



# CITY OF LOS ANGELES

## CERTIFIED PROCESSOR - INSTRUCTIONS

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### CERTIFICATION

1. Processors wishing to participate in the City's rebate/incentive program by becoming a City certified processor must submit a completed application form.
2. Certified processors must submit quarterly reports to permitted waste haulers and the City of Los Angeles.
3. This program only applies to processors who are permitted to handle solid waste or construction and demolition debris. This program is not designed for recyclers handling primarily commingled recyclables or source-separated waste.
4. Neither the processing facility nor the parent company needs to be located within the City of Los Angeles to become certified.
5. Processor requirements
  - a. Certified scale
  - b. Each incoming load must have the following information collected and the documentation kept at the facility, in a retrievable form:
    - i. Name of hauler company
    - ii. Weight of each load
    - iii. The % of each load that originated from a City of Los Angeles address
    - iv. Type of material in the load (source separated, mixed c&d, industrial/commercial waste)
    - v. Contact information for the hauler company, either a phone number and city or address at a minimum
  - c. Separation of material type: MSW, C&D, Source Separated (The different material types need to be kept separated until after processing)
  - d. Each outgoing load needs the following information collected and the documentation kept at the facility:
    - i. Weight
    - ii. Description (glass, metal, drywall, wood waste, pallets, paper, plastics, residuals, asphalt, concrete, etc.)
6. City staff will perform site visits to verify information in the application.
7. The City will assign separate diversion rates for solid waste processing and construction and demolition debris recycling.
8. The recycling rate will be determined by the City of Los Angeles using this formula:

$$\frac{(\text{Weight of mixed waste taken in at the facility}) - (\text{Weight of waste taken from facility to landfill or transfer station})}{(\text{Weight of mixed waste taken in at the facility})} = \text{Recycling Rate}$$

### APPLICATION

1. The initial application is due by August 8, 2003.
2. The initial reporting period for Section V of the application shall be July 1, 2002 to June 30, 2003. The reporting period for all subsequent applications shall be the calendar year prior to the application due date.
3. The information in Section V is for all of the material collected by this facility regardless of its point of generation and it will be used by the City of Los Angeles to develop a facility wide recycling rate for each applicable mixed waste stream. The information in Section V (3) will be used to verify that the material from your facility being sent out for recycling is being recycled. The confidentiality of this information is assured by the terms of the application.
4. Application shall be submitted to: Solid Resources Citywide Recycling Division, 1149 S. Broadway 10<sup>th</sup> Floor, Los Angeles, CA 90015.

### QUARTERLY REPORTS.

1. Quarterly forms must be submitted to the City of Los Angeles and the respective waste hauler within 15 days after the end of each calendar quarter.
2. Quarterly reports shall only reflect material with a point of generation within the boundaries of the City of Los Angeles.
3. A Quarterly report must be submitted to every City permitted waste hauler utilizing the facility to process solid waste and/or demolition and construction debris generated from within the City.
4. Certified processors shall not be responsible for assuring that permitted waste haulers properly submit rebate request forms and necessary backup documentation.

## TERMS AND CONDITIONS

1. **Application.** Processor wishing to become certified must submit a completed application in full and include all documents and information requested.
2. **Expiration.** Permits granted under the solid waste hauler program are valid from date of issuance through June 30<sup>th</sup>.
3. **Renewals.** Renewal applications and annual reporting forms must be received each year by or before May 1.
4. **Reporting.** Certified processors must submit quarterly reporting forms to the City and permitted waste haulers within fifteen (15) calendar days following the end of each calendar quarter.
5. **Diversion Rate.** The City shall set the diversion/recycling rate for a processing facility based on processor reports, site inspections and verification of records. The assigned diversion rate shall be valid until certification expiration. The City reserves the right to at anytime, at its sole discretion, modify the facility diversion/recycling rate based on audit/inspection of records.
6. **Audit/Inspection.** The Director of the Bureau of Sanitation or the Director's designee shall have the right at any time during normal business hours to inspect a Certified Processor's records and equipment for the purpose of determining facility recycling rates and for reporting requirements. The City will provide processor reasonable notice of its intention to inspect Certified Processor's records.
7. **Revocation.** The City reserves the right to suspend a processor's Certification or change a facilities Recycling Rate, with 30 days written notification, if the processor fails to comply with any of the terms and conditions specified in this application, including, but not limited to, reporting requirements. Violations of other Los Angeles Municipal Code sections or applicable laws shall constitute just cause for revocation of a Processor Certification. Processor shall have 30 days after written notice to correct deficiencies.
8. **Confidential Character of Information Obtained – Disclosure Unlawful.** It shall be unlawful, except as required by applicable law, for the Director of the Bureau of Sanitation its designee to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any person applying for a mixed waste Processor Certification, or any other person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, expenditures, or any particulars thereof, set forth in any statement or return, or to permit any statement or return, or copy of either, or any book containing any abstract or particulars thereof to be seen or examined by any person. Provided nothing in this subsection shall be construed to prevent:
  - a. the disclosure of information to, or the examination of records and equipment by another City official its designee for the sole purpose of administering the Processor Certification;
  - b. the disclosure of information and results of examination of records of particular permittees, or relating to particular permittees, to a court of law in a proceeding brought to determine the existence or amount of any fee liability of the particular permittees to the City of Los Angeles;
  - c. the disclosure of the names and addresses of persons to whom Processor Certifications have been issued.

## DEFINITIONS

1. **C&D Material** – shall mean source-separated or separated for reuse solid waste and recyclable materials that result directly from construction, remodeling, repair, demolition, or deconstruction of buildings and other structures, do not contain hazardous waste (as defined in California Code of Regulations, Title 22, Section 66621.3, *et seq.*), and contains no more than one percent (1%) putrescible wastes, by volume, calculated on a monthly basis
2. **Inert Material** – is material that is deemed acceptable for disposal at an inert fill. This includes rock, concrete, brick, sand, soil, and dirt.
3. **Organic Waste** – is material that includes yard waste and other organics such as agricultural crop residue or manure.
4. **Point of Generation** – is the location where the material was generated by a customer and picked up by the hauler prior to delivery to any processing facility.
5. **Solid Waste** – shall mean waste that the California Integrated Waste Management Board has deemed acceptable for disposal at a Class III Landfill and shall not include source separated material
6. **Source Separated Recyclable Waste** – shall mean materials, including commingled recyclables, that have been separated or kept separate from the solid waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
7. **Source Separated C&D Material** - shall mean materials that have been separated or kept separate from the solid waste stream, at the point of generation, and have not been commingled with other solid waste or recyclable materials. For example, each material type must be transferred in separate containers to the recycling center.
8. **Yard Waste** – is the organic waste produced in yards and gardens. It is one type of organic waste material.



CITY OF LOS ANGELES

CERTIFIED PROCESSOR - APPLICATION FORM

Section I. PROCESSOR INFORMATION

- 1. Do you wish to become a Certified Processor with the City of Los Angeles?
2. Is your facility permitted by the California Integrated Waste Management Board?
3. Company/Corporate Name:
4. List all names under which firm operates in City of Los Angeles (DBA)
5. Company Address:
6. Owner/President's Name:
7. Phone Number: Fax Number
8. E-mail Address:
9. Los Angeles Business Tax Registration Certificate (BTRC) Number:

Section II. FACILITY INFORMATION

- 1. Facility Address:
2. Days and Hours of Operation:
3. Does your facility have a certified scale on site?
4. If Yes, when was the scale last certified (date):
5. Does your facility accept source separated materials?
6. Does your facility currently track incoming tonnage by hauler?
7. Does your facility currently track incoming tonnage by material type?
8. Description of equipment in use at the facility:

Section III. BREAKDOWN OF WASTE HANDLED BY FACILITY THE PREVIOUS YEAR (Jan 02 - Dec 02)

- 1. Does your facility accept commingled recyclables?
2. Please list the materials your facility accepted last year using the table in Section V. Use additional sheets if needed.

Section IV. CERTIFICATION

I certify that the information provided on this form is true and correct. The City of Los Angeles has the right to audit the information provided on this form.

Signature: Print Name:
Title: Date:

Please submit to: Solid Resources Citywide Recycling Division, 1149 S. Broadway 10th Floor, Los Angeles, CA-90015.

**Section V. Material Types Handled At This Facility<sup>(1)</sup>**

**SOURCE SEPARATED MATERIAL**

Material Type		Accepted (Tons)	Material Type		Accepted (Tons)
<b>ORGANIC WASTE</b>			<b>INERTS</b>		
? Yard Waste	? Agricultural		? Rock	? Brick	
? Food Waste	? Residue		? Sand	? Concrete	
? Produce Waste	? Other		? Soil	? Other	
? Manure			? Dirt		
<b>C&amp;D MATERIALS</b>			<b>NON C&amp;D RECYCLABLES</b>		
? Roofing Material	? Drywall		? Paper	? Plastic	
? Metal	? Other		? Cardboard	? Aluminum cans	
? Lumber			? Glass	? Other metals	
<b>TOTAL (Tons)</b>					

**NON-SOURCE SEPARATED MATERIAL**

Material Type	Accepted (Tons)	Transferred or Landfilled (Tons)	Destination(s) & Address(es)/Tel	Transferred or Landfilled (Tons)	Destination(s) & Address(es)/Tel
<b>C&amp;D MATERIAL</b>					
<b>SOLID WASTE</b>					
<b>TOTAL (Tons)</b>					

**RECYCLED MATERIAL**

Material Type	Recycled (Tons)	Destination: Address & Phone	Material Type	Recycled (Tons)	Destination: Address & Phone
<b>ORGANIC WASTE</b>			<b>INERTS</b>		
ø Yard Waste			ø Rock		
ø Food Waste			ø Sand		
ø Produce Waste			ø Soil		
ø Manure			ø Dirt		
ø Agricultural Residue			ø Brick		
ø Others			ø Concrete		
			ø Other		
<b>C&amp;D MATERIALS</b>			<b>NON C&amp;D RECYCLABLES</b>		
ø Roofing Material			ø Paper		
ø Metal			ø Cardboard		
ø Lumber			ø Glass		
ø Drywall			ø Plastic		
ø Other			ø Aluminum cans		
			ø Other Metals		
<b>TOTAL (Tons)</b>					

**Notes:**

(1) If materials are delivered to additional locations, please duplicate this page and attach to report.

