State of California
Revised February 2006

California Integrated Waste Management Board

Base Year Modification Request Certification
Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base year used in calculating the diversion rate report year generation study for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board
Office of Local Assistance
1001 I Street, (MS-25)
PO Box 4025
Sacramento, CA 95812-4025

General Instructions:
Please select the **ONE** choice below that best explains your request to the Board.
☐ 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
☐ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section I: Jurisdiction Information and Certification
All respondents must complete this section.

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name Campbell	County Santa Clara	
Authorized Signature	Title	
Type/Print Name of Person Signing	Date	Phone ( ) Include Area Code
Person Completing This Form (please print or type)	Title	
Bill Helms		
Affiliation:		

Mailing Address	City	State	ZIP Code
E-Mail Address			

Section II: Information for New Generation-Based Study for Existing or New Base Year	
Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g.,"4").	
Note: New base years must be representative of a jurisdiction's disposal and diversion.	
1. Current Board-approved existing base year:	**2.** Proposed new generation-based study year:
1991	**2004**
3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:	

4. Enter diversion rate information below.			
Diversion rate calculated using existing base year	**a. 40 %**	**Diversion rate calculated using new generation-based study**	**b. 49%**
Existing base year pounds/person/day based on generation	**8.22**	**New generation based study pounds/person/day based on generation**	**10.15**
Existing base year:		**New generation based study:**	
Residential generation 42 %	**Non-Residential generation 58 %**	**Residential generation 24 %**	**Non-Residential generation 76 %**
Population existing generation-based study	35,900	**Population new generation-based study**	38,386
5. Please explain how the new diversion rate is consistent with your current diversion implementation efforts and also explain the specific reasons for the difference.			
6. If the proposed new generation tonnage results in an increase in your pounds per day, please explain how this is consistent with your current diversion implementaion efforts and provide examples (e.g., change in jurisdiction's demographics). In addition, If your pounds per person is over the state average of 11.2 pounds, please explain why.			

Section III - Disposal and Diversion Information

1. Disposal Tonnage (enter values):	5455	30911	36366
	Residential	Non-Residential	**Total**

Please select the **ONE** choice below that best explains your **disposal** data and complete the required tables.

☑ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Number 2.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc and submit with

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc and submit with the new bas year

2. In the table below, list the summarized diversion activities, tonnages,material types, actual or conversion factors, and diversion data records that support your claim and are available for Board verification**Note**: *The Board expects the jurisdiction to be able to provide all back-up documentation, if requested.* Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition and percentage calculations). If any diversion is from restricted wastes, agricultural wastes,inert solids [e.g., concrete, asphalt, dirt, white goods, and scrap metal,] you must identify those programs and waste types and complete Section VI. Survey forms for the top ten businesses must be included as an attachment with the generation study year and should be identified as Attachment IVa.
(Note: The Board has indicated that total source reduction amounts greater than five percent will be scrutinized. Please be prepared to substantiate the amounts.)

Note: Detailed Non-Residential waste audit information for the top ten businesses surveyed must be included in Section IV.

http://www.ciwmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm

Diversion Activity Please use the Board's program types. The program type glossary is online at: www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm	Total Tons (A)	Percent of Total Generation (A/Total Generation)	Specific Material Type(s) (List diversion program activity w/multiple materials in one box)	Indicate whether Actual Tons or Specific Conversion Factor and Source of Factor	Type of Record (include copy with submittal)
Residential Source Reduction Activities					
Backyard composting					
Grasscycling					
Other Residential Source Reduction (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal, Residential Source Reduction	**0**	**0%**			
Residential Recycling Activities					
Curbside Recycling	4548	6%	Paper, plastic, glass, aluminum cans	Actual (totals include 955 tons of Multi-Family Units)	Hauler data
Buyback Centers	968	1%	Aluminum, glass, plastic	Actual	DO/C/DOR report
Drop-off Centers					

Diversion Activity Please use the Board's program types. The program type glossary is online at: www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm	Total Tons (A)	Percent of Total Generation (A/Total Generation)	Specific Material Type(s) (List diversion program activity w/multiple materials in one box)	Indicate whether Actual Tons or Specific Conversion Factor and Source of Factor	Type of Record (include copy with submittal)
Other Residential Recycling (list each program separately)					
City Program					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal, Residential Recycling	**5516**	**8%**			
Residential Composting Activities					
Green Waste Drop-off					
Curbside Green Waste	6302	9%	Grass, leaves, brush, woody debris	Actual	Hauler data
Christmas Tree Program					
Other Residential Composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal, Residential Composting	**6302**	**9%**			
Subtotal, Residential Diversion	**11818**	**17%**			
Non-Residential Source Reduction Activities:					
Non-Residential Waste Audits	**241**	0%	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**
Other Non-Residential Source Reduction (list each program separately)					
City Program	337	0%	Grasscycling in City parks	44.32 acres/7.6 tons/acre/year = 336.83	Public Works
County Program	30	0%	Grasscycling in County parks	4.0 acres/7.6 tons/acre/year = 30.4	Public Works
Schools Program	371	1%	Grasscycling in schools	48.8 acres/7.6 tons/acre/year = 370.88	Public Works
Enter program name					
Enter program name					
Subtotal, Non-Residential Source Reduction	**979**	**1%**			

Diversion Activity Please use the Board's program types. The program type glossary is online at: www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm	Total Tons (A)	Percent of Total Generation (A/Total Generation)	Specific Material Type(s) (List diversion program activity w/multiple materials in one box)	Indicate whether Actual Tons or Specific Conversion Factor and Source of Factor	Type of Record (include copy with submittal)
Non-Residential Recycling Activities:					
Non-Residential Waste Audits	**3166**	4%	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**
Other Non-Residential Recycling (list each program separately)					
Drop Boxes	2347	3%	Wood/rock boxes	Actual	Hauler data
C&D Sort	2639	4%	Wood, concrete, roofing	Actual	Hauler data
City Program--Street Maintenance	7362	10%	Concrete, asphalt	Three year average (9177, 5550, 7360/3=7362.33	City records/contract data
City Program--Sidewalk Repair	432	1%	Concrete	3 yr avg ((17292.04 cf x 150)/2000=1297)/3=432	City records/contract data
Commercial Curbside	1165	2%	OCC and Paper	Actual	Hauler data
Subtotal Non-Residential Recycling	**17112**	**24%**			
Non-Residential Composting Activities					
Non-Residential Waste Audits	**255**	0%	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**	**Detailed information must be included in Section V**
Other Non-Residential Composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	**255**	**0%**			
Subtotal Non-Residential Diversion	**18347**	**26%**			
Other Diversion Activities **(Note: If you are unable to provide the actual residential/non-residential split, please provide your best estimates of the split in each program type or put all the diversion under non-residental.**					
Residential					
ADC					
Sludge (must submit sludge cert form)					
Scrap Metal					
Construction and Demolition					
Landfill Salvage	131	0%	Wood, mixed debris	Actual	Landfill records
Other (e.g., ag waste)					
Subtotal Residential Waste	**131**	**0%**			

Diversion Activity Please use the Board's program types. The program type glossary is online at: www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm	Total Tons (A)	Percent of Total Generation (A/Total Generation)	Specific Material Type(s) (List diversion program activity w/multiple materials in one box)	Indicate whether Actual Tons or Specific Conversion Factor and Source of Factor	Type of Record (include copy with submittal)
Non-Residential					
ADC	53	0%	Green waste and C&D Material	DRS Reported 961. Guadalupe contributed 908 which is included in the hauler data for Residential Compost and Drop Boxes. This tonnage has been subtracted to avoid double counting.	DRS
Water Recharge Program (SCVWD)	0	0%	Silt	Water district estimation.	Santa Clara Valley Water District
Scrap Metal					
Construction and Demolition					
Landfill Salvage	1567	2%	Rock, concrete, other C&D	Actual	Landfill records/C&D operation began in 2001
Landfill Salvage--other sites	2838	4%	Rock, concrete, other C&D	Actual (Deducted 3 tons possible white goods)	Landfill records/C&D operation began in 2001
Other (e.g., ag waste)					
Subtotal Non-Residential Waste	**4458**	**6%**			
Subtotal Residential/ Non-Residential Other Diversion	**4589**	**6%**			
Total Residential/Non-Residential Source Reduction Tons	**979**	**1%**			
Total Diversion Tons	**34754**	**49%**			
Total Disposal Tons from Number 1	**36366**	**51%**			
Total Generation Tons (Div+Dis)	**71120**				
NEW GENERATION STUDY DIVERSION RATE	**49%**				
Additional Information for Report Year Calculations - Biomass and Transformation Activities (Note: you cannot claim both biomass and transformation.)					
Biomass (must submit biomass cert form and must be 10% or less of generation--use the calculator to calculate)					
Transformation					
Report Year Diversion Rate with Biomass or Transformation Credit					

Section IV - Specific Non-Residential Sector Waste Audits

Top 10 Non-Residential Generators

Please complete this table for the top ten non-residential businesses that were surveyed. **Use the business type in lieu of the specific business name** (e.g., grocery store vs. Bestway Grocery Store) List each non-residential business separately from largest to smallest, based on total diversion tons. Audit reference number should be the same number used to identify businesses on the survey/audit sheets, and must be identical to the data in the Section V spreadsheet.

Audit Reference Numbe	Type of Non-Residential Generator	Include Material Type (e.g., paper, grasscycling). (List materials on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section III)	Survey Method Phone (P) Mail (M) On-site (O) Other ___
KN-8	Recycler	OCC, paper, plastics, aluminum		759		759.19	1.1%	**O,M**
KN-1	Grocery	Cardboard, plastic, bone & fat, produce		459		458.87	0.6%	**O,M**
ZN-1	Grocery	Cardboard, food waste, plastic		232	219	451	0.6%	**O**
KN-3	Grocery	Produce, bakery goods, tallow, cardboard	9	294	36	339.405	0.5%	**O**
ZN-4	Retail	Cardboard, pallets		302		301.6	0.4%	**O,M, P**
KN-11	Recycler/shredder	Paper		240		240	0.3%	**P, M**
ZN-2	Grocery	Cardboard		218		218	0.3%	**O**
KN-5	Lumber	Metal, cardboard, wood		202		202	0.3%	**O, M**
KN-9	Recycler/shredder	Paper		199		199	0.3%	**P**
ZN-5	Distributor	Sheetrock, pallets		81		81	0.1%	**O**
Totals			**9.075**	**2985.69**	**255.3**	**3250.065**	4.6%	

Section V - Non-Residential Generator Audit Diversion Spreadsheet

Use the type of business and audit reference number in lieu of the specific business name. For each business include the diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors and sources. Copies of the audit survey form(s) for each of the top ten businesses should be included as an attachment.
Click on the Section Button to add a section for another generator (ten rows and a subtotal row added to the table for each new generator). If you have any questions, please contact your OLA Representative at (916) 341-6199.

Add Section

Non-Residential Generator Audit Diversion

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
KN 1	Grocery	Cardboard	Actual		269.57		**269.57**
		Plastic	Actual		8.32		**8.32**
		Bone & Fat	Actual		33.28		**33.28**
		Organics-Produce	Actual		147.7		**147.7**
Subtotal -				**0**	**458.87**	**0**	**458.87**
KN-2	Retail	Cardboard	1 bale per week @ 1000 lbs x 52=78,000 / 2000 lbs - 26 tons. Estimate provided by company. Verified onsite.		26		**26**
		Toner Cartridges	20/week @ 2.5 x 52 / 2000 USEPA		1.3		**1.3**
Subtotal -				**0**	**27.3**	**0**	**27.3**
KN-3	Grocery	Organics-Produce	4'x3'x3' per day estimated @ 200 lbs x 363 days year/2000			36.3	**36.3**
		Bakery Products	2 carts estimated @ 25 lbs each per day. 2x25=50 lbs x 363/2000	9.075			**9.075**
		Fat, Bones, Tallow	2 - drums /day @ 200 lbs. each (per staff at rendering facility) x 363/2000		72.6		**72.6**
		Cardboard	2 estimated @ 400 lbs per bale x 363/2000		145.2		**145.2**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				**9.075**	**217.8**	**36.3**	**263.175**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
KN-4	Retail	Pallets	Company estimates 12 pallets per day go to recycle. 12 pallets @ 40lbs (USEPA) x 6 days per week x 52 weeks per year.		74.88		**74.88**
Subtotal -				**0**	**74.88**	**0**	**74.88**
KN-5	Lumber	Metal	3 cy picked up 17 times in 2004 @ 906 lbs per cy (USEPA)		23.1		**23.1**
		Cardboard	3 cy once per week @ 100 lbs per cy x 52 weeks. (USEPA)		7.8		**7.8**
		Wood	40 cy picked up 26 times in 2004 @ 329.5 per cy (Tellus)		171.34		**171.34**
Subtotal -				**0**	**202.24**	**0**	**202.24**
MP-1	Retail	Tires	7,395 tires @ 20 lbs each (USEPA)		73.95		**73.95**
Subtotal -				**0**	**73.95**	**0**	**73.95**
MP-2	Retail	Tires	500 tires @ 20 lbs each. (USEPA)		5		**5**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				**0**	**5**	**0**	**5**
MP-3	Retail	Tires	875 Tires @ 20 lbs each (USEPA)		8.75		**8.75**
Subtotal -				**0**	**8.75**	**0**	**8.75**
ZN-2	Grocery	Cardboard	21 bales/week @ 400 lbs each = 436,800 lbs/2000 lbs. Estimated on site.		218.4		**218.4**
		Food Waste	Unable to quantify				
Subtotal -				**0**	**218.4**	**0**	**218.4**
ZN-3	Retail	Cardboard	One bale every 1.5 weeks @ 600 lbs per bale. 34 bales x 600/2000. Estimated on site.		10.2		**10.2**
		Paper	7 cubic yards per year @ 363.5 lbs per cy / 2000. Estimated on site.		1.27		**1.27**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				**0**	**11.47**	**0**	**11.47**
ZN-4	Retail	Cardboard	This business averages 17 bales per week @ 400 lbs 52 weeks per year. Estimated on site.		176.8		**176.8**
		Pallets	120 pallets recycled per week or 6,240 per year x 40 lbs per pallet (USEPA)		124.8		**124.8**
Subtotal -				**0**	**301.6**	**0**	**301.6**
ZN-5	Distributor	Sheet Rock	289 cy per year @ 393.5 lbs/cy. Estimated on site.		56.9		**56.9**
		Pallets	One bobtail every two months. 200 pallets x 6 = 1200 pallets x 40 lbs each / 2000 (USEPA)		24		**24**
Subtotal -				**0**	**80.9**	**0**	**80.9**
ZN-1	Grocery	Cardboard	Actual	228.33			**228.33**
		Food Waste	2 pallets per day X 365 days per year @ 600 lbs. 438,000 lbs. Estimate provided by manager.			219	**219**
		Plastic Stretch Wrap	3 bags@ 6 lbs per bag X 365 days. Estimate provided by manager.	3.285			**3.285**
		Plastic Bag	Store offers .05 cent credit for each bag customers reuse. In one week, the store had 1743 credits. 1743 x 52 = ~90,600 bags per year. USEPA conversion factor is .77 for each 100 bags. 906 @ .77 lbs = 697.62 lbs or .35 tons per year/	0.35			**0.35**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				**231.965**	**0**	**219**	**450.965**
KN-8	Recycler	OCC, Paper, Plastics, Aluminum	Actual weights minus DOR reported weights		963.49		**963.49**
Subtotal -				**0**	**963.49**	**0**	**963.49**
KN-9	Shredding Company	Paper	Weight estimated by Company based on 30 businesses recycling ~ 6.166 tons per year		198.5		**198.5**
Subtotal -				**0**	**198.5**	**0**	**198.5**
KN-10	Retail	Plastic	Actual weights provided by corporate reports		38.36		**38.36**
		Cardboard	Actual weights provided by corporate reports		4.9		**4.9**
		Paper	Actual weights provided by corporate reports		26.77		**26.77**
		Foam	Actual weights provided by corporate reports		13.31		**13.31**

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				**0**	**83.34**	**0**	**83.34**
KN-11	Recycler	Paper	40,000 lbs./month estimated by company		240		**240**
Subtotal -				**0**	**240**	**0**	**240**
Subtotal -				**0**	**0**	**0**	
Subtotal -				**0**	**0**	**0**	

Non-Residential Generator Survey or Audit Identification Number	Generator Type (Example - grocery store, retail, manufacturer)	Material Type (Example - cardboard, glass, plastic, etc.)	Specific Conversion Factor and Source or Actual Weight	Source Reduction (Tons)	Recycling (Tons)	Composting (Tons)	Total Tons
Subtotal -				0	0	0	
Subtotal -				0	0	0	
Subtotal -				0	0	0	
Subtotal -				0	0	0	
Grand Total				241	3,166	255	3,663

Section VI - Restricted Waste

For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program or generator, please provide the following information:

Insert 1

1. **If the diversion program started on or after January 1, 1990**, complete the following table.
Note: *Specific Program Name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept."). Please input the complete program name with business type if appropriate. If you need to add additional programs, insert a row by clicking on the button for that section.*

Restricted Waste Type	Audit Reference Number	Specific Program Name	Year Started	Generation Study Diversion Tonnage
Inert Solids		C&D Sort	2002	2639
Inert Solids		Drop Boxes	1991	2347
Inert Solids		Street Maintenance/Sidewalk Repair	1998	17
Inert Solids		ADC	1995	39
Inert Solids		Landfill Salvage	2001	131
Inert Solids		Landfill Salvage	1999	2841
Scrap Metal	KN-5	Business Recycling	1992	23
Scrap Metal	KN-8	Business Recycling	1995	136
Inert Solids		Landfill Salvage	2001	1567

2. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board, on a separate sheet marked "Attachment Section VI. 2", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).

- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note**: this criterion is applicable to individual programs (PRc sec 41781.2(c)(2). Please include documentation.
- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

Note: *If documentation for a waste type and program has already been approved by the Board, you do not have to provide an "Attachment Section VI.2" for that waste type and program.*

Instead please provide date of Board approval of previously submitted information. _____ (Date)

If documentation is not available, go to Number 4.

Insert 3

3. If the diversion program started before January 1, 1990, and the documentation requested in Section VI.2" is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Audit Reference Number	Specific Program Name	Generation Study Diversion Tonnage
Pull Down for Waste Types			
Pull Down for Waste Types			
Pull Down for Waste Types			
Pull Down for Waste Types			
Pull Down for Waste Types			

4. If the diversion program started before January 1, 1990, and the documentation requested in Section VI.2 is not available, complete the table below for each program claimed:

Ins 4

Restricted Waste Type	Audit Reference Number	Specific Program Name	Specific Program Generation Study Diversion Tonnage	1990 Diversion Tonnage	Difference