

Orange County Waste & Recycling Disposal Reporting System User Guide

This document is intended to help guide new users through the Orange County Waste & Recycling Disposal Reporting System (DRS). Users of the web reporting system have the ability to create and log in to their account, update their account information, and run various reports within the system. Haulers will have the ability to create spreadsheets and input tonnage totals for the period.

Create New User Account

The screenshot shows the OC Waste & Recycling Disposal Reporting System interface. At the top left is the logo for OC Waste & Recycling, with the tagline "Our Community. Our Commitment." Below the logo is a "REPORTS" menu. On the right side, there is a "SIGN IN" button circled in red with a "1" in a circle next to it. Below the "SIGN IN" button is a "Register a new account" link circled in red with a "2" in a circle next to it. The page also includes a "Forgot your password?" link and a "Sign in" button. The main content area displays "OCWR Disposal Reporting Home" and "OC Waste & Recycling Disposal Reporting System". Below this, there is a paragraph of text describing the system and its purpose. At the bottom, there are links for "Major Disposal Reporting Dates", "Reports to Agencies, CalRecycle, and Jurisdictions", and "Reports Due from Haulers and".

New DRS Users will have to request an account using a valid email address. The request will be sent to administrators for approval and can take several business days to process. To complete an account request the user will need to know the name of their organization, a valid telephone number, a haul account number, and a valid email address. To request a new account, first click the **Sign In** button and then click the **Register a new account** option.

Complete the Account Information form



Information

Complete and submit the following form to request a new account. Please allow several business days for your request to be reviewed.

Step 1: General Information

Organization:

First Name:

Last Name:

Phone: **Ext:**

example: (555)555-5555

Managers Name:

Account Type:

Step 2: Account Access

Step 4: Account Information

Complete the **General Information** form by filling out the required fields. After completing the form click **Next** to continue to the **Account Access** form.

Complete the Account Access form

Step 1: General Information

Step 2: Account Access

Enter a single Haul Account Number then click the Add Account button. Repeat for each account that you need access to.

Haul Account Number:

Add Account 1

	Account
Remove	1021

Next 2

Step 4: Account Information

Enter a valid Haul Account then click **Add Account**. If the Account is valid you will see it populate on this form. If it is not valid you will receive an invalid account message. Click **Next** when you are finished with this section to go to the **Account Information** form.

Complete the Account Information form

Step 1: General Information

Step 2: Account Access

Step 3: Account Information

Username:

Email:


Password:

Minimum 8 Characters long and must contain at least 1 uppercase letter, one lowercase letter, one digit, and one special character

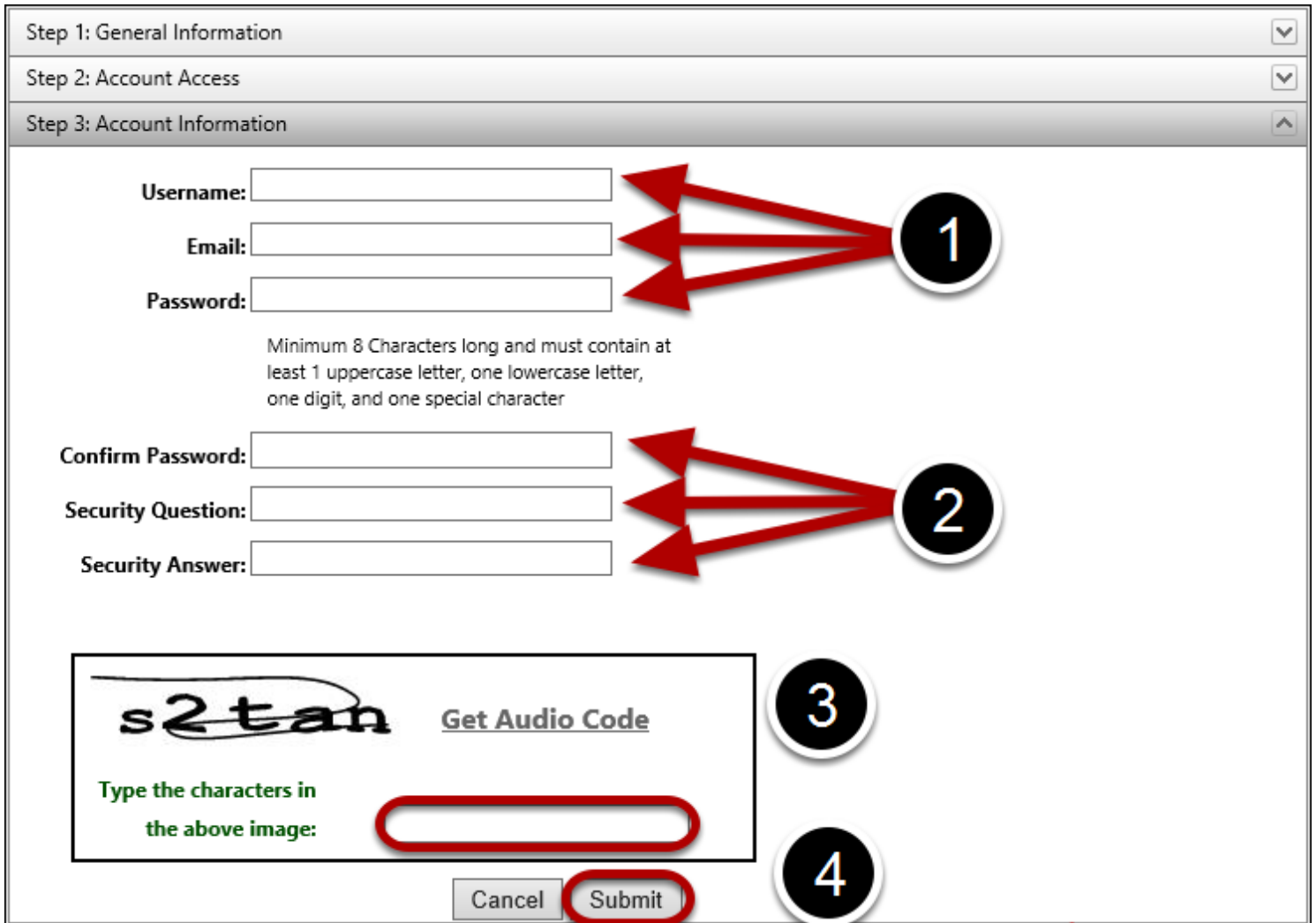
Confirm Password:

Security Question:

Security Answer:

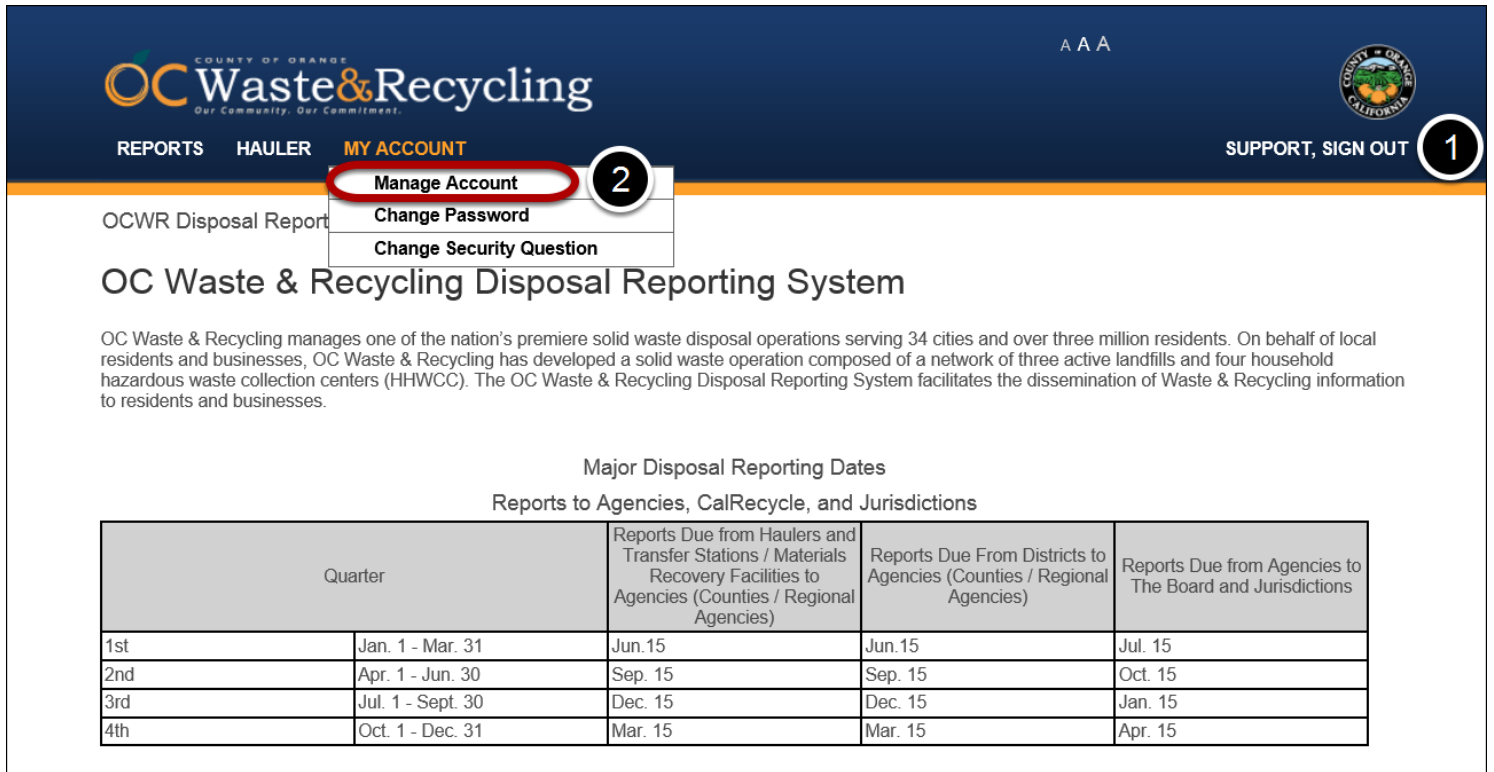


Type the characters in the above image:



Complete all of the fields on the form. You will be required to enter in the CAPTCHA characters that are generated on the page. For users who are unable to visually identify the characters in the CAPTCHA, there is a **Get Audio Code** link to produce an audio code from your speakers. By completing this form you are sending a request to the Web Reporting administrators that will review and approve your request. Please note your new account may not be available immediately as this approval may take several business days to process. Once all fields have been completed, click the **Submit** button.

Update Account Information



The screenshot shows the OC Waste & Recycling website interface. At the top left is the logo for the County of Orange Waste & Recycling, with the tagline "Our Community. Our Commitment." To the right of the logo are navigation links for "REPORTS", "HAULER", and "MY ACCOUNT". The "MY ACCOUNT" link is highlighted, and a dropdown menu is open, showing three options: "Manage Account" (circled in red), "Change Password", and "Change Security Question". A circled number "2" is placed next to the "Manage Account" option. In the top right corner, there are "A A A" font size controls, a "SUPPORT, SIGN OUT" link, and a circled number "1". Below the navigation bar, the text "OCWR Disposal Report" is visible. The main heading is "OC Waste & Recycling Disposal Reporting System". Below this is a paragraph of text describing the system's purpose. A section titled "Major Disposal Reporting Dates" contains a table with the following data:

Major Disposal Reporting Dates				
Reports to Agencies, CalRecycle, and Jurisdictions				
Quarter		Reports Due from Haulers and Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15	Jul. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15	Oct. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15	Jan. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15	Apr. 15

To update information on your existing DRS account you will need to log in from the homepage and click on the **My Account** link near the top of the page. From the **My Account** drop down you will then select **Manage Account**.

Updating General Information

i Information
Complete the following form to update your account profile.

Step 1: General Information

Organization:

First Name:

Last Name:

Phone: Ext:
example: (555)555-5555

Managers Name:

Account Type:

1

2

Step 2: Account Access

Step 3: Account Information

On the **General Information** form, you will only be able to change your general user information. You will not be able to change your username or haul account. Fill out this form, then click **Next** to move to **Step 2: Account Access**.

Updating Account Information

i Information

Complete the following form to update your account profile.

Step 1: General Information ▼

Step 2: Account Access ▲

You may not change the Haul Accounts associated with your account

Enter a single Haul Account Number then click the Add Account button. Repeat for each account that you need access to.

Haul Account Number:

Step 3: Account Information ▼

Simply click **Next** to move to **Step 3: Account Information** to update your email address.

Updating Account Information

i Information

Complete the following form to update your account profile.

Step 1: General Information ▼

Step 2: Account Access ▼

Step 3: Account Information ▲

Username:

1 Email:

2

Make any necessary adjustments to your email address, then click **Submit**.

Making changes to your password



From the homepage click the **Change Password** link under **My Account**.

Change Password

The screenshot shows the 'Change Password' form. It has three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. A red circle with the number '1' is next to the 'Password:' field. A red circle with the number '2' is next to the 'New Password:' field, with two red arrows pointing to the 'New Password:' and 'Confirm New Password:' fields. A red circle with the number '3' is next to the 'Change Password' button. The 'Change Password' button is highlighted with a red circle. Below the 'New Password:' field, there is a text requirement: 'Minimum 8 Characters long and must contain at least 1 uppercase letter, one lowercase letter, one digit, and one special character'. There are also 'Cancel' and 'Change Password' buttons at the bottom.

Enter your current password in the **Password** box and type your new password in both the **New Password** and **Confirm New Password** boxes, then click **Change Password**.

Change Security Question

Form fields for changing a security question:

- 1 Password:
- 2 Security Question:
- 3 Security Answer:
- 4

Enter your current password in the **Password** box and then type your new **Security Question** and **Security Answer**, then click **Submit**.

Reports

REPORTS

SIGN IN

Green Waste Quarterly

Disposal Quarterly

Self-Haul

OC Waste & Recycling Disposal Reporting System

OC Waste & Recycling manages one of the nation's premiere solid waste disposal operations serving 34 cities and over three million residents. On behalf of local residents and businesses, OC Waste & Recycling has developed a solid waste operation composed of a network of three active landfills and four household hazardous waste collection centers (HHWCC). The OC Waste & Recycling Disposal Reporting System facilitates the dissemination of Waste & Recycling information to residents and businesses.

Major Disposal Reporting Dates Reports to Agencies, CalRecycle, and Jurisdictions

Quarter	Quarter	Reports Due from Haulers and Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15	Jul. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15	Oct. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15	Jan. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15	Apr. 15

There are a variety of reports that can be generated from the DRS module. The reporting function is a simple tool that can help generate reports quickly and accurately based on the report criteria you select. On the DRS homepage you will see a section for **Reports**. If you click on the **Reports** option at the top of the screen, all available reports will be listed.

Green Waste Quarterly Report

This is a quarterly report of green waste material deposited in tons at the landfill displayed by County, City, Hauler, and Site.

Selecting Report Criteria - Green Waste Quarterly

OCWR Disposal Reporting Home > Reports > Green Waste Quarterly

How Do I

Create an account

 [User Guide \(.pdf\)](#)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Green Waste Quarterly

Year

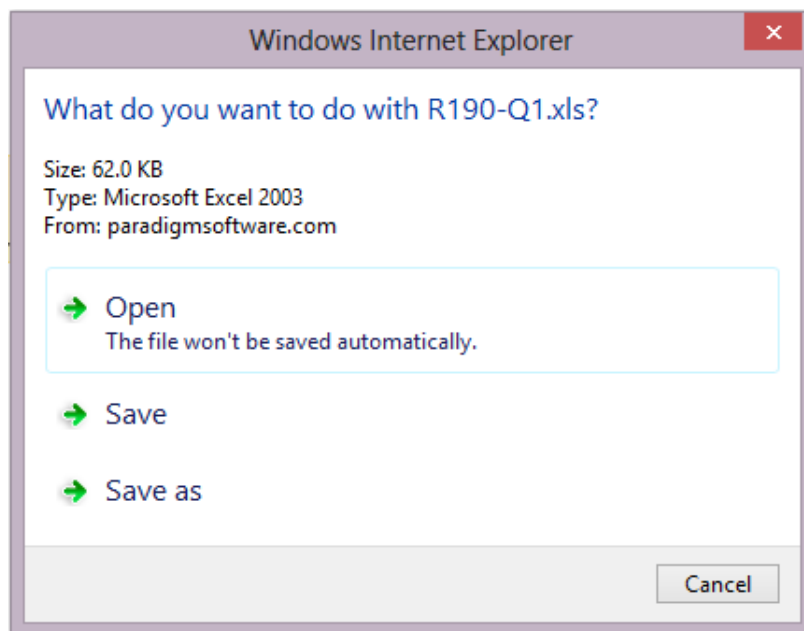
Quarter

2

1

In this report example there are two criteria fields, **Year** and **Quarter**, each report has different criteria. To run the report, complete all criteria fields and click **Run Report**.

Open or Save .xls file - Green Waste Quarterly



You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

Open or Save .xls file - Green Waste Quarterly

Do you want to open or save R190-Q1.xls (62.0 KB) from paradigmsoftware.com?

Open

Save

Cancel



The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

View .xls file - Green Waste Quarterly Report

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
	County Code	City	Customer Name	Acct#	Olinda SWIS	FRB SWIS	Prima SWIS	Total Tons	Q
2	Orange County	IN ORANGE COUNTY UNKNOWN	TAORMINA - RETAIL	97003	5049.55	0	0	5049.55	
3	Orange County	IN ORANGE COUNTY UNKNOWN	TIERRA VERDE - RETAIL	97004	18321.1	19182.45	0	37503.55	
4	Orange County	IN ORANGE COUNTY UNKNOWN	BREA GREEN - FRANCHISE	97051	4515.57	0	23962.95	28478.52	
5	Orange County	IN ORANGE COUNTY UNKNOWN	CR&R - FRANCHISE	97052	11463.83	11770.41	19923.11	43157.35	
6	Orange County	IN ORANGE COUNTY UNKNOWN	TAORMINA - FRANCHISE	97053	48943.06	0	0	48943.06	
7	Orange County	IN ORANGE COUNTY UNKNOWN	TIERRA VERDE - FRANCHISE	97054	44.54	22.49	19334.72	19401.75	
8	Orange County	TRANSFER TRUCKS UNKNOWN	TAORMINA - FRANCHISE	97053	20	0	0	20	
9	Orange County	ALISO VIEJO	TAORMINA - RETAIL	97003	29.05	0	0	29.05	
10	Orange County	ALISO VIEJO	TIERRA VERDE - RETAIL	97004	42.15	44.63	0	86.78	
11	Orange County	ALISO VIEJO	CR&R - FRANCHISE	97052	0	595.07	284.43	879.5	
12	Orange County	ALISO VIEJO	TIERRA VERDE - FRANCHISE	97054	0.07	0.04	46.74	46.85	
13	Orange County	ANAHEIM	TAORMINA - RETAIL	97003	1290.63	0	0	1290.63	
14	Orange County	ANAHEIM	TIERRA VERDE - RETAIL	97004	357.79	376.57	0	734.36	
15	Orange County	ANAHEIM	TAORMINA - FRANCHISE	97053	21950.11	0	0	21950.11	
16	Orange County	ANAHEIM	TIERRA VERDE - FRANCHISE	97054	0.96	0.26	383.72	384.94	
17	Orange County	BREA	TAORMINA - RETAIL	97003	179.52	0	0	179.52	
18	Orange County	BREA	TIERRA VERDE - RETAIL	97004	22.36	23.7	0	46.06	
19	Orange County	BREA	TAORMINA - FRANCHISE	97053	1960	0	0	1960	
20	Orange County	BREA	TIERRA VERDE - FRANCHISE	97054	0	0	21.25	21.25	

The file will likely open in Protected View initially. Prior to making adjustments to formatting, sorting, editing or copying data from the sheet, you must click the 'Enable Editing' button in Excel.

Disposal Quarterly

This is a quarterly report of trash deposited in tons at the landfill displayed by County, City, Hauler, and Site.

Selecting Report Criteria - Disposal Quarterly

OCWR Disposal Reporting Home > Reports > Disposal Quarterly

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User Guide (.pdf)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Disposal Quarterly

Year 2013

Quarter 1st

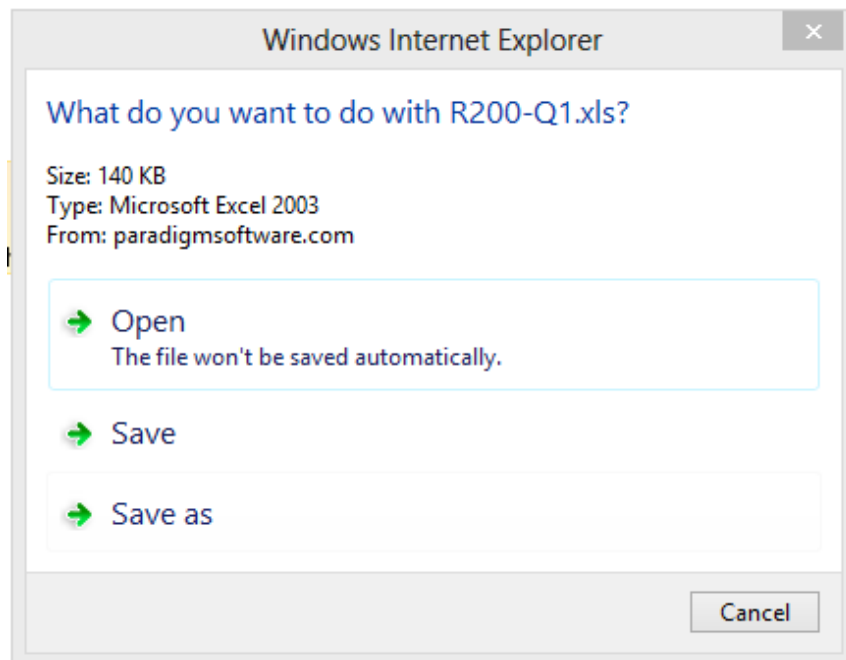
Run Report

1

2

In this report example there are two criteria fields, **Year** and **Quarter**. To run the report, complete all criteria fields and click **Run Report**.

Open or Save .xls file - Disposal Quarterly



You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

Open or Save .xls file - Disposal Quarterly

Do you want to open or save R200-Q1.xls (140 KB) from paradigmssoftware.com?

Open

Save

Cancel



The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

View .xls file - Disposal Quarterly Report

County Code	City	Customer Name	Acct#	Waste Type	Olinda SWIS #30-AB-0035	FRB SWIS #30-AB-0360	Prima SWIS #30-AB-0019
Orange County	ANAHEIM	ORANGE COUNTY WATER DISTRICT	1661	SelfHaul	3.36	0	0
Orange County	ANAHEIM	SIGNAL MAINTENANCE INC.	1869	SelfHaul	5.38	0	0
Orange County	ANAHEIM	MARINA LANDSCAPE, INC.	2223	SelfHaul	11.45	0	9.21
Orange County	ANAHEIM	EMERCON CONSTRUCTION, INC.	2234	SelfHaul	0.44	0	0
Orange County	ANAHEIM	LETNER ROOFING COMPANY	2362	SelfHaul	26.89	0	0
Orange County	ANAHEIM	PF-RD YORBA PARK	8017	SelfHaul	0.62	0	0
Orange County	ANAHEIM	STAHR CONCRETE CONST.	99037	SelfHaul	6.24	0	0
Orange County	ANAHEIM	ALL SEASONS HOME IMPROVEMENT	99037	SelfHaul	3.91	0	0
Orange County	ANAHEIM	STEVEN MACK	99039	SelfHaul	0.67	0	0
Orange County	ANAHEIM	CABINET MASTERS	99041	SelfHaul	3.03	0	0
Orange County	ANAHEIM	TSW BUILDERS, INC.	99042	SelfHaul	1.66	0	0
Orange County	ANAHEIM	SOUTHLAND COM INT	99042	SelfHaul	2.49	0	0
Orange County	ANAHEIM	MINIMUM RATE PICKUP	99444	SelfHaul	0.44	0	0
Orange County	ANAHEIM	CASH ONLY	9999	SelfHaul	9.14	1.8	0
Orange County	BREA	PAGLIA & ASSOC. DBA PROTECH CONSTRUCTION	2550	SelfHaul	1.2	0	0
Orange County	BREA	COMPLETE PLUMBING, HEATING & AIR, INC.	2712	SelfHaul	0.44	0	0
Orange County	BREA	TAORMINA INDUST., INC./ROLL OFF	5012	SelfHaul	61.12	0	0
Orange County	BREA	TAORMINA IND. INC. FRONT LOADERS	5024	SelfHaul	8.46	0	0
Orange County	BREA	C.R. AND R., INC.	5403	SelfHaul	11.45	0	0


The file will likely open in Protected View initially. Prior to making adjustments to formatting, sorting, editing or copying data from the sheet, you must click the 'Enable Editing' button in Excel.

Self Haul

This is a report of trash deposited in tons at the landfill by self-haul haulers displayed by County, City, Hauler, and Site.

Selecting Report Criteria - Self Haul

OCWR Disposal Reporting Home > Reports > Self-Haul

How Do I
Create an account  [User Guide \(.pdf\)](#)


i Report Criteria
Enter your criteria below then click the Run Report button to view your results.

Report: Self Haul

Start Date

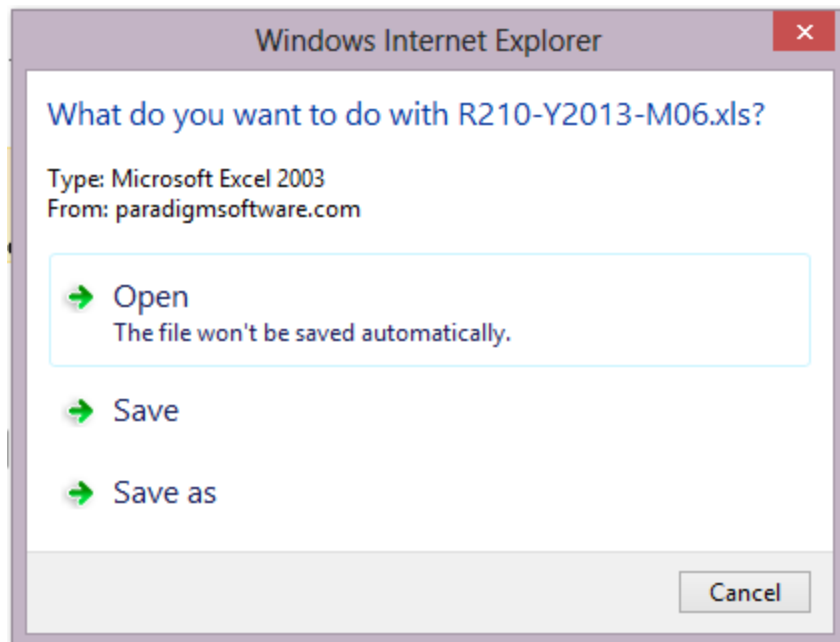
End Date

Select City



In this report example there are three criteria fields. Enter the desired **Start Date**, **End Date**, and **City** then click the **Run Report** button.

Open or Save .xls file - Self Haul



You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

Open or Save .xls file - Self Haul

Do you want to open or save R210-Y2013-M06.xls from paradigmssoftware.com?

Open

Save

Cancel



The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

View .xls file - Self Haul

The screenshot shows the Microsoft Excel interface. At the top, a yellow warning bar reads "Protected View This file originated from an Internet location and might be unsafe. Click for more details." To the right of this bar is a button labeled "Enable Editing", which is circled in red and pointed to by a red arrow. Below the warning bar, the Excel spreadsheet is visible. The active cell is A1, containing the text "City". The spreadsheet has columns labeled A through M and rows numbered 1 through 22. The data in row 1 includes: City, CitySub, Hauler, Hauler Name, Address1, Address2, City, Zip, Contact, Phone, Hauler, Olinda, Prima, and FF. Row 2 contains the text "Date Range 06/06/13 to 06/06/13". The status bar at the bottom indicates "Ready" and "Sheet1".

The file will likely open in Protected View initially. Prior to making adjustments to formatting, sorting, editing or copying data from the sheet, you must click the 'Enable Editing' button in Excel.

Monthly Tonnage Reports

OC Waste & Recycling
Our Community. Our Commitment.

REPORTS HAULER HHWCP ADMINISTRATOR MY ACCOUNT ADMIN, SIGN OUT

- Green Waste Quarterly
- Disposal Quarterly
- Self-Haul
- Monthly Tonnage Reports**
 - Daily Count
 - Daily Tonnage
 - Daily Count All Sites
 - Daily Tonnage All Sites
 - Daily Count Sub Totals
 - Daily Tonnage Sub Totals
 - Calendar Year Count
 - Calendar Year Tonnage
 - Fiscal Year Count
 - Fiscal Year Tonnage
- Real-Time Landfill Traffic
- General Reports
- Dynamic Reports
- Balance Processing

Reporting System

ations serving 34 cities and over three million residents. On behalf of local on composed of a network of three active landfills and four household Reporting System facilitates the dissemination of Waste & Recycling information

Reporting Dates

le, and Jurisdictions


Quarter	Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15

Monthly Tonnage Reports, as seen above, can be run by Daily Count or Tonnage by Site, All sites or with Sub Totals. Also available are Monthly totals by Calendar Year or Fiscal Year.

Selecting Report Criteria - Monthly Tonnage

OCWR Disposal Reporting Home > Reports > Monthly Tonnage Reports > Daily Count

How Do I

Create an account 

 [User Guide \(.pdf\)](#)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Monthly Tonnage Daily Count

Site (All Sites) 

Month January 

Year 2013 

File Format Acrobat (PDF) 

Run Report

2

1

In this report example there are four criteria fields, **Site**, **Month**, **Year** and **File Format**, only the **Daily Count** and **Daily Tonnage** require that you select a site. To run the report, complete all criteria fields and click **Run Report**.

Real-Time Landfill Traffic Reports

[Green Waste Quarterly](#)
[Disposal Quarterly](#)
[Self-Haul](#)
[Monthly Tonnage Reports](#) ▶ [User Guide \(.pdf\)](#)
[Real-Time Landfill Traffic](#) ▶
[General Reports](#) ▶
[Dynamic Reports](#) ▶
[Balance Processing](#) ▶

- Commodity Count
- Commodity Tonnage
- Vehicle Type Count
- Vehicle Type Tonnage
- Group By Account Count
- Group By Account Tonnage
- Group By Single Account Count
- Group By Single Account Tonnage
- Hourly Green Waste Count
- Hourly Green Waste Tonnage

Quarter	Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jul. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Oct. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Jan. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Apr. 15

Real-Time Landfill Traffic reports provide Count and Tonnage statistics which can be grouped by Commodity, Vehicle Type, Account, Single Account or Hourly Green Waste.

Selecting Report Criteria - Real-Time Landfill Traffic

OCWR Disposal Reporting Home > Reports > Real-Time Landfill Traffic > Commodity Count

How Do I

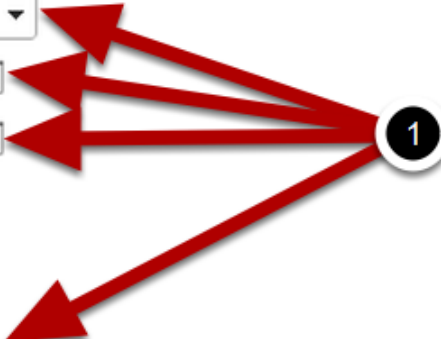

Create an account

 [User Guide \(.pdf\)](#)

Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Landfill Hourly Traffic Commodity Count

Site	(All Sites) <input type="button" value="v"/>	
Start Date	10/7/2013 <input type="button" value="calendar"/>	
End Date	10/7/2013 <input type="button" value="calendar"/>	
Select Day of Week	<input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday	
<input type="button" value="Run Report"/>		

In this report example there are four criteria fields, **Site**, **Start Date**, **End Date** and **Day of the Week**, an additional criterion is necessary when reporting by **Single Account** or **Account Group**. To run the report, complete all criteria fields and click **Run Report**.

Selecting Report Criteria - Real-Time Landfill Traffic - Group by Account Group

OCWR Disposal Reporting Home > Reports > Real-Time Landfill Traffic > Group By Account Count

How Do I

Create an account

 [User Guide \(.pdf\)](#)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Landfill Hourly Loads By Account Count

Site

Start Date 

End Date 

Select Day of Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday


Account Group



When using the reporting by *Account Group* you will have an additional criterion to select the desired **Account Group**. Click the drop-down arrow to select an **Account Group** from the list.

Selecting Report Criteria - Real-Time Landfill Traffic - Group by Single Account

OCWR Disposal Reporting Home > Reports > Real-Time Landfill Traffic > Group By Single Account Count

How Do I
Create an account  [User Guide \(.pdf\)](#)

i **Report Criteria**
Enter your criteria below then click the Run Report button to view your results.

Report: Landfill Hourly Loads By Single Account Count


Site

Start Date

End Date

Select Day of Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Account 

When using the reporting by *Single Account* you will have an additional criterion to select the desired **Account**. Click the drop-down arrow to select an **Account** from the list.

General Reports

Waste & Recycling
Our Community. Our Commitment.

REPORTS HAULER HHWCP ADMINISTRATOR MY ACCOUNT ADMIN, SIGN OUT

- Green Waste Quarterly
- Disposal Quarterly
- Self-Haul
- Monthly Tonnage Reports ▶ [User Guide \(.pdf\)](#)
- Real-Time Landfill Traffic ▶
- General Reports** ▶
 - DRS Quarterly**
 - Monthly Imported Tonnage**
 - AB939 Surcharge**
 - Transponder Transaction**
- Dynamic Reports ▶
- Balance Processing ▶

Major Disposal Reporting Dates
Reports to Agencies, CalRecycle, and Jurisdictions

Quarter	Reports Due from Haulers and Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15

DRS Quarterly - This is a quarterly report delivered to the State of both trash and green waste material deposited in ton at the landfills.

Monthly Imported Tonnage - This is a static monthly report which is only available on the Intranet. This report displays the tonnage amounts by importation hauler, by active site, and by month with subtotals for each hauler.

AB939 Surcharge - This is a dynamic report which is only available to Staff on the Intranet. This report displays the tonnage amounts, surcharge amount, and number of transactions by active site for a specified month range. The user chooses a start month / year and an end month / year to generate the report, which opens in Microsoft Report Viewer. There is also an option to choose the Detailed City Report. If selected, a more detailed version of the report is displayed.

Transponder Transaction - This is a dynamic report which is only available to Staff on the Intranet. This report displays the total transactions, count with transponder and count unattended by hauler account. The user chooses a start month / year and an end month / year to generate the report, which opens in Microsoft Report Viewer.

Dynamic Reports

The screenshot shows the Orange County Waste & Recycling website. The navigation menu includes 'REPORTS', 'HAULER', 'HHWCP', 'ADMINISTRATOR', and 'MY ACCOUNT'. The 'Dynamic Reports' menu is expanded, showing the following options: Disposal, Green Waste, Green Waste Exempt Tonnage, and Importation Monthly. Below the menu is a table titled 'Major Disposal Reporting Dates'.

Quarter	Reports Due from Haulers and Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15

Disposal - This is a dynamic version of the Disposal Quarterly Report which can be run by quarter, month, calendar year or fiscal year.

Green Waste - This is a dynamic version of the Green Waste Quarterly Report which can be run by quarter, month, calendar year or fiscal year.

Green Waste Exempt Tonnage - This report displays the tonnage amounts for each city by hauler and by site for the quarter, month, calendar year or fiscal year specified. This report has subtotals for each city and county.

Importation Monthly - This report displays Monthly Imported Tonnage, which can be run for a specific year and month.

Balance Processing

The screenshot shows the Orange County Waste & Recycling website. The navigation menu includes 'REPORTS', 'HAULER', 'HHWCP', 'ADMINISTRATOR', and 'MY ACCOUNT'. The 'Balance Processing' option is highlighted in a red box. The page title is 'Major Disposal Reporting System'. Below the title, there is a table titled 'Major Disposal Reporting Dates' with the subtitle 'Reports to Agencies, CalRecycle, and Jurisdictions'.

Quarter	Reports Due from Haulers and Transfer Stations / Materials Recovery Facilities to Agencies (Counties / Regional Agencies)	Reports Due From Districts to Agencies (Counties / Regional Agencies)	Reports Due from Agencies to The Board and Jurisdictions
1st	Jan. 1 - Mar. 31	Jun. 15	Jun. 15
2nd	Apr. 1 - Jun. 30	Sep. 15	Sep. 15
3rd	Jul. 1 - Sept. 30	Dec. 15	Dec. 15
4th	Oct. 1 - Dec. 31	Mar. 15	Mar. 15

Generate Monthly Static Reports - Monthly Static reports can be generated all at once.

Generate Quarterly Static Reports - Quarterly Static reports can be generated all at once.

Generate Monthly Static Reports

OCWR Disposal Reporting Home > Reports > Balance Processing > Generate Monthly Static Reports

How Do I

Create an account

 [User Guide \(.pdf\)](#)

Report Criteria

Enter your criteria below then click the Run Report button to view your results.

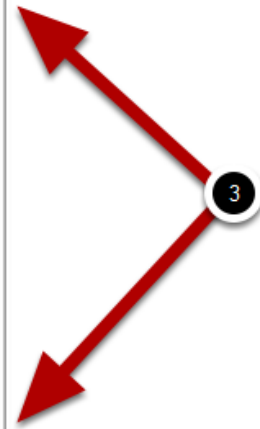
Report: Generate Montly Static Reports


Month  

Year  

Monthly Static Reports to Generate

- Monthly Tonnage Daily Count
- Monthly Tonnage Daily Tonnage
- Monthly Tonnage Daily Count All Sites
- Monthly Tonnage Daily Tonnage All Sites
- Monthly Tonnage Daily Count Sub Total
- Monthly Tonnage Daily Tonnage Sub Total
- Monthly Tonnage Calendar Year Count
- Monthly Tonnage Calendar Year Tonnage
- Monthly Tonnage Fiscal Year Count
- Monthly Tonnage Fiscal Year Tonnage




 

In this report example there are three criteria fields. The user will enter the **Month** and **Year**, then select the **Monthly Static Report(s)** that they would like to view, then click **Run Report**.

Generate Quarterly Static Reports

Generate Quarterly Static Reports

How Do I

Create an account 



[User Guide \(.pdf\)](#)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Generate Quarterly Static Reports

Year

2013 

1

Quarter


1st 

2

Quarterly Static Reports to Generate 

Green Waste Quarterly

Disposal Quarterly Report

Run Report 

4

In this report example there are three criteria fields. The user will enter the **Month** and **Year**, then select the **Quarterly Static Report(s)** that they would like to view, then click **Run Report**.

Hauler Spreadsheets



Hauler spreadsheets are created by users to capture the origin and destination of their loads. Haulers will be required to log into the Orange County Waste & Recycling DRS and submit their load tonnages in the corresponding origin rows and destination columns. Click on the **Hauler**

Spreadsheets link under the **Hauler** section of the homepage.

Hauler Spreadsheets - Account Select

OCWR Disposal Reporting Home > Hauler > Hauler Spreadsheets

How Do I

Create an account 

 [User Guide \(.pdf\)](#)



Select Hauler Spreadsheet

Choose an account then select a Hauler Spreadsheet to Create, View, or Edit

Search By:

Account Number

Account Name



Account:



Select the **Search By** criterion, then click the drop down arrow next to the **Account** box and begin typing either the **Account Number** or **Account Name**. Click on the desired account to select it.

Select Hauler Spreadsheet

Choose an account then select a Hauler Spreadsheet to Create, View, or Edit

Account: 5012

1

Hauler Spreadsheet List

	Account	Month / Year	Status
Create	5012	May 2013	New
Create	5012	April 2013	New
Create	5012	March 2013	New
Create	5012	February 2013	New
Create	5012	January 2013	New
Create	5012	December 2012	New
Create	5012	November 2012	New
Create	5012	October 2012	New
Edit/View	5012	September 2012	Not Submitted
Edit/View	5012	August 2012	Not Submitted
Edit/View	5012	July 2012	Not Submitted
Edit/View	5012	June 2012	Not Submitted

2

Page size: 12

29 items in 3 pages

The user will click on the spreadsheet for the date that they would like to **Create** or **Edit/View**. Note the last column labeled "**Status**" which can be **New**, **Not Submitted**, and **Submitted**. **New** meaning the report has not been edited, **Not Submitted** meaning the report has been edited but not submitted and **Submitted** meaning the report has been finalized and submitted into the DRS.



Hauler Spreadsheet

Enter the tonnage hauled for this reporting period in the corresponding columns below. The total tonnage entered should match the OCWR reported tonnage. When finished, click the Save Hauler Spreadsheet button to commit your changes.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: No

Unlock Requested: No

1

Submit Spreadsheet

Request Spreadsheet Unlock

Save

County ID	City ID	City	Olinda	Olinda Self-Haul	FRB	FRB Self-Haul	Prima	Prima Self-Haul	eWaste	eWaste Participants
	OC	146	Unincorp OC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OC	AN	Anaheim	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OC	AV	Aliso Viejo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OC	BP	Buena Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click on the **Edit Pencil** next to the desired row and begin your data entry.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: No

Unlock Requested: No

3

Submit Spreadsheet

Request Spreadsheet Unlock

Save

2



County ID	City ID	City	Olinda	Olinda Self-Haul	FRB	FRB Self-Haul	Prima	Prima Self-Haul	eWaste	eWaste Participants
	OC	146	Unincorp OC	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	OC	AN	Anaheim	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Enter data for each of the destinations that apply. When you are finished with the row, click the **checkmark** to save and close the row. Once all changes for all destinations are complete hit the **Save** button at the top right.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: No

Unlock Requested: No

Submit Spreadsheet Request Spreadsheet Unlock Save

County ID	City ID	City	Olinda	Olinda Self-Haul	FRB	FRB Self-Haul	Prima	Prima Self-Haul	eWaste	eWaste Participants
OC	146	Unincorp OC	1.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00
OC	AN	Anaheim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

When you have entered new data on the spreadsheet, those numbers will be highlighted in blue.

Hauler Reported Total Tons:	621.77	0.00	0.00	1.00	4.72	1.00	0.00	0.00
OCWR Reported Total Tons:	620.77		0.00		4.72			
Hauler Adjustment Required:	-1.00				0.00			
Adjustment Total:	Site=01	Site!=01	0.00	625.49				



Before submitting the spreadsheet you should review the **Hauler Reported Total Tons** for this spreadsheet as compared to the **OCWR Reported Total Tons** to verify the totals match. If there is a discrepancy as shown in the above example, the user will need to enter a reason why there is a discrepancy between the user's totals and the totals reported by OCWR. The spreadsheet will tell the user what the difference is between the user's numbers and OCWR's numbers and will tell the user what adjustment needs to be made. If an adjustment is required, the **Hauler Adjustment Required Total** will have a non zero value and will be displayed in red.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: No


Unlock Requested: No

Submit Spreadsheet Request Spreadsheet Unlock Save

 **Hauler Spreadsheet Saved**

The hauler spreadsheet has been saved!

County ID	City ID	City	Olinda	Olinda Self-Haul	FRB	FRB Self-Haul	Prima	Prima Self-Haul	eWaste	eWaste Participants
 OC	146	Unincorp OC	1.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00

Once all values are set as desired and all adjustments are made, select the **Submit Spreadsheet** button. The user does not have to submit the spreadsheet immediately, as long as they save the spreadsheet, they may return at a later time to submit.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: No

Unlock Requested: No

Submit Spreadsheet Request Spreadsheet Unlock Save

The reported tonnage does not match totals. Please indicate the reason why below.

Discrepancy Reason 1

Cancel Submit Request 2

Hauler Spreadsheet Saved

The hauler spreadsheet has been saved!

If for any reason the totals still do not match, the user will need to enter a **Discrepancy Reason** (when submitting the spreadsheet). Enter a valid reason for the discrepancy and click **Submit Request**. After the user has submitted their spreadsheet, regardless of whether there is a discrepancy or not, the spreadsheet will be locked to prohibit editing.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: Yes

Unlock Requested: No

Submit Spreadsheet Request Spreadsheet Unlock Save

Spreadsheet Submitted

The Hauler spreadsheet has been submitted.

County City Clinda ERP Prima eWaste

If the user does wish to edit a spreadsheet after it has been submitted, they must request to have the spreadsheet unlocked. Click the **Request Spreadsheet Unlock** button.

Unlock Hauler Spreadsheet

Request Spreadsheet Unlock

Unlock Reason

Cancel Submit Request

1

2

The user must enter a valid reason as to why they wish to unlock the spreadsheet.

Haul Account: 5012 - [REDACTED]

Report Date: September 2012

Submitted: Yes

Unlock Requested: Yes

1

Submit Spreadsheet Request Spreadsheet Unlock Save

Spreadsheet Unlock Request

A spreadsheet unlock request has been submitted. Please note that it may take several business days for your request to be reviewed.

Once the request has been submitted the user should see **Unlock Requested** change from **No** to **Yes**.

Upload Spreadsheet

REPORTS **HAULER** MY ACCOUNT SUPPORT, S


Transaction Report
Hauler Spreadsheets
Upload Spreadsheet

OCWR Disp > Upload Spreadsheet


Upload Hauler Spreadsheet

Download the Excel spreadsheet for your account then complete the spreadsheet using Microsoft Excel. When finished, use the select button to select the spreadsheet on your computer then click Upload. Uploading a new spreadsheet will replace all existing entries.

Download a spreadsheet template for your account

Account:  [Download Template for Selected Account \(.xls\)](#)

When you are ready to upload a spreadsheet, use the select button to select the spreadsheet on your computer then click upload



Haulers have the ability to upload spreadsheets into the DRS.

OCWR Disposal Reporting Home > Hauler >

Upload Hauler Spreadsheet

Download the Excel spreadsheet for your account. When finished, use the select button to select the spreadsheet on your computer then click upload. Uploading a new spreadsheet will replace the current spreadsheet.

What do you want to do with OCWR_Hauler_Spreadsheet_Template.xls?

Size: 47.0 KB
Type: Microsoft Excel 2003
From: www.paradigmsoftware.com

Open
The file won't be saved automatically.

Save

Save as

Cancel

Download a spreadsheet template for your account

Account: 5012 [Download Template for Selected Account \(.xls\)](#)

When you are ready to upload a spreadsheet, use the select button to select the spreadsheet on your computer then click upload

Select

Upload

To utilize the Excel spreadsheet, the user must first download the **Hauler Spreadsheet Template.xls** and complete the fields. To download the template, first enter a valid Account in the **Account** drop down. Then click on the link that says **Download Template for Selected Account (.xls)** and specify a location for this file to reside. The file should be edited locally and all changes saved. Once the spreadsheet is ready to upload, click the **Select** button and choose the file to upload. Once the file has been selected hit the **Upload** button.

Once the spreadsheet has been uploaded, the data contained in the Excel spreadsheet will be inserted into the **Hauler Spreadsheet** form. From this point, the user will be able to review, save, and submit their totals.

Hauler - Transaction Report

OCWR Disposal Reporting Home > Hauler > Transaction Report

How Do I

Create an account



User Guide (.pdf)



Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: Hauler Transaction Report

Start Date 6/6/2013



1

End Date 6/6/2013



2

Account 5012

Run Report

3

This is a report showing every transaction from the fee booth for any given day for an account holder. The user selects a **Start Date**, an **End Date** and the **Account** number to generate the report, which opens in Excel.

HHWCP (Household Hazardous Waste Center Participants) Forms and Reports

REPORTS

HAULER

HHWCP

ADMINISTRATOR

MY ACCOUNT

OCWR Disposal Report

How Do I

Create an account

Vehicle Count Form

Pounds Collected Form

City Report

City Summary Report

City Participants and Pounds Annual Report

OC Waste & Recycling Disposal Reporting System

HHWCP - Vehicle Count Form

[OCWR Disposal Reporting Home](#) > [HHWCP](#) > Vehicle Count Form

How Do I

[Create an account](#)

[User Guide \(.pdf\)](#)



Select a collection date and a collection center then enter the vehicle count for the corresponding cities. When finished select the save button to commit your changes.

HHWC Vehicle Count

Collection Information

Collection Date	<input type="text" value="10/25/2013"/>	
Collection Center	<input type="text" value="Anaheim"/>	

1

3

Unincorporated OC	<input type="text" value="0"/>
Aliso Viejo	<input type="text" value="0"/>
Anaheim	<input type="text" value="0"/>
Brea	<input type="text" value="0"/>
Buena Park	<input type="text" value="0"/>
Costa Mesa	<input type="text" value="0"/>
Cypress	<input type="text" value="0"/>
Dana Point	<input type="text" value="0"/>
Fountain Valley	<input type="text" value="0"/>
Fullerton	<input type="text" value="0"/>

2

In this form there are two criteria fields and a data field for each city. The user will select the **Collection Date** and **Collection Center**, then enter the **Vehicle Count** for the corresponding city or cities. Click **Save** to commit changes.

HHWCP - Pounds Collected Form

[OCWR Disposal Reporting Home](#) > [HHWCP](#) > Pounds Collected Form

How Do I

[Create an account](#) ▾

 [User Guide \(.pdf\)](#)



Select a collection date and a collection center then enter the vehicle count for the corresponding cities. When finished select the save button to commit your changes.

HHWC Pounds Collected

Collection Information

Collection Year

Collection Center

1

A collection total was previously saved for the selected Date and Center. Entering and saving a new collection total will overwrite the previously saved total.

2

Pounds Collected

Save

3

In this form there are two criteria fields and a data field. The user will select the **Collection Year** and **Collection Center**, then enter the **Pounds Collected** to date. Click **Save** to commit changes.

HHWCP - City Report

[OCWR Disposal Reporting Home](#) > [HHWCP](#) > City Report

How Do I

[Create an account](#)

[User Guide \(.pdf\)](#)

Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: City Report

Start Date

End Date

Select Center
 ANA
 HB
 IRV
 SJC

Select City

Run Report

In this report example there are four criteria fields, **Start Date**, **End Date**, **Center** and **City**. To run the report, complete all criteria fields and click **Run Report**.

HHWCP - City Report (View Report)



View Report

View your report below. Use the Export option to save reports in PDF or Excel (xls) format.

[Back to Report Criteria](#)

1 of 1

100%

Find | Next

Select a format

Export

HHWCP City Report

Collection Date: Between '2013-10-25' and '2013-10-25'

Collection Center: ANA,HB,IRV,SJC

City: All Cities

The report will be displayed on this page. Select the desired format to export the report to either a **PDF**(Acrobat) file or an **XLS**(Excel) file format. Click **Export** to generate the file.

HHWCP - City Report (Open or Save File)

Do you want to open or save UC60-HHWCP City Report.pdf from paradigmsoftware.com?

Open

Save

Cancel

The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

HHWCP - City Summary Report

[OCWR Disposal Reporting Home](#) > [HHWCP](#) > City Summary Report

How Do I

Create an account

User Guide (.pdf)

Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: City Summary Report

Start Date 10/25/2013

End Date 10/25/2013

Select Center
 ANA
 HB
 IRV
 SJC

Select City All Cities

Run Report

In this report example there are four criteria fields, **Start Date**, **End Date**, **Center** and **City**. To run the report, complete all criteria fields and click **Run Report**.

HHWCP - City Summary Report (View Report)

View Report

View your report below. Use the Export option to save reports in PDF or Excel (xls) format.

Back to Report Criteria

1 of 1 100% Find | Next Select a format Export

ORANGE COUNTY Waste & Recycling **HHWCP City Summary**
Our Community. Our Commitment.

Collection Date: Between '2013-10-25' and '2013-10-25'
Collection Center: ANA,HB,IRV,SJC
City: All Cities

The report will be displayed on this page. Select the desired format to export the report to either a **PDF**(Acrobat) file or an **XLS**(Excel) file format. Click **Export** to generate the file.

HHWCP - City Summary Report (Open or Save File)

Do you want to open or save UC62-HHWCP City Summary.xls from paradigmsoftware.com?

Open Save Cancel

The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.

HHWCP - City Participant and Pounds Annual Report

OCWR Disposal Reporting Home > HHWCP > City Participants and Pounds Annual Report

How Do I

Create an account

User Guide (.pdf)

Report Criteria

Enter your criteria below then click the Run Report button to view your results.

Report: City Pounds Report

Start Date 10/25/2013

End Date 10/25/2013

Select Center
 ANA
 HB
 IRV
 SJC

Select City All Cities

Run Report

In this report example there are four criteria fields, **Start Date**, **End Date**, **Center** and **City**. To run the report, complete all criteria fields and click **Run Report**.

HHWCP - City Participant and Pounds Annual Report (View Report)



View Report

View your report below. Use the Export option to save reports in PDF or Excel (xls) format.

[Back to Report Criteria](#)

1 of 1

100%

Find | Next

Select a format

Export



HHWCP City Pounds Report

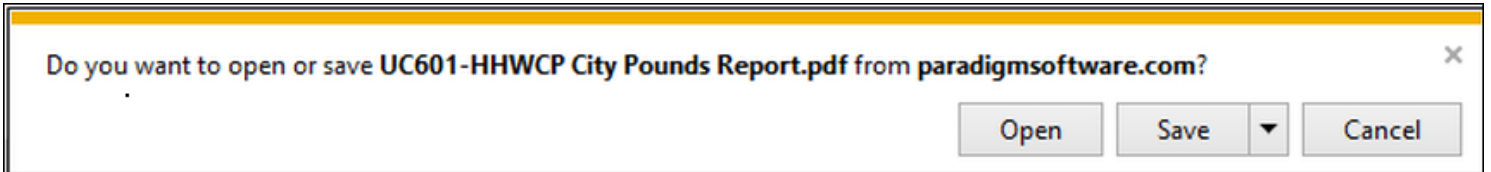
Collection Date: Between '2013-10-25' and '2013-10-25'

Collection Center: ANA,HB,IRV,SJC

City: All Cities

The report will be displayed on this page. Select the desired format to export the report to either a **PDF**(Acrobat) file or an **XLS**(Excel) file format. Click **Export** to generate the file.

HHWCP - City Participant and Pounds Annual Report (Open or Save File)



The *Open* or *Save* prompt may also appear in the above format at the bottom of your browser window. You may choose to *Open* the file directly or *Save* it to your computer to be opened later.