cubic yards	2	2	
Commercial		Recycling Service Only	2 cubic yards	3	3	
			3 cubic yards	4	4	
			4 cubic yards	5	5	
			6 cubic yards	7	7	
			7 cubic yards	8		
			8 cubic yards	9		
			9 cubic yards	10		
			10 cubic yards	...		
			20 cubic yards	99		
			25 cubic yards			
			30 cubic yards			
			40 cubic yards			
			32 gallons			
			35 gallons			
			64 gallons			
			65 gallons			
			95 gallons			
			96 gallons			
			300 gallons			



# APPENDIX B: FORM B (CONTINUED)

Solid Waste Collection Sent to mixed Waste Processing?*(Yes or No)	Recycling Service Type of Recycling Container (Dumpster, Cart, or Other)	Recycling Service Type of Recycling Container Size (in Cubic Yards or Gallons)	Recycling Service Number of Recycling Containers	Recycling Service Frequency (No. of Collections/Month)	Recycling Service Monthly Service Rate (in \$)	Additional Service Charges or Fees (in \$)	Date of Termination (MM/DD/YY)	Account Status* (Active, Suspended, Stop Service, or Terminated)
Yes	Cart	1 cubic yard	1	1				Active
No	Dumpster	1.5 cubic yards	2	2				Suspended
		2 cubic yards	3	3				Stop Service
		3 cubic yards	4	4				Terminated
		4 cubic yards	5	5				
		5 cubic yards	6	6				
		6 cubic yards	7	7				
		7 cubic yards	8	8				
		8 cubic yards	9	9				
		9 cubic yards	10	10				
		10 cubic yards	11	11				
		20 cubic yards	12	12				
		25 cubic yards	13	13				
		30 cubic yards	14	14				
		40 cubic yards	15	15				
		32 gallons	16	16				
35 gallons	17	17						
64 gallons	18	...						
65 gallons	19		24					
95 gallons	20							
96 gallons								
300 gallons								

# APPENDIX C: FORM C

Specify Type* "Unincorporated Community" Or "GDD Name" Or "Franchise Area"	Specify Value* Unincorporated Community Or GDD Area Or Franchise Area	Type of Load* (Residential, Commercial, or Multi- Family)	Total Quantity Collected	Quantity of Electronic Waste (Tons) CEW/CRT	Quantity of Electronic Waste (Tons) Other	Bulky Items Furniture (Chairs, Sofas, Mattresses, etc.)	Bulky Items Tires (Passenger Tires)	Bulky Items White Goods	Bulky Items Other	C & D Debris Inert Solid (Concrete, Brick, Sand)	C & D Debris Mixed Debris (Wood, Dry- wall, Roof, Shingles, etc.)	Glass CA Redemption Value Glass	Glass Other Recyclable Glass
Franchise Area	Franchise Citrus	Residential	107.97	0.44	0.15	8.95	0.00	0.37	3.76	1.23	4.40	1.00	2.27

# APPENDIX C: FORM C (CONTINUED)

Metal Aluminum Cans	Metal Bi-Metal Containers and Tin Cans	Metal Non-Ferrous Metals	Other Organics Food Wastes	Other Organics Manure	Other Organics Tires, Textiles, and Rubber Products	Paper Corrugated Cardboard	Paper High Grade Ledger	Paper Mixed Paper	Paper Newspaper	Plastic High Density Polyethylene (HDPE)	Plastic Polyethylene Terephthalate (PET)	Plastic Other Plastic
1.16	1.41	2.52	0.00	0.00	0.00	12.92	0.00	14.46	3.96	4.59	3.73	6.38

# APPENDIX C: FORM C (CONTINUED)

Yard Waste Green Waste	Yard Waste Holiday Trees	Special Waste	Mixed Recyclables	Commingled or Disposal	Solid Waste Facility Utilized	<b>NOTE: Review the data for accuracy before saving and submitting.</b>
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34.29	0.00	0.00	0.00	107.97	Puente Hills	
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# APPENDIX D: FORM L

Street Number*	Street Address*	Zip Code* (This is a required field for Commercial Trash Collection Franchise Waste Haulers Only)	Date of Call* (MM/DD/YY)	Time of Call* (HH:MM)	Account Number*	Customer Name*
18632	Altario St	91746	01/01/2001	9:14 am	123	John Doe

# APPENDIX D: FORM L (CONTINUED)

Phone Number	Nature of Call*	Issue/Complaint*	Call Taken By*	Date of Resolution* (MM/DD/YYYY)	Resolution/Action Taken*	<b>NOTE:</b> Review the data for accuracy then select submit.
(213) 123-4567	A B C D E F G H I	Broken green cart	Jane Doe	01/01/2001	Request sent to driver for delivery	

Use Codes for Nature of Call: A - Billing Inquiries and Disputes, B - Complaints, C - Property Damage, D - E-Waste Removal Request, E - General Info, F - Bulky Items Removal Request, G - Collections, Missed Collections, and Related Issues, H - Container Related, I - Message From Driver/Supervisor, J - Service Cancellation/Termination Issues

# APPENDIX E: FORM P (MASTER EXCEPTION REPORT)

PARCEL NUMBER	ACCOUNT NUMBER	STREET NUMBER	STREET NAME	ACCOUNT NAME	CITY CODE	BILLING DATE	PAYMENT DATE	SERVICE TYPE	ADDITIONAL SERVICE	START UP FEE	PAYMENT RECEIVED
1234567890	123456	1234	County Street	John Doe	1	01/01/2014	03/15/2014	11	30, 52		\$75.00

The County provides the Parcel Number, Street Number and Street Name.

The hauler is to provide the County with all other remaining information.

**MANDATORY FIELDS**  
**THE HAULER MUST ENTER MOST RECENT DATA.**  
**THE REPORTED DATA IS COMPILED FROM THE HAULERS DATABASE ON A QUARTERLY BASIS.**



# APPENDIX F: FORM S

Visit Date* (MM/DD/YY)	Customer Information Type of Property* (Single Family, Multi-Family, or Commercial)	Customer Information Owner/Manager	Customer Information Contact Person*	Customer Information Contact Phone*	Customer Information Contact Address*	Customer Information Unincorporated Community *	Customer Information Zip Code*	Left Visit Card? (Yes or No)
	Single Family Multi-Family Commercial					Please see Appendix A		Yes No

# APPENDIX F: FORM S (CONTINUED)

Follow Up Date (MM/DD/YY)	Current Service Level No. of Solid Waste Bins*	Current Service Level Solid Waste Bin Size* (Cubic Yards)	Current Service Level Solid Waste Bin Collection Frequency* (# Times/Week)	Current Service Level Currently Recycling?*( Yes or No)	Current Service Level No. of Recycling Bins	Current Service Level Recycling Bin Size (Cubic Yards)	Current Service Level Recycling Bin Collection Frequency (# Times/Week)
	1	1 cubic yard	1	Yes	1	1 cubic yard	1
	2	1.5 cubic yards	2	No	2	1.5 cubic yards	2
	3	2 cubic yards	3		3	2 cubic yards	3
	4	3 cubic yards	4		4	3 cubic yards	4
	5	4 cubic yards	5		5	4 cubic yards	5
	6	5 cubic yards	6		6	5 cubic yards	6
	7	6 cubic yards	7		7	6 cubic yards	7
	8	7 cubic yards			8	7 cubic yards	8
	9	8 cubic yards			9	8 cubic yards	9
	...	9 cubic yards			10	9 cubic yards	10
	99	10 cubic yards			11	10 cubic yards	11
		20 cubic yards			12	20 cubic yards	12
		25 cubic yards			13	25 cubic yards	13
		30 cubic yards			14	30 cubic yards	14
		40 cubic yards			15	40 cubic yards	15
					16		16
					17		17
					18		18
					19		19
					20		20

# APPENDIX F: FORM S (CONTINUED)

Current Service Level No. of Recycling Carts	Current Service Level Recycling Cart Size (Gallons)	Current Service Level Recycling Cart Collection Frequency (# Times/ Week)	Recycling Opportunities Estimated Percentage of Recyclables Mixed with Refuse	Recycling Opportunities Recycling Container Scheduled? (Yes or No)	Recycling Opportunities Type of Recycling Container (Cart or Bin)	Recycling Opportunities No. of Recycling Containers
1	0	1	0-5%	Yes	Cart	1
2	32 gallons	2	6-10%	No	Bin	2
3	35 gallons	3	11-15%			3
4	40 gallons	4	16-20%			4
5	64 gallons	5	21-25%			5
6	65 gallons	6	26-30%			6
7	95 gallons	7	31-35%			7
8	96 gallons	8	36-40%			8
9	300 gallons	9	41-45%			9
10		10	46-50%			10
11		11	51-55%			11
12		12	56-60%			12
13		13	61-65%			13
14		14	66-70%			14
15		15	71-75%			15
16		16	76-80%			16
17		17	81-85%			17
18		18	86-90%			18
19		19	91-95%			19
20		20	96-100%			20
		21				
		22				
		23				
		24				

# APPENDIX F: FORM S (CONTINUED)

Recycling Opportunities Recycling Container Size (Gallons or Cubic Yards)	Recycling Opportunities Recycling Container Collection Frequency (# Times/Week)	Recycling Opportunities Scheduled Date of Recycling Container Delivery	Recycling Opportunities Scheduled Start Date of Recycling Service	Food Waste Food Waste Establishment (Yes or No)	Food Waste Food Waste Recycling (Yes or No)	Other Recycling Service Self Hauling Recyclables (Yes or No)
1 cubic yard	1			Yes	Yes	Yes
1.5 cubic yards	2			No	No	No
2 cubic yards	3					
3 cubic yards	4					
4 cubic yards	5					
5 cubic yards	6					
6 cubic yards	7					
7 cubic yards	8					
8 cubic yards	9					
9 cubic yards	10					
10 cubic yards	11					
20 cubic yards	12					
25 cubic yards	13					
30 cubic yards	14					
40 cubic yards	15					
32 gallons	16					
35 gallons	17					
40 gallons	18					
64 gallons	19					
65 gallons	20					
95 gallons	21					
96 gallons	22					
300 gallons	23					
	24					

# APPENDIX F: FORM S (CONTINUED)

Other Recycling Service If Self-Hauling Recyclables, Where?	Other Recycling Service Subscribed to Third Party Recycling Service (Yes or No)	Change in Service Level Did Solid Waste Bin Service Level Change? (Yes or No)	Change in Service Level No. of Solid Waste Bins	Change in Service Level Solid Waste Bin Size (Cubic Yards)	Change in Service Level Solid Waste Bin Collection Frequency Size (Cubic Yards)	Reason for Not Recycling (This is a re- quired field if the answers to both Currently Recycling? and Recycling Container Rec- ommended? are No. Use Codes Listed Below) <sup>1</sup>  Codes for Reasons for Recycling: A - Zon- ing Conflicts, B - Lack Storage Space, C - Lack of Market, D - Non Generation of Recyclables Materials, E- Customer with Verifiable Recycling Program, F- Unwilling-
						<p>A</p> <p>B</p> <p>C</p> <p>D</p> <p>E</p> <p>F</p> <p>G</p>

# APPENDIX G: FORM T

GDD Name or Franchise Area	Solid Waste/Bulky Items (tons)			E-waste (tons)			Tires (tons)			Grand Total Disposed	Grand Total Diverted	Grand Total Collected	Public Receptacles (Total Quantities Collected)
	Disposed	Diverted	Total Collected	Disposed	Diverted	Total Collected	Disposed	Diverted	Total Collected				
GDD Mesa Heights	7	3	10	5	1	6	1	11	12	13	15	28	148.15

DATA AUTOMATICALLY ENTERED

# APPENDIX H: FORM V

Vehicle Make*	Vehicle Type* (Front Loader, Rear Loader, Side Loader, Roll-Off, or Other)	Year of Vehicle*	Fuel Type* (CNG, diesel, etc.)	Approved Vehicle License Number* (If new, put "no plate at this time")	Vehicle Frequency	Vehicle Number OR Assigned County Decal Number	Vehicle's Storage Yard*	Comments
	Front Loader		CNG		Full-time			
	Rear Loader		LNG		Part-time			
	Side Loader		Diesel		Spare			
	Roll—Off		Biodiesel					
	Other		Liquefied petroleum gas					
			Methanol					
			Electricity					
			Fuel Gas					
			Dual-fuel					
			Other advanced technologies					