

Version

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IOWA DEPARTMENT OF NATURAL RESOURCES

Land Quality Bureau



Regional Collection Center Electronic Reporting Help Manual

IOWA DEPARTMENT OF NATURAL RESOURCES

Regional Collection Center Electronic Reporting Help Manual

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Revision History

Date	Comments
6/22/09	Original
7/13/09	Revised based on tester comments
2/2/10	Revised to include new features (Forgot Password link and Dynamic Cumulative Report)

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Electronic Reporting

Regional Collection Centers are at the forefront of a bureau initiative to enable permitted facilities to submit required reports via the internet.

Regional Collection Centers are the first of the solid waste permitting programs to implement electronic reporting for standard reporting forms. The electronic reporting program began with the September 1, 2009 submittal, coordinated with the beginning of the 2009 reimbursement period. Facilities are strongly encouraged to use the electronic reporting system. Submitting required reports via the internet reduces the amount of data entry necessary to calculate reimbursement payments, resulting in more accurate and timely reimbursement for the Centers' disposal costs. The reduction in duplicative data entry also reduces the potential errors in the Department's Annual Household Hazardous Materials Legislative Report and other data queries.

ICON KEY

	Contact Information
	Internet Links
	Helpful Hints

How to use this Manual

This Help Manual will help guide you through the process of entering a new report, editing a saved report, submitting a saved report, and viewing past submittals and statewide data. The "icon key" at left displays symbols that denote special items in the text of the manual. Items marked with these symbols will contain helpful hints or other important information you'll need to successfully submit an electronic report.

Before you Begin



Who to contact for access to the site

Access to electronic reporting is restricted to those persons responsible for submitting Regional Collection Center reports for a facility. Access can be requested by contacting the department's Regional Collection Center environmental specialist or permit engineer.



Technical Requirements

Electronic reporting is done through an internet web application. Users must have a computer connected to the internet and use any standard web browser (e.g. Internet Explorer or Firefox). A high-speed internet connection is recommended, but not necessary.

Pop-Up Windows

In some cases, the web application will try to display information in a new window or tab in your browser. This will not function properly if pop-up windows are disabled. You may see a message stating “**Allow pop-up windows for this site?**”. If so, please click **Yes**.

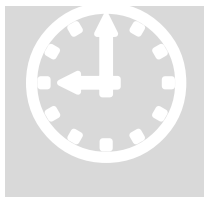
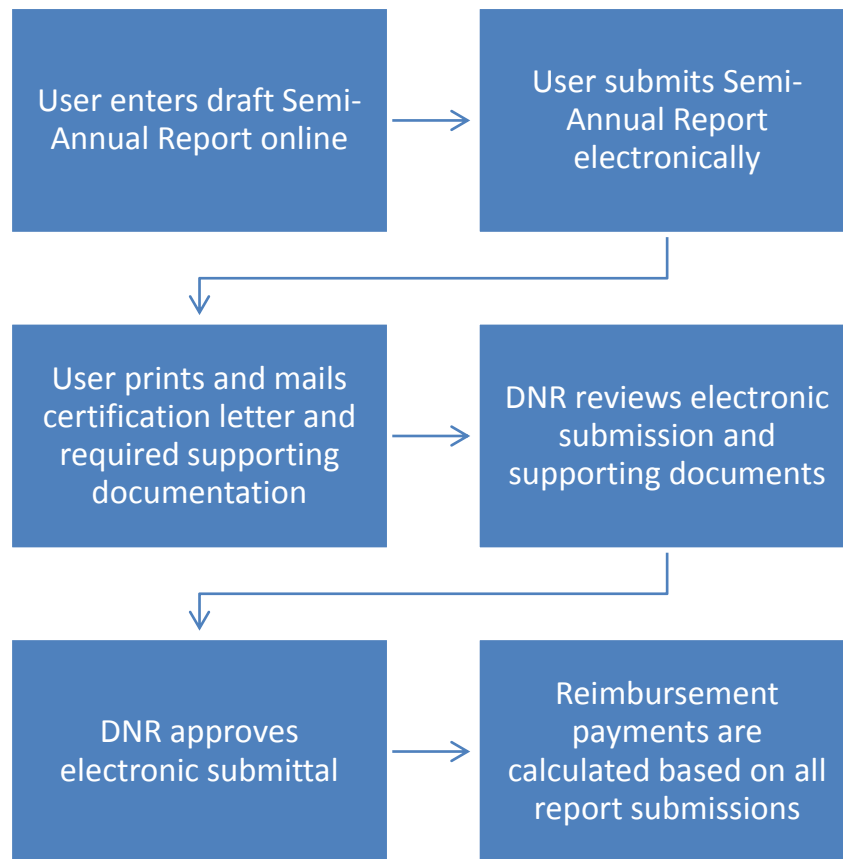
To change your internet settings to permanently allow pop-up windows for this web application, follow this instructions:

Internet Explorer	Firefox
Go to Tools > Internet Options	Go to Tools > Options...
Click on the Privacy tab	Click on the Content tab
Under the Pop-up Blocker heading, click the Settings button	Next to “ Block pop-up windows ”, click the Exceptions button
In the text box under “Address of website to allow”, type programs.iowadnr.gov , then click Add	In the text box for “Address of web site”, type programs.iowadnr.gov and then click Enable
Click Close to close the Settings window and click Apply to save the new settings	Click Close to close the Allowed Sites – Pop-ups window and OK to save the new settings.

Instructions, where applicable, are given for **Internet Explorer 7.0** and **Firefox 3.0**.

Process Overview

The Solid Waste web application allows you to create, edit, and submit reports online.



Deadlines

Reports are due March 1st and September 1st of each year. To complete submission by the deadline you must print and mail a copy of the Certification Letter along with all required documentation attached. Late submissions will forfeit their reimbursement (IAC 567-221.9.1(d)).

How to Enter a Report

Users can create a new report, save their work, and return to edit the information at a later time.

Login credentials (username and password) will be issued to the report contact for each Regional Collection Center. When the credentials are issued, the contact will receive an email informing them that the username and password are set and ready for use. The email also contains a link to the login page. This email is automatically generated when the user is set up in the application. Do not reply to the email.

From: SolidWasteDatabase-donotreply@dnr.iowa.gov
Sent: Monday, May 11, 2009 3:44 PM
To: Juliano, Laura [DNR]
Subject: Iowa DNR Solid Waste Database login information

Welcome to the Iowa DNR Solid Waste Database

Dear Testy Tester.

A new username and password has been set up for your use. These login credentials will allow you to enter required permitting reports online when they are available. Use the following credentials to log in at <http://programs.iowadnr.gov/solidwaste/loginshell.asp>:

Username: ttester
 Password: 7EEDQ-M3

The first time you log in you will be asked to change your password. Questions regarding use of the Solid Waste Database can be directed to Becky Jolly (515-281-8308, becky.jolly@dnr.iowa.gov).



Solid Waste Database URL

The Solid Waste Permitting Database can be found at <https://programs.iowadnr.gov/solidwaste/>. Use the link in the lower left column, **Administrative Login**, to access the login screen.

Logging In

The password provided in the email is a temporary password and you will be required to change it the first time you log in. The new password must be at least 7 characters in length and different from the old password.



The screenshot shows the login interface for the IowaDNR Waste Management system. The header includes the IowaDNR logo and the text "The Iowa Department of Natural Resources". A left sidebar contains navigation links: "DNR Home", "Waste Management", "User Information" (with sub-links for "User: Guest", "Date: 2/2/2010", and "Logout"), and "Menu" (with sub-links for "Report Menu" and "Administrative Login"). The main content area is titled "Login" and contains the following text: "Welcome to the Solid Waste Database. Please contact [Laura Juliano](#) (515)281-8946 if you have any technical difficulties." Below this is a "Login" field with the value "ljuliano" and a "Password" field with masked characters. There are "Login" and "Cancel" buttons, and a link that says "Click here if you've forgotten your password."

If you forget your username and/or password, you can use the Forgot Password link on the login page to have them emailed to you. After you have retrieved your user credentials in this way you will be required to change your password.



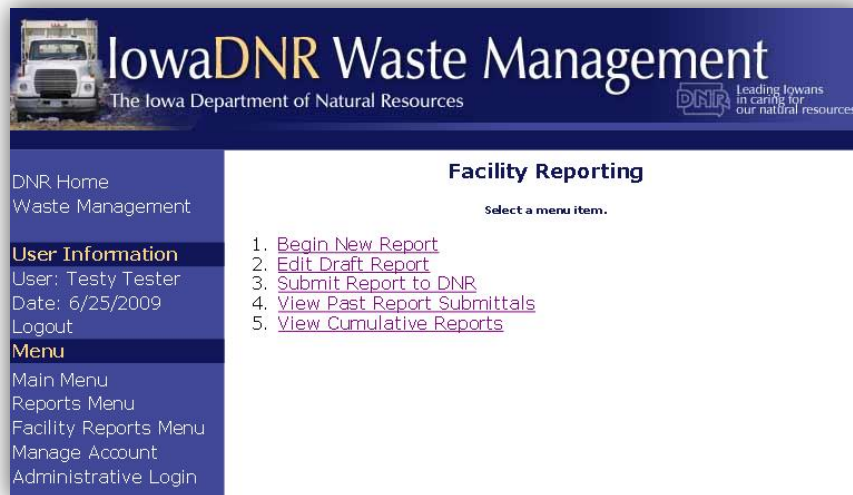
The screenshot shows the "Forgot Password?" page. The header and sidebar are identical to the login page. The main content area is titled "Forgot Password?" and contains the text: "Enter your username or email address in the box below. An email will be sent to you with further instructions." Below this is a "Username or Email Address:" field. At the bottom of the form area are two buttons: "Get Password" and "Get Username And Password".



Take note of your environment

The basic page layout in the application includes:

- DNR Waste Management header logo
- Left-hand column that shows your name, the current date, a logout button, and quick links to other sections of the application
- Large right-hand column that is the main focus for your work.



Tips For Success #1: Be Prepared

Before you start to enter any data, make sure you have all the information you need. You can always save what you have and return later to fill out the rest but it's much easier to have the information all together using a paper copy of the forms if necessary to keep notes.

Entering a Regional Collection Center report consists of completing three forms. Each form leads to the next. When you have finished the third form you will be directed back to the menu. You will be automatically logged out if you spend too much time without saving the form. The application will send you back to the login page with a message that your session has expired. The Collection Report has a warning message that will pop up and allow you to extend your session before it expires.

Create a New Report

To begin, click the link **Begin New Report** in the **Facility Reports Menu**. This will bring up a three question form where you will indicate the type of report, permit number, and reporting period for which you wish to start a new report.



Tips For Success #2: Enter information in order

Forms with numerically ordered questions generally need to be answered in sequential order.

Once you have selected a Report Type (Regional Collection Center Semi Annual Report), the Permit Numbers for which you have access to enter that type of report will appear. After you have selected a Regional Collection Center, a list of reporting periods will appear. Only reporting periods which have not had a report created will appear in the list. When you’ve made all your selections, click **Begin**. *Note: If you want to edit an existing report, see **Edit a Draft Report**.*

The Report Form

The electronic Regional Collection Center semi-annual report consists of three sections: Regional Collection Center Attributes, Semi Annual Report, and Collection Report.



Tips For Success #3: Report Form Layout

At the top of each section there is a header section. Double check here that you have selected the correct reporting period. Basic information regarding the Regional Collection Center’s permit is also displayed.

Regional Collection Center Attributes

Attributes are questions that help describe the facility and typically don’t change from report cycle to report cycle but still should be reviewed by the facility for accuracy. The only attribute needed for Regional Collection Centers is the **Service Area Description**. Since this doesn’t change often, the current information known by the Department will be displayed. Make changes if necessary and click the **Save and Continue** button to go on to the next section.

Semi Annual Report

The Semi Annual Report section directly corresponds to the Word document portion of the hard-copy semi-annual submittal. Totals are automatically calculated for you (do not use commas or dollar signs). Click on the Save and Continue button to go on to the next section.

Step 2 of 3: Create/Update Draft Semi-Annual Report

Enter RCC data. Any previously entered data will be shown below.

Regional Collection Center Programs. Please answer the following questions on this facility's waste report and efficiency calculations. Remember to only report material that has been shipped or left the building for local recycling/disposal.

Section 2: Residential Material Only <small>Total weight managed:</small>	Section 3: CESQG Material Only <small>Total weight managed:</small>
Permanent Facility: <input type="text"/>	Permanent Facility: <input type="text"/>
Mobile Collection: <input type="text"/>	Mobile Collection: <input type="text"/>
Satellite Site(s): <input type="text"/>	Satellite Site(s): <input type="text"/>
Total: 0 Pounds	Total: 0 Pounds

Section 4: Participation data (households) <small>Please provide the number of households served:</small>	Section 5: Participation data (CESQG) <small>Please provide the number of CESQGs served:</small>
Permanent Facility: <input type="text"/>	Permanent Facility: <input type="text"/>
Mobile Collection: <input type="text"/>	Mobile Collection: <input type="text"/>
Satellite Site(s): <input type="text"/>	Satellite Site(s): <input type="text"/>
Total Participants: 0 Households	Total Participants: 0 CESQGs

Section 6: REVENUE
Please report revenue amounts for the following categories:

CESQG: \$ <input type="text"/>	Satellites Fee: \$ <input type="text"/>
Swap Shop: \$ <input type="text"/>	Mobile Collection Fees: \$ <input type="text"/>
Other: \$ <input type="text"/> (describe: <input type="text"/>)	

Total Revenue from these sources: \$0

Section 7: CRTs AND ELECTRONICS:
Please report the following for items collected from households, farms, and CESQG businesses only.

	Pounds	Revenue	Management Cost	Disposal Cost
CRTs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other electronics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 Pounds	\$0	\$0	\$0

Section 8: OPERATING EXPENSES
Only report costs, excluding those costs associated with CRTs and electronics, associated with HHPs generated by households, farms, and CESQG businesses.

Disposal Costs	\$ <input type="text"/>	Education/Awareness	\$ <input type="text"/>
Salaries	\$ <input type="text"/>	Training	\$ <input type="text"/>
Equipment/Supplies	\$ <input type="text"/>	Building Modifications	\$ <input type="text"/>
Overhead (Admin and Utilities)	\$ <input type="text"/>	Satellite Services	\$ <input type="text"/>
Mobile Collection Services	\$ <input type="text"/>	Number of Mobile Collection Events	<input type="text"/>
Other (list: <input type="text"/>)	\$ <input type="text"/>		

Total RCC Operating Cost (excluding CRTs and other electronics management): \$0

Section 9: SWAP SHOP

Do you operate a waste exchange or swap shop? Yes No

If yes, provide the following information for participants removing materials:

No. Households	<input type="text"/>	Total Pounds	<input type="text"/>	Types commonly removed	<input type="text"/>
----------------	----------------------	--------------	----------------------	------------------------	----------------------

Do you charge for materials removed? Yes No

Estimated disposal savings by operating an exchange or swap shop: \$

Are you filing for reimbursement? Yes No

If yes, please remember to attach supporting shipping papers and invoices showing material weights and costs to the signature letter (required for reimbursement).

Additional Comments

Section 10: CERTIFICATION

I certify under penalty of law that I am the owner, operator, or authorized representative of the owner or operator and that I have examined and am familiar with the information reported above, and that I believe the information is true, accurate and complete.

Name of Person Certifying:

Agency of Person Certifying:

Date:

Telephone Number:

Fax:

Email:

DNR Form #542-9022

ELECTRONIC REPORTING HELP MANUAL

Collection Report

The Collection Report section directly corresponds to the Excel spreadsheet portion of the hard-copy semi-annual submittal. Totals are automatically calculated at the end of each row and column as well as the cumulative totals at the bottom of the form. Do not use commas or dollar signs when entering numbers.

Step 3 of 3: Create/Update Collection Report

Enter collection data. Any previously entered data will be shown below.
Mouseover any conversion factor to see the full text of the information.

Iowa Regional Collection Center Program
Waste/Product Types Collected and Their Management
July 1 - December 31, 2006
DNR Test Regional Collection Center
March or October 1 Collection

Hazard Class or Division	Name of Disposal Contractor for Each Category	Conversion Factors	Products Distributed Through a Reuse Exchange Program	Hazardous Waste contracts w/ disposal cost or receipts				Local Wastes or HW without receipts			Total Pounds Collected	
				Recycled HW	Fuel Blending HW (Energy Recovery)	Incinerated HW	Landfilled HW	Recycled	Fuel Blending (Energy Recovery)	Landfilled as non-hazardous MSW		
2.1 Flammable Gas, Bulk	nh	Pounds...	0	0	0	0	0	0	0	0	0	
2.2 Non-flammable Gas, Bulk	nh	Pounds...	0	0	0	0	0	0	0	0	0	
3.0 Flammable Liquid, Bulk	nh	Pounds...	0	0	0	0	0	0	0	0	0	
2.1 Flammable Gas	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
2.2 Non-flammable Gas	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
3.0 Flammable Liquid	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
4.1 Flammable Solid	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
4.2 Spontaneously Combustible	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
4.3 Dangerous When Wet	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
5.1 Oxidizer	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
5.2 Organic Peroxide	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
6.1 Poison	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
8.0 Corrosive	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
9.0 Class 9	nh	LAB PACKS...	0	0	0	0	0	0	0	0	0	
Bulk Oil Based Paint	nh	12 lb. pe...	0	0	0	0	0	0	0	0	0	
Oil Based Paint in Cans	nh	12 lb. pe...	0	0	0	0	0	0	0	0	0	
Bulk Latex Paint	nh	10 lb. pe...	0	0	0	0	0	0	0	0	0	
Latex Paint in Cans	nh	10 lb. pe...	0	0	0	0	0	0	0	0	0	
Used Oil Filters	nh	1.9 lb. p...	0	0	0	0	0	0	0	0	0	
Bulk Used Oil	nh	8 lb. per...	0	0	0	0	0	0	0	0	0	
Antifreeze	nh	8 lb. per...	0	0	0	0	0	0	0	0	0	
Sorted lead-acid batteries	nh	Pounds; e...	0	0	0	0	0	0	0	0	0	
Lithium Batteries	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Sorted NiCd batteries	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
CFIs	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Oily Debris	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Other	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Scrap Metal	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Sharps	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Garbage/Recycling	nh	Actual Po...	0	0	0	0	0	0	0	0	0	
Electronic Waste	nh	Pounds...	0	0	0	0	0	0	0	0	0	
Total Managed			0	0	0	0	0	0	0	0	0	
Total Hazardous waste collected			0									
Shaded areas are not included in haz material collection totals			0									
Total Managed			0	0	0	0	0	0	0	0	0	
Eligible for Reimbursement			0	0	0	0	0	0	0	0	0	
SWAP Shop Managed Locally			0	Not eligible for Reimbursement								
Swap and Managed Locally			0									

Print Data Close



Tips For Success #4: Use TAB to move between textboxes

Unfortunately, unlike the Excel spreadsheet version of this form, you cannot use the arrow and enter keys to move between “cells.” Instead, use the **TAB** key and your computer mouse to move between textboxes. This also highlights the contents of each textbox for easy overwriting of the default 0s.

You cannot “freeze” the row and column headings to stay in view as you move through the form like you could in Excel. There are a couple different options for shrink the form so that more of it can be in view at the same time:

- Hold down the CTRL key while scrolling the middle wheel on your mouse to zoom in and out on the form.
- Change the display settings on your monitor to a higher resolution.
- In Firefox, select Zoom from the View menu.

The Collection Report section is the final section of the report. Click **Finish Draft** to save the section. The application will return you to the Facility Reports menu and report that you have saved the completed draft report. At this point you can submit the report (see Chapter 4) or revisit the report at a later time to revise the information (see Edit a Draft Report below). *Don't forget to submit the report before the report's due date.*

Edit a Draft Report

Each section of the Regional Collection Center semiannual report is saved separately. If you are called away in the middle of entering the report or enter everything and then want to double-check your figures before submitting, you can use the **Edit Draft Report** link in the **Facility Reports Menu** to view and edit the draft.

Choose Draft Report
Select a permit, type of report, and reporting period

1. Report Type:
<- Select from the following ->

2. Permit Number:
<- Selections will appear after permit is chosen ->

3. Report Period:
<- Selections will appear after report is chosen ->

Begin

Only those report periods for which you have a draft report started will show up under Report Period. Once you are confident you have complete and correct information entered for reporting period it's time to submit the report to DNR.



Tips For Success #5: Don't forget to SUBMIT your report

When you have completed the draft submittal the application will return to the Facility Reporting menu. Your draft report does not become your official submittal until you go through the steps in the Submit Report to DNR form. See Chapter 4 for more information.

Facility Reporting

Select a menu item.

You successfully completed the draft Regional Collection Center Semi-Annual Report for July 1 - December 31, 2008. You can submit this report now (Item #3 below) or make additional changes at a later date and then submit.

1. [Begin New Report](#)
2. [Edit Draft Report](#)
3. [Submit Report to DNR](#)
4. [View Past Report Submittals](#)
5. [View Cumulative Reports](#)

How to Submit a Report

Once you have completed a draft report there is one final step – submitting the report. This is the online equivalent of putting the report in an envelope and mailing it to the Department.

Reports are due March 1st and September 1st of each year. IAC 567-221.9.1(d) requires that a complete submission be received by the reporting deadline or any reimbursement for that time period will be forfeited. A complete electronic report submission includes

- Submission of electronic data using the **Submit Report to DNR** form
- A signed paper copy of the **certification letter** generated by the electronic submittal
- **Documentation** (receipts, shipping manifests, invoices, etc) for material listed in the Collection Report

Submit Report to DNR form

You will find the link to submit reports to DNR under item #3 in the Facility Report menu. A form will appear for you to select the type of report, permit number, and reporting period. After making the appropriate selections, click *Submit Report* to complete the submittal.

Submit Report to DNR

This will save the draft report you have entered as the official submittal. Please remember to submit the report prior to the due date to avoid penalties where applicable. Select a permit, type of report, and reporting period

1. Report Type:

2. Permit Number:

3. Report Period:



Tips For Success #6: Reports are locked after submittal

After submitting a report you are not allowed to make any additional changes to that report and cannot create a new report for the same time period. If the Department reviews the report and finds changes are necessary, staff will unlock the report submission and notify you to make the changes using the Edit Draft Report form and resubmit. This will make a second submittal for the same time period and does not replace the original submission. Each submittal is preserved but only the final submittal as approved by the Department will be used to calculate reimbursements.

Confirmation

When the official submittal is successfully transmitted, you will receive a 10-digit confirmation code. You may print a copy of this screen for your records, but a copy of will also be emailed to you. The confirmation code and date/time of electronic submission will also be displayed on the certification letter and report forms.

Confirmation Screen

Submit Report to DNR

You have successfully submitted the online forms to DNR. The confirmation number is **3WTA366MDJG**. No additional changes can be made to this report for this time period. If you discover any errors to be corrected, contact Kathleen to unlock the data for resubmission.

To complete the submittal you must print and mail a copy of the Certification Letter with all required documentation and/or remittance attached. *Documentation and/or remittance must be received prior to the reporting deadline.*

- [Certification Letter](#)
- [Semi Annual Report form submittal](#)
- [Collection Report form submittal](#)

Links above will open in a separate window or tab. Please enable pop-ups for this to function properly.

Confirmation Email

Subject: TEST Submittal Confirmation # 3WTA366MDJG
Sender: ConfirmationOfReceipt-SolidWasteDatabase-DoNotReply@iowadnr.gov <ConfirmationOfReceipt-SolidWasteDatabase-DoNotReply@iowadnr.gov>

Recipient:

Date: Today 11:45

You have successfully submitted the online forms to DNR. The confirmation number is **3WTA366MDJG**. No additional changes can be made to this report for this time period. If you discover any errors to be corrected, contact Kathleen to unlock the data for resubmission.

To complete the submittal you must print and mail a copy of the Certification Letter with all required documentation and/or remittance attached. *Documentation and/or remittance must be received prior to the reporting deadline.*

- [Certification Letter](#)
- [Semi Annual Report form submittal](#)
- [Collection Report form submittal](#)

Links above will open in a separate window or tab. Please enable pop-ups for this to function properly.



Tips For Success #7: Enable Pop-up Windows

The confirmation screen (shown above) has links to the certification letter and the report forms you submitted. These links will open in a separate window or tab. If the links will not open for you then you may have pop-ups disabled. A detailed description of how to enable pop-up windows is provided in Chapter One.

Certification

The certification letter must be printed, signed, and mailed to the Department along with all required documentation. Sign the certification letter in the space next to the Name of Person Certifying as you would on the paper form.

Certification Letter
DNR Test Regional Collection Center
January 1 - June 30, 2009
Due September 1, 2009

Report submitted 6/25/2009 11:45:48 AM
Confirmation code# 3WTA366MDJG
[Click here](#) for printer friendly version.

CERTIFICATION (from Section 10 of the Semi Annual Report)
I certify under penalty of law that I am the owner, operator, or authorized representative of the owner or operator and that I have examined and am familiar with the information reported online, and that I believe the information is true, accurate and complete.

Name of Person Certifying	<u>Testy Tester</u>
Agency of Person Certifying	<u>Testing</u>
Date	<u>6/20/2009</u>
Telephone Number	<u>555-555-5555</u>
Fax	<u>555-555-5555</u>
Email	<u>test@tester.com</u>

The certification letter and documentation are to be mailed by the deadline to the Department:



Iowa Department of Natural Resources
ATTN: Kathleen Hennings
502 East Ninth Street
Des Moines, Iowa 50319

Viewing Past Reports

View your past report submittals and information from other Regional Collection Centers at the click of a button.

Facility Reporting menu link **View Past Report Submittals** provides access to all previous report submittals for Regional Collection Centers for which you have permission to view. In addition, the Facility Reporting menu link **View Cumulative Reports** provides access to statewide information based on approved report submittals for all facilities.

View Previously Submitted Report

This is where you can review past report submissions.

1. Report Type:
Regional Collection Center Semi-Annual Report

2. Permit:
00-SDP-00-00: DNR Test Regional Collection Center

3. Available Reports:

NOTE: Items will open in a new window or tab. Please be sure to allow this site to display pop-up windows for this to function properly.

January 1 - June 30, 2009
(submitted 6/25/2009 11:45:48 AM)
[Certification Letter](#)
[Semi-Annual Report](#)
[Collection Report](#)

January 1 - June 30, 2009 APPROVED
(submitted 6/25/2009 12:53:11 PM)
[Certification Letter](#)
[Semi-Annual Report](#)
[Collection Report](#)

View Past Report Submittals

After selecting the report type and permit you wish to view, a list of all available report submittals will appear. Those submittals that are approved will be marked with APPROVED next to the report period. In the example given at left you can see the user had to submit the January – June 2009 report twice and the second submission was approved by the Department. Also note, if you accidentally delete the confirmation email with the link to the certification letter, you can access the certification letter again from here as well.



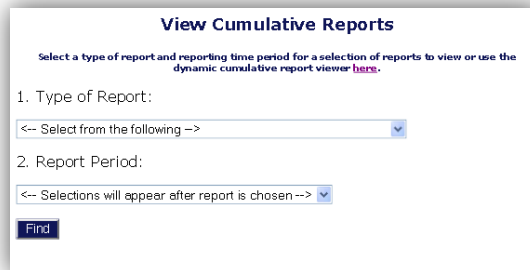
Tips For Success #8: Printing in Landscape

Some forms, such as the Collection Report, will print best in landscape. To print in landscape, select **Print** from the **File** menu (or press **CTRL-P**). Choose the printer you wish to print to, then click the **Preferences** (Internet Explorer) or **Properties** (Firefox) button. Then switch the **orientation** from Portrait to **Landscape** and print the report.

View Cumulative Reports

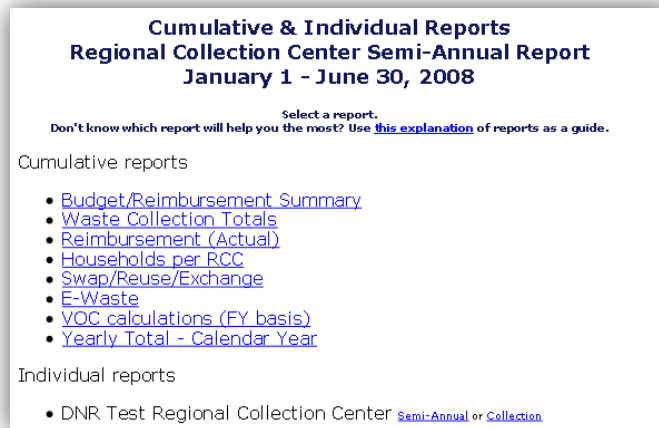
The Cumulative Reports section contains approved report information from all Regional Collection Centers. Those facilities that do not choose to use the online reporting feature will have their reports entered by Department staff. However this may delay the availability of reimbursement calculations since all reports must be entered before staff can determine reimbursement allocations.

To view the cumulative reports, first you will need to select the report type and report period you wish to view:



The screenshot shows a web form titled "View Cumulative Reports". At the top, it says "Select a type of report and reporting time period for a selection of reports to view or use the dynamic cumulative report viewer [here](#)." Below this, there are two numbered steps: "1. Type of Report:" with a dropdown menu showing "<-- Select from the following -->" and "2. Report Period:" with a dropdown menu showing "<-- Selections will appear after report is chosen -->". At the bottom left of the form is a blue "Find" button.

The information used in the cumulative reports is from approved report submittals. Some cumulative reports will not display correctly until all Regional Collection Centers have entered their reports and the Department has determined funding for the report period. The Individual Reports section will show the report for the user that is currently logged in. Information from other Regional Collection Centers can be viewed through the cumulative reports.



The screenshot shows a page titled "Cumulative & Individual Reports" and "Regional Collection Center Semi-Annual Report January 1 - June 30, 2008". Below the title, it says "Select a report. Don't know which report will help you the most? Use [this explanation](#) of reports as a guide." There are two sections: "Cumulative reports" with a bulleted list of links: "Budget/Reimbursement Summary", "Waste Collection Totals", "Reimbursement (Actual)", "Households per RCC", "Swap/Reuse/Exchange", "E-Waste", "VOC calculations (FY basis)", and "Yearly Total - Calendar Year"; and "Individual reports" with a bulleted list: "DNR Test Regional Collection Center [Semi-Annual](#) or [Collection](#)".

Budget/Reimbursement Summary

This report contains five tables: Funding, Expenses, Reimbursement, Households & CESQGS & Revenue, and Pounds Received. Data is displayed for the selected time period (shown at the top of the report) and is drawn from four sources: RCC Semi-Annual Report Forms, RCC Reimbursement Report Forms, and funding information and reimbursement amount information both of which are entered by DNR staff. Account information is which account your reimbursement is coming from (mandated by law) and funding is how much is available during that time period for reimbursement. Where applicable, data is displayed for each RCC with a total at the end of the table.

<i>Data Columns</i>	<u><i>Funding</i></u> <i>G593</i> <i>Total</i>	<u><i>Expenses</i></u> <i>RCC Name</i> <i>Disposal</i> <i>Salaries</i> <i>Equipment/Supplies</i> <i>Overhead</i> <i>Public Ed/Advertising</i> <i>Training</i> <i>Capital/Building</i> <i>Other</i> <i>Satellites</i> <i>Total Operating Cost</i> <i>Brown Goods</i> <i>E-Waste</i>	<u><i>Reimbursement</i></u> <i>RCC Name</i> <i>Total Pounds Collected</i> <i>Eligible Pounds Collected</i> <i>Percent of Total Eligible Pounds</i> <i>G593</i> <i>Sum of Reimbursement</i>
	<u><i>Households & CESQGS</i></u> <i>RCC Name</i> <i>Number of Households</i> <i>Total Household Pounds</i> <i>Pounds Per Household</i> <i>Household % of Total Pounds</i> <i>Number of CESQGs</i> <i>Total CESQG Pounds</i> <i>Pounds Per CESQG</i> <i>CESQG % of Total Pounds</i> <i>Total Pounds</i>	<u><i>Revenue & Pounds Received</i></u> <i>RCC Name</i> <i>Revenue: Satellites</i> <i>Revenue: CESQGs</i> <i>Revenue: Swap Shop</i> <i>Revenue: Totals</i> <i>Pounds Rec'd: Permanent Facility</i> <i>Pounds Rec'd: Satellite</i> <i>Pounds Rec'd: Mobile Collection</i> <i>Pounds Rec'd: Total</i>	

Waste Collection Totals

This report shows total waste collection information from all RCCs who submitted reports. Data is displayed for the selected time period (shown at the top of the report) and is drawn from RCC Reimbursement Report Forms.

<i>Data Columns</i>	<i>Hazard Class or Division</i> <i>Name of Disposal Contractor for Each Category</i> <i>Conversion Factors</i> <i>Products Distributed Through a Reuse Exchange Program</i> <i>Hazardous Waste contracts for a disposal cost: Recycled HW</i> <i>Hazardous Waste contracts for a disposal cost: Fuel Blending HW (Energy Recovery)</i> <i>Hazardous Waste contracts for a disposal cost: Incinerated HW</i> <i>Hazardous Waste contracts for a disposal cost: Landfilled HW</i> <i>Wastes not disposed of through HW Contractor: Recycled</i> <i>Wastes not disposed of through HW Contractor: Fuel Blending (Energy Recovery)</i> <i>Wastes not disposed of through HW Contractor: Landfilled as non-hazardous MSW</i> <i>Total Pounds Collected</i> <i>-----</i> <i>Total Hazardous waste collected</i> <i>Shaded areas are not included in hazardous material collection totals</i> <i>Total Managed</i> <i>Eligible for Reimbursement</i> <i>Eligible for Reimbursement: Recycled HW</i> <i>Eligible for Reimbursement: Fuel Blending HW (Energy Recovery)</i> <i>Eligible for Reimbursement: Incinerated HW</i> <i>Eligible for Reimbursement: Landfilled HW</i> <i>SWAP Shop</i> <i>Managed Locally</i> <i>Swap and Managed Locally</i>
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Reimbursement (Actual)

This report is displayed for the selected time period (shown at the top of the report) and is created from reimbursement amount information entered by DNR staff.

This report’s accuracy depends on the following condition:

- Reimbursement information for all RCCs must be entered in the Reimbursement Amount form for the time period

HINT--(Wait until everyone has submitted before you look at this one!)

<i>Data Columns</i>	<i>Funding</i> <i>G593</i> <i>Total</i>	<i>Reimbursement Due For Calendar Year</i> <i>RCC Name</i> <i>Eligible Pounds: Jan-Jun</i> <i>Eligible Pounds: Jul-Dec</i> <i>Eligible Pounds: Total</i> <i>Eligible Pounds: Percent of [Grand] Total</i> <i>G593: Calendar Year Share</i> <i>G593: Jan-Jun Funds Received</i> <i>G593: Jul-Dec Funds Received</i> <i>Total Funds Received</i>
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Households per RCC

This report displays households for the selected time period (shown at the top of the report) and is drawn from individual Semi-Annual Report Forms and household census data stored in the database. The ‘Service Area’ column reflects the RCC’s answer to the question on its service area on the form. The ‘Counties Covered’ column shows a listing of all counties whose household data is included in the ‘Households’ column.

HINT: If you have added a county to your service area, you may need to check this form to make sure the change is noted here.

<i>Data Columns</i>	<i>RCC Name</i> <i>Service Area</i> <i>Households</i> <i>Counties Covered</i>
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Swap/Reuse/Exchange

This report displays the selected time period (shown at the top of the report) and is drawn from RCC Semi-Annual Report forms and Reimbursement Report forms for each RCC. Where applicable, data is displayed for each RCC with a total at the end of the table.

<i>Data Columns</i>	<i>RCC Name</i> <i>Swap?</i> <i>Number of Households</i> <i>Swap Pounds</i> <i>Swap DOT & oil-based Paint</i> <i>Total HW Pounds</i> <i>% of selected hazardous waste pounds</i> <i>Type</i> <i>Charge</i> <i>Revenue</i> <i>Estimated Savings</i> <i>Do they utilize Volunteers?</i> <i>Do they recycle/reuse on-site?</i> <i>Are they planning to expand?</i> <i>How will they expand?</i>
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E-Waste

This report displays E-Waste data for the selected time period (shown at the top of the report) and is drawn from RCC Semi-Annual Report for each RCC. Where applicable, data is displayed for each RCC with a total at the end of the table. Note that this report has been altered from the original Excel template to include all E-Waste data now collected.

NOTE: This is not a required part of the report, so some RCC's do not elect to fill this out, but rather report their electronic numbers on their Annual CRT Permit report.

<i>Data Columns</i>	<i>RCC Name</i> <i>Cost of disposal</i> <i>Total E-Waste Operational Expenses</i> <i>E-Waste Revenue</i> <i>Revenue loss/gain</i> <i>Pounds Managed</i> <i>Disposal Cost/Lb</i> <i>Operational Cost per Lb</i> <i>Net loss per Lb</i>
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VOC calculations (FY basis)

This report displays VOC calculations for the fiscal year that the selected time period falls within (fiscal year is noted at the top of the report) and is drawn from RCC Semi-Annual Report forms for each RCC. A separate table is displayed for each RCC. Subtotals are provided for DOT Classes and for Paint/Oil as well as a grand total at the bottom of each table.

<i>Data Columns</i>	<i>RCC Name</i> <i>Material Name</i> <i>Pounds of Material (without SWAP)</i> <i>Pounds of Material (with SWAP)</i> <i>Pounds of VOCs (without SWAP)</i> <i>Pounds of VOCs (with SWAP)</i>
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Yearly Total – Calendar Year

This report contains two tables. Data is displayed for the selected time period (shown at the top of the report) and is drawn from three sources: RCC Semi-Annual Report Forms, RCC Reimbursement Report Forms, and reimbursement amount information entered by DNR staff. Where applicable, data is displayed for each RCC with a total at the end of the table.

<i>Data Columns</i>	<i>Table One</i> <i>RCC Name</i> <i>Total RCC Expenses (Operational Costs)</i> <i>Cost of Disposal</i> <i>Disposal % of Total Expenses</i> <i>Total DNR Expenditures</i> <i>Estimated Cost Eligible Pounds Disposed RCC (this is just your disposal cost/eligible lbs)</i> <i>Estimated Cost Eligible Pounds Disposed DNR (this is your reimbursement /your eligible lbs)</i> <i>Percent of Operational Cost Reimbursed</i> <i>(again your total costs/ amount reimbursed)</i> <i>Eligible Waste Collected (could include Anti-Freeze, others handled locally)</i> <i>Non-Eligible Waste (Scrap Metal, CRTs, Sharps)</i> <i>Hazardous Waste Collected (shipped to a Licensed Haz Waste Contractor)</i> <i>Total RCC Operational Costs/Lb (Your operational costs/total lbs-all you took in)</i>	<i>Table Two</i> <i>RCC Name</i> <i>Number of Households Served</i> <i>Pounds per Household</i> <i>Number of CESQGs</i> <i>Pounds per CESQG</i> <i>Total Pounds</i> <i>Latex Paint</i> <i>Used Oil</i> <i>Lead Acid Battery</i> <i>Brown Goods</i> <i>Other Locally</i> <i>Total Managed Locally</i>
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Tips For Success #9: The Dynamic Cumulative Report

The dynamic cumulative report viewer allows users to aggregate data across multiple collection centers, reporting periods, and materials allowing for much more sophisticated analyses of the information. To begin, click the link in the instructions on the View Cumulative Reports page (circled in red below):

View Cumulative Reports

Select a type of report and reporting time period for a selection of reports to view or use the dynamic cumulative report viewer **here**.

1. Type of Report:
<- Select from the following ->

2. Report Period:
<- Selections will appear after report is chosen ->

Find

A wide selection of parameters will appear. To choose multiple selections, hold down the Control key while clicking on the desired choices. When all selections have been made, click the Run Report button.

Regional Collection Centers Dynamic Reporting

Note: Pop-ups must be enabled in order to view the report. Where applicable, to select multiple options, hold down the Control button while using the mouse to click on desired selections.

Regional Collection Centers: All Regional Collection Centers, Apricotosa County Transfer Station, Butler County Transfer Station, Cass County Sanitary Landfill

Reporting Periods: January 1 - June 30, 2007, July 1 - December 31, 2007, January 1 - June 30, 2008, July 1 - December 31, 2008

Material Categories: All Categories, Flammable, Reactive, Poison/Toxic

Materials: All Materials, 2.1 Flammable Gas, Bulk, 2.2 Non-Flammable Gas, Bulk, 3.0 Flammable Liquid, Bulk

Eligible for Reimbursement: All

Columns to Show: All, Reuse/Exchange Amount, Total Hazardous Materials, Total Non-Hazardous Materials

Run Report Clear Selections

When Run Report is clicked the results will look similar to the Collection Report Form. A plus sign (+) may appear next to some rows indicating that the user can click on the + to “drill down” to get more specifics.

You can save the report results using the Export feature at the top of the report. PDF and Excel are among the formats available. The export will not keep the + buttons for drilling into the details but will save any details currently viewable on the screen. The same is true when printing the report – only the detail currently viewable on the screen will be printed.

An example report is below using the selections shown on the previous page. This report shows the information for two Regional Collection Centers for the period of July 1, 2008 through June 30, 2009. Material Categories Flammable and Reactive are displayed.

Regional Collection Centers Collection Report											
July 1 - December 31, 2008, January 1 - June 30, 2009											
Appanoose County Transfer Station	Reuse /Exchange Amount	Total Hazardous Management	Total Non-Hazardous Management	Hazardous Waste				Non-Hazardous Waste			
				Recycled	Fuelblending	Incinerated	Landfilled	Recycled	Fuelblending	Landfilled	
<input checked="" type="checkbox"/> Total for Flammable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Total for Reactive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.1 Flammable Solid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.2 Spontaneously Combustible	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.3 Dangerous When Wet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.1 Oxidizer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.2 Organic Peroxide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Total for Everything	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cass County Sanitary Landfill	Reuse /Exchange Amount	Total Hazardous Management	Total Non-Hazardous Management	Recycled	Fuelblending	Incinerated	Landfilled	Recycled	Fuelblending	Landfilled	
	4100.70	21866.00	2069.60	16890.00	2798.00	1140.00	1038.00	0.00	0.00	2069.60	
Grand Total for time period	4100.70	21866.00	2069.60	16890.00	2798.00	1140.00	1038.00	0.00	0.00	2069.60	

Some materials fall into more than one category. Subtotals may not sum to the grand total since materials are not double-counted. All hazardous and nonhazardous pounds included regardless of the RCCs eligibility for reimbursement.

You can see the + button next to Appanoose County Transfer Station has been clicked so that the detail for that RCC is shown. In that detail, the + button next to “Total for Reactive” has also been clicked so that you can see the materials that are included in that category. Cass County has no detail displayed so it only shows the total material collected for each column (Note this total is the total for ALL materials, not just those in the selected Flammable and Reactive categories. This is clearer when you drill down into the details.).

In addition to selecting individual materials and material categories for display, you can also choose which of the columns should appear on the report. If you are only interested in the Total Hazardous Management and Total Non-Hazardous Management you can select to have just those two columns.