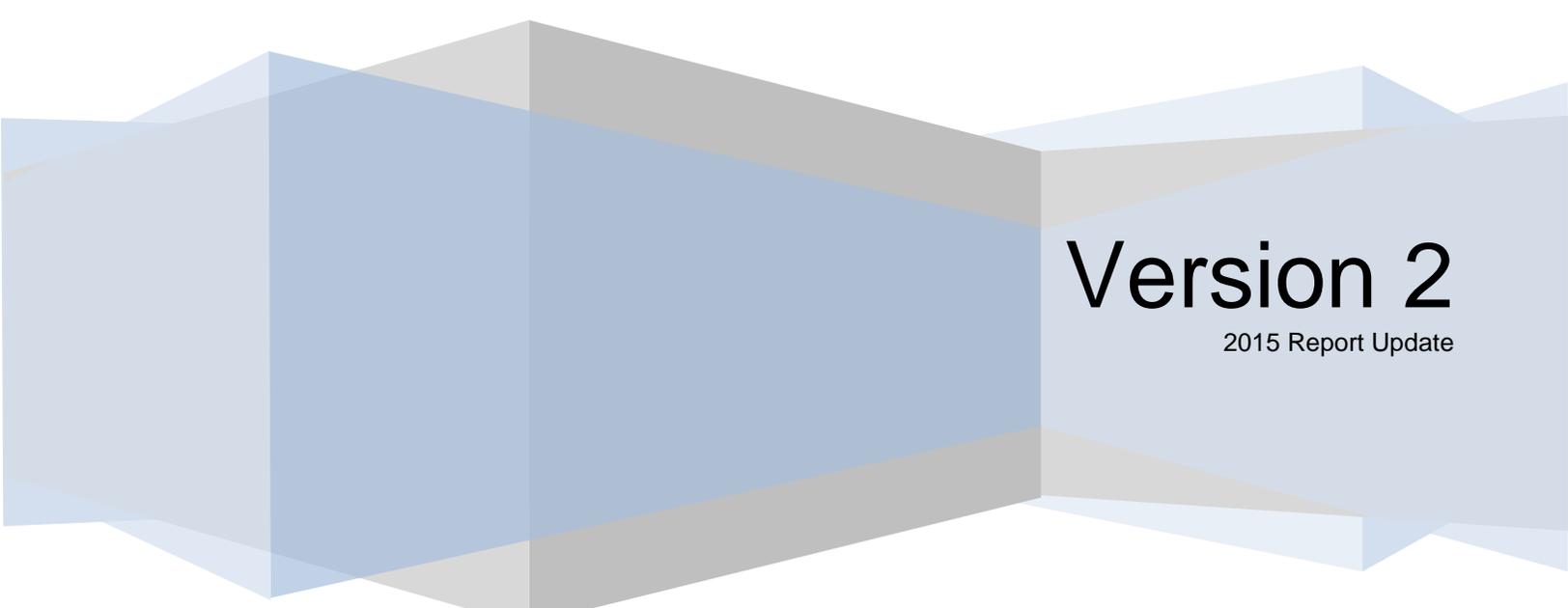


Department of Resources Recycling and Recovery
(CalRecycle)

State Agency Reporting Center Waste Management Report

Annual Report Help Document



Version 2

2015 Report Update

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INTRODUCTION

Welcome to the Department of Resources Recycling and Recovery's (CalRecycle) State Agency Reporting Center (SARC), the upgraded version of the previous State Organization and Agency Recycling Database (SOARD). SARC was developed to be the fastest, easiest way to file your CalRecycle annual Waste Management report and is designed with security, ease of use, and flexibility in mind.

Logging In

Security and passwords

As a State Agency Report filer you have been invited (via email) to obtain a CalRecycle WebPass account and password; or automatically granted access (if you already have access to SABRC); or as a new Recycling Coordinator you have requested access to the annual report for your agency. A CalRecycle WebPass allows you to use your email address and a single password to sign into many secure CalRecycle web sites and services.

CalRecycle strongly advises users to protect their passwords. If there is more than one person in an organization that enters the annual report data, CalRecycle requires a unique password and login for each approved user, and therefore, an individual WebPass. If your user's password is compromised or forgotten, please visit <https://secure.calrecycle.ca.gov/WebPass/> to manage your account.

If you need to request access to SARC and obtain a WebPass please contact your CalRecycle representative.

Once you have your WebPass password you may log into SARC at <https://secure.calrecycle.ca.gov/SARC/>

1. Enter your email address.
2. Select 'Next'.
3. Enter your password.
4. Select 'Sign In'.

State Agency Reporting Center Sign-In

Email Address:



Having trouble signing in using your WebPass? [Visit the WebPass home page](#) for help and to manage your own account.

State Agency Reporting Center <https://secure.calrecycle.ca.gov/SARC/>
Contact: [Recycling Coordinator](#) (916) 341-6199

State Agency Reporting Center (SARC) Home

Once you are logged in, the SARC *Home* page shows the latest annual report cycle information including reporting cycle status, current reporting year, as well as start and due dates. The number of annual reports you are responsible for submitting is also displayed.

There are two ways to get to the list of your annual reports to be submitted.

1. Select the link showing your number of annual reports that need to be submitted, or
2. Select *Annual Reports* on the left navigation menu.

SARC Home
State Agency Reporting Center: Home

Welcome !
You last signed in on Thursday, March 22, 2012 at 2:31 PM PST.

Annual Reports

Reporting Cycle: Active Start Date: 3/1/2012
Current Reporting Year: 2011 Due Date: 5/1/2012

You have **2 Annual Reports** that need to be submitted before 5/1/2012.

State Agency Reporting Center <https://secure.calrecycle.ca.gov/SARC/>
Contact: [Recycling Coordinator](#) (916) 341-6199

Annual Reports

The *Annual Reports* page displays columns with the list of agencies you are responsible for filing an annual report. As with most tables in the report, selecting the column heading will sort the entries in ascending or descending order.

- You can also export this table to Excel format by selecting 'Export to Excel'.
- Selecting an agency in the column labeled Agency Name will take you to the *Annual Report Home* page where you can start or continue an annual report for that particular agency, or view prior annual reports.

SARC Home > Annual Reports
Annual Reports

AGENCY NAME	ADDRESS	CITY	ZIP CODE	COUNTY	STATUS	CALRECYCLE REPRESENTATIVE
17th District Agricultural Association	P.O. Box 2687	Grass Valley	95945	Nevada	In Progress	Mary Leackmann (916) 327-2778
Butte College	3536 Butte Campus Drive	Oroville	95965-8399	Butte	In Progress	Cindi Burnenapp (916) 341-6604
California Correctional Institution	P O Box 1031 24900 end of hwy 202	Tehachapi	93581	Kern	In Progress	Frank Severson (916) 341-6259
Department of Corrections	1515 S Street	Sacramento	95811	Sacramento	Not Started	Jeff Watson (916) 341-6612

Page 1 of 1 [Export To Excel](#) Count: 4

State Agency Reporting Center <https://secure.calrecycle.ca.gov/SARC/>
Contact: [Recycling Coordinator](#) (916) 341-6199

Annual Report Home

- To view previous annual reports, select a year in the dropdown list.
- To begin or continue working on your agency's annual report do the following:
 - If you are starting an annual report for the first time, select the 'Start your 2011 Annual Report' link.
 - If you are continuing an annual report that has already been started, select the 'Complete your 2011 Annual Report' link. This will lead you to the *Annual Report Summary* page.

SARC Home > Annual Reports > Annual Report Home

Annual Report Home

Department of Corrections

Welcome to the Annual Report module of the State Agency Reporting Center for Department of Corrections. To continue filing your Annual Report, select the "Complete your 2011 Annual Report" link below.

You can view a prior Annual Report by selecting the year from the drop down menu. If you have any questions, please contact your CalRecycle Representative, [Jeff Watson](#) at (916) 341-6612.

[Complete your 2011 Annual Report](#) ←

Previous Annual Reports: Select a year ↓ ←
It may take several seconds for the report to generate

State Agency Reporting Center <https://secure.calrecycle.ca.gov/SARC/>
Contact: [Recycling Coordinator](#) (916) 341-6199

Annual Report Summary

The *Annual Report Summary* is a high level overview of your current annual report. It serves as a checklist for filling out each section of the annual report. There are links to various sections (*Agency, Contact, Facilities*) that need to be updated and/or verified. As you complete each section, the "red" crossed checkmark to the left of the section title will change to a "green" checkmark, indicating the section is complete. Once all sections have been completed, the 'Submit Annual Report' button will become active at the bottom of the *Annual Report Checklist* section.

If you wish to provide additional information in your annual report, enter information in the box to the right of the checklist, then select 'Save Additional Information'.

Note: The CalRecycle representative for your agency is listed below the checklist section.

SARC Home > Annual Reports > Annual Report Home > Summary

Annual Report Summary: California Correctional Institution (Report Year: 2011)

 ← Current Annual Report

Summary Agency Disposal Programs Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

- Verify/Update Agency Information
- Verify/Update Contact Information Red indicates the section is incomplete
- Verify/Update Facility Information
- Enter Annual Per-Capita Disposal Information
- Enter Program Information Green indicates the section is complete
- Submit Annual Report

Submit Annual Report

Enter any additional information you wish to provide in your Annual Report.

Save Additional Information

CalRecycle Representative: [Frank Severson](#) (916) 341-6259 ← CalRecycle Contact for your Agency

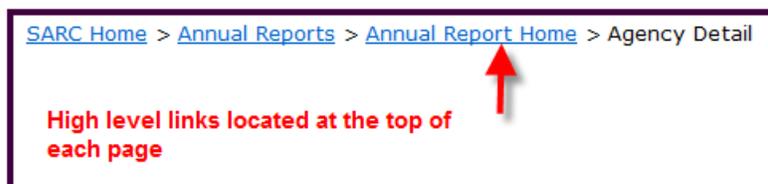
In the *Annual Report Summary* you can view the current and previous year's annual report by selecting the 'View Current Annual Report' and 'View 2010 Annual Report' links.



Page navigation

There are several options for navigating the various sections of the annual report.

1. The links at the top of each page help you navigate back to sections of the annual report.



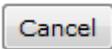
2. The tabs at the upper right hand corner of each page help you navigate back to sections of the annual report. These tabs let you view and edit information about your agency.



Overall Features

Edit You must select the 'Edit' button to update or change your information. When you enter a section or screen the default mode is 'view only' in which data can't be changed or updated. This helps to protect information and allows the user to safely view and browse data already entered.

Save Use the 'Save' button to complete a page and save all of your information. If you navigate off a page without first saving, your information will be lost.



Use the 'Cancel' button to stop the edit mode and revert your page back to the last saved screen. For example, if you have added information and are updating it, the screen will revert back to the last saved information. If you are adding new information the screen will revert back to blank or unanswered questions.



'Back' returns you to the *My Agencies* home page or a section home page such as *Contacts* or *Facilities*.



Located next to the fields to be completed, the field help  provides information about the field and/or what you are supposed to enter in the fields. Place your mouse cursor over the symbol to view the field help description.

Agency Information

Select the *Agency* tab or 'Verify/Update Agency Information' in the *Annual Report Summary* checklist to view the *Agency Detail* page. The *Agency Detail* page is where you verify that your agency data is up to date and view and edit all information for your agency, including physical and mailing addresses, number of employees at your agency headquarters, as well as contact and facility information.

SARC Home > Annual Reports > Annual Report Home > Summary
Annual Report Summary: California Correctional Institution (Report Year: 2011)

Summary **Agency** Disposal Programs Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

- [Verify/Update Agency Information](#)
- [Verify/Update Contact Information](#)
- [Verify/Update Facility Information](#)
- [Enter Annual Per Capita Disposal Information](#)
- [Enter Program Information](#)
- [Submit Annual Report](#)

Submit Annual Report

Enter any additional information you wish to provide in your Annual Report.

Save Additional Information

Verifying/Updating Agency Data

1. If the agency information is current, select the 'Agency Verified' button at the bottom of the *Agency* section.
2. To make changes to the agency, select 'Edit'.

SARC Home > Annual Reports > Annual Report Home > Agency Detail

Agency Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

Agency

✗ The Agency section is incomplete. Update Agency information or use the Agency Verified button to verify that the Agency information is current.
 Select Edit to update Agency information or use the Agency Verified button to verify that the Agency information is current.

Agency Name: California Correctional Institution

Mailing Address is the same as Physical Address

Physical Address: P O Box 1031 24900 end of hwy 202 Mailing Address: P O Box 1031 24900 end of hwy 202

Physical City: Tehachapi Mailing City: Tehachapi

Physical State: California Mailing State: California

Physical ZIP Code: 93581 Mailing ZIP Code: 93581

Physical County: Kern

Number of Employees at Agency: Total Number of Employees:

Back Edit

Agency Verified

Created by: n/a 7/31/2000 1:50 PM
 Last Updated by: Chau Nguyentat 2/10/2012 9:06 AM

- Required fields marked with a red asterisk (*) must be completed before the agency data can be saved. Other fields are optional.
 - The *Number of Employees at Agency* has to be a valid integer greater than 0 (and includes all employees at this primary agency address or headquarters, **not including the number of employees at additional offices/facilities**). Entering 0 or leaving the field blank will give a message that a valid number is required.
 - To copy over the agency physical address to the mailing address, select the 'Mailing Address is the same as Physical Address' checkbox.
 - The system will attempt to standardize and map the physical address. If the system is able to map your address, a 'View Map' link will display (see example below). Select the 'View Map' link to view the location of your agency on a map.
3. Select 'Save' to save all your changes.

SARC Home > Annual Reports > Annual Report Home > Agency Detail

Agency Detail: Department of Corrections (Report Year: 2011)

Summary Agency Disposal Programs Reports

Agency

✖ The Agency section is incomplete. Update Agency information or use the Agency Verified button to verify that the Agency information is current. Select Edit to update Agency information or use the Agency Verified button to verify that the Agency information is current.

Agency Name: Department of Corrections

Physical Address: 1515 S Street [View Map](#)

* Physical City: Sacramento

* Physical State: California

* Physical ZIP Code: 95811

* Physical County: Sacramento

* Mailing Address is the same as Physical Address

* Mailing Address:

* Mailing City:

* Mailing State: Select a state

* Mailing ZIP Code:

* Number of Employees at Agency:

Total Number of Employees:

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

- Once the information is updated and/or verified, a green message will appear to confirm that the Agency section is complete.
- If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

SARC Home > Annual Reports > Annual Report Home > Agency Detail

Agency Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

Agency

✔ The Agency section is complete.

Agency Name: California Correctional Institution

Physical Address: P O Box 1031 24900 end of hwy 202

Physical City: Tehachapi

Physical State: California

Physical ZIP Code: 93581

Physical County: Kern

Mailing Address is the same as Physical Address

Mailing Address: P O Box 1031 24900 end of hwy 202

Mailing City: Tehachapi

Mailing State: California

Mailing ZIP Code: 93581

Number of Employees at Agency: 198

Total Number of Employees: 198

The suggested address is PO Box 1031, Tehachapi, CA 93581
Agency information will be saved but please check physical and mailing address carefully as they may be invalid.
Agency detail updated successfully.

Back Edit

Created by: n/a 7/31/2000 1:50 PM
Last Updated by: Chau Nguyentat 2/10/2012 9:06 AM

Contacts

To view agency contact information, select the *Agency* tab or 'Verify/Update Contact Information' in the *Annual Report Checklist*. In the *Contacts* section, you can view, edit or delete an existing contact, or add a new contact.

SARC Home > Annual Reports > Annual Report Home > Summary

Annual Report Summary: California Correctional Institution (Report Year: 2011)

Summary **Agency** Disposal Programs Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

- [Verify/Update Agency Information](#)
- [Verify/Update Contact Information](#)
- [Verify/Update Facility Information](#)
- [Enter Annual Per Capita Disposal Information](#)
- [Enter Program Information](#)
- [Submit Annual Report](#)

Submit Annual Report

Enter any additional information you wish to provide in your Annual Report.

Save Additional Information

The following three types of contacts - Recycling Coordinator, Agency Director, and Recycling Coordinator's Supervisor - are required to be entered and verified to complete the *Contacts* section. If one or more required contact types are missing, a warning message will ask that you enter and verify the missing contact(s) information. If a person acts as more than one contact type i.e. if a Supervisor is also the Director, you must enter the same information for the two contacts types.

Contacts that are not yet verified will display "No" under the *Contact Verified* column. Once a contact is verified, the display will be changed to "Yes".

Contacts

✗ The Contacts section is incomplete. A Recycling Coordinator, Agency Director, and Recycling Coordinator's immediate Supervisor must be entered and each contact must be verified.

Select a contact to edit or verify the address and contact information.

Add Contact

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	No
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		No

Page 1 of 1 Export To Excel Count: 2

Viewing and Editing a Contact

1. Select the contact name. The *Contact Detail* page will display. Verify that it is the proper contact and that all the information is accurate.

Contacts

✗ The Contacts section is incomplete. A Recycling Coordinator, Agency Director, and Recycling Coordinator's immediate Supervisor must be entered and each contact must be verified.

Select a contact to edit or verify the address and contact information.

Add Contact

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	No
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		No

Page 1 of 1 Export To Excel Count: 2

2. Select the 'Edit' button to change any information for a contact.

3. If there are no changes to the contact's information, select 'Contact Verified' at the top left of the page. Then select 'Save'. This will mark the contact as verified. A message will appear validating that the contact update was successful.
4. To make changes to a contact, you must complete all fields marked with a red asterisk (*) before the contact data can be saved. Select the 'Mailing Address is the same as Physical Address' checkbox to copy over the contact physical address to the contact mailing address.
5. Select 'Save' to save any edits to the contact.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Contact Detail

Contact Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

Contact Name: Ken Costa

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

Contact Verified

* Contact Type: Recycling Coordinator

* First Name: Ken

* Last Name: Costa

* Job Title: Recycling Coordinator

* Email Address: ken.costa@cdcr.ca.gov

* Phone Number: (661) 822-4402 x 3183

Fax Number: (661) 823-5014

Contact Physical Address

* Address: P O Box 1031 24900 end of hwy 202

* City: Tehachapi

* State: California

* ZIP Code: 93581

* County: Kern

Contact Mailing Address

Mailing Address is the same as Physical Address

* Address: P O Box 1031 24900 end of hwy 202

* City: Tehachapi

* State: California

* ZIP Code: 93581

6. After saving the contact you will be taken back to the *Contacts Detail* page. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.
7. A message will display validating that the contact update was successful, and the *Contact Verified* column will change from "No" to "Yes" to confirm that the contact has been verified.

Contacts

✗ The Contacts section is incomplete. A Recycling Coordinator, Agency Director, and Recycling Coordinator's immediate Supervisor must be entered and each contact must be verified.

Select a contact to edit or verify the address and contact information.

The suggested address is PO Box 1031, Tehachapi, CA 93581

Contact information has been saved, but please check physical and mailing address carefully as they may be invalid

Contact updated successfully.

Add Contact

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	Yes
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		No

Page 1 of 1 Export To Excel Count: 2

Adding a Contact

1. Select 'Add Contact'. The *Contact Detail* page will display.

Contacts
 ✖ The Contacts section is incomplete. A Recycling Coordinator, Agency Director, and Recycling Coordinator's immediate Supervisor must be entered and each contact must be verified.
 Select a contact to edit or verify the address and contact information.

[Add Contact](#)

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	Yes
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		Yes

Page 1 of 1 Export To Excel Count: 2

2. Select a contact type in the dropdown. A required contact type (such as Supervisor) will be available if it has not yet been added to the agency contacts list.
3. Enter all the contact information required in the fields marked with an asterisk. To copy over the contact physical address to the contact mailing address, select the 'Mailing Address is the same as Physical Address' checkbox.
4. Select 'Save' to save the new contact.

SABC Home > Annual Reports > Annual Report Home > Agency Detail > Contact Detail
Contact Detail: California Correctional Institution (Report Year: 2011)

[Summary](#) | [Agency](#) | [Disposal](#) | [Programs](#) | [Reports](#)

Contact Name

Enter information and select save.
 Fields marked with * (asterisk) are required.

[Save](#) [Cancel](#)

* Contact Type:

* First Name:

* Last Name:

* Job Title:

* Email Address:

* Phone Number: x

Fax Number:

Contact Physical Address

* Address:

* City:

* State:

* ZIP Code:

* County:

Contact Mailing Address

Mailing Address is the same as Physical Address

* Address:

* City:

* State:

* ZIP Code:

Enter information and select save.
 Fields marked with * (asterisk) are required.

[Save](#) [Cancel](#)

5. A message will appear validating that all required contact information has been entered.
6. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

- After saving the new contact, you will be taken back to the *Contacts* section of the *Agency Detail* page. With all three required contacts verified, the *Contact Verified* column will display “Yes” for the three contacts, and a message will appear confirming that the *Contacts* section is complete.

Contacts
 ✓ The Contacts section is complete.
 Select a contact to edit or verify the address and contact information.
 The system was unable to find the address. Contact information has been saved, but please check physical and mailing address carefully as they may be invalid.
 Contact created successfully.

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Jane Le	Supervisor	janele@cdcr.ca.gov	P.O.Box 1031 24900 end of hwy 202 Tehapachi, CA 93582	P.O.Box 1031 24900 end of hwy 202 Tehapachi, CA 93582	(661) 822-4402		Yes
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	Yes
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		Yes

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Deleting a Contact

- Select the contact name on the *Agency Detail* page. The *Contact Detail* page will appear.
- Select ‘Delete’. A message will ask if you are sure you want to delete the contact.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Contact Detail
 Contact Detail: California Correctional Institution (Report Year: 2011)
 Summary Agency Dispo

Contact Name: Jane Le
 Are you sure you want to Delete?
 Confirm Cancel

Contact has been verified

Contact Type: Supervisor
 First Name: Jane
 Last Name: Le
 Job Title: Supervisor
 Email Address: janele@cdcr.ca.gov
 Phone Number: (661) 822-4402 x
 Fax Number:

Contact Physical Address
 Address: P.O.Box 1031 24900 end of hwy 202
 City: Tehapachi
 State: California
 ZIP Code: 93582
 County: Select a county

Contact Mailing Address
 Mailing Address is the same as Physical Address
 Address: P.O.Box 1031 24900 end of hwy 202
 City: Tehapachi
 State: California
 ZIP Code: 93582

Are you sure you want to Delete?
 Confirm Cancel

- Select ‘Confirm’ to delete the contact or ‘Cancel’ if you do not wish to delete it. A message will appear validating that the contact was successfully deleted. In the example below, deleting one of the three main contact types will make the *Contacts* section incomplete, and a warning message will ask you to enter the required contact.

Contacts

✗ The Contacts section is incomplete. A Recycling Coordinator, Agency Director, and Recycling Coordinator's immediate Supervisor must be entered and each contact must be verified.
Select a contact to edit or verify the address and contact information.

Contact deleted successfully.

NAME	CONTACT TYPE	EMAIL ADDRESS	PHYSICAL ADDRESS	MAILING ADDRESS	PHONE	FAX	CONTACT VERIFIED
Ken Costa	Recycling Coordinator	ken.costa@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402	(661) 823-5014	Yes
M.D. Stainer	Director	stainemichael@cdcr.ca.gov	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	P O Box 1031 24900 end of hwy 202 Tehachapi, CA 93581	(661) 822-4402		Yes

Page 1 of 1 Export To Excel Count: 2

Facilities

In the *Facilities* section, you are required to add facilities and update the number of employees to complete the section. In subsequent report years, you can view and edit an existing facility, delete a facility or add a new one. **Facility information is for satellite offices/sites which is separate from the main Agency/HQ information entered in the 'Agency' section.**

- To view facility information, select the *Agency* tab and scroll down to the *Facilities* section, or select 'Verify/Update Facility Information' in the *Annual Report Checklist*. Once completed, a list of your existing facilities and related facility information will appear.

ARCL Home > Annual Reports > Annual Report Home > Summary

Annual Report Summary: California Correctional Institution (Report Year: 2011)

Summary **Agency** Disposal Programs Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

- [Verify/Update Agency Information](#)
- [Verify/Update Contact Information](#)
- [Verify/Update Facility Information](#)
- [Enter Annual Per Capita Disposal Information](#)
- [Enter Program Information](#)
- [Submit Annual Report](#)

Submit Annual Report

Enter any additional information you wish to provide in your Annual Report.

Save Additional Information

CalRecycle Representative: [Frank Severson](#) (916) 341-6259

- All facilities are required to have 0 or more employees. To update the number of employees:
 - Enter the updated number of employees in the *Employees* field.
 - Select the 'Update Number of Employees' button.
 - The total updated number of employees for all facilities will display at the bottom of the *Employees* column.
 - Once the number of employees is updated, the *Facilities* section will be marked as complete.

Facilities

✓ The Facilities section is complete.

Enter the number of employees in the Employees column and select the "Update Number of Employees" button below. Select a facility to edit address or contact information.

Number of employees have been updated successfully.

NAME	PHYSICAL ADDRESS	EMPLOYEES	CONTACT	CONTACT MAILING ADDRESS	CONTACT EMAIL ADDRESS	CONTACT PHONE	CONTACT FAX
California Correctional Institution	P O Box 1031 End of HWY 202 Tehachapi, CA 93581	50	Ken Costa	P.O. box 1031 Tehachapi, CA 93561	ken.costa@cdcr.ca.gov	(661) 822-4402	(661) 823-5014

Total Employees: 50

Page 1 of 1

Export To Excel

Count: 1

Update Number of Employees

Editing a Facility

1. Select the facility name in the *Facilities* section. The *Facility Detail* page will appear.
2. Select the 'Edit' button. Modify appropriate fields.
3. Required fields marked with a red asterisk (*) must be completed before the facility data can be saved. Select the "Make the contact for this Facility the same as the Agency's Recycling Coordinator" checkbox if the recycling coordinator contact information is the same as the facility contact. This will copy over the recycling coordinator contact name, address and phone number to the facility contact name, address and phone.
4. You must enter the number of employees to complete the *Facilities* section.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Facility Detail

Facility Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Report

Facility Name: California Correctional Institution

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

* Contact First Name: Ken Mailing Address: P.O. box 1031

* Contact Last Name: Costa Mailing City: Tehachapi

* Contact Email Address: ken.costa@cdcr.ca.gov Mailing State: California

* Contact Phone Number: (661) 822-4402 x Mailing ZIP Code: 93561

Contact Fax Number: (661) 823-5014

Facility Name/Address

* Facility Name: California Correctional Institution

* Number of Employees: 50

* Physical Address: P O Box 1031 End of HWY 202

* Physical City: Tehachapi

* Physical State: California

* Physical ZIP Code: 93581

* Physical County: Kern

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

5. Select 'Save' to save your changes. A message will appear validating that all required facility information has been entered.
6. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

Facilities
 ✓ The Facilities section is complete.
 Enter the number of employees in the Employees column and select the "Update Number of Employees" button below. Select a facility to edit address or contact information.

The suggested address is PO Box 1031, Tehachapi, CA 93581
 Facility information has been saved, but please check physical and mailing address carefully as they may be invalid
 Facility updated successfully.

Add Facility

NAME	PHYSICAL ADDRESS	EMPLOYEES	CONTACT	CONTACT MAILING ADDRESS	CONTACT EMAIL ADDRESS	CONTACT PHONE	CONTACT FAX
California Correctional Institution	P O Box 1031 End of HWY 202 Tehachapi, CA 93581	<input type="text" value="50"/>	Ken Costa	P.O. box 1031 Tehachapi, CA 93561	ken.costa@cdcr.ca.gov	(661) 822-4402	(661) 823-5014
Total Employees:		50					

Page 1 of 1 Export To Excel Count: 1

Update Number of Employees

Adding a facility

1. Select 'Add Facility'.

Facilities
 ✓ The Facilities section is complete.
 Enter the number of employees in the Employees column and select the "Update Number of Employees" button below. Select a facility to edit address or contact information.

Number of employees have been updated successfully.

Add Facility

NAME	PHYSICAL ADDRESS	EMPLOYEES	CONTACT	CONTACT MAILING ADDRESS	CONTACT EMAIL ADDRESS	CONTACT PHONE	CONTACT FAX
California Correctional Institution	P O Box 1031 End of HWY 202 Tehachapi, CA 93581	<input type="text" value="50"/>	Ken Costa	P.O. box 1031 Tehachapi, CA 93561	ken.costa@cdcr.ca.gov	(661) 822-4402	(661) 823-5014
Total Employees:		50					

Page 1 of 1 Export To Excel Count: 1

Update Number of Employees

2. The *Facility Detail* page will display.
3. Enter all the facility information including the required fields marked with a red asterisk and select 'Save'. Select the "Make the contact for this Facility the same as the Agency's Recycling Coordinator" checkbox if the recycling coordinator contact information is the same as the facility contact. This will copy over the recycling coordinator contact name, address and phone number to the facility contact name, address and phone number.
4. You must enter the number of employees to complete the *Facilities* section.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Facility Detail
Facility Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

Facility Name

Enter information and select save.
 Fields marked with * (asterisk) are required.

Save Cancel

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

* Contact First Name: Mailing Address:
 * Contact Last Name: Mailing City:
 * Contact Email Address: Mailing State: California
 * Contact Phone Number: x Mailing ZIP Code:
 Contact Fax Number:

Facility Name/Address

* Facility Name:
 * Number of Employees:
 * Physical Address:
 * Physical City:
 * Physical State: California
 * Physical ZIP Code:
 * Physical County: Select a county

Enter information and select save.
 Fields marked with * (asterisk) are required.

Save Cancel

5. Select 'Save' to save your changes.
6. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

Deleting a facility

1. Select the name of the facility in the *Facilities* section. The *Facility Detail* page will appear.
2. Select 'Delete'. A message will ask if you are sure you want to delete the facility.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Facility Detail
Facility Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Report

Facility Name: California Correctional Institution

Back Edit Delete

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

Contact First Name: Ken Mailing Address: P.O. box 1031
 Contact Last Name: Costa Mailing City: Tehachapi
 Contact Email Address: ken.costa@cdcr.ca.gov Mailing State: California
 Contact Phone Number: (661) 822-4402 x Mailing ZIP Code: 93561
 Contact Fax Number: (661) 823-5014

3. Select 'Confirm' to delete the facility or 'Cancel' if you do not wish to delete it.

SARC Home > Annual Reports > Annual Report Home > Agency Detail > Facility Detail
Facility Detail: California Correctional Institution (Report Year: 2011)

Summary Agency **Disposal** Programs Reports

Facility Name: California Correctional Institution

Are you sure you want to Delete? 

Confirm  Cancel

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

Contact First Name: <input type="text" value="Ken"/>	Mailing Address: <input type="text" value="P.O. box 1031"/>
Contact Last Name: <input type="text" value="Costa"/>	Mailing City: <input type="text" value="Tehachapi"/>
Contact Email Address: <input type="text" value="ken.costa@cdcr.ca.gov"/>	Mailing State: <input type="text" value="California"/>
Contact Phone Number: <input type="text" value="(661) 822-4402"/> x <input type="text"/>	Mailing ZIP Code: <input type="text" value="93561"/>
Contact Fax Number: <input type="text" value="(661) 823-5014"/>	

Disposal

Annual Per Capita Disposal

The *Disposal* section is where you enter all information related to total annual disposal by your state agency or large state facility, the total number of employees and non-employees at your agency or facility, and information on how these number were determined. You are also required to answer questions on the types of waste at your agency or facility and any difficulties you may have in your diversion programs. Once you have completed the section, you can see your final per capita disposal calculations for the year and determine if it is below or is over your disposal target.

Starting/Editing the Disposal Section

1. To view the *Disposal* section, select 'Disposal' from the tabs or select 'Enter Annual Per Capita Disposal Information' from the *Annual Report Checklist*.

SARC Home > Annual Reports > Annual Report Home > Summary
Annual Report Summary: California Rehabilitation Center (Report Year: 2011)

Summary Agency **Disposal** Programs Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

-  [Verify/Update Agency Information](#)
-  [Verify/Update Contact Information](#)
-  [Verify/Update Facility Information](#)
-  [Enter Annual Per Capita Disposal Information](#) 
-  [Enter Program Information](#)
-  [Submit Annual Report](#)

Enter any additional information you wish to provide in your Annual Report.

2. Select 'Edit'.
3. To complete the *Disposal* section you must enter data and explanations in all the fields listed with an asterisk and select 'Save'.

Employees and Non-Employee Population

4. *Total Number of Employees* is automatically tabulated from the number of employees you entered in your Agency information, including all employees you entered for each facility if applicable.
5. Enter a description of the total number of employees at the agency, who was included in this number and how the number of employees was determined.
6. Enter the *Total Number of Non-employees* population at your agency. If your agency does not have a non-employee population you still must enter '0' to complete this field.
7. *Non-employee Population Type* is listed based on what was reported in previous report years.
8. Enter a description of the total number of non-employees at the agency, who was included in this number and how the non-employee population number was determined.
9. If you no longer wish to report the non-employee population or need to change the non-employee population type, select the link to your CalRecycle representative to send an e-mail request.

[SARC Home](#) > [Annual Reports](#) > [Annual Report Home](#) > Annual Per Capita Disposal

Annual Per Capita Disposal: California Rehabilitation Center (Report Year: 2011)

[Summary](#) [Agency](#) [Disposal](#) [Programs](#) [Reports](#)

The State Agency Waste Management Annual Report is based on the previous calendar year (January 1 through December 31). According to statute, employee data and disposal data is required in order to determine your agency/facility's Annual Per Capita Disposal rate (expressed in pounds per person per day).
Your agency/facility is responsible for retaining source documentation related to the data reported herein.

[Edit information and select Save.](#)
Fields marked with * (asterisk) are required.

Employees

Total Number of Employees: 500

* Explain who was included in this number and explain how this employee number was calculated:

Non-Employee Population

* Total Number of Non-employees:

Non-employee Population Type: Contractors

* Explain who was included in this number and explain how this non-employee number was calculated:

If you reported a non-employee population in the past, but you no longer wish to do so, please contact [Tara Gauthier](#) to discuss.

Disposal

10. For *Total amount Disposed* enter the total amount of disposal (taken to a landfill or transformation facility), for the year, in tons, from all facilities listed in your annual report. This number could be obtained from actual disposal weights provided by your waste hauler(s); estimates using weight-to-volume conversions; extrapolating from waste assessments, or from waste information provided by building management, etc. Using the same method to calculate this number, consistently each year, is important.

11. Enter a description of how your disposal number was calculated for your agency and facilities.
12. If you claim a transformation amount, enter the amount you wish to claim in the *Total amount of Transformation* field. (Claiming this tonnage is optional). "Transformation" means incineration, pyrolysis, distillation, or biological conversion other than composting. "Transformation" does not include composting, gasification, or biomass conversion.
13. **Do not include any diversion or recycling tons** in the transformation field, only waste taken to one of three CalRecycle-permitted facilities in California. Waste sent to any other facility cannot be claimed as transformation. These facilities are:
 - o [Commerce Waste to Energy](#) in Commerce.
 - o [Covanta Stanislaus Inc.](#) in unincorporated Stanislaus County.
 - o [Southeast Resource Recovery](#) in Long Beach.

Disposal

* Total amount Disposed: _____ tons (2000 pounds = 1 ton)

Total amount of Transformation: _____ tons

* Explain how the disposal number was calculated. Explain how the transformation number was determined (if applicable):

Disposal Questions

1. To help CalRecycle staff understand the disposal and recycling at your agency or facility and assist you with any disposal questions, please complete the following questions:
 - a. Describe the types of materials thrown away by your agency or facility.
 - b. Describe the difficulties, obstacles or challenges you have had finding ways to reuse, recycle or compost the aforementioned materials at your agency or facility.

Help us to understand your disposal so that we may assist you in finding ways to increase diversion.

* What types of waste materials are still thrown away (not reused, recycled, or composted)?

* What difficulties or obstacles have you had with finding ways to reuse, recycle, or compost these types of waste materials?

2. Once you have completed all the required fields select 'Save' to save your data and complete the section.

Annual Results

- Once you have completed all the required fields for the *Disposal* section including your agency or facility disposal tons and population amounts select 'Save'. The *Annual Results* box will display your calculated per capita disposal rate. Your agency's calculated annual disposal rate is listed next to your target rate for employee population and non-employee population if applicable.

The term 'Target' refers to a per capita disposal calculation approximately equivalent to the 50 percent diversion requirement. The term 'Annual' refers to the current Reporting-Year per capita disposal rate. The 'Target' and 'Annual' rates are compared to each other. To achieve compliance, an agency's Annual rate should be less than the Target. However, this is used as one indicator of the effectiveness of your waste reduction and diversion programs.

Annual Results

Per Capita Disposal Rate (pounds/person/day):	Employee Population		Visitor Population	
	Target	Annual	Target	Annual
	4.70	2.44	0.20	0.00

[Employee Disposal Trend Chart](#) [Visitor Disposal Trend Chart](#)

Note: The Annual Per Capita Disposal, in comparison with the Disposal Target, is not the sole determination of compliance. CalRecycle evaluates agencies/facilities on their waste reduction, reuse, recycling, composting, and buy recycled programs.

- An explanation field appears if you exceed your target employee rate and it must be filled out to complete the *Disposal* section. Enter a description as to why you think the annual per capita disposal rate is greater than your agency's target rate. For more information about agency disposal, select the 'Employee Disposal Trend Chart' or the 'Non-Employee Disposal Trend Chart' links to view disposal trend charts.

Annual Results

Per Capita Disposal Rate (pounds/person/day):	Employee Population		Contractor Population	
	Target	Annual	Target	Annual
	8.0	32.88	1.9	0.00

[Employee Disposal Trend Chart](#) [Contractor Disposal Trend Chart](#)

Note: The goal is for an agency's Annual Per Capita Disposal to be less than the Disposal Target. The Annual Per Capita Disposal, in comparison with the Disposal Target, is not the sole determination of compliance. CalRecycle evaluates agencies/facilities on their waste reduction, reuse, recycling, composting, and buy recycled programs.

* Please provide an explanation as to why the Annual Per Capita Disposal Rate is greater than the Disposal Target

Completing the Disposal Section

- Once you have entered all the required information, and selected 'Save' for the *Disposal* section a message will appear at the top of the page confirming that the *Disposal* section is complete.

SARC Home > Annual Reports > Annual Report Home > Annual Per Capita Disposal

Annual Per Capita Disposal: California Rehabilitation Center (Report Year: 2011)

Summary Agency Disposal Programs Reports

✓ The Disposal section is complete.

The State Agency Waste Management Annual Report is based on the previous calendar year (January 1 through December 31). According to statute, employee data and disposal data is required in order to determine your agency/facility's Annual Per Capita Disposal rate (expressed in pounds per person per day). Your agency/facility is responsible for retaining source documentation related to the data reported herein.

Annual per capita disposal data updated successfully.

Back Edit

Programs

The *Programs* section contains all information related to waste diversion programs implemented at your facilities, including Waste Prevention/Re-use, Material Exchange, Recycling, Organics Recycling, Green Procurement, Training and Education. You are required to provide detailed description of the agency's program activities including efforts to prevent the generation of waste and efforts to reduce waste disposal. Please review each program by entering or updating all activities implemented during the report year.

Note: Please review activities in each program to ensure accuracy even if there is no change in the program information.

Reviewing Program Activities

1. To view program information, select the *Programs* tab or 'Enter Program Information' in the *Annual Report Checklist*. This will take you to the *Annual Report Programs* page.

SARC Home > Annual Reports > Annual Report Home > Summary

Annual Report Summary: California Correctional Institution (Report Year: 2011)

Summary | Agency | Disposal | **Programs** | Reports

Annual Report Checklist

Select a section below to verify and complete the Annual Report.

- [Verify/Update Agency Information](#)
- [Verify/Update Contact Information](#)
- [Verify/Update Facility Information](#)
- [Enter Annual Per Capita Disposal Information](#)
- [Enter Program Information](#)
- [Submit Annual Report](#)

Enter any additional information you wish to provide in your Annual Report.

Submit Annual Report | Save Additional Information

2. The *Annual Report Programs* page lists all program areas that you need to complete for your agency. The number of programs that must be reviewed and completed will be displayed at the bottom of the *Selected Activity Count* column. You can select the link 'View Programs Implemented in 2010' to view all programs activities selected and implemented during the previous year.
3. To view a program, select a program under the *Program Name* column. The *Program Detail* page will display.

SARC Home > Annual Reports > Annual Report Home > Programs

Annual Report Programs: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

✗ The Programs section is incomplete. All Programs must be reviewed.

CalRecycle reviews and analyzes each agency/facility's success in meeting the 50% diversion mandate. This includes reviewing an agency/facility's diversion activities. This section includes the waste management hierarchy of programs to reduce, reuse, recycle, compost; as well as to buy recycled content products.

Select each Program area and identify all activities that were implemented during 2011.

[Review and submit](#) the Annual Report after selecting all of your program activities [View Programs Implemented in 2010](#)

PROGRAM NAME	PROGRAM DESCRIPTION	SELECTED ACTIVITY COUNT
Recycling	Recycling is the practice of collecting and diverting materials from the waste stream for remanufacturing into new products, such as recycled-content paper. The programs listed reflect this practice.	Please review this program
Organics Recycling	Programs that increase diversion of organic materials from landfill disposal for beneficial uses such as compost, mulch, and energy production.	Please review this program
Material Exchange	Programs that facilitate and promote the exchange and reuse of unwanted or surplus materials, equipment, offices supplies and other goods.	Please review this program
Waste Prevention/Re-use	Programs in this section support (a) Waste Prevention: actions or choices that reduce waste, and prevent the generation of waste in the first place; and (b) Re-use: using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical form of the object or material.	Please review this program
Green Procurement	Programs that promote green purchasing practices, including the purchase of goods and materials that are made from recycled or less harmful ingredients such as, post-consumer recycled content copy paper or less toxic cleaning products. View sample policies and the Department of General Services Buying Green website .	Please review this program
Training and Education	Programs to reduce trash, re-use, recycle, compost, and to buy green products are more effective when employees are aware, involved and motivated. How does your agency train and educate employees, and non-employees (if applicable) regarding existing waste management and recycling programs?	Please review this program

Page 1 of 1 Export To Excel Count: 6

4. Select 'Edit' to choose program activities. Place a check next to the types of activities implemented at your facilities during the report year.
5. If 'Other' is checked, please provide an explanation in the program notes box at the bottom of the page.
6. Mark the 'None' box if your agency does not have any listed activity implemented during the reporting year. Note: if you check 'None' after checking other program activities, this will uncheck all activities above it.
7. Enter information in the notes field located at the bottom of the page if you wish to provide a detailed description of your program activities.

SARC Home > Annual Reports > Annual Report Home > Programs > Program Detail
Program Detail: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

Edit information and select Save.
 Fields marked with * (asterisk) are required.

Save Cancel

[View Programs Implemented in 2010](#)

Recycling
 Identify the materials that are collected for recycling at your facility/facilities.

- Beverage containers
- Glass
- Plastics (#3-7)
- Carpet
- Cardboard
- Newspaper
- Office paper (white)
- Office paper (mixed)
- Confidential shredded paper
- Copier/toner cartridges
- Scrap metal
- Wood waste
- Textiles
- Ash
- Sludge (sewage/industrial)
- Tires
- White goods
- Construction materials/debris
- Rendering
- Other (explain in Agency Program Notes below)
- None

8. Once all activities for the program have been checked, select 'Save'. A message will appear confirming that the program has been updated successfully. The number of selected diversion activities for the program will also be displayed.

SARC Home > Annual Reports > Annual Report Home > Programs
Annual Report Programs: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

✗ The Programs section is incomplete. All Programs must be reviewed.

Organics Recycling program updated successfully.

CalRecycle reviews and analyzes each agency/facility's success in meeting the 50% diversion mandate. This includes reviewing an agency/facility's diversion activities. This section includes the waste management hierarchy of programs to reduce, reuse, recycle, compost; as well as to buy recycled content products.

Select each Program area and identify all activities that were implemented during 2011.

[Review and submit](#) the Annual Report after selecting all of your program activities [View Programs Implemented in 2010](#)

PROGRAM NAME	PROGRAM DESCRIPTION	SELECTED ACTIVITY COUNT
Recycling	Recycling is the practice of collecting and diverting materials from the waste stream for remanufacturing into new products, such as recycled-content paper. The programs listed reflect this practice.	7 selected activities
Organics Recycling	Programs that increase diversion of organic materials from landfill disposal for beneficial uses such as compost, mulch, and energy production.	4 selected activities
Material Exchange	Programs that facilitate and promote the exchange and reuse of unwanted or surplus materials, equipment, offices supplies and other needs.	Please review this program

Reviewing Program Activities – Community Colleges

If your agency is a college you should enter tons diverted for each activity selected. Community college districts are required by Public Resource Code Section 42927 to annually provide to CalRecycle information on the quantities of recyclable materials collected for recycling.

- a. Select 'Edit'.
- b. Select activity.

- c. Enter total tons next to the activity.
- d. Provide a detailed description of selected activities in the text box.
- e. Select 'Save'

SARC Home > Annual Reports > Annual Report Home > Programs > Program Detail

Program Detail: Butte College (Report Year: 2011)

Summary Agency Disposal Programs Reports

Back Edit

[View Programs Implemented in 2010](#)

Material Exchange

Identify your agency/facility's efforts to donate or exchanges materials, supplies, equipment, etc.
Your agency is responsible for retaining source documentation related to the diversion tons reported herein.

Total Tons Diverted (2000 pounds = 1 ton)

<input type="checkbox"/> Nonprofit/school donations	<input type="text"/>	tons
<input type="checkbox"/> Internal property reutilizations	<input type="text"/>	tons
<input type="checkbox"/> State surplus (accepted by DGS)	<input type="text"/>	tons
<input type="checkbox"/> Used book exchange/buy backs	<input type="text"/>	tons
<input type="checkbox"/> Employee supplies exchange	<input type="text"/>	tons
<input type="checkbox"/> Other (explain in Agency Program Notes below)	<input type="text"/>	tons
<input type="checkbox"/> None		

Please provide details describing your material exchange activities:

- 9. When all programs have been reviewed and updated, a message will appear confirming that the *Programs* section is complete. You can select the *Summary* tab to verify that the check next to 'Enter Program Information' is green.

SARC Home > Annual Reports > Annual Report Home > Programs

Annual Report Programs: California Correctional Institution (Report Year: 2011)

Summary Agency Disposal Programs Reports

✓ The Programs section is complete.

Training and Education program updated successfully.

CalRecycle reviews and analyzes each agency/facility's success in meeting the 50% diversion mandate. This includes reviewing an agency/facility's diversion activities. This section includes the waste management hierarchy of programs to reduce, reuse, recycle, compost; as well as to buy recycled content products.

Select each Program area and identify all activities that were implemented during 2011.

[Review and submit](#) the Annual Report after selecting all of your program activities [View Programs Implemented in 2010](#)

PROGRAM NAME	PROGRAM DESCRIPTION	SELECTED ACTIVITY COUNT
Recycling	Recycling is the practice of collecting and diverting materials from the waste stream for remanufacturing into new products, such as recycled-content paper. The programs listed reflect this practice.	7 selected activities
Organics Recycling	Programs that increase diversion of organic materials from landfill disposal for beneficial uses such as compost, mulch, and energy production.	4 selected activities
Material Exchange	Programs that facilitate and promote the exchange and reuse of unwanted or surplus materials, equipment, offices supplies and other goods.	3 selected activities
Waste Prevention/Re-use	Programs in this section support (a) Waste Prevention: actions or choices that reduce waste, and prevent the generation of waste in the first place; and (b) Re-use: using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical form of the object or material.	7 selected activities
Green Procurement	Programs that promote green purchasing practices, including the purchase of goods and materials that are made from recycled or less harmful ingredients such as, post-consumer recycled content copy paper or less toxic cleaning products. View sample policies and the Department of General Services Buying Green website .	4 selected activities
Training and Education	Programs to reduce trash, re-use, recycle, compost, and to buy green products are more effective when employees are aware, involved and motivated. How does your agency train and educate employees, and non-employees (if applicable) regarding existing waste management and recycling programs?	11 selected activities

Page 1 of 1 Export To Excel Count: 6

Submit Annual Report

1. To submit the Annual Report, select the *Summary* tab to review and make sure all sections of your agency annual report are complete. This will lead you to the *Annual Report Summary* page.



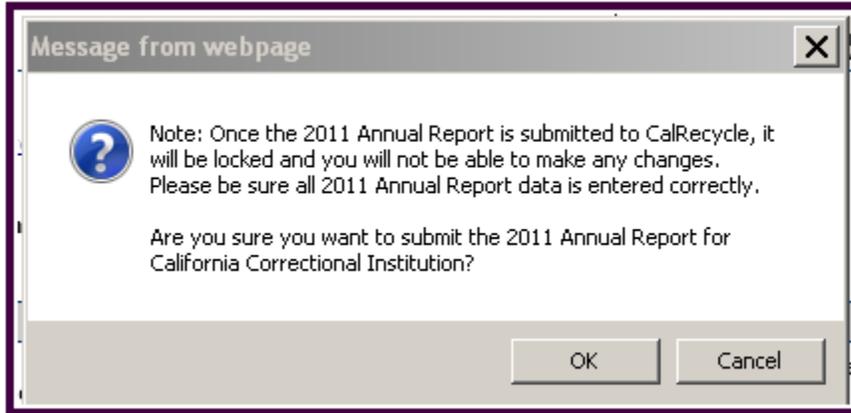
2. The *Annual Report Summary* page is a high level overview of your annual report. To review various sections of your agency's report, select the applicable link from the checklist or a tab located at the upper right corner of the page.
3. When all the sections in the *Annual Report Summary* have been completed, the 'Submit Annual Report' button will be visible. You may do a quick review of all sections of your annual report before submitting it: *Agency, Facilities, Contacts, Disposal, and Program* activities. If any of the information needs to be updated or edited, select the applicable section from the *Annual Report Checklist* or applicable tab on the upper right corner of the page and make necessary changes (remember to select 'Edit', then 'Save').

If you wish to provide additional information in your annual report, enter information in the box to the right of the checklist, and select 'Save Additional Information'.

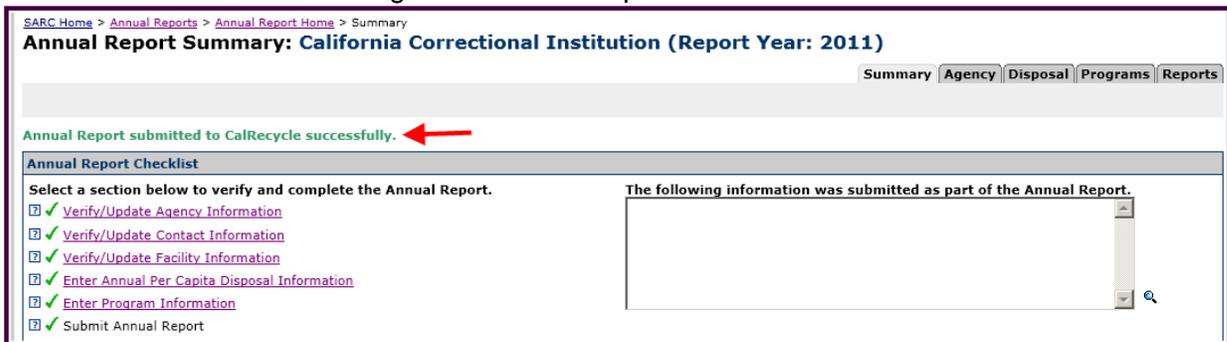


4. Select 'Submit Annual Report' to submit your annual report. A message will display asking you to make sure your annual report data is entered correctly, and if you want to submit the report. Select 'OK' to submit the annual report or 'Cancel' if you do not wish to submit it.

Note: Once you submit the annual report, you will no longer be able to make any changes to it. To request changes to your annual report after it's submitted contact your CalRecycle representative.

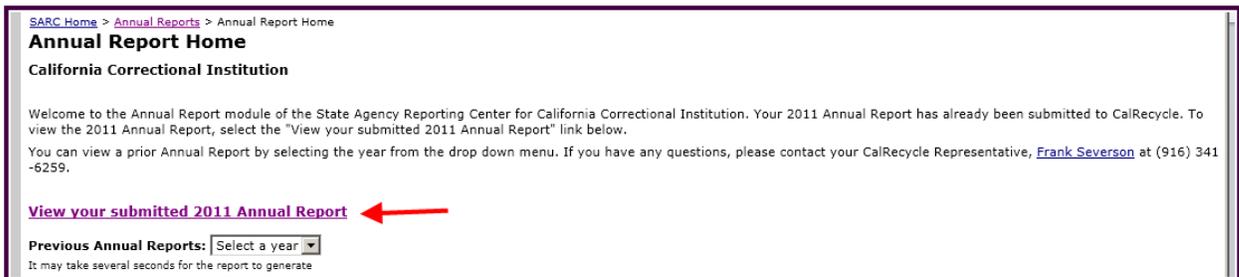


- Once you select the 'Submit Annual Report' button, a message will appear on top of the *Annual Report Summary* page confirming the report has been submitted successfully. You will receive an email confirming the submitted report.



Updating Submitted Annual Reports

- If you need to update an annual report that has been submitted, please contact your CalRecycle representative. If you experience technical difficulties or have questions about your annual report, please contact your CalRecycle representative before submitting it, <http://calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx>
- To view your submitted annual report, log into SARC and go to the *Annual Report Home* page, and select 'View your submitted Annual Report'.



Reports and Charts

To view the *Reports* section for your agency select the *Reports* tab.

Viewing Annual Reports

To view a summarized SARC annual report for any year from 2000 to the current report year select a year in the dropdown and select the 'View Annual Report' link. The report will be displayed in Adobe PDF format and is in a printer friendly format.

Program Listings

To view a listing of implemented programs for your agency for a given year, select a year in the dropdown and select the 'Program List' link.

[SARC Home](#) > [Annual Reports](#) > [Annual Report Home](#) > Reports

Reports: San Diego City College (Report Year: 2011)



Disposal Tons Charts and Tables

The disposal tons *Charts and Tables* reports offer disposal trend and comparison charts for your agency. Select the name of the corresponding report to run the report. Reports are displayed in PDF format and are in printer friendly format.

Report Descriptions:

Disposal Comparisons (table):

A comparison table of agency disposal tons, employee per capita and non-employee per capita disposal rate data for all annual report years starting from 2000 to the present report year.

Disposal Tons Trend Chart:

A graph of your agency's total tons disposed from 2001 to the current annual report year.

Employee/Non-Employee Trend Chart:

The chart displays a graph of your agency's employee population and non-employee population (if applicable) from 2001 to the current annual report year.

Charts and Tables

[Disposal Comparisons](#)



[Disposal Tons Trend Chart](#)



[Employee/Non-Employee Trend Chart](#)



State Agency Reporting Center <https://secure.calrecycle.ca.gov/SARC/>

Contact: [Recycling Coordinator](#) (916) 341-6199

My Agencies

The *My Agencies* section is used to make overall updates to your agency, facility and contact information *at any time of the year* not just during the annual report period.

Agency Search

To access the *My Agencies* section, select 'My Agencies' from the left navigation menu. The list of agencies you are assigned to will appear. The list can be sorted by any of the column headings by selecting the column name.

1. The list of agencies can be filtered by the following options using the agency search feature:
 - Under *Agency Name* enter the agency you wish to view. Enter a partial name or phrase to search for agencies containing that phrase (Ex: "San" for San Diego).
 - Enter address, city or zip code to refine your search even more.
 - Filter the search by county.
 - Select 'Search' to view a list of agencies filtered by the options selected.
 - To clear the filtered list of agencies select 'Clear Search'. The list will be reset to the agencies assigned to you.
2. To view agency data select the agency name

SARC Home > My Agencies

Agency Search

Agency Name:

Address:

City:

ZIP Code:

County:

AGENCY NAME	RECYCLING COORDINATOR	CAL RECYCLE REPRESENTATIVE
Agnews Developmental Center	Valerie Dunn (408) 451-6130	Alan White (916) 341-6463
California Rehabilitation Center	Cathy Spencer (951) 273-2909	Tara Gauthier (916) 341-6258
San Diego City College	Jose Lopez (619) 388-6422	Tara Gauthier (916) 341-6258
Wildlife Conservation Board	Sharonnda Morris (916) 445-5138	Paulna Lawrence (916) 341-6521

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My Agencies Overall Features

The *My Agencies* section is divided into four tabs which let you view and edit information about your agency.



Overall Features

Edit You must select the 'Edit' button to update or change your information. When you enter a section or screen the default mode is 'view only' in which data can't be changed or updated. This helps to protect information and allows the user to safely view and browse data already entered.

Back 'Back' returns you to the *Agency Summary* page or a section home page such as *Contacts* or *Facilities*.

Save Use the 'Save' button to complete a page and save all of your information. If you navigate off a page without first saving, your information will be lost.

Cancel Use the 'Cancel' button to stop the edit mode and revert your page back to the last saved screen.

List Features

Sorting:

Most lists of data can be sorted by a column in ascending or descending order. To sort a list select the column name to sort by ascending order. Select the column name again to sort by descending order. If the column name can not be selected then the list is not sortable by that column.

Exporting to Excel:

Most listings can be exported to Excel. Select the 'Export to Excel' link to load the list into Excel.



Summary

The first screen displayed after you select the agency is the *Agency Summary* screen. You can view this screen at any time by selecting the *Summary* tab. The *Agency Summary* screen gives an overview of agency information including agency name, address, status, the type of agency and the number of employees.

Some other key features of the *Summary* section include:

- View Map
 - If the system is able to map your agency's address, a view map feature will appear. Select the 'View Map' link to view a map of your agency and its location. The map can be zoomed in or out and has many features found in web maps. The View Map feature is also available on the *Agency Detail* page
- Contact your CalRecycle representative or recycling coordinator
 - Select the name of the CalRecycle representative or recycling coordinator to open an e-mail message with the e-mail address of your respective contact.

[SARC Home](#) > [My Agencies](#) > Agency Summary

Agency Summary: **Wildlife Conservation Board (Modified)**

Summary | Agency | Contacts | Facilities

Agency Information

Wildlife Conservation Board
1416 Ninth Street
Sacramento, CA 95814
[View Map](#)
Current Status: Active

Total Number of Employees: 0
Report Type: Modified
CalRecycle Representative: [Paulina Lawrence](#) (916) 341-6521
Recycling Coordinator: [Shaironda Morris](#) (916) 445-5138

Agency

The *Agency* tab allows you view and edit all information for an agency.

Updating Agency Information

1. To view agency information select the *Agency* tab. The *Agency Detail* screen will appear showing all agency data.
2. To make changes to an agency select 'Edit'.

SARC Home > My Agencies > Agency Detail
Agency Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Back Edit

Agency Name: Wildlife Conservation Board

Physical Address: 1416 Ninth Street [View Map](#)
Physical City: Sacramento
Physical State: California
Physical ZIP Code: 95814
Physical County: Sacramento
Jurisdiction:

Mailing Address: Mailing Address is the same as Physical Address
Mailing City:
Mailing State: Select a state
Mailing ZIP Code:

Number of Employees at Agency:
Total Number of Employees:

Report Type: Modified
CalRecycle Representative: [Paulina Lawrence](#) (916) 341-6521

Back Edit

3. Required fields will be listed with a red asterisk next to them. To save the agency record you must complete the required fields before selecting 'Save'. In the example below the mailing address has not been completed and selecting 'Save' gave a message that the required fields must be filled out before the agency data can be saved.
4. To copy over the physical address to the mailing address select the 'Mailing Address is the same as Physical Address' checkbox.
5. Make sure to enter the number of employees at the agency itself (e.g. at agency headquarters).

Agency Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

- Please enter a Mailing Address
- Please enter a Mailing City
- Please select a Mailing State
- Please enter a Mailing ZIP Code
- Please enter a Jurisdiction.
- Please enter the Number of Employees.

Edit information and select Save.

Fields marked with * (asterisk) are required.

Save Cancel

* Agency Name: Wildlife Conservation Board

Mailing Address is the same as Physical Address

* Physical Address: 1416 Ninth Street [View Map](#)

* Physical City: Sacramento

* Physical State: California

* Physical ZIP Code: 95814

* Physical County: Sacramento

* Jurisdiction: *

* Mailing Address: *

* Mailing City: *

* Mailing State: Select a state *

* Mailing ZIP Code: *

Number of Employees at Agency: *

Total Number of Employees: *

* Report Type: Modified

* CalRecycle Representative: Paulina Lawrence (916) 341-6521

Edit information and select Save.

Fields marked with * (asterisk) are required.

Save Cancel

6. Once you've completed all the required fields and selected 'Save', a message will appear verifying that the agency was updated successfully.
7. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

Agency Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

The suggested address is 1416 9th St, Sacramento, CA 95814

Agency information will be saved but please check physical and mailing address carefully as they may be invalid.

Agency updated successfully.

Back Edit

Agency Name: Wildlife Conservation Board

Mailing Address is the same as Physical Address

Physical Address: 1416 Ninth Street

Mailing Address: 1416 Ninth Street

Physical City: Sacramento

Mailing City: Sacramento

Physical State: California

Mailing State: California

Physical ZIP Code: 95814

Mailing ZIP Code: 95814

Physical County: Sacramento

Number of Employees at Agency: 100

Total Number of Employees: 100

Jurisdiction: Sacramento

Report Type: Modified

CalRecycle Representative: Paulina Lawrence (916) 341-6521

The suggested address is 1416 9th St, Sacramento, CA 95814

Agency information will be saved but please check physical and mailing address carefully as they may be invalid.

Agency updated successfully.

Contacts

In the *Contacts* section you can make changes to your existing agency contacts or add a new contact.

1. To view contact information for your agency select the *Contacts* tab. The *Agency Contacts* screen will appear showing a list of your existing agency contacts and related contact info.
2. To send an e-mail to a contact select the contact e-mail address. A blank message will appear with the e-mail address of the contact.

Viewing and Editing a Contact

1. To view and/or edit all information for a contact select the contact name.

SARC Home > My Agencies > Agency Contacts
Agency Contacts: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Add Contact

NAME	CONTACT TYPE	EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER	PHYSICAL ADDRESS	MAILING ADDRESS
Robert C. Hight	Director				1416 Ninth Street	1416 Ninth Street
Shaironda Morris	Recycling Coordinator	smorris@dfg.ca.gov	(916) 445-5138	(916) 657-2366	1807 13th Street	1807 13th Street

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State Agency Reporting Center <https://securs.ca/recycle.ca.gov/SARC/>
Contact: [Recycling Coordinator](#) (916) 341-6199

2. Select 'Edit' to change any data for a contact.
3. Fields marked with an asterisk are required and must be completed before the contact data can be saved. Select the 'Mailing Address is the same as Physical Address' checkbox to copy over the contact physical address to the contact mailing address.

SARC Home > My Agencies > Agency Contacts > Agency Contact Detail
Agency Contact Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Contact Name: Shaironda Morris

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

* Contact Type: Recycling Coordinator

* First Name: Shaironda

* Last Name: Morris

* Job Title: Recycling Coordinator

* Email Address: smorris@dfg.ca.gov

* Phone Number: (916) 445-5138 x

Fax Number: (916) 657-2366

Contact Physical Address

* Address: 1807 13th Street

* City: Sacramento

* State: California

* ZIP Code: 95814

* County: Sacramento

Contact Mailing Address

Mailing Address is the same as Physical Address

* Address: 1807 13th Street

* City: Sacramento

* State: California

* ZIP Code: 95814

Edit information and select Save.
Fields marked with * (asterisk) are required.

4. Select 'Save' to save your changes. A message will appear validating that all required contact info has been entered.
5. If the name of the Recycling Coordinator was changed, please contact your CalRecycle representative as secure WebPass information will need to be sent to the new Recycling Coordinator (in order to access the annual report).
6. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

SARC Home > My Agencies > Agency Contacts > Agency Contact Detail

Agency Contact Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Contact Name: Shaironda Morris

The suggested address is 1807 13th St, Sacramento, CA 95811
 Contact information will be saved but please check physical and mailing address carefully as they may be invalid. ←
 Contact updated successfully. ←

Back Edit Delete

Deleting a Contact

1. To delete a contact select 'Delete' on the *Agency Contact Detail* screen. A message will ask if you are sure you want to delete the contact. Select 'Confirm' to delete the contact or 'Cancel' if you do not wish to delete it.

SARC Home > My Agencies > Agency Contacts > Agency Contact Detail

Agency Contact Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Contact Name: Shaironda Morris

Are you sure you want to Delete? ←
 The suggested address is 1807 13th St, Sacramento, CA 95811
 Contact information will be saved but please check physical and mailing address carefully as they may be invalid.
 Contact updated successfully.

Confirm Cancel ←

Contact Type: Recycling Coordinator

First Name: Shaironda

Last Name: Morris

Job Title: Recycling Coordinator

Email Address: smorris@dfg.ca.gov

Phone Number: (916) 445-5138 x

Fax Number: (916) 657-2366

Contact Physical Address

Address: 1807 13th Street

City: Sacramento

State: California

ZIP Code: 95814

County: Sacramento

Contact Mailing Address

Mailing Address is the same as Physical Address

Address: 1807 13th Street

City: Sacramento

State: California

ZIP Code: 95814

Are you sure you want to Delete?
 The suggested address is 1807 13th St, Sacramento, CA 95811
 Contact information will be saved but please check physical and mailing address carefully as they may be invalid.
 Contact updated successfully.

Adding a Contact

1. To add a contact select 'Add Contact' from the main contact screen

SARC Home > My Agencies > Agency Contacts

Agency Contacts: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Add Contact

NAME	CONTACT TYPE	EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER	PHYSICAL ADDRESS	MAILING ADDRESS
Robert C. Hight	Director				1416 Ninth Street	1416 Ninth Street
Shaironda Morris	Recycling Coordinator	smorris@dfg.ca.gov	(916) 445-5138	(916) 657-2366	1807 13th Street	1807 13th Street

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2. Enter all the contact information including the required fields marked with an asterisk and select 'Save' to save the new contact.

SARC Home > My Agencies > Agency Contacts > Agency Contact Detail

Agency Contact Detail: Wildlife Conservation Board (Modified)

Summary Agency Contacts Facilities

Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

* Contact Type: Select a contact type

* First Name:

* Last Name:

* Job Title:

* Email Address:

* Phone Number: x

Fax Number:

Contact Physical Address

* Address:

* City:

* State: California

* ZIP Code:

* County: Select a county

Contact Mailing Address

Mailing Address is the same as Physical Address

* Address:

* City:

* State: California

* ZIP Code:

Enter information and select save.
Fields marked with * (asterisk) are required.

3. If a new contact requires access to the annual report, contact your CalRecycle representative.
4. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

Facilities

In the *Facilities* section you can view and edit an existing facility, delete a facility or add a new one.

1. To view facility information for your agency select the *Facilities* tab. The *Agency Facilities* screen will appear showing a list of your existing facilities and related facility info.
2. To send an e-mail to a facility contact, select the facility contact's e-mail address. A blank message will open up with the e-mail address of the facility contact.

Viewing and Editing a Facility

1. To view and/or edit all information for a facility select the facility name.

SARC Home > My Agencies > Agency Facilities

Agency Facilities: San Diego City College (Full)

Summary | Agency | Contacts | Facilities

Add Facility

NAME	NUMBER OF EMPLOYEES	PHYSICAL ADDRESS	CONTACT	CONTACT EMAIL ADDRESS	CONTACT PHONE
San Diego City College	45	1313 12th Avenue San Diego, CA 92101-4787	Jose Lopez	jlopez@sdccd.edu	(619) 388-6422

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State Agency Reporting Center <https://secure.cairecycle.ca.gov/SARC/>

2. Select 'Edit' to change facility information.
3. Fields marked with an asterisk are required and must be completed before the facility data can be saved. Select the 'Make the contact for this Facility the same as the Agency's Recycling Coordinator' checkbox if the recycling coordinator contact info is the same as the facility contact. This will copy over the recycling coordinator contact name, address and phone to the facility contact name, address and phone.

SARC Home > My Agencies > Agency Facilities > Agency Facility Detail

Agency Facility Detail: San Diego City College (Full)

Summary | Agency | Contacts | Facilities

Facility Name: San Diego City College

Edit information and select Save.
Fields marked with * (asterisk) are required.

Save Cancel

Make the contact for this Facility the same as the Agency's Recycling Coordinator

* Contact First Name: Jose
* Contact Last Name: Lopez
* Contact Email Address: jlopez@sdccd.edu
* Contact Phone Number: (619) 388-6422 x
Contact Fax Number: (619) 388-6439

* Mailing Address: 1544 Frazee Road
* Mailing City: San Diego
* Mailing State: California
* Mailing ZIP Code: 92108

Facility Name/Address

* Facility Name: San Diego City College
* Number of Employees: 45
* Physical Address: 1313 12th Avenue
* Physical City: San Diego
* Physical State: California
* Physical ZIP Code: 92101-4787
* Physical County: San Diego

Edit information and select Save.
Fields marked with * (asterisk) are required.

4. Select 'Save' to save your changes. A message will appear validating that all required facility info has been entered.
5. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

[SARC Home](#) > [My Agencies](#) > [Agency Facilities](#) > Agency Facility Detail

Agency Facility Detail: San Diego City College (Full)

Facility Name: San Diego City College

The suggested address is 1313 Park Blvd, San Diego, CA 92101
 Facility information will be saved but please check physical address and contact mailing address carefully as they may be invalid. ←

Facility updated successfully. ←

Adding a Facility

1. To add a facility, select 'Add Facility' from the *Agency Facilities* screen.

[SARC Home](#) > [My Agencies](#) > Agency Facilities

Agency Facilities: San Diego City College (Full)

←

NAME	NUMBER OF EMPLOYEES	PHYSICAL ADDRESS	CONTACT	CONTACT EMAIL ADDRESS	CONTACT PHONE
San Diego City College		45 1313 12th Avenue San Diego, CA 92101-4787	Jose Lopez	jlopez@sdccd.edu	(619) 388-6422

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2. Enter all the facility info including the required fields marked with an asterisk and select 'Save' to save the new facility.

[SARC Home](#) > [My Agencies](#) > [Agency Facilities](#) > Agency Facility Detail

Agency Facility Detail: San Diego City College (Full)

Enter information and select save.
 Fields marked with * (asterisk) are required. ←

←

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

* Contact First Name:

* Contact Last Name:

* Contact Email Address:

* Contact Phone Number: x

Contact Fax Number:

* Mailing Address:

* Mailing City:

* Mailing State:

* Mailing ZIP Code:

Facility Name/Address

* Facility Name:

* Number of Employees:

* Physical Address:

* Physical City:

* Physical State:

* Physical ZIP Code:

* Physical County:

Enter information and select save.
 Fields marked with * (asterisk) are required.

3. If the physical or mailing address you entered needs to be standardized, a warning message will ask you to make sure the address in question is correct and will suggest a standardized address. It is recommended that you use the standardized address that the system provides.

Deleting a Facility

1. To delete a facility select the facility from the *Agency Facilities* screen.
2. Select 'Delete' on the *Agency Facility Detail* screen.

[SARC Home](#) > [My Agencies](#) > [Agency Facilities](#) > Agency Facility Detail

Agency Facility Detail: San Diego City College (Full)

Facility Name: San Diego City College

Back Edit Delete 

3. A message will ask if you are sure you want to delete the facility. Select 'Confirm' to delete the facility or 'Cancel' if you do not wish to delete it.

[SARC Home](#) > [My Agencies](#) > [Agency Facilities](#) > Agency Facility Detail

Agency Facility Detail: San Diego City College (Full)

Facility Name: San Diego City College

Are you sure you want to Delete? 

Confirm Cancel 

Facility's Contact

Make the contact for this Facility the same as the Agency's Recycling Coordinator

Contact First Name:	<input type="text" value="Jose"/>	Mailing Address:	<input type="text" value="1544 Frazee Rd"/>
Contact Last Name:	<input type="text" value="Lopez"/>	Mailing City:	<input type="text" value="San Diego"/>
Contact Email Address:	<input type="text" value="jlopez@sdccd.edu"/>	Mailing State:	<input type="text" value="California"/>
Contact Phone Number:	<input type="text" value="(619) 388-6422"/> x <input type="text"/>	Mailing ZIP Code:	<input type="text" value="92108"/>
Contact Fax Number:	<input type="text" value="(619) 388-6439"/>		