



Maintaining an SB 1383 Implementation Record

Prepared for So Cal SWANA Founding Chapter Workshop
June 25, 2025





“If it’s not written
down; it didn’t
happen...”

- Unknown

Agenda

Maintaining an SB 1383 Implementation Record (IR)



1. Introductions
2. Setting Up
3. Ongoing Maintenance
4. Checking for Gaps
5. Responding to a JACE Request
6. Lessons Learned
7. Future Considerations



Setting Up an IR

Prepare Yourself With the Following:

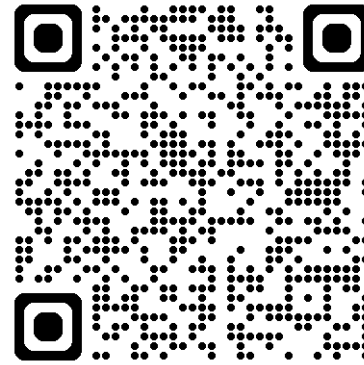


- Legislative Text (14 CCR Section 18995.2)
- CalRecycle Tools
 - Model Implementation Record Tool
 - Model Performance-Based Implementation Record Tool
 - Implementation Record Checklist
 - Capacity Planning Calculators
 - ROWP Procurement Calculator
- CalRecycle Training (11/8/21)
 - PowerPoint
 - Webinar
- Other Trainings
- Use OWR4 Funding for Support



Setting Up an IR

Links to Tools from Prior Slide

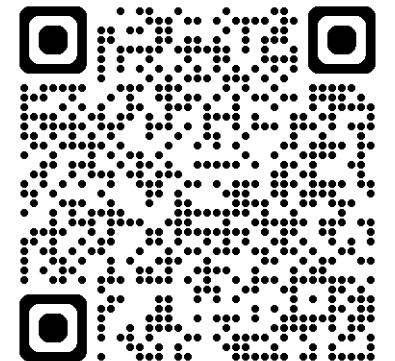


[Implementation Record and Recordkeeping Requirements - CalRecycle Home Page](https://calrecycle.ca.gov/organics/slcp/recordkeeping/implementationrecord/)

<https://calrecycle.ca.gov/organics/slcp/recordkeeping/implementationrecord/>

[Model Reporting Tools - CalRecycle Home Page](https://calrecycle.ca.gov/organics/slcp/reporting/)

<https://calrecycle.ca.gov/organics/slcp/reporting/>



Setting Up an IR

What is an Implementation Record?



01 Enforceable Mechanisms



02 Program Descriptions



03 Organic Waste Collection Services



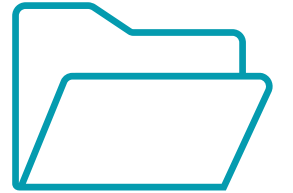
04 Contamination Minimization



05 Waivers and Exemptions



06 Education and Outreach



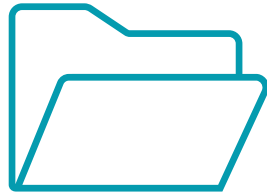
07 Recordkeeping Requirements for the Jurisdiction Hauler Program



08 Edible Food Recovery



09 Recycled Organic Waste Product Procurement



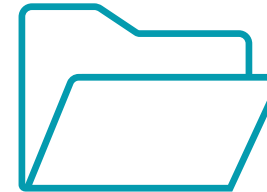
10 Recycled Paper Procurement



11 Inspection and Enforcement



12 Compliance Reviews



13 Complaint Investigation



14 IR Management

Setting Up an IR

Where to Start



- Program Descriptions
 - Inspection and Enforcement
- Enforceable Mechanisms
 - Ordinances or Enforceable Mechanisms
 - Contracts and Agreements
- Other Descriptions/Documentation
 - Organic Waste Collection Services
 - Contamination Minimization
 - Waivers and Exemptions
 - Jurisdiction Hauler Program
 - Recovered Organic Waste Product Procurement
 - Recycled Paper Procurement
- “No Records to Report” Documentation



Setting Up an IR

Progress...



01 Enforceable Mechanisms



02 Program Descriptions



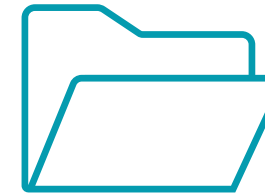
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Setting Up an IR

Records on Records



Jurisdiction Records

- Enforceable Mechanisms
- Contracts & Agreements
- Contamination Minimization
- Waivers and Exemptions
- Education and Outreach
- ROWP & Paper Procurement
- Inspection, Enforcement, Compliance Reviews
- MWELo & CALGreen
- Complaint Investigation

Hauler Records

- Subscription Data
- Contamination Monitoring
- Facility Records
- Education and Outreach

Other Designees

- Education and Outreach
- Capacity Planning
- Regional Waste Characterizations
- Direct Service Providers
- Edible Food Generators
- Food Recovery Organizations

A large, bold, white 'IR' logo set against a teal background, which is shaped like a document with a folded top-right corner. The logo is positioned on the right side of the slide, pointing towards the center from the three record categories.

Setting Up an IR

Jurisdiction Records – Report Files



Jurisdiction Name Here
Monthly SB 1383 Jurisdiction Report

Table of Contents

Tab Location	Tab Name & Link
1	Table of Contents
2	Report Information
3	Education and Outreach
4	Waivers
5	Paper Procurement
6	Recovered Organic Waste
7	Food Recovery Inspections

Jurisdiction Name Here
Annual SB 1383 Implementation Report

Table of Contents

Tab Location	Tab Name & Link
1	Table of Contents
2	Report Information
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4	Recovered Organic Waste
5	Edible Food Generators
6	Food Recovery Organizations

Setting Up an IR

Hauler Records – Report Files



Jurisdiction					
Hauler Report					
1-Table of Contents					
Report for January 2025					
General	Frequency Due	Hauler Check	City Review	Review Note	Agreement Section Reference
0-DDM	Select	Select	Select		
1-Table of Contents	Select	Select	Select		
2-Report Information and Instructions	Select	Select	Select		
A. General Information					
B. Instructions					
C. Due Dates					
Tonnage and Collection	Frequency Due	Hauler Check	City Review	Review Note	Agreement Section Reference
3-Tonnage	Select	Select	Select		
A. Tonnage Summary					
B. Tonnage by Sector					
C. Tonnage by Facility					
D. Recovered Tonnage by Commodity					
4-Other Collection Events	Select	Select	Select		
A. Other Collection Events by Event					
5-Bulky Collection	Select	Select	Select		
<i>SB 1383</i> A. Tonnages Marketed and Disposed					
B. Collection Events					
Customers and Subscription Levels	Frequency Due	Hauler Check	City Review	Review Note	Agreement Section Reference
6-Customers	Select	Select	Select		
<i>SB 1383</i> A. Collection Container Systems Offered					
<i>SB 1383</i> B. Material Streams Collected					
C. AB 341 Compliance					
D. AB 1826 Compliance					

Setting Up an IR Hauler Records – Report Systems



[JURISDICTION NAME] Contamination Summary



Last Data Availability Date: 12/2024
 Last Refresh Date: 06/20/2025

Select Year & Month

Select Sector

All

All

Total Routes Inspected

36

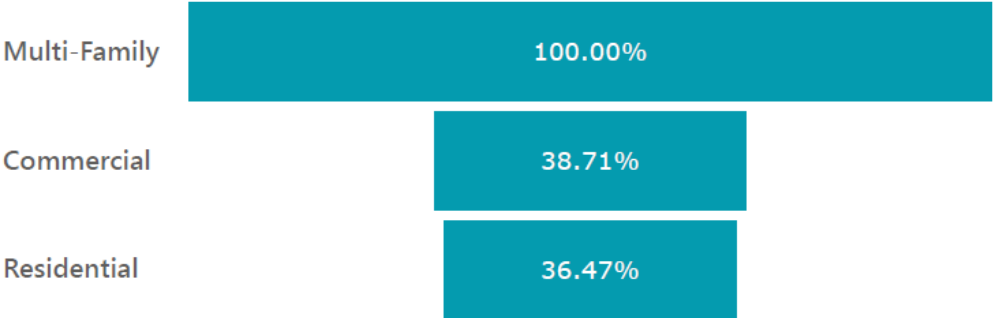
Total Number of Routes

63

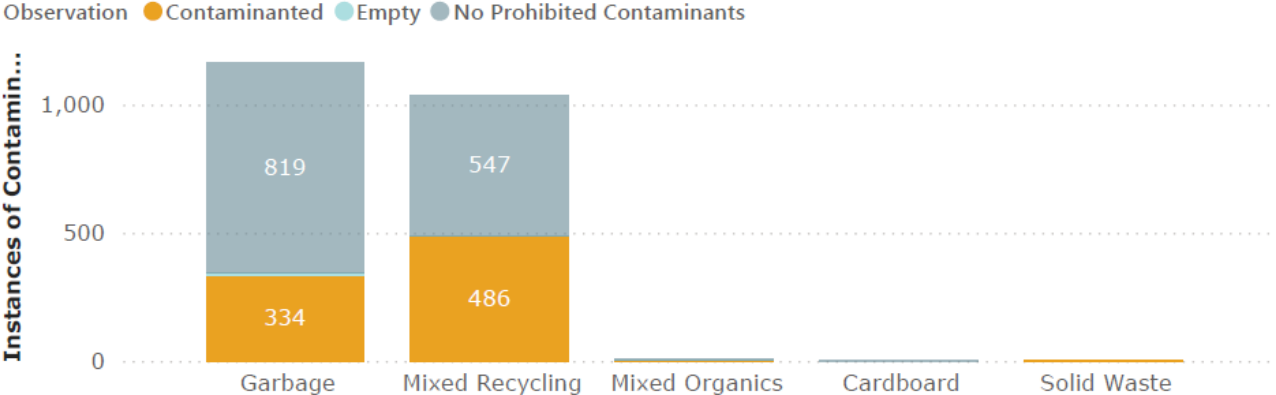
Rec/Org Containers Disposed

820

Percent Contamination of Container Inspections by Sector



Instances of Contamination by Waste Stream and Observation



Setting Up an IR

Setup Complete!



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14 IR Management

Ongoing Maintenance of an IR Records Don't Stop...



- IR Administrator
- Track the following:
 - Individual Record Designees
 - Frequency of Update Needed
 - Last Reviewed
 - Last Updated
 - Status: Missing, Partially Complete, Update Needed, Complete
- Monthly, Quarterly, and Annual Maintenance



Ongoing Maintenance of an IR

Don't Close the Folders!



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Checking for Gaps

Diagnostic of an IR



Options for Checkup

- CalRecycle LAMD
- Internal staff analysis
- Contract audits
- Consultants
 - Gap Analysis
 - IR Day Audit
 - IR Virtual Review



Responding to a JACE Request

Step 1: Fear Not, Your IR is Ready

Step 2: JACE Compliance Evaluation...



- Request a walkthrough meeting
- Strategize with all document parties
- Verify with CalRecycle Checklist Tool
- Confirm external user access
- Request IT support, if needed



Lessons Learned

Sharing of Experience



- Go back to the regulatory text
- Use report templates
- File naming is critical
- Avoid duplicative files
- Use file pathways or links
- Do not delay
- Determine sharing capabilities
- Ask for small extensions
- Verify and confirm accuracy reports
- Help each other and have fun!



Future Considerations

Brainstorm Ideas for IR Enhancements



- Use data for program enhancement
 - Tailored outreach
 - Future legislation
 - Cost adjustments
- Status reports and progress updates
- Desired templates or standard reports
- AI technology



Thank you!



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SB 54 Needs Assessment Survey

Calling all local jurisdictions!

Survey deadline:
July 3

