

INSTRUCTIONS FOR USE OF REPORTING FORM (COMPUTERIZED)

Financial & Waste Tonnage Reporting

The City requires the use of Microsoft Excel document titled 2024 Private Hauler Report to complete the quarterly reporting for your hauler. All public outreach provided to customers during the reporting period must also be included with your quarterly reporting package submitted to the City. The financial portion of the quarterly report must be completed in the Excel document and includes a total of eight (8) sheets. The Financial & Waste Tonnage sheet links the remaining worksheets in the Excel document. Instructions for completion of these documents are provided herein.

Education and Outreach Reporting

Haulers must provide electronic and hard copies of all public outreach used to contact their customers (mailers, billing inserts, social media posts, etc.). The attached Quarterly Hauler Education & Outreach Report must be completed quarterly for all educational material distributed.

Customer Account Information

Haulers will provide an electronic and hardcopy report with consistent service-level data in an Excel file format that will include the required fields outlined in the Minerva Onboarding Data Import Guide (attached). The hardcopy service-level data report will be submitted with the quarterly report package to the City. Haulers must upload the service-level data file that is submitted with their quarterly report to www.mswcompliance.com/upload/ no later than 30 days after the quarter's end.

Every subsequent data file after the first onboarding data set, will be consistent in format, field titles and field title order. A Data Schema Creation Fee of \$500 will be billed upon receipt of inconsistent hauler data from the original onboarding data set, subject to the terms of Section 4 of the Minerva SaaS Services Order Form.

Sheet #1: Financial & Waste Tonnage Submittal Form

Insert the reporting months as needed (Cells B1, B2, B3) and they will automatically populate the worksheets. Then input monthly gross receipt and waste tonnage data, and the Total columns and rows will be populated automatically. In the Fee Calculation box, diversion penalties will auto-populate. If the Torrance Diversion rate of 50% is not met per Torrance Municipal Code Section 43.6.060, the penalty amount owed will be calculated automatically, late penalties or interest need to be entered manually, and the remainder of the form will populate automatically. Sign and complete the signature information. Additionally, all system-generated reports or other documentation supporting the gross receipts reported on this form must be included in your quarterly report package submitted.

Sheet #2: Quarterly Compliance Report (First of the linked sheets)

- Item A In the numbered areas, insert the name of each facility name (transfer station/landfill) utilized during the quarter. Input tonnage disposed of for each facility and month in the corresponding columns to the right. The totals will tabulate automatically.
- Item B In the numbered areas, insert the name of each incineration/energy recovery facility utilized during the quarter. Input tonnage for each month in the corresponding columns to the right. The totals will tabulate automatically.
- Item C DO NOT INPUT DATA here. Details should be entered in Sheet C. Hauler Collection Diversion Program (Hauler Coll. Diver. Program) and the numbers automatically populate these cells. Supporting documentation must be provided and labeled as Attachment C.
- Item D DO NOT INPUT DATA here. Details should be entered Sheet D. Material Recovery Diversion and the numbers automatically populate the cells. Supporting documentation must be provided and attached as Attachment D.
- Item E DO NOT INPUT DATA here. Details should be entered in Sheet E1, E2, E3 for each 3rd Party Recycler used and the total automatically populates these cells. Supporting documentation must be provided and attached as Attachment E.
- Item F DO NOT INPUT DATA here. Details should be entered in Sheet F. Edible Food Recovery. List each customer's name, address, and State Identified Tier with the total **POUNDS** for each month in the quarter and the total automatically populates these cells. Supporting documentation must be provided and attached as attachment F. Per AB 1383, Edible Food is required to be tracked in pounds. The quarterly report will convert to tons to meet the diversion requirements.

The quarterly diversion rate and a determination of compliance with the City's diversions mandate will be done automatically once Items A through F are completed. If the diversion rate falls below the Torrance compliance rate of 50%, a penalty will automatically be calculated. Likewise, the tons subject to the City's CERCLA fee and payment due will calculate automatically.

Sheet C: Hauler Collection/Diversion Programs (Total flows to Sheet #2)

This section is to be used for material taken to a materials recovery facility that separates recyclables from material to be landfilled. If your operation does not use this type of facility, this sheet can be skipped.

Complete this form by inputting tonnage diverted by your source-separated collection programs, by material diverted, month and material type (Column C) for each respective

month. All totals will tabulate automatically, and this information will populate in Section C of the Quarterly Compliance Report sheet.

Note: Total Landfill does not count toward monthly diversion, this must be accounted for in Section A. DO NOT INPUT DIRECTLY INTO CATEGORY TOTALS.

Sheet D - Material Recovery Diversion (Total flows to Sheet #2)

Input the name of each material recovery facility utilized next to the facility name. A list of diverted materials is provided for each facility. Input your diverted tonnage for each category by month. All totals will tabulate automatically, and this information will populate in Section D of the Quarterly Compliance Report sheet. DO NOT INPUT DIRECTLY INTO FACILITY TOTALS.

Sheet E – 3rd Party Recycler Collections and Customer Internal Diversion (Total flows to Sheet #2)

There are three worksheets, each corresponding to the reporting month, and are auto-populated at the top. This sheet is required as it avoids double-counting of diversion, in the event of an alternate reporting method utilized to determine AB 939 compliance. You are entitled to diversion credit for all diversion activities occurring at your accounts. To obtain proper credit for diversion by private recyclers, list the recycler's name in the numbered areas provided. Input total tonnage diverted for the quarter by material type, in the adjacent columns. Totals will tabulate automatically. You are also entitled to receive credit for your customer's internal diversion activities (e.g., backhaul of cardboard by supermarkets, etc.). List the customer's name in the numbered area provided, and input the total tonnage diverted for the quarter by material type. Totals will tabulate automatically, and this information will populate Section E of the Quarterly Compliance Report. DO NOT INPUT DIRECTLY INTO FACILITY TOTALS.

Sheet F – Edible Food Recovery (Total flows into Sheet 2)

This sheet is to be used to track all edible food that is recovered by accounts serviced by the hauler.

Complete this form by inputting the customer's name, address, and Tier into the appropriate column. Then input the amount of food recovered/donated in **POUNDS** by month into the appropriate cell Totals will automatically populate the total pounds collected and convert this number to tons and populate in Section F of the Quarterly Compliance Report. This number counts toward your total diversion. DO NOT INPUT DIRECTLY INTO FACILITY TOTALS.

Diversion Penalties

Diversion penalties are based on the Tonnage Short of Compliance Rate calculation outlined on worksheet two (Quarterly Compliance Report). This calculation identifies the

tonnage shortfall needed to meet the City's 50% diversion requirement outlined in the Torrance Municipal Code Section 43.7.010. Diversion penalties are listed below and outlined in the Torrance Municipal Code Section 43.6.060

- a) The fees are due 30 days after the quarter's end. If payment is not received by the due date, a penalty of 10% and interest of 0.5% will be applied. An additional penalty of 0.5% interest will be applied each month thereafter until the payment is received.
- b) Each hauler shall pay a penalty as follows for failure to meet the stated diversion percentage:
 - 1) If 40% or greater but less than the applicable required diversion percentage, a penalty of \$10.00 per ton of the recycling shortfall tonnage.
 - 2) If 30% or greater but less than 40% of the required diversion percentage, a penalty of \$20.00 per ton of the recycling shortfall tonnage.
 - 3) If 20% or greater but less than 30% of the required diversion percentage, a penalty of \$30.00 per ton of the recycling shortfall tonnage.
 - 4) If less than 20% of the required diversion percentage, a penalty of \$40.00 per ton of the recycling shortfall tonnage.
- c) The penalties under this section shall accrue per diem for the required reporting period and shall not exceed \$1,000.00 per day or \$90,000.00 in the aggregate

Please contact the Policy Resources Specialist at 310-781-6900 should you have any questions.