

Instructions for the Waste Origin Report Form

Sunshine Canyon Landfill

Additional information on the Waste Disposal Origin Reporting System can be found on the Sunshine Canyon Landfill website at www.SunshineCanyonLandfill.com or by calling the site at (818) 833-6500. The program is administered by Max Communications, who serve as the Waste Origin Consultant (WOC). The WOC can be reached at (323) 933-5561.

Please note that Los Angeles County now requires the identification of waste that originates from unincorporated County as being from 100 specific unincorporated areas. The map of these areas is available at www.SunshineCanyonLandfill.com.

GENERAL INSTRUCTIONS:

- A properly completed Waste Origin Report Form must accompany all direct haul loads greater than one ton except green waste, haulers who file electronically and City of Los Angeles trucks.
- Please fill out form clearly and completely prior to disposal at SCL.
- All Questions 1-6 must be filled out, and either Question 7 or 8 must be filled out.
- If you are coming directly from a transfer/processing facility for the first time, please contact Elizabeth Ooms Graziano at (818) 833-6500.

Question #1: Account Number

- Write in the account number you use at SCL. This is usually a six-digit number but may contain letters.

Question #2: Your Company Name

- Write in the name of the company, agency or individual that you work for (e.g. Joe's Garbage Hauling.), associated with the account number.

Question #3: Contact Person

- Write in the name of a responsible person at your company who will verify your collection route and/or the customer site addresses for your load (e.g., Jane Brown, dispatcher, etc).

Question #4: Phone Number

- Write in the telephone number (including area code) to reach the contact person for your company.

Question #5: Jurisdiction of Origin & Percentage of Load by Weight

- Write in the jurisdiction (name of city or specific county unincorporated area) where the refuse in your load was picked up. **Unincorporated areas should be identified as "LACO-{area}"**. See the map at www.SunshineCanyonLandfill.com
- If the load contains refuse that was picked up from more than one jurisdiction, then list jurisdiction names and write estimated percentage (by weight) of load from each jurisdiction.
- Every jurisdiction listed should correspond to an address you provide on Question No. 8.
- We **DO NOT** accept waste from outside the County of Los Angeles.

Question #6: Type of Load: Residential, Commercial, or Mixed

- Mark one of the boxes denoting whether the disposal load is residential, commercial, or mixed (both residential and commercial) waste.

Question #7: Route Number

- **Only** fill out Question No. 7 if you have previously filed a collection route with the WOC/SCL, and we have indicated **in writing** that the collection route has been accepted. Otherwise, skip Question No. 7 and completely fill out Question No. 8 below.
- To update or file a collection route, obtain the procedure and form for registering collection routes at www.SunshineCanyonLandfill.com or contact the WOC (323) 933-5561.
- Indicate the collection route for the load being disposed. This route identifier must correspond to information previously submitted to WOC/SCL.
- If changes to a regular route occurred today, then please note the unusual circumstances and/or changes to collection site data.

Question #8: Collection Site Address List

- If you have a regular, established collection route and have filed this collection route with the WOC/SCL, please see Question No. 7 above.
- Each time you bring in a load for disposal, you must provide the WOC with the address of each collection site (use space provided on form or attach additional sheets if needed).
- You must provide complete addresses (street address with name and number, jurisdiction, zip code) of each collection site corresponding to the origin of your load's refuse for each jurisdiction listed on Question No. 5. You must clearly distinguish between an incorporated CITY as a jurisdiction vs. specific areas of unincorporated Los Angeles COUNTY.
 - Example of an unincorporated jurisdiction: 1955 Workman Mill Rd., LACO-Avocado Heights 90601.
 - Example of an incorporated jurisdiction: 920 S Alameda, Compton 90221.
- Every address listed should correspond to the jurisdiction listed on Question No. 5.

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