

Procedure for Electronic Reporting

Sunshine Canyon Landfill

The Waste Disposal Origin Reporting System (Reporting System) in effect at the Sunshine Canyon Landfill (SCL) requires that nearly all users of the site identify the service addresses associated with applicable direct haul loads tendered for disposal. Normally, the information would be submitted on paper copy of the Waste Origin Reporting Form at the gate. As an alternative, users of the landfill that meet certain requirements may submit the information required on the Waste Origin Report Form electronically by 5:00 PM the second business day (Monday – Friday) following the day of disposal. The Reporting System data is managed by SCL's Waste Origin Consultant (WOC).

Eligibility for Electronic Reporting

To be able to submit the Waste Origin Report Form information electronically, a user of the landfill must meet the following criteria:

1. Be a current credit customer of the SCL in good standing. For information on becoming a credit customer and to obtain an application package, visit www.SunshineCanyonLandfill.com or contact the site at (818) 833-6500.
2. Be in compliance with the reporting requirements for the landfill (i.e. not delinquent in the submittal of other Waste Origin Report Forms or have failed to provide required verification information). Note: The SCL reserves the right to deny or revoke the right of a user to submit reports electronically.
3. Register (see attached "Request for Electronic Reporting") for electronic reporting with WOC, receive approval for electronic reporting from the WOC, and obtain a password.

Electronic Reporting Procedure

1. Submit a "Request for Electronic Reporting" to the WOC, signed by a corporate officer. The form is attached at the end of these instructions.
2. Receive approval and a password from the WOC to allow for electronic reporting. You will not be able to use electronic reporting until you have received approval from the WOC.
3. At the time that a load is tendered for disposal at the landfill, the driver will not be required to present a Waste Origin Report Form. The landfill scale operators will maintain a list of those users that are approved for electronic reporting.
4. To file an electronic report, log on to www.SunshineCanyonLandfill.com access the link to the Waste Disposal Origin Reporting System, and click the link for electronic reporting. All electronic transactions will require the user to enter his/her assigned password. The system will verify that the user is approved for electronic reporting and that the password entered is valid.
5. The report menu will provide two reporting options:
 - a. Report form for users with registered routes. On this form, users can report the route numbers associated with the weight ticket numbers from the relevant collection day. This option is only available for users that have registered their collection routes with the WOC. For information on the procedure for route registration, contact the WOC.
 - b. Report form for users that have not registered their collection routes with the WOC. This form will be an electronic version of the standard Waste Origin Report Form.
6. After submitting a report, the user will be presented with a printable receipt. Please keep this receipt as evidence of submission of data.



Daily Schedule for Electronic Reporting

The electronic report for a load must be submitted by 5:00 PM on the second business day (Monday – Friday) following the day of disposal.

For example: The forms for loads tendered at the landfill on Tuesday must be filed electronically by 5:00 PM on Thursday. The forms for loads tendered on a Friday must be filed electronically by 5:00 PM on the following Tuesday.

The electronic report for loads tendered for disposal on a Saturday or the day before a holiday on which the landfill is closed must be submitted by 5:00 PM on the second business day.

Enforcement of Submittal Requirements

The enforcement procedure for electronic reporting is the same as that for the submittal of Waste Origin Report Forms. If an electronic report for a load is not submitted by 5:00 PM on the next business day, or if the report is not complete, the user will be assessed a surcharge of \$100 per load. Failure of the user to submit a proper form within 14 days of the disposal date will subject the user to suspension and additional penalties.

The surcharges will be assessed on your monthly bill. As part of your application for electronic reporting, you will be required to certify that SCL has the right to assess surcharges on your monthly bill for each Waste Origin Report Form that is not submitted within the required time period or that contains incomplete or inaccurate information.

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**Waste Disposal Origin Reporting System
For Sunshine Canyon Landfill**

REQUEST FOR ELECTRONIC REPORTING

Company Name: _____

Account Number: _____

The Waste Disposal Origin Reporting System in effect at Sunshine Canyon Landfill requires that nearly all users of the site identify the service addresses associated with applicable direct haul loads at the time the load is tendered for disposal. As an alternative, users of the landfill that meet certain requirements may submit the information required on the Waste Origin Report Form electronically by 5:00 PM the second business day (Monday – Friday) following the day of disposal. Therefore, We hereby request that Sunshine Canyon Landfill grant us electronic reporting privileges for the Waste Disposal Origin Reporting System at Sunshine Canyon Landfill. In accordance with this request, we certify the following:

1. We have read and are familiar with the electronic reporting procedures and requirements;
2. We are a credit customer of the Sunshine Canyon Landfill in good standing; and
3. We grant Sunshine Canyon Landfill the right to assess our company surcharges for Waste Origin Report Forms that are incomplete, inaccurate or are filed after 5:00 PM on the second business day following the day of disposal. If an electronic report for a load is not submitted by 5:00 PM on the second business day, or if the report is not complete, we will be assessed a surcharge of \$100 per load. Failure to submit a proper form within 14 days of the disposal date will subject us to suspension and other penalties.

Signature

Date

Title

Print or Type Name

Mail completed forms to:

Max Communications
Joseph Reisdorf, WOC
204 Providence Mine Road, #112
Nevada City, CA 95959
jreisdorf@maxcom.biz
Phone: (323) 933-5561
Fax: (530) 530-478-0915

April 2008