



COUNTY OF ORANGE

REQUEST FOR PROPOSALS FOR THE REDESIGN OF THE OC WASTE & RECYCLING DISPOSAL REPORTING SYSTEM

RFP No. 299-618847-IM

REQUEST FOR PROPOSAL

County of Orange



PROPOSALS MUST BE RECEIVED
ON OR BEFORE

July 8, 2010

By

4:00 P.M. PT

RFP Number
299-618847-IM

INSTRUCTIONS:

1. SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES OF YOUR PROPOSAL AND ONE (1) COPY ON CD ROM.
2. RETURN THIS PAGE SIGNED, WITH PROPOSAL.
3. ALL PROPOSALS ARE TO BE IDENTIFIED WITH RFP #, AND RETURNED IN A SEALED ENVELOPE OR PACKAGE.
4. FOR FURTHER INFORMATION, CONTACT:
Chris Cruz via BidSync @ www.BidSync.com
RFP #299-618847-IM

DATE: May 25, 2010

REQUEST FOR PROPOSAL (RFP)

COVER PAGE

The County of Orange, OC Waste & Recycling (hereinafter referred to as "County" or "OC Waste & Recycling") is soliciting proposals ("Proposals") from qualified firms (hereinafter referred to as "Proposers" or "Proposers"), to provide the Redesign of the OC Waste & Recycling Disposal Reporting System. Proposers must meet the minimum qualifications and requirements set forth within the RFP and must be capable of providing all core services set forth in Section III Model Contract, Exhibit A Scope of Work. The awarded contract (hereinafter referred to as "Contract"), if any, will be a fixed fee Contract between the County and selected Proposer(s).

This RFP is set out in the following format:

SECTION I	Introduction and Instructions to Proposers
SECTION II	Proposal Response Requirements
SECTION III	Model Contract, Attachments and Exhibits

PROPOSALS ARE DUE JULY 8, 2010; BY 4:00 PM Pacific Time.

Proposals must be submitted in sealed packages. See complete instructions in Section I, Item C.

All questions and inquiries related to this RFP must be directed to: Chris Cruz (hereinafter may also be referred to as "Deputy Purchasing Agent" or "DPA"), or to BidSync at bidsync.com (RFP #299-618847-IM). For BidSync assistance, please contact BidSync Vendor Support Team at 800-990-9339, Option 1. Proposers are not to contact other County personnel with any questions or clarifications concerning this RFP.

The OC Waste & Recycling DPA will provide all official communication concerning this RFP. With respect to this RFP, any County response other than from the DPA and in writing will be unauthorized and the County shall bear no responsibility for any and all reliance upon the unauthorized communication.

I HAVE READ, UNDERSTOOD AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL (RFP) AND TO THE TERMS, CONDITIONS, ATTACHMENTS AND EXHIBITS REFERENCED HEREIN.

Company Name (as it appears on your invoice and W9)

Fed ID#

Address

Authorized Signature (Sign all copies)

Title

Date

Name of person to contact in reference to this proposal

Phone Number

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SECTION I

INTRODUCTION

AND

INSTRUCTIONS TO PROPOSERS

SECTION I: INTRODUCTION AND INSTRUCTIONS TO PROPOSERS

A. INTRODUCTION

This Request for Proposal (RFP) is being released for the Redesign of the OC Waste & Recycling Disposal Reporting System.

B. PROPOSED TIME SCHEDULE

Date	Action
June 10, 2010	Mandatory Pre-proposal meeting (Room 424, OC Waste & Recycling, 9:30 am)
June 16, 2010	Written Questions from Proposers Due by 10:00 A.M. (Pacific Time)
June 23, 2010	Issuance of Addendum (Questions and Answers), if needed.
July 8, 2010	Deadline for Proposals: Due by 4:00 P.M. PT (Pacific Time)
July 12, 2010 – January, 2011	Evaluation of Proposals Schedule/Conduct Interviews, if applicable Selection by The County Board of Supervisors Negotiation of Contract
February, 2011	Submission for approval by county board of supervisors

This office will be closed on the following County Holidays during the solicitation period:
July 5, September 6

C. INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL

1. Clearly identified Proposals are due on or before **July 8, 2010**, no later than **4:00 P.M. PT**, and are to be delivered in a sealed package with the following information to:

RE: RFP No. 299-618847-IM
COUNTY OF ORANGE, OC WASTE & RECYCLING
Attn: Chris Cruz
300 North Flower Street, Fourth Floor
Santa Ana, CA 92703

OC Waste & Recycling Regular Business Hours:
Monday through Friday
8:00 A.M. to 12:00 Noon. PT
1:00 P.M. to 5:00 P.M. PT
Closed from 12:00 P.M. to 1:00 P.M. (PT)

Proposals must be stamped with the date and time on the outside of the sealed package by OC Waste & Recycling department staff.

Due to increased security in our headquarters building, visitors must first check-in with the first floor lobby Receptionist. Visitors will be required to leave a photo ID with the Receptionist in order to be issued a Visitor's Badge.

Visitors will then be escorted to the fourth floor OC Waste & Recycling Receptionist. OC Waste & Recycling staff will stamp the date and time of the proposal submittal. Delivery receipts are available upon request.

The OC Waste & Recycling staff will then escort you back down to the first floor Receptionist where you may return your Visitor's Badge and get back your photo ID.

PLEASE ALLOW ADEQUATE TIME FOR THIS PROPOSAL SUBMITTAL PROCESS. IT IS THE RESPONSIBILITY OF THE PROPOSER TO ENSURE THAT THE PROPOSAL IS SUBMITTED TO OC WASTE & RECYCLING ON TIME. PROPOSALS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

2. Proposals must be valid for a period of at least **240 calendar days** from the closing date and time for receipt. No Proposal may be withdrawn after the submission date.
3. Each Proposer must provide one (1) hard copy original, and five (5) additional hard copies of the Proposal. One Proposal is to be clearly marked as "original" on the outside cover and contain original signatures. In addition, Proposer must submit one (1) CD-ROM copy of proposal.
4. All written Proposals shall be submitted on standard 8.5 x 11-inch paper. All pages should be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in Section II, Proposal Response Requirements. It is imperative that all Proposers responding to this RFP comply, exactly and completely, with the instructions set forth herein. All Proposals in response to this RFP shall be in a Microsoft Word format (except where otherwise provided or noted), concise, straightforward, and should fully address each requirement and question. Although not as a substitute for a complete written response, additional material, such as technical documents, may be referenced in any response, if the material is included in the same section as additional information.
7. Proposals are not to be marked as confidential or proprietary. The County may refuse to consider any proposal so marked. Proposals submitted in response to this RFP may become subject to public disclosure per the requirements of the California Public Records Act, Government Code Section 6250 et seq. The County shall not be liable in any way for disclosure of any such records. Additionally, all Proposals shall become the property of the County. The County reserves the right to make use of any information or ideas in the Proposals submitted.
8. By submitting a Proposal, the Proposer represents that it has thoroughly examined the County's requirements and are familiar with the services required under this RFP and that it is qualified and capable of providing the services to achieve the County's objectives.
9. Each Proposer must submit its Proposal in strict accordance with all requirements of this RFP and compliance must be stated in the Proposal. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for the County's consideration as specified in Section II, Part 1, Statement of Compliance with Model Contract's Terms and Conditions.

10. After the deadline for Proposals, evaluation and **if requested** by County, interview /oral presentations may commence. Proposers who submit Proposals most responsive to the County's requirements may be asked to give an oral presentation of their Proposal to County staff. Selected Proposers should be prepared to make their oral presentation within three (3) calendar days after notification and be prepared to discuss all aspects of their Proposals in detail, including technical questions regarding the Proposal. Proposers shall not be allowed to alter or amend their Proposal through the use of the presentation process.
11. The County reserves the right to negotiate modifications with any Proposer as necessary to serve the best interests of the County. Any Proposal may be rejected as non-responsive if it is conditional, incomplete or deviates from specifications in this RFP. The County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defect or other improprieties which the County deems reasonably correctable or otherwise not warranting rejection of the Proposal. No such waiver will excuse an Proposer from full compliance with all other sections of the RFP.
12. Pre-contractual expenses are not to be included in, or as part of the Compensation/Payment amount stated in the Model Contract, Exhibit C, Compensation/Payment. Pre-contractual expenses are defined as including, but not limited to, costs incurred by the Proposer in preparing its Proposal in response to this RFP; submitting that Proposal to the County; negotiating with the County any matter related to the Proposer's Proposal; and any other expenses incurred by the Proposer prior to the date of award and execution, if any, of the Contract.
13. The County reserves the right to: a) negotiate the final Contract with any Proposer(s) as necessary to serve the best interests of the County; b) request Best & Final Offers from the Proposer(s) determined to be within the competitive range; c) withdraw this RFP, in whole or in part, at any time without prior notice and, furthermore, makes no representations that any Contract will be awarded to any Proposer responding to this RFP; d) award its total requirements to one Proposer or to apportion those requirements among two or more Proposers as the County may deem to be in its best interests; or e) reject any proposal if it is conditional, incomplete or deviates significantly from the services requested in this RFP.

In addition, negotiations may or may not be conducted with any Proposer; therefore, the Proposal submitted should contain the Proposer's **most favorable terms and conditions**, since the selection and award may be made without discussion with any Proposer.

14. Where two or more Proposers desire to submit a single Proposal in response to this RFP, they should do so on a prime/subcontractor basis rather than as a joint venture. The County intends to contract with a single firm or multiple firms but not with multiple firms doing business as a joint venture.
15. There will be **Mandatory Pre-Proposal Conference for this RFP on June 10, 2010 at 300 N. Flower Street, Suite 400, Santa Ana, CA 92703, Room 424, 9:30 A.M.** The purpose of the Mandatory Pre-Proposal Conference is to familiarize Proposers with the County and to answer questions concerning the RFP and the operation of the resultant Contract. Questions regarding the conference may be directed to Chris Cruz, in accordance with the instruction on Bidsync. All attendees for the conference must check-in with the first floor Receptionist and wait in the lobby. Attendees will be escorted to Room 424 at the appropriate time. The conference will be conducted one time only.
16. The County has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission

of a Proposal. If any person contemplating submitting a Proposal for the proposed Contract is in doubt as to the true meaning of any part of this RFP or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification to Deputy Purchasing Agent (“DPA”) Chris Cruz via BidSync (Bid #299-618847-IM). For BidSync assistance, please contact BidSync Vendor Support Team at 800-990-9339 Option 1.

All questions or requests for interpretations must be received by **10:00 A.M. Pacific Time on June 16, 2010**. The person submitting the request will be responsible for its prompt and timely submission.

If clarification or interpretation of this RFP is considered necessary by the County, an addendum shall be issued. Any interpretation of, or correction to this RFP, will be made only by an addendum issued by the assigned DPA and shall be posted on Bidsync. It is the Proposer’s responsibility to ensure that they have received and reviewed any and all addendums to this RFP. The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

17. The County does not require and neither encourages the use of lobbyists or other consultants for the purpose of securing business.

D. INSTRUCTIONS - PROTEST PROCEDURES:

Any actual or prospective Proposer or Contractor who alleges a grievance by the solicitation or award of a Contract may submit a grievance or protest to the appropriate agency/department Deputy Purchasing Agent.

All protests shall be typed under the protester’s letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- The name, address and telephone number of the protester;
- The signature of the protester or the protester’s representative;
- The solicitation or Contract number;
- A detailed statement of the legal and/or factual grounds for the protest; and
- The form of relief requested.

Protest of Proposal Specifications:

All protests related to proposal specifications must be submitted to the Deputy Purchasing Agent no later than five (5) business days prior to the close of the proposal. Protests received after the five (5) business day deadline will not be considered by the County.

In the event the protest of specifications is denied and the protester wishes to continue in the solicitation process, they must still submit a proposal prior to the close of the solicitation in accordance with the bid/proposal submittal procedures provided in the proposal.

Protest of Award of Contract:

In protests related to the award of a Contract, the protest must be submitted no later than five (5) business days after the notice of the proposed Contract award is provided by the Deputy

Purchasing Agent. Protests relating to a proposed Contract award which are received after the five (5) business day deadline will not be considered by the County.

Protest Process:

- In the event of a timely protest, the County shall not proceed with the solicitation or award of the Contract until the Deputy Purchasing Agent, the County Purchasing Agent or the Procurement Appeals Board renders a decision on the protest.
- Upon receipt of a timely protest, the Deputy Purchasing Agent will within ten (10) business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
- The County may, after providing written justification to be included in the procurement file, makes the determination that an immediate award of the Contract is necessary to protect the substantial interests of the County. The award of a Contract shall in no way compromise the protester's right to the protest procedures outlined herein.
- If the protester disagrees with the decision of the Deputy Purchasing Agent, the protestor may submit a written notice to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

Appeal Process:

- If the protester wishes to appeal the decision of the Deputy Purchasing Agent, the protester must submit, within three (3) business days from receipt of the Deputy Purchasing Agent's decision, a written appeal to the Office of the County Purchasing Agent.
- Within fifteen (15) business days, the County Purchasing Agent will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.
- The decision of the County Purchasing Agent on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

E. EVALUATION PROCESS AND CRITERIA

Proposals will be evaluated on the basis of the response to all requirements in this RFP. The County shall use the following criteria in its evaluations and comparisons of Proposer(s). No inference is to be drawn concerning relative importance of criteria based on the order presented.

Contract award, if any, will be made to the responsible Proposer(s) whose proposal is most advantageous to the County, taking into consideration the applicable evaluation criteria set forth below. Please note, however, that the listing of fees as an evaluation criterion does not require the County to select the Proposer(s) with the lowest fee proposal.

Proposals will be evaluated on the basis of responsiveness to the questions and requirements in this RFP by an evaluation panel.

Understanding of Scope of Work

- Responsiveness to the requirements of this RFP
- Quality of Proposal as it addresses the needs presented in the Scope of Work

- Demonstrated understanding of requirements and ability to provide completed materials requested

Methodology and Approach

- Proposed work plan and methodology
- Ability to meet requirements
- Ability to propose effective strategies in meeting requirements defined in the Scope of Work
- Ability to demonstrate innovative approach to developing the website

Cost

- Demonstrated ability to meet the requirements of the Scope of Work, with a cost competitive solution for providing such services

Company Management

- Business infrastructure
- Financial status/stability
- Project team organization and personnel dedicated to this Contract

Experience/Expertise

- Responsibility, capabilities, integrity and reliability of the firm(s)
- Demonstrated experience in designing and developing similar websites and applications
- Experience in providing custom tailored solutions to the operation of an organization
- Number of years firm(s) has been in the business of providing this type of service
- Dedicated personnel experience and expertise
- References

Proposals deemed to meet all minimum RFP requirements will be scored based on established criteria, which have been weighted and will be assigned points that measure the responsiveness to each identified criterion. The total number of points earned will be tallied for each Proposal, and the Proposals will be rank-ordered, based upon the Proposer(s) submitted written materials.

The evaluation process will be conducted in two phases. Only the top ranking proposals from Phase I will be invited to participate in Phase II, if applicable. Phase I will be an evaluation of the written proposal and Phase II will consist of an evaluation of an oral presentation based on a separate set of criteria.

Agenda for Phase II will be provided to successful candidates upon notification for the oral presentation.

Phase I

Written proposals will be evaluated solely on the quality of the responses to all questions and requirements of this RFP. The scores from the written Proposals, based on the criteria provided, will account for 60% of the total score.

Phase II

If selected as a finalist(s), Proposers must be prepared to make their oral presentation within three (3) business days after notification. Proposers must be prepared to discuss all aspects of their Proposal in detail, including technical questions. Proposers will not be allowed to alter or amend its Proposal through the use of the presentation process. The value of Phase II will be 40% of the finalist(s) total score.

F. SELECTION/AWARD PROCESS

Upon completion of the evaluation process, the Evaluation Panel will make a recommendation for award to the DPA. The recommendation for award may be presented to the County's Board of Supervisors for approval of the Contract for the services requested in this solicitation.

The Model Contract contained in Section III of this RFP is the Contract proposed for execution. It may be modified to incorporate negotiated items and other pertinent terms and conditions set forth in this RFP, including special conditions and requirements and those added by addendum, necessary attachments, and to reflect the Proposer's Proposal and qualifications.

Negotiations may or may not be conducted with the finalist(s); therefore, the Proposal submitted should contain Proposer's most favorable terms and conditions, since the selection and award may be made without further discussion or need for clarification. Any exceptions to the terms and conditions of the proposed Contract or the statements regarding Proposer's inability to comply with any of the provisions thereof are to be declared in the Proposer's proposal: Section II entitled Proposal Response Requirements. Any additional exceptions to the terms and conditions made by any Proposer after submission of its proposal may result in elimination from further consideration.

If a satisfactory Contract cannot be negotiated in a timely manner, the County, in its sole discretion, may terminate negotiations with the selected Contractor and begin Contract negotiations with the next finalist.

G. COUNTY OF ORANGE CHILD SUPPORT AND EDD REQUIREMENTS

1. ORANGE COUNTY CHILD SUPPORT

In order to comply with the child support enforcement requirements of the County, within ten (10) days of notification of selection for negotiation of a Contract but prior to official award of Contract, the selected Proposer agrees to furnish to the Assigned DPA or, the Purchasing Agent.

- a. In the case of an individual contractor, his/her name, date of birth, Social Security number, and residence address;
- b. In the case of a contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity;
- c. A certification that the contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- d. A certification that the contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

Failure of the Proposer to timely submit the data and/or certifications required may result in the Contract being awarded to another Proposer. In the event a Contract has been issued, failure of the Contractor to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the Contract. Failure to cure such breach within sixty (60) calendar days of notice from the County shall constitute grounds for termination of the Contract.

(Upon County request, Proposer shall utilize the forms provided as Attachment 1 of this RFP to satisfy this requirement)

2. EDD INDEPENDENT CONTRACTOR REPORTING REQUIREMENTS

Effective **January 1, 2001**, the County is required to file federal Form 1099-Misc for services received from a “service provider” to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent contractors. An independent contractor is defined as “an individual who is not an employee of the government entity for California purposes and who receives compensation or executes a contract for services performed for that government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at <http://www.edd.ca.gov/taxrep/txicr.htm>.

To comply with the reporting requirements, County procedures for contracting with independent contractors mandate that the following information be completed and forwarded to the contracting agency/department immediately upon request:

First name, middle initial and last name
Social Security Number
Address
Start and expiration dates of contract
Amount of Contract

SECTION II

PROPOSAL RESPONSE REQUIREMENTS

SECTION II: PROPOSAL RESPONSE REQUIREMENTS

Proposals must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Complete all items and submit as follows: Item 1 shall be completed on this form and submitted tabbed and indexed as **Tab 1** (be sure to include a cover letter, as indicated below). Additional pages may be used, if necessary. **All subsequent items are to be separately tabbed and indexed accordingly (Tabs 2 - 10).**

Proposers are to complete on this form, the items listed below with either written or typed responses. Be **sure** to check the boxes marked "Yes" or "No" (whichever is applicable).

1. Cover Letter

All Proposals must be accompanied by a cover letter, signed by an individual authorized to bind the Proposer. **An unsigned Proposal is grounds for rejection. The letter must have the company name, address, telephone/fax numbers and identify personnel to contact for matters concerning this RFP.**

Attach your Cover Letter at the front of your Proposal.

Company Data

Each Proposer **MUST** provide all the information listed below:

- i. state the company's official name and address and the names and titles of its principal officers; indicate what type of entity, such as corporation, partnership, sole proprietorship, etc. and indicate if your firm is incorporated and, if so, furnish the State of Incorporation;

Name of the Organization: _____

Address: _____

Owner/Principals: _____

President: _____

Type of Entity: _____

Incorporated: ☐ Yes ☐ No

State of Incorporation: _____

- ii. if your firm is a sole proprietorship doing business under a different name, indicate the sole proprietorship's name and the name(s) you are doing or have done business as (DBA) or also known as (AKA);

Sole proprietorship's name:_____

Doing Business under another Name: ☐ Yes ☐ No

If "Yes", provide name:_____

iii. your firm's Federal Employer I.D. Number:

Federal Employer I.D. Number:_____

iv. the name and address of the person to receive notices who is authorized to make decisions and represents the company. Specify in what capacity the person shall be representing your entity and any limitations to their authority;

Name of Contact:

Representative as:

Limitations to Authority:

v. state any failures or refusals to complete any contracts and a complete explanation;

Refusals to Complete Contract: (do not respond with "not applicable" - provide an explanation):

vi. indicate the number of years in business under the present business
name:_____

vii. indicate the number of years of firm's experience in providing required, related services:

viii. Proposer shall indicate whether it is totally or partially owned by another business organization or individual that will be providing the services to meet the requirements of the RFP by checking the appropriate box:

(Company Name)

☐ Yes _____ **will provide all services required, in whole, in reference to this RFP, without the use of any third party provider.**

☐ No.

Explain._____

_____.

- ix. Proposer shall indicate whether it is totally or partially owns any other business organization that will be providing the services to meet the requirements of the RFP by checking the appropriate box.

(Company Name)

☐ Yes _____ does own another business organization, totally or partially, that will be providing any services to meet the requirements of the RFP. Describe the business organization that is totally or partially owned by the Proposer.

(Company Name)

☐ No _____ does not own another business organization, totally or partially, that will be providing any services/products to meet the requirements of the Proposer.

Financial Information

Prior to award of the Contract, the selected firms for Contract award may be required to submit financial statements for the three most recent fiscal years or other suitable proof of Proposer's financial status and stability within seven calendar days upon request by the County. Financial statements shall be prepared in conformity with generally accepted accounting principles. Such information upon completion of review by the County will be returned to the Proposer.

Agree to submit Financial Information upon request: ☐ Yes. ☐ No.

i. Bankruptcy Information

Have you, your firm or any firm you have had a controlling interest ever been declared bankrupt. If yes, provide in the space below a statement indicating the bankruptcy date, court jurisdiction, trustee's name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.

☐ Yes. ☐ No.

If "Yes" provide the requested information hereto: _____

ii. Pending Litigation

Has Proposer been involved with any litigation, liens, or claims.

☐ Yes ☐ No.

If response is "Yes", provide in the space below, the pertinent information concerning the litigation: _____

Certificate of Insurance

The Proposer shall demonstrate the willingness and ability to provide the required insurance coverage as set forth in the Model Contract (refer to Article 19. Insurance Provision).

Proposer agrees to submit required insurance as set forth in the Model Contract, Article 19:

☐ Yes. ☐ No.

Validity of Proposal

The Proposer shall state the length of time for which it submitted its Proposal shall remain valid. The County requires a period of at least 240 calendar days.

Proposer's proposal shall remain valid for a period of 180 days. ☐ Yes ☐ No.

If response is "No" provide length of time of proposal's validity.

Statement of Compliance with Model Contract's Terms and Conditions:

Proposal hereby certifies:

This proposal is in strict compliance with the Model Contract's Terms and Conditions as set forth in the Model Contract and no exceptions thereto taken. (Check the box below.)

☐ **Yes. Proposer's proposal is in strict compliance with the Model Contract's Terms and Conditions attached hereto and no exceptions thereto are taken or will be taken.**

☐ **No. Proposer's proposal is not in strict compliance with the Model Contract's Terms and Conditions attached hereto and has noted its exceptions on a separate sheet of paper identified as such and attached hereto. The attachment must include, for each proposed exception: (a) the suggested rewording; and (b) reasons for submitting the proposed exception.**

Child Support Enforcement/EDD Independent Contractor

The Proposer shall demonstrate the willingness and ability to provide the required Orange County Child Support Enforcement Certification, and EDD Independent Contractor Reporting. (Reference Attachment 1 to the Model Contract)

2. Organization Chart/Staffing Plan

Proposer shall provide an organization chart that reflects the names and titles of key staff and management contacts of each individual assigned to provide the services under the proposed Contract. Submit resumes of key personnel, including information relating to each staff member's education, certifications, previous and current relevant experience.

Resumes must include sufficient information for judging the quality and competence of the personnel dedicated to the project. In its assessment of the Proposer's Proposal, the County shall place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the execution of the contractual services.

Primary Staff /Key Personnel to perform Contract duties

Name	Classification/Designation

Alternate staff/ Key Personnel (for use only if primary staff are not available)

Name	Classification

Substitution or addition of Contractor's key personnel in any given category or classification shall be allowed only with prior written approval of the County's Project Manager.

The Contractor may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/class required. Assignment of additional key personnel shall be subject to County approval in writing. In addition to the rights set forth in Model Agreement, Additional Terms and Conditions, Paragraph 16 regarding Contractor's Project Manager Removal, County expressly retains the right to have any of the Contractor personnel prohibited from performing services to County under this Contract. Contractor shall effectuate the removal of the specified Contractor personnel from performing services to County under this Contract within 3 business days of notification by Project Manager. County shall notify the Contractor in writing of the specific personnel to be prohibited from providing services to County under this Contract. County is not required to provide any reason, rational or factual information if it elects to request any specific Contractor personnel to be prohibited from performing services under this Contract. Contractor's failure to comply with the County Project Manager's decision and remove the specified personnel shall be deemed a material breach of this Contract and County may immediately terminate the Contract without penalty.

(Complete Organization Chart/Staffing Plan, and submit herein as Tab 2.)

3. References

The Proposer shall include:

- a.** a minimum of three (3) references for services presently or previously performed (include, if possible one reference from a governmental agency for which the firm has provided a similar service). Services must be similar to those services required in this RFP, specifically references shall verify the firm has built websites with similar goals and functions with success.

- b. for each reference, include the company or governmental agency, address, contact person's name, telephone number, facsimile number and dollar value of the contract. Include also a brief description of the agreement/contract work and services performed.

4. Project Overview and Approach

In this section, the Proposer **shall provide in full detail its response to Model Contract Exhibit A, Scope of Work**, per the following.

- a. **Narrative Overview**

Proposer must present an overview, which shall be a narrative description of its proposed plan for the Redesign of the OC Waste & Recycling Disposal Reporting System, as defined in Model Contract Exhibit A, Scope of Work.

- b. **Technical Response Requirements**

Proposer must describe its approach to meeting the RFP's overall and specific requirements. The Proposer shall demonstrate its knowledge of the goals of OC Waste & Recycling for the services required. At a minimum, the Proposer's technical approach should address the requirements set forth in Model Contract Exhibit A. Proposer shall state specific capabilities, approaches and proposed methodologies and demonstrate a clear understanding of the nature of the work to be performed, under the proposed Contract and its relation to the County's needs.

In addition, the Proposer's response should address the technical approach and methodology to meet the requirements set forth in Exhibit A, Tasks I-VIII. Each task response should be sub-tabbed according to the Task (I-VIII). Proposer to submit appropriate documentation as required by each Task, as defined within Exhibit A. (For example, Proposer to provide sample manual/handbook required under Task V: Training Guide.)

(If proposing a sub-contractor for any requirement(s), detail proposed sub-contracting plans in this area.)

5. Resources to be Provided by the County

The Proposer must list any resources, County assistance, or other items expected to be provided by the County. **(Complete as Exhibit B and submit herein as Tab 5.)**

6. Compensation/Payment

Proposer must submit a cost summary for the proposed project as set forth in Exhibit C, Compensation/Payment **(Complete as Exhibit C and submit herein as Tab 6.)**

7. Project Schedule

Proposer shall submit the proposed implementation plan and detailed project schedule to complete all tasks described in Model Contract Exhibit A, Scope of Work.
(Complete as Exhibit D and submit herein as Tab 7.)

8. System Acceptance

Proposer must provide in their proposal a detailed acceptance test plan. The System Acceptance test plan must satisfy the requirements specified in Exhibit G.

(Complete as Exhibit E and submit herein as Tab 8.)

9. License Agreement

Proposer shall submit any applicable license agreement associated with software acquisition, implementation, maintenance and source code security. All terms and conditions of License Agreement(s) are subject to negotiation.

10. Additional Information

Include in this tabbed item any additional information you deem essential to a proper evaluation of your proposal and which has not been solicited in any of the preceding sections. Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

SECTION III

MODEL CONTRACT

FOR THE

REDESIGN OF THE
OC WASTE & RECYCLING
DISPOSAL REPORTING SYSTEM

MODEL CONTRACT

This Contract Number MA-299-_____ to obtain professional services to Redesign the OC Waste & Recycling Disposal Reporting System, hereinafter referred to as ("Contract") is effective _____ by and between the County of Orange, a political subdivision of the State of California (the "County") and _____ ("Contractor"), with a place of business at _____. County and Contractor are sometimes individually referred to as "Party", or collectively referred to as "Parties".

RECITALS

WHEREAS, Contractor responded to a Request for Proposal (RFP) to Redesign the OC Waste & Recycling Disposal Reporting System; and

WHEREAS, the County Board of Supervisors has authorized the Purchasing Agent or his designee to enter into this Contract with Contractor for Professional Services to Redesign the OC Waste & Recycling Disposal Reporting System; and

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

1. **Scope of Work:** The Scope of Work for this Contract is attached hereto as Exhibit A.
2. **Pricing:** The Contract price, as specified in Exhibit C hereto, includes full compensation for providing all services performed provided under this Contract.
3. **Invoicing/Payment:** All invoicing and payment for services performed under this Contract shall be as specified in Exhibit C, hereto.
4. **Contract Term:** The Term of this Contract shall commence on _____ and shall terminate *upon completion, unless otherwise extended as provided herein*. Permitted extensions of the Term as provided in this section 4 shall not result in any change in any other term, condition or provision of this Contract.
5. **Entire Contract:** This Contract, including Exhibits A, B, C, D and E_, which are attached hereto and incorporated herein by this reference, contains the entire Contract between the Parties with respect to the matters herein and there are no exceptions, alternatives, substitutions, revisions, understandings, agreements, restrictions, promises, warranties or undertakings, whether oral or written, other than those set forth herein or referred to herein.
6. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties.
7. **Governing Law and Venue:** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California, without reference to conflict of laws provisions. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another venue.

8. **Appropriation/Contingency of Funds:** This Contract is subject to and contingent upon applicable budgetary appropriations being approved by the County of Orange Board of Supervisors for each fiscal year during the Term of this Contract. If such appropriations are not approved, the Contract will be immediately terminated without penalty to the County.

9. **Taxes:** Unless otherwise provided herein or by law, the compensation provided for herein does not include California state sales or use tax.

10. **Delivery:** Time of delivery of services is of the essence in this Contract. County reserves the right to refuse any services and to cancel all or any part of the services that do not conform to the prescribed Scope of Work.

11. **Independent Contractor:** Contractor shall be considered an independent Contractor and neither Contractor, its employees nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor, shall qualify for workers' compensation or other fringe benefits of any kind through County.

12. **Assignment or Sub-contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned or sub-contracted by Contractor without the express written consent of County. Any attempt by Contractor to assign or sub-contract the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.

13. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to all the penalties imposed for a violation of anti-discrimination laws or regulations including but not limited to Section 1720 et seq. of the California Labor Code.

14. **Performance:** Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services performed by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the services; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.

15. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents

shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction at no charge to County.

16. **Warranty:** Contractor expressly warrants that the services covered by this Contract are, 1) merchantable and good for the ordinary purposes for which they are used, and 2) fit for the particular purpose for which they are intended. Acceptance of this Contract shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnitees as identified in section [19] below, and as more fully described in article 19 harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, regulations, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

17. **Patent/Copyright Materials/Proprietary Infringement:** Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any materials and software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in article 19 below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.

18. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of article 19 below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

19. **Indemnification/Insurance:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold harmless County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees Contractor and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment.

Insurance Provisions

Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense and to deposit with the County Certificates of Insurance, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

All insurance policies required by this Contract shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be

approved by the County Executive Office (CEO)/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductibles shall be clearly stated on the Certificate of Insurance.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier).

Minimum insurance company ratings as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com** shall be A- (Secure Best's Rating) and VIII (Financial Size Category).

If the carrier is a non-admitted carrier in the State of California, CEO/Office of Risk Management retains the right to approve or reject carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability with broad form property damage and contractual liability	\$1,000,000 combined single limit per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Professional Liability Insurance	\$5,000,000 per claims made or per occurrence

All liability insurance, except Professional Liability, required by this Contract shall be at least \$1,000,000 combined single limit per occurrence. Professional Liability may also be provided on a "Claims Made" basis. The minimum aggregate limit for the Commercial General Liability policy shall be \$2,000,000.

The County shall be added as an additional insured on all insurance policies required by this Contract with respect to work done by the Contractor under the terms of this Contract (except Workers' Compensation/Employers' Liability and Professional Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.

All insurance policies required by this Contract shall be primary insurance, and any insurance maintained by the County shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that the Contractor's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability.

All insurance policies required by this Contract shall give the County 30 days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR ~~TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENT OR REPRESENTATIVE.~~

All insurance policies required by this Contract shall waive all rights of subrogation against the County and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

If Contractor's Professional Liability policy is a "claims made" policy, Contractor shall agree to maintain professional liability coverage for two years following completion of Contract.

The Commercial General Liability policy shall contain a severability of interest's clause.

The Contractor is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or be self-insured in accordance with provisions of that code. The Contractor will comply with such provisions and shall furnish the County satisfactory evidence that the Contractor has secured, for the period of this Contract, statutory Workers' Compensation insurance and Employers' Liability insurance with minimum limits of \$1,000,000 per occurrence.

Insurance certificates should be forwarded to the agency/department address listed on the solicitation. If the Contractor fails to provide the insurance certificates and endorsements within seven days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified Contractor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract.

The County of Orange Certificate of Insurance and the Special Endorsement for the County of Orange can be utilized to verify compliance with the above-mentioned insurance requirements in place of commercial insurance certificates and endorsements.

20. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall

be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.

21. **Contractor Personnel:** Contractor warrants that all Contractor personnel engaged in the performance of work under this Contract shall possess sufficient experience and/or education and the required licenses set forth herein in good standing to perform the services requested by the County. County expressly retains the right to have any of the Contractor personnel removed from performing services under this Contract to the County. Contractor shall effectuate the removal of the specified Contractor personnel from providing any services to the County under this Contract within one business day of notification by County. County shall submit the request in writing to the Contractor. The County is not required to provide any reason, rationale or additional factual information if it elects to request any specific Contractor personnel be removed from performing services under this Contract.

22. **Contractor's Principal Consultant and Key Personnel:** Contractor shall appoint a Principal Consultant to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Principal Consultant shall be subject to approval by the County and shall not be changed without the written consent of the County's Project Manager, which consent shall not be unreasonably withheld.

The Contractor's Principal Consultant and key personnel shall be assigned to this project for the duration of this Contract and shall diligently pursue all work and services to meet the project time lines. Key personnel are those individuals who report directly to the Contractor's Principal Consultant.

23. **Project Manager:** The County shall appoint a Project Manager to act as liaison between the County and the Contractor during the term of this Contract. The County's Project Manager shall coordinate the activities of the County staff assigned to work with the Contractor.

24. **Reports/Meetings:** The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Contract. The County and the Contractor will meet on reasonable notice to discuss the Contractor's performance and progress under this Contract. If requested, the Contractor's project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this Contract.

25. **Ownership of Documents:** The County has permanent ownership of all directly connected and derivative materials produced under this Contract by the Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remains the sole property of the County and may be used by the County as it may require without additional cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Contractor without the express written consent of the County.

26. **Title to Data:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.

27. **Source Code:** Source Code is the term for individual modules, class layers, images, and pieces of computer programming that are compiled together to make up your software system. Any and all source code, or portions of code necessary to recreate the County's exact software system brought by or developed by the Contractor and used as part of the development of OC Waste and Recycling Disposal Reporting System website will become the property of the County.

28. **Records:** The Contractor shall keep an accurate record of time expended by Contractor and the subcontractors working for Contractor in the performance of this Contract. Such record shall be available for periodic inspection by the Contract at reasonable times.

29. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County's Project Manager.

30. **Publication:** No copies of schedules, written documents, and computer based data, photographs, maps or graphs, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.

31. **Conflict of Interest:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor's employees, agents, and relatives; sub-tier Contractor's and third parties associated with accomplishing services hereunder. The Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County. The County Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.

31. **Disputes:** If any dispute concerning a question of fact arising under the terms of this Contract is not disposed of within a reasonable period of time by the Contractor and the County's Project Manager, such matter shall be brought to the attention of the County's Purchasing Agent or his designee. If agreement cannot be reached through this application, either party may assert its other rights and remedies within this Contract or within a court of competent jurisdiction. The County and the Contractor agree that, in the event of a dispute notwithstanding, they will continue without delay to carry out all their responsibilities under this Contract, which are not affected by the dispute.

32. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to terminate this Contract without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause is defined as any breach of this Contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligations.

33. **Breach of Contract:** The failure of the Contractor to comply with any of the terms, provisions, covenants or conditions of this Contract shall constitute a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

1. Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach; and/or
2. Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above; and/or
3. Terminate the Contract immediately, without penalty to the County.

34. **Default:** In case of default by the Contractor, the County may procure service from other sources and if the cost is higher, the Contractor will be held responsible to pay the County the difference between the cost under this Contract and the price paid. The prices paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under law.

35. **Orderly Termination:** Upon termination or other expiration of this Contract, each Party shall promptly return to the other Party all papers, materials, and other properties of the other held by each for purposes of execution of this Contract. In addition, each Party will assist the other Party in orderly termination of this Contract and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each Party.

36. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

37. **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.

38. **Force Majeure:** Contractor shall not be in breach of this Contract during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.

39. **Declared Emergency:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the

Contractor shall apply to serving the County's needs regardless of the circumstances. If the Contractor is unable to supply the goods/services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the goods/services from the Contractor's supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.

40. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

For Contractor:

Name:
Address:

Attn.:
Title:
Phone:
Fax:
Email:

For County:

Name:
Address:

Attn:
Title:
Phone:
Fax:
Email:

41. **County Child Support Enforcement:** Contractor is required to comply with the child support enforcement requirements of the County. Failure of the Contractor to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the Contract. Failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of the Contract. [Attached as Attachment 1]

42. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The

Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

43. **Change of Ownership:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of County.

44. **Headings:** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

45. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

46. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

47. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.

48. **Waiver of Jury Trial:** To the extent enforceable under California law, each Party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Contract and /or any other claim of injury or damage.

49. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the Parties and this Contract.

50. **Authority:** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

SIGNATURE PAGE

The Parties hereto have executed this Contract on the dates shown opposite their respective signatures below.

Contractor*:

Print Name	Title
------------	-------

Signature	Date
-----------	------

Print Name	Title
------------	-------

Signature	Date
-----------	------

*** Unless otherwise demonstrated that the person(s) executing this Contract on behalf of Contractor has the requisite authority to legally obligate and bind Contractor, if the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) the Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: a) Secretary; b) Assistant Secretary; c) Chief Financial Officer; d) Assistant Treasurer.**

County of Orange, a political
subdivision of the State of California

Print Name	Title
------------	-------

Signature	Date
-----------	------

Approved by Board of Supervisors on: Date_____

APPROVED AS TO FORM:

John H. Abbott
Deputy County Counsel

ATTACHMENT 1 to Model Contract

County of Orange Child Support Enforcement Certification Requirements

In order to comply with child support enforcement requirements of the County of Orange, within ten (10) days of award of Contract, the successful Contractor must furnish to the Contract Administrator, Purchasing Agent or the agency/department Deputy Purchasing Agent:

1. In the case of an individual Contractor, his/her name, date of birth, Social Security number, and residence address;
2. In the case of a Contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of 10 percent or more in the contracting entity; A certification that the Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and
3. A certification that the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

The certifications will be stated as follows:

"I certify that _____ is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of Contract _____ with the County of Orange. I understand that failure to comply shall constitute a material breach of the Contract and that failure to cure such breach within ten (10) calendar days of notice from the County shall constitute grounds for termination of the Contract.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders and for no other purposes and will be held confidential by those agencies.

Failure of the Contractor to timely submit the data and/or certifications required above or to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the Contract. Failure to cure such breach within ten (10) calendar days of notice from the County shall constitute grounds for termination of the Contract.

The successful Contractor may use the forms supplied herein, to furnish required information listed above.

County of Orange Child Support Enforcement
Certification Requirements
(blank form)

- A. In the case of an individual Contractor, his/her name, date of birth, Social Security number, and residence address:

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

- B. In the case of a Contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity:

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

Name: _____

D.O.B: _____

Social Security No: _____

Residence Address: _____

(Additional sheets may be used if necessary)

- C. A certification that the Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- D. A certification that the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

“I certify that _____ is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of Contract _____ with the County of Orange. I understand that failure to comply shall constitute a material breach of the Contract and that failure to cure such breach within ten (10) calendar days of notice from the County shall constitute grounds for termination of the Contract.”

Authorized Signature

Print Name

Title

EXHIBIT A

SCOPE OF WORK

I. BACKGROUND

OC Waste & Recycling manages one of the nation's premiere solid waste disposal systems serving 34 cities and over three million residents. On behalf of local residents and businesses, OC Waste & Recycling has developed a solid waste management system composed of a network of three active landfills and four household hazardous waste collection centers (HHWCC). The Olinda Alpha Landfill is located near the city of Brea and serves the northern region of Orange County. The Frank R. Bowerman Landfill is located adjacent to the city of Irvine and serves the central region, while south Orange County is served by the Prima Deshecha Landfill in San Juan Capistrano.

II. INTRODUCTION

OC Waste & Recycling invites individuals or firms to present their proposal to demonstrate their necessary competence for the satisfactory performance of the services required.

The main goal of the Disposal Reporting System upgrades is to provide functional and business standards that facilitate the management and reporting of electronic data. Data is received electronically from our fee booths in the field and from our customers (the haulers and jurisdictions). Reports are defined by both statewide standards and standards created by OC Waste & Recycling. These reports will be created, executed, and authenticated electronically and then delivered to or retrieved by public and private sector users.

III. OVERVIEW

OC Waste and Recycling currently provides a number of services and reports in a public facing website, as well as an intranet site. This project will consolidate these services into a new system with the following key features:

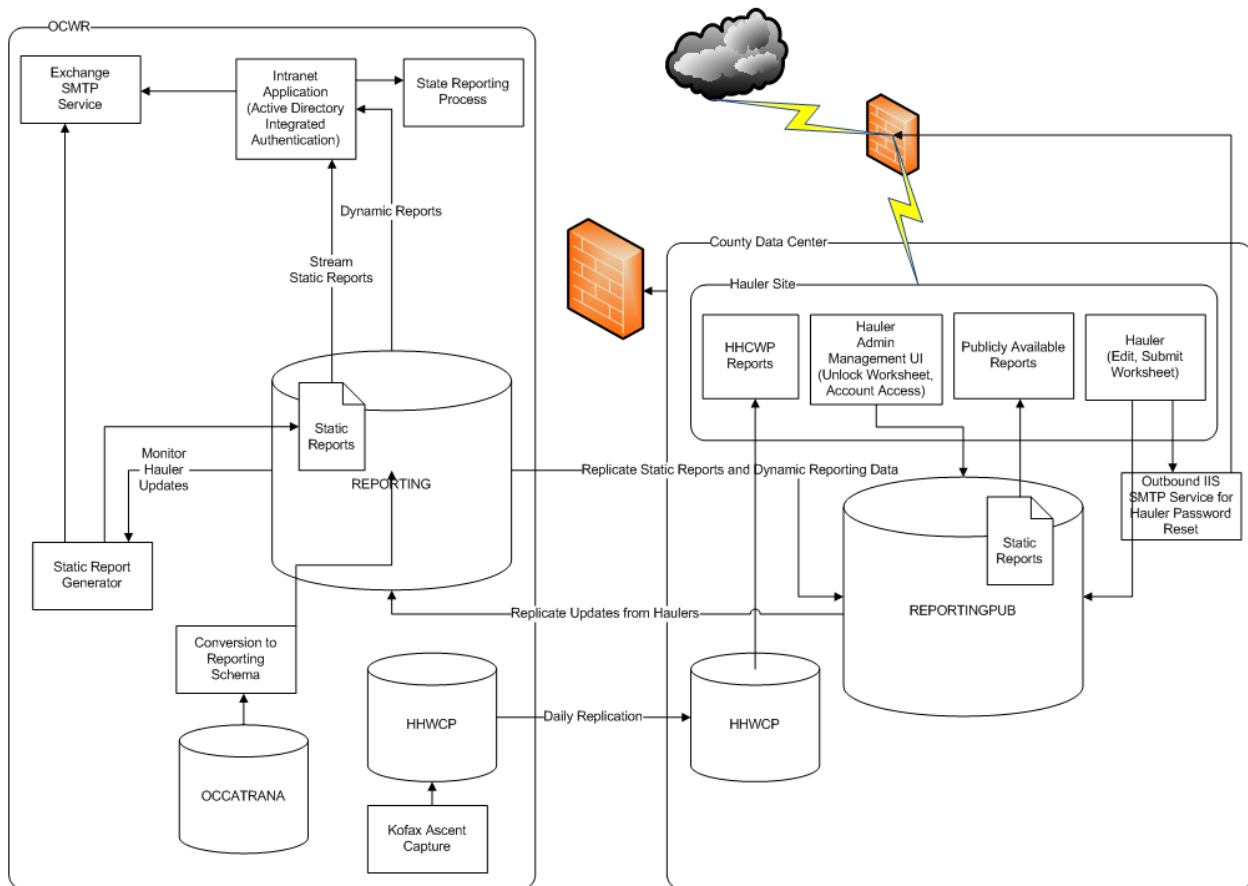
- Reporting
 - Real time, ad hoc, and static reports.
 - Generate reports based on state requirements and file the report electronically
 - Improve performance of reports
 - See Attached Use Cases and Sample Reports for details (Attachment 1 To Exhibit A)
- Management
 - Administrative functions related to authorization and rights
- Appropriate Security for each data entry, reporting, and administrative function
 - User Authentication
 - Password Recovery
 - Self-Registration
- Hauler Submission of Data – Tonnage Allocation Sheet
 - E-mail notification of receipt of data
 - E-mail notification(s) for pending or past due submissions by haulers

- Website Design
 - Consistent with the OC Waste & Recycling public website
(<http://egov.ocgov.com/portal/site/ocgov/menuitem.b7b68f4fe8d642ea6a624410100000f7/?vgnextoid=c1c2ea093e054110VgnVCM1000000100007fRCRD&vgnnextfmt=default>)
 - Meeting the ADA compliance requirements for Orange County

Architecture Overview

OC Waste & Recycling Reporting will use data from a third-party commercial application stored in the OCCATRANA database. A separate REPORTING database will be created to contain copies of data used as a basis for reporting, any temporary tables, indexes, stored procedures, stored functions or other database changes needed to support the reporting system. This will provide insulation from future changes to the OCCATRANA database performed by the vendor which maintains that database.

OC Waste & Recycling anticipates that the OCCATRANA schema will be updated to a new schema in the future. To the extent possible, the REPORTING database should conform to the new schema.



The Reporting System will be deployed into two environments:

1. The County's public facing site for the general public and haulers will be deployed to the County Data Center behind a firewall which allows HTTP/S traffic and outbound SMTP messages from this portion of the system. User authentication for Hauler's to the Hauler website will be via an ASP.NET Windows Forms Authentication with a logon and password.

2. The intranet portion of the system will be deployed inside the OC Waste & Recycling environment. User authentication to the intranet website will be via Active Directory Integrated Authentication.

These two environments are separated by a firewall. SQL Server can replicate data between the environments.

The **OCCATRANA** database contains data collected at the landfill sites which is used as the basis for the reports.

Data must be incrementally converted from the OCCATRANA database into the REPORTING database schema.

The **REPORTING** database can then be used to generate dynamic reports for the Intranet site, and provide data to the Static Report Generator.

The **Static Report Generator** creates static snapshot reports (first Quarter of 2009) in Microsoft Excel (XLS) format or Adobe Acrobat (PDF) format, and then stores versions of the static reports into the OC Waste & Recycling REPORTING database for indefinite retention. Selected internal users shall be notified when a new version of a report is available.

The **State Reporting Process** will submit information to the State of California according to the State's Reporting requirements. This process generates an Excel document in a specific file format, so that it can be manually uploaded to the State of California.

Data from the REPORTING database will be replicated to a REPORTINGPUB database in order to support the public-facing website. The REPORTINGPUB database also stores Hauler status worksheets while they are being edited, and Hauler authentication and access information.

Outbound IIS **SMTP** access provides support for the Hauler web application to send password recovery messages to users of the Hauler web.

Hauler Admin Management UI is a secure section of the Hauler website which supports OC Waste & Recycling staff administrative functions for granting Haulers access to specific accounts, and unlocking hauler worksheets.

Hauler worksheet adjustments must be replicated from the REPORTINGPUB database to the REPORTING database, since the adjustments can trigger updates to static reports based on this data.

Data shall be converted from OCCATRANA to REPORTING and replicated to REPORTINGPUB within a 5 to 15 minute timeframe.

The **HHWCP Database** receives data from a separate Kofax Ascent Capture system. This database is then used to support the HHWCP reporting requirements. The current version of this database is in Microsoft Access, part of this project will be converting to SQL Server 2005. This is approximately 3 years worth of historical data. Data must be replicated from the internal HHWCP database to the County Data Center copy on a daily basis.

IV. Technical Requirements

The OC Waste & Recycling Reporting system shall meet the following technical requirements:

1. System shall operate on Microsoft Windows 2003.
2. Databases shall use Microsoft SQL Server 2005. Use of DTS, Replication, Analysis Services, Reporting Services, or other built-in components of Microsoft SQL Server 2005 are acceptable.
3. System shall be maintainable in Visual Studio 2008 Professional Edition.
4. .NET Framework 3.0 or 3.5 shall be used for development.
5. ASP.NET 3.0 or 3.5
 - a. Hauler Website
 - i. Microsoft Membership Provider, a comparable custom provider, or another comparable security solution for authentication and account management.

1. Must have a capability for users to create their own account, notify a staff person of the account creation.
 2. Grant and remove access rights to various features in the system.
 3. Allow users to reset their own password.
 - a. Users will be required to provide a valid email address, where the new password will be sent.
 4. Use an encryption hash process on passwords. Passwords may not be stored in plaintext.
- b. Authentication
- i. Internal users shall be able to authenticate using Windows Integrated Authentication with accounts setup in Active Directory
 - ii. External users shall be able to authenticate using Windows Form Authentication by providing a valid logon and password.
- c. AJAX may or shall (?) be used to improve performance or user experience.
- d. Site shall be consistent with the graphical “look-and-feel” of the main OC website (<http://egov.ocgov.com/ocgov/Info%20OC/Departments%20&%20Agencies/OC%20Waste%20&%20Recycling>)
- i. ASP.NET master pages, themes, and / or Cascading Style Sheets (CSS) should be used to create the consistent “look-and-feel” for future maintenance.
 - ii. Interface shall allow users to choose from a popup calendar or enter a date directly when a date input is needed.
6. Code shall adhere to the Application Development Standards outlined in Attachment OC Waste & Recycling Application Development Standards. (Reference Attachment 1 to Exhibit A) The following supplemental requirements shall also be followed:
- a. Table and column names in the OCCATRAN database may be SQL keywords or have spaces requiring SQL Server code around table and column names to be escaped with square brackets, e.g. [].
 - b. Drop downs, combo boxes, or other items requiring that the user select a specific item shall include not only the ID or code of the item (account Id, site id, etc), but also sufficient descriptive information to be humanly readable, such as the item’s name, address, or description as appropriate.
7. Unhandled errors shall be tracked in the REPORTING or REPORTINGPUB databases for debugging / analysis.
8. Report outputs shall be available in both Excel and PDF formats using a tool such as Microsoft Report Viewer.

V. Training Guide

Contractor shall develop a training guide to orient end-users to the site; training guide will be created in conjunction with OC Waste & Recycling personnel. This guide shall be downloadable as a PDF, and portions of the guide related to specific functions within the public Hauler website shall be available as HTML to be displayed in a popup DIV or separate window.

VI. Technical Maintenance Guide

A technical maintenance guide shall be prepared for OC Waste & Recycling technical staff to manage and maintain the system on an on-going basis. This guide shall include an overview of all technical

components of the system and outline how they relate to one another for maintenance purposes. Components include but are not limited to:

- custom tables
- stored procedures
- assemblies, executable and library files
- classes which encapsulate business rules

VII. Security

The system will need the following broad security levels. Access to the public internet site is done through Web Form security in the public site application. Access to the private OC Waste & Recycling intranet site uses Active Directory authentication.

User Type	Description	Access	Authentication Method
General Public	Access to specific public reports	Public Internet Site	None
Haulers	Edit / submit hauler spreadsheets for monthly reporting back to the county.	Public Internet Site	Web form (username / password)
City Users	Users from cities who have access to running dynamic HHWCP reports.	Public Internet Site	Web form (username/ password)
Staff, Super Users Administrators	Access to their functions on the Hauler website as defined in specific use cases.	Public Internet Site	Web form (username/ password)
Staff	View additional reports.	Private OC Waste & Recycling Intranet	Active Directory
Super Users	Users with rights to manage specific functions in the Hauler website.	Private OC Waste & Recycling Intranet	Active Directory
Administrators	IS Department	Private OC Waste & Recycling Intranet	Active Directory

VIII. Main Reporting Tables in OCCATRANA

The OCCATRANA system tracks information related to waste and recycling management.

Table Name	Description
Rates	Determines how charges are applied
Accounts	Lists the information for each hauler, including self-hauling.
Transactions	Contains basic summary information on each transaction.
Splits	Typically contains 3 corresponding records for records in the transactions table which provide additional details on the transaction, such as the material, source, and truck destination for transactions.
Sites	Information on each site.

The REPORTING database will need additional tables for tracking information reported by Haulers.

Glossary

Account – this refers to the Hauler Account. Accounts are typically referenced by either ID or name. A hauler account can also include sub-accounts.

BALANCENEW – the current reporting database accesses information in the OCCATRAN database for reporting. Stored procedures must be kept in a separate database to avoid conflicts in future updates to the OCCATRAN database.

BILL ACCT – see Billing Account

Billing Account – this indicates which Hauler accounts are related for billing. Haulers with the same BILL ACCT code are all related. When the BILL ACCT matches the Account, it indicates that this is the parent / master account.

C&D – Construction and Demolition

City – indicates the city associated with a transaction.

CIWMB – California Integrated Waste Management Board

County – indicates the county associated with the transaction. Some transactions involve imported materials from outside Orange County.

Count – Measurement of the number of transactions.

Data Center – County Data Center, which houses the public-facing site for static and dynamic reports, as well as authenticated access to Hauler specific data and reports.

Fiscal Year – Orange County Fiscal Year which runs July 1st – June 30th.

GC&R – Government Communications and Relations

HHWC – Household Hazardous Waste Center

HHWCP – Household Hazardous Waste Center Participants

LEA – Local Enforcement Authority

Materials – describes the type of material being handled (green waste, trash, recyclable, etc.)

MEP – Materials Exchange Program

MRF – facility sorts materials into various categories (green waste, recyclable, etc). Pronounced as MURF.

OCCATRAN – third party application database tracks waste and recycling transactions.

OCI – County Code for Incorporated Orange County

OCU – County Code for Unincorporated Orange County

REPORTING – new reporting database to replace BALANCENEW.

Report Export – Reports should be exportable to Microsoft Excel (XLS) and Adobe Acrobat (PDF) formats.

Site – Describes a landfill site. OC Waste & Recycling has 3 landfill sites. Additionally, the HQ site is used to make system adjustments, so there are currently a total of 4 sites.

Surcharge – An amount charged per ton of materials. This is used in the Surcharge Report, and is currently set to \$19 / ton. This should be configured in a maintainable way, such as a table or configuration file.

Tonnage – Measurement by tons of materials.

Transponder – A device in a hauler's truck which allows unattended access to the site by facilitating the automatic recording of the truck at the weigh station.

Weigh Station – Weighs incoming and outgoing vehicles to determine the amount of materials deposited at the site.

ATTACHMENT 1 TO EXHIBIT A

USE CASES

UC 1 SECURITY: General Public

Overview

Description	This describes general public (unauthenticated) access to the hauler website.
Primary Actors	General public
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	Person accessing the website has access to the publicly available information on the hauler website. These include Green Waste Quarterly Report, Disposal Quarterly Report, and Self-Haul Report
Parent UC(s)	
Child UC(s)	

1.1 Basic Flow

➔ Initialization

1. User goes to hauler.ocgov.com with a web browser.

UC 2 SECURITY: Internet Authentication

Overview

Description	Users need specialized access to the hauler website. They will be authenticated with a logon and password combination.
Primary Actors	Haulers, City Users, Staff, Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	
Type	Primary
Pre-Conditions	User has an account setup according to UC3.

Post Conditions (Success Guarantee)	Person accessing the website has access to the Hauler specific website functions, including reporting, editing / submitting hauler report spreadsheets, and changing their password. Person accessing the website has access to the publicly available information on the hauler website. These include Green Waste Quarterly Report, Disposal Quarterly Report, and Self-Haul Report.
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User goes to hauler.ocgov.com with a web browser.
2. User selects the Hauler Logon option from the page.

➔ Process

1. User enters a logon and password and submits the data for authentication.
2. User is authenticated, and gains access to links to hauler specific features.

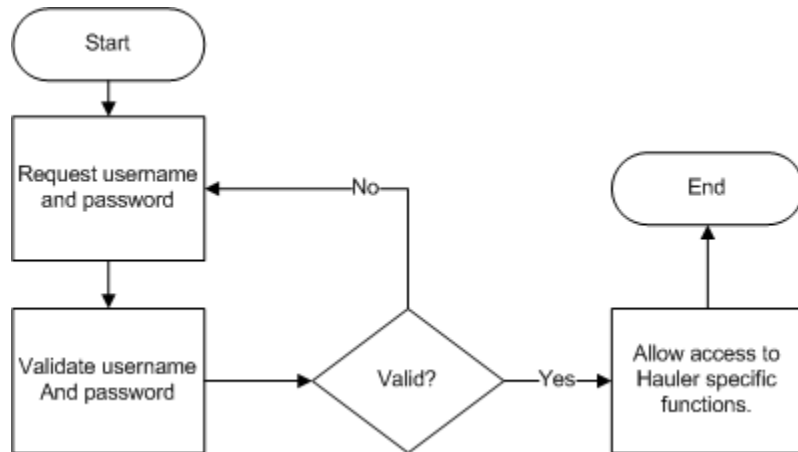
Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Logon		User Input
Password		User Input

Alternative Flow

If logon and password do not authenticate, the user should be notified that their authentication failed and they should try again or reset their password.

Activity Diagram



UC 3 Security: Request Internet Account

Overview

Description	Users who do not have accounts will request access to the secure sections of the hauler website by entering in profile information which will be submitted to OCWR for approval.	
Primary Actors	Haulers, City Users, Super Users, Administrators	
Secondary Actors		
Offstage Actors		
Stakeholders and Interests	Haulers, City Users, Super Users, Administrators	
Type	Primary	
Pre-Conditions	User should not have an existing user account.	
Post Conditions (Success Guarantee)	User has an account and can access the secure website functions.	
Parent UC(s)		
Child UC(s)	0 UC 2 SECURITY: 0 UC 16 List Hauler / City Users 0 UC 17 Update Hauler / City User Profile, Account and Security Access	

Basic Flow

➔ Initialization

1. User attempts to access the hauler site, but does not have an account.
2. User selects an option to request an account.

➔ Process

1. User selects the option to request an account.
2. User enters their profile information (contact name, phone, hauler name, email, and primary acct. number).
3. User submits the information, and is sent an email confirmation that their account request is being processed.
4. System creates an inactive account for the Requesting User using the supplied information.
5. An email request is sent to one or more designated Super Users, who can validated the account request and complete the account activation.
6. Super User uses UC 16 List Hauler / City Users (0) and UC 17 Update Hauler / City User Profile, Account and Security Access (0) to manage the requested account and grant access.
7. When activation is complete, a second email is sent to the requesting user notifying them that their account is now active.

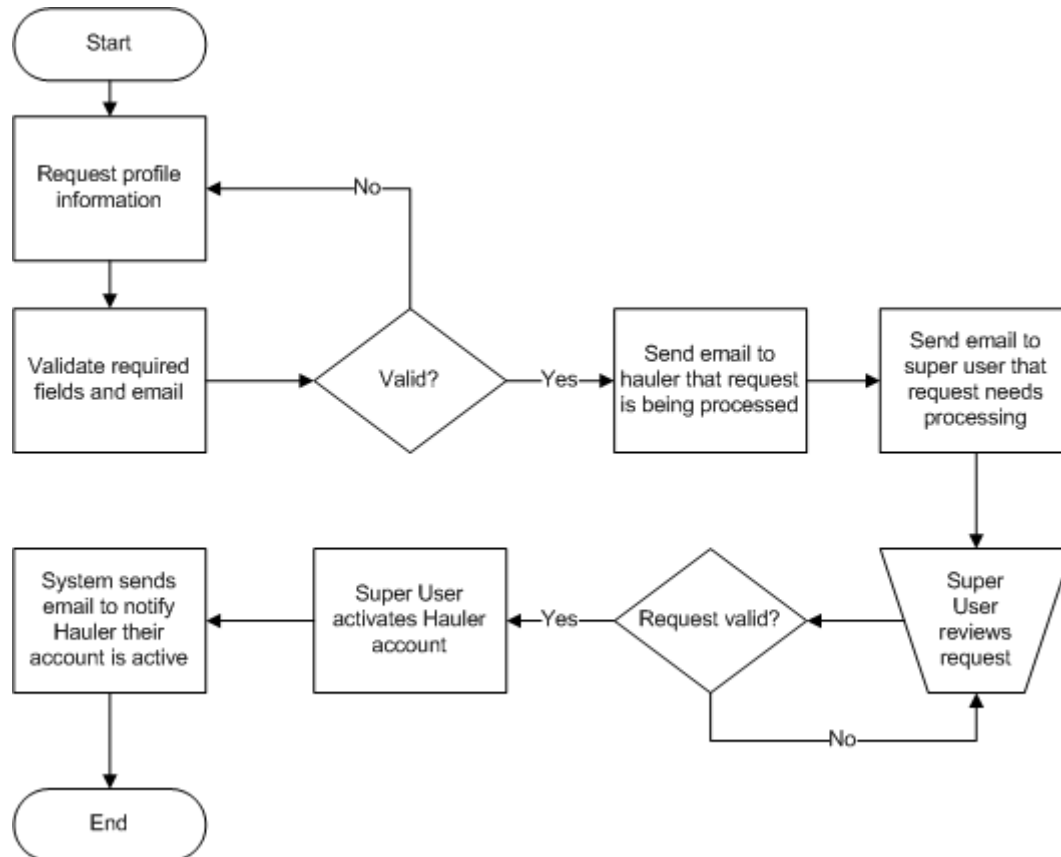
Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Requested User name	Free text, Required	User Input
Contact name	Free text, Required	User Input
Phone	Free text, Required	User Input
Hauler Name	Select a single item from a list (either Hauler Name or City Name is required) This list comes from the Hauler table, which is manually maintained and currently has @14 entries.	User Input
City Name	Select a single item from a list (either Hauler Name or City Name is required) This list comes from the HHWCP list of cities.	User Input
Manager	Free text, required	User Input
E-mail	Free text, Required, must be a valid email address.	User Input
Acct. Numbers	Account numbers for which the user is requesting access. User can select zero, one, or more account numbers based on the Hauler Name.	User Input

Alternative Flow

If information is insufficient or invalid, the account will not be activated, or a Super User may need to follow-up outside the system with the requestor.

Activity Diagram



UC 4 Security: Internet Site User Password Recovery

Overview

Description	Internet users who have forgotten their password can have their password reset to a new random password.
Primary Actors	Haulers, City Users
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Haulers, City Users, Super Users, Administrators
Type	Primary
Pre-Conditions	User has an existing account.
Post Conditions (Success Guarantee)	User receives a new random password which can be used to access the site.

Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User attempts to access the hauler site, but does not remember their password.
2. User selects an option to reset their password.

→ Process

1. System updates the password to a random password and sends an email notice to the User with the new password.

UC 5 Security: Staff, Super Users, Admin Login (Active Directory)

Overview

Description	Staff, Super Users, and Administrators access services through the OCWR Intranet site.
Primary Actors	Staff, Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	User has an OCWR Active Directory account
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR Intranet site and is authenticated by Active Directory.

→ Process

1. Active Directory group membership is used to check future security requests.

2. OCWR Active Directory group memberships are managed through Windows Active Directory, outside of the Hauler Website / Reporting system.

UC 6 Website Integration

Overview

Description	Hauler Internet website should have a consistent look-and-feel with the general OC websites. See http://egov.ocgov.com/ocgov/Info%20OC/Departments%20&%20Agencies/OC%20Waste%20&%20Recycling Hauler Internet site should use graphics, similar layout, and styles to appear consistent with the main OCWR website. Contractor will pull design elements from this site, including general layout and CSS in order for the Hauler website to have a consistent look-and-feel. Design reviews should be conducted with OCWR staff for approval
Primary Actors	All
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User goes to the OCWR website and selects a link to the Hauler website.

➔ Process

1. The Hauler website provides a similar look-and-feel and at least one link back to the main OCWR website. See screenshot below.



UC 7 Email Notices when Static Report are Generated

Overview

Description	When the Static Report Generator creates or updates a version of one of the static reports, an email message should be generated and sent to an email address which will notify users that the new report is available. These reports will be regenerated through the Static Report Generator, either through a scheduled batch process or manually executed. It should be possible to use the email address of an Exchange distribution list, so that the message will go to multiple OCWR recipients.
Primary Actors	System(Static Report Generator), Staff, Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	

Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. The Static Report Generator creates or updates one of the reports designated as static.
2. This process initiates when State DRS and Quarterly Disposal / Green Waste Reports are updated.

→ Process

1. The Static Report Generator sends an email message to a designated recipient, which could be an Exchange distribution list, containing details of which report has been updated and where it is available.
2. The email message should be configured with a text or HTML template into which the report description and location can be merged.

UC 8 Hauler Website Navigation

Overview

Description	This describes the navigation options that should be available throughout the Hauler website.	
Primary Actors	General Public, Haulers, Staff, Super Users, Administrators	
Secondary Actors		
Offstage Actors		
Stakeholders and Interests	Haulers, City Users, Staff, Super Users, Administrators	
Type	Primary	
Pre-Conditions		
Post Conditions (Success Guarantee)		
Parent UC(s)	0 UC 6	Website Integration
Child UC(s)		

Basic Flow

➔ Initialization

1. User accesses the Hauler website.

➔ Process

1. User is presented with screen elements based on their current logged on / off status, and security permissions.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Username	If not logged on	
Password	If not logged on	
Logon	Button to logon, If not logged on	
Request Account	Link, if not logged on. Links to Request Account process. See 0 UC 3 Security: Request Internet Account.	
Logout	Link to logout, if logged on	
Reports	Contains links to reports	Menu item
Green Waste Quarterly Report	Available to public under Reports menu	Menu item
Disposal Quarterly Report	Available to public under Reports menu	Menu item
Self-Haul Report	Available to public under Reports menu	Menu item
Under Billing Report	Only specific Haulers and OCWR Staff.	Menu item
DRS Quarterly Report	Available to Staff, Super Users, and Administrators	Menu item
Hauler	Menu available if logged on as Hauler, Staff, Super Users, or Administrators	Menu item
Obtain Transaction Report	Under Hauler menu	Menu item
Hauler Spreadsheets	Under Hauler menu	Menu item
HHWCP	Menu available if logged on as a City User, Staff, Super Users or Administrators.	Menu Item
Search Records	Under the Hauler menu – only available to Super Users and Administrators	Menu Item
City Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 60 HHWCP: City Report.	Menu Item

Field Name	Notes	1) User Input 2) From Database 3) System Computed
City Summary Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 62 HHWCP: City Summary	
Unincorporated Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 61 HHWCP: Unincorporated Report	
Unincorporated Summary Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 63 HHWCP: Unincorporated Summary	
Zip Code Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 64 HHWCP: Zip Code Report	
Zip Code Summary Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 65 HHWCP: Zip Code Summary	
Vehicle Summary Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 66 HHWCP: Vehicle Summary	
Out of County Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 67 HHWCP: Out of County Totals	
MEP Participation Report	Under the Hauler menu – only available to City Users, Staff, Super Users, and Administrators See 0 UC 68 HHWCP: MEP Participation Summary	
My Account	Menu available if logged on. Links to 0 UC 10 Edit My Account Profile	Menu item
Change Password	Under My Account menu. Links to Change Password. See 0 UC 9 Change Password.	Menu item
Admin	Menu available to Super Users and Administrators	Menu item
Users	Available to Super Users and Administrators under Admin menu. See 0 UC 16 List Hauler / City Users	Menu item

User name

Password

[Request Account](#)

Logged on as Username

[Logout](#)

Reports	Hauler	HHWCP	My Account	Admin
Green Waste Quarterly	Obtain Report	Search Records	Change Password	Users
Disposal Quarterly	Hauler Spreadsheets	City Report		
Self-Haul Report		City Summary Report		
Under Billing Report		Unincorporated Report		
		Unincorporated Summary Report		
		Zip Code Report		
		Zip Code Summary Report		
		Vehicle Summary Report		
		Out of County Report		
		MEP Participation Report		

UC 9 Change Password

Overview

Description	Users who have accounts and want to update their profile information.
Primary Actors	Haulers, City Users
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Haulers, City Users, Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on to an existing account.
Post Conditions (Success Guarantee)	User's password is updated.
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User logs onto the Hauler website, and selects the Change Password menu item.

→ Process

1. Change password page displays.
2. User enters and confirms their new password, and selects submit.
3. System updates the user's password in the database.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Password	Free text, Required	User Input
Confirm Password	Free text, Required	User Input
Submit		Button

Alternative Flow

If password and confirm password do not match, the user should be warned about the problem and asked to resubmit.

UC 10 Edit My Account Profile

Overview

Description	Users who have accounts and want to update their own profile information.
Primary Actors	Haulers, City Users, Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Haulers, City Users, Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on to an existing account.
Post Conditions (Success Guarantee)	User's account profile is updated.
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User logs onto the Hauler website, and selects the My Account menu item.

→ Process

1. Page displays the user's current profile information (contact name, phone, agency name, email, and primary acct. number).
2. User updates portions of their profile information (contact name, phone, and email).
3. User submits the information, and is sent an email confirmation that their profile has been updated.
4. If the email address has changed, the message should be sent to their old and new email address.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
User name	Read only	From membership database
Contact name	Free text, Required	User Input
Phone	Free text, Required	User Input
Agency Name	Read only	User Input
Manager	Free text, required	User Input
E-mail	Free text, Required, must be a valid email address	User Input
Accounts	Read only list of account numbers which the user can access	User Input

Alternative Flow

If information is insufficient or invalid, the user should be warned about the problem and asked to resubmit. Checks need to be made for issues such as duplicate user name, email, or other problems generated by the ASP.NET Membership provider.

UC 11 Hauler Spreadsheet List

Overview

Description	When a Hauler logs onto the Hauler site, they should be presented with an option to view the spreadsheets they have created, or create a new spreadsheet.	
Primary Actors	Haulers, Super Users	
Secondary Actors		
Offstage Actors		
Stakeholders and Interests	Staff, Super Users	
Type	Primary	
Pre-Conditions	Logged onto Hauler website	
Post Conditions (Success Guarantee)		
Parent UC(s)	0 UC 2	SECURITY:
Child UC(s)	0 UC 12	Create Hauler Spreadsheet

Basic Flow

→ Initialization

1. Hauler logs onto the Hauler Internet Site, and selects an option to View Hauler Spreadsheets. Super Users can also use this process to select an existing Spreadsheet and unlock it for additional editing.

→ Process

1. Hauler is presented with a paged-list (10 items / page) of submitted or in-process spreadsheets. This list should include the Account Number, Month / Year for the spreadsheet, status (editing / submitted), and a link to view or edit the spreadsheet.
2. The list of spreadsheets is based on all spreadsheet records for Accounts to which the user has access. Haulers have access to specific accounts. Staff and Super Users have access to all Accounts.
3. The list should be sorted by Account Number, Year / Month.
4. It should be possible to resort the list by Account Number, Account Name, or Year / Month.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Account Number		From Database
Account Name		From Database
Year / Month		From Database
Status	Editing / Submitted	From Database
Action	Edit (if the status is editing) Review (if the status is submitted)	From Database
New Spreadsheet	Link to create a New Spreadsheet See 0 UC 12 Create Hauler Spreadsheet	

UC 12 Create Hauler Spreadsheet

Overview

Description	When a Hauler needs to create a new spreadsheet for submission, they will select the New Spreadsheet link
Primary Actors	Haulers
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users
Type	Primary
Pre-Conditions	Logged onto Hauler website
Post Conditions (Success Guarantee)	New Hauler Spreadsheet available for editing.
Parent UC(s)	0 UC 11 Hauler Spreadsheet List
Child UC(s)	

Basic Flow

➔ Initialization

1. Hauler logs onto the Hauler Internet Site, selects an option to View Hauler Spreadsheets, selects an option to Create New Spreadsheet.

➔ Process

1. The user selects an Account Number, Month, and Year to create the Spreadsheet, and selects submit.

2. The Spreadsheet records are created in the database, and the user is transferred to the Hauler Spreadsheet editing page.

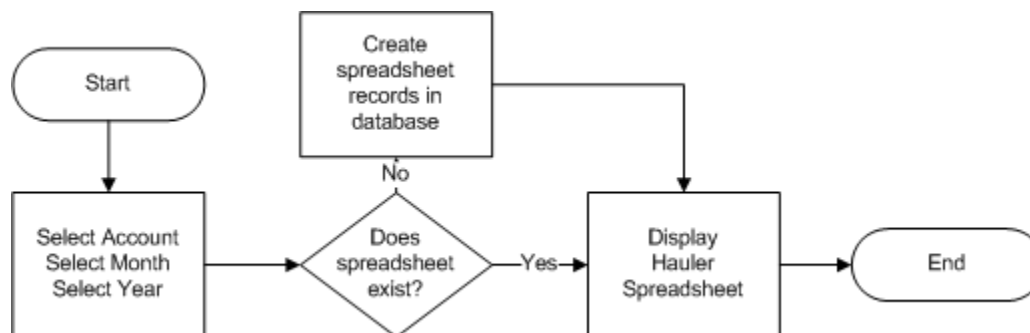
Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Account	List of account names and numbers to which the user has access. Haulers have access to specific accounts. Staff and Super Users have access to all accounts. Format as Account Name (Number), in alphabetical order by name.	From Database
Month	List of all months (January – December)	User Input
Year	List of years from 2000 – current year	User Input

Alternative Flow

If the spreadsheet already exists, the user should be taken to the Hauler Spreadsheet editing page for the existing spreadsheet.

Activity Diagram



UC 13 Edit / Review Hauler Spreadsheet

Overview

Description	This process allows Haulers to edit or submit a spreadsheet
Primary Actors	Haulers
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users
Type	Primary
Pre-Conditions	Logged onto Hauler website

Post Conditions (Success Guarantee)	Hauler Spreadsheet updated with changes.	
Parent UC(s)	0 UC 11	Hauler Spreadsheet List
Child UC(s)		

Basic Flow

→ Initialization

1. Users access the edit / review process through either 0 UC 11 Hauler Spreadsheet List or 0 UC 12 Create Hauler Spreadsheet.

→ Process

2. User enters information into each row of the spreadsheet and selects Save Changes or Submit to OCWR.
3. If the user Submits to OCWR, changes are saved and the SubmittedBy, SubmittedDate, and SubmittedStatus fields are filled in to the current user, current datetime, and 1 respectively. Additionally, an email notice should be sent to users in a designated Microsoft Exchange group that the spreadsheet has been submitted. This email should include details from the spreadsheet header and detail rows.
4. If the spreadsheet has already been submitted, the submitted date / user should be displayed, and data should be presented as read-only.
5. If the spreadsheet is already submitted, there should be an option to Download the data in Excel format.
6. If the spreadsheet has been submitted and the user is a Super User or Administrator, there should be an option to Unlock the spreadsheet (see 0 UC 15 Unlock Hauler Worksheet).
7. If the spreadsheet has been submitted and the user is a Super User or Administrator, there should be an option to Request Unlocking the spreadsheet (see 0 UC 14 Request Unlock Worksheet).

Alternate Flow

If the user submits the spreadsheet and the Hauler Reported Tons do not equal the OCWR Reported Tons for any site, then warn the user that the information is Out of Balance, and prompt the user to enter a text description of the cause of the discrepancy. The user should still be allowed to submit the data, as long as they provide a description.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Hauler Acct #	The account number selected in 0 UC 12 Create Hauler Spreadsheet.	Read-only
Date	The Fiscal Month and Year selected in 0 UC 12 Create Hauler Spreadsheet.	Read-only
Submitted By	The name of the user who submitted the spreadsheet, if it has been submitted.	Read-only
Submitted Date	Date the spreadsheet was submitted, if it has been submitted.	Read-only
Spreadsheet Grid	Contains headers for the spreadsheet details, and one row for each detail row of data. County ID, City Code, and City are always read-only. If possible, the spreadsheet should group data by county code, and provide a summary row for the county code data which can be expanded or collapsed. The summary row for the county code should display totals entered for the detail rows in the county code. For example, there should be a summary row for Incorporated Orange County (OCI) and a summary row for Unincorporated Orange County (OCU).	Read-only if spreadsheet has been submitted.
Hauler Reported Total Tons	This is the calculated total of the fields for each of the six columns which capture tonnage information and self-haul for specific sites. (Olinda, FRB, Prima).	

Field Name	Notes	1) User Input 2) From Database 3) System Computed
OCWR Reported Total Tons	Calculated off of the OCCATRANA.Transaction table. See sp_Get_IWMD_Total for details. If Account # <= 9999 SUM ([Gross Lb] - [Tare Lb])/2000.00 Olinda [Site Code] = 23 or [Site Code Original] = 23 FRB [Site Code]=27 or [Site Code Original] = 27 Prima [Site Code]=26 or [Site Code Original] = 26 Where [Date In] is in the spreadsheet month and [Bill Acct] = selected account number, and [ET1] not in ('90', '95') and [Void] = 0 If Account # > 9999 SUM ([Gross Lb] - [Tare Lb])/2000.00 Olinda [Site Code] = 23 or [Site Code Original] = 23 FRB [Site Code]=27 or [Site Code Original] = 27 Prima [Site Code]=26 or [Site Code Original] = 26 Where [Date In] is in the spreadsheet month and [Bill Acct] = selected account number, and [Void] = 0	Previously IWMD Reported Total
Adjustment Required By Hauler	If there is a difference between the Hauler Reported Total Tons and the OCWR Reported Total Tons, the difference should be displayed on this line as OCWR Reported Total – Hauler Reported Total	

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Adjustment Total	Calculated off of the OCCATRANA.Transaction table. See sp_Get_Adjustment_Total for details. First Column SUM([Gross Lb] – [Tare Lb]) /2000 Where [Date In] is in the spreadsheet month and [Bill Acct] = selected account number, and [ET1] not in ('90', '95') and [Void] = 0 and [Site Code] = '01' Second Column If Account # <= 9999 then SUM([Gross Lb] – [Tare Lb]) /2000 Where [Date In] is in the spreadsheet month and [Bill Acct] = selected account number, and [ET1] not in ('90', '95') and [Void] = 0 and [Site Code] != '01' If Account # > 9999 then SUM([Gross Lb] – [Tare Lb]) /2000 Where [Date In] is in the spreadsheet month and [Bill Acct] = selected account number and [Void] = 0 and [Site Code] != '01'	
Text	Hauler Reported Tonnage must equal OCWR Total Tonnage unless an official adjustment has been submitted to the OCWR Accounting Division.	
Out of Balance Reason	When submitting a spreadsheet that is Out of Balance, the user should be required to enter an Out of Balance Reason.	

Below is a spreadsheet of the current application for editing hauler spreadsheets.

CreateSpreadSheet - Windows Internet Explorer

http://hauler.ocgov.com/HaulerInternetSystem/webforms/Creat

broomfield co precinct maps

File Edit View Favorites Tools Help

Get More Add-ons Suggested Sites Free Hotmail Get More Add-ons

Get Start... Creat... X

Haulers.com

LogOff Hauler Home

Hauler Spreadsheet

Hauler Account #: 5012

Date: Jan, 2009

>>> The Sheet Is Already Submitted <<<

County ID	City Code	City	Olinda	Olinda Self Haul	FRB	FRB
OCI	AN	ANC ANAHEIM	0	0	0	0
OCI	AV	AVC ALISO VIEJO	0	0	0	0
OCI	BP	BPC BUENA PARK	0	0	0	0
OCI	BR	BRC BREA	0	0	0	0
OCI	CM	CMC COSTA	0	0	0	0

Hauler Reported Total Tons:	590.89	0.00	9.56
IWMD Reported Total Tons:	590.89	0	9.56
Adjustment Required by Hauler:			
Adjustment Total:	Site =01	Site !=01	
	2.93	597.52	

Note: Hauler Reported Tonnage must equal IWMD Total Tonnage unless an official adjustment has been submitted to the IWMD Accounting Division

Back Download

Data Elements

A spreadsheet will need to contain a header record and a set of detail rows. The following information needs to be tracked in the database.

Header Fields	Notes	1) User Input 2) From Database 3) System Computed
HaulerID	Identifies the Hauler	
AccountNumber	Identifies the specific account number	
FiscalMonth	Track the month which data is being submitted.	

Header Fields	Notes	1) User Input 2) From Database 3) System Computed
FiscalYear	Track the year for which data is being submitted. FiscalMonth and FiscalYear may be combined into a single Date field.	
CreatedDate	DateTime the spreadsheet was created.	
CreatedBy	Tracks the ID of the user who created the spreadsheet.	
SubmittedDate	DateTime the spreadsheet was submitted.	
SubmittedBy	Tracks the ID of the user who submitted the spreadsheet.	
SubmittedStatus	Bit indicating whether or not the spreadsheet has been submitted by the Hauler to OCWR.	
RevisionId	Changes to the spreadsheet after it is submitted need to be tracked as separate revisions. A revision history needs to be kept of the detail rows.	

When creating a new spreadsheet one row is generated for each City, for a composite primary key of CountyID, CityCode, and City.

The rows tracked for the detail data are based on the account type, which can be derived from the Account Number.

Account Number	Notes	
0-8999	These are Orange County accounts that should get one detail row for each combination of county, city code, and city where the county code is 'OCI' (Incorporated Orange County) or 'OCU' (Unincorporated Orange County).	
9000-9999	These are importation accounts from outside of Orange County. These should get one detail row for each combination of county, city code, and city where the county code is anything except 'OCI' or 'OCU'.	
97000 or higher	These are Green Waste accounts. These should get one detail row for each combination of county, city code, and city. NOTE: These accounts should not display or fill in the Self-Haul columns on the spreadsheet.	

Detail Fields	Notes	1) User Input 2) From Database 3) System Computed
CountyID	Identifies the County	Primary Key
CityCode	Identifies the specific account number	Primary Key
City	Track the month and year for which data is being submitted.	Primary Key
Olinda	Tonnage for Olinda	
OlindaSelfHaul	Self-Haul Tonnage for Olinda. Not displayed for Green Waste Accounts.	
FRB	Tonnage for FRB	
FRMSelfHaul	Self-Haul Tonnage for FRB. Not displayed for Green Waste Accounts.	
Prima	Tonnage for Prima	
PrimaSelfHaul	Self-Haul Tonnage for Prima. Not displayed for Green Waste Accounts.	
RevisionId	Changes to the spreadsheet after it is submitted need to be tracked as separate revisions. A revision history needs to be kept of the detail rows.	

UC 14 Request Unlock Worksheet

Overview

Description	Allows Haulers to request that a locked (submitted) spreadsheet be unlocked for additional edits.
Primary Actors	Haulers
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Haulers, Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on as a Hauler and have access to the spreadsheet.
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the edit / review process through either 0 UC 11 Hauler Spreadsheet List.
2. If the spreadsheet has been submitted to OCWR, it is considered locked. The user can select a link or button to request the spreadsheet be unlocked.

→ Process

1. This option is only available for submitted spreadsheets.
2. The user will be prompted to enter a reason for needing the spreadsheet unlocked.
3. System sends an email message to a designated Exchange distribution list with information about the account, the spreadsheet, and the reason for unlocking the spreadsheet.
4. User receives screen confirmation that the request to unlock the spreadsheet has been sent.

UC 15 Unlock Hauler Worksheet

Overview

Description	Allows Super Users and Administrators to unlock a hauler worksheet so that the Hauler can make additional edits.
Primary Actors	Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on as a Super User or administrator.
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator receives a request via email (0 UC 14 Request Unlock Worksheet) or phone from the Hauler to unlock a specific Hauler worksheet.
2. Administrator accesses the edit / review process through 0 UC 11 Hauler Spreadsheet List.
3. Administrator selects the option to unlock the spreadsheet.

→ Process

1. This option is only available for submitted spreadsheets.
2. The user selects an option to Unlock the submitted spreadsheet, and is prompted to confirm that they want to unlock the spreadsheet.
3. If the user confirms they want to unlock the spreadsheet, the SubmittedStatus field is cleared and the Hauler will be able to make changes to the spreadsheet. A copy of all of the current detail row values must be created with a new revision ID, and that revision ID becomes the current revision.
4. The user who unlocked the spreadsheet must be tracked, as well as the date / time the spreadsheet was unlocked.
5. An email notice should be sent to the Hauler (user who submitted the spreadsheet) indicating that they can now make additional changes.

UC 16 List Hauler / City Users

Overview

Description	Allows Super Users and Administrators to view a list of all users for administering access.
Primary Actors	Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on as a Super User or administrator.
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User logs onto the Hauler website, and selects the Admin | Users menu item.

→ **Process**

1. Page displays a paged list (10 items / page) of users in a grid. The grid should be filterable and sortable, and contain the user name, contact name, email, agency, and phone. The user name should be a link to Update the user account (0 UC 17 Update Hauler / City User Profile, Account and Security Access). There should be a separate link to reset the user's password (0 UC 18 Reset Hauler / City User Password).

UC 17 Update Hauler / City User Profile, Account and Security Access

Overview

Description	Allows Super Users and Administrators to update the profile, hauler account list, and security rights for another user.
Primary Actors	Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on as a Super User or administrator editing another user's account.
Post Conditions (Success Guarantee)	Target account profile / security settings are updated.
Parent UC(s)	
Child UC(s)	

Basic Flow

→ **Initialization**

1. User logs onto the Hauler website, and selects the Admin | Users menu item. From the list of users, the user selects a user account to edit.

→ **Process**

1. Page displays the target user's current profile information (contact name, phone, agency name, email, account numbers, etc).
2. User updates portions of their profile information (contact name, phone, and email).

3. User submits the information, and the target user is sent an email confirmation that their profile has been updated.
4. If the email address has changed, the message should be sent to their old and new email address.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
User name	Free text, Required. If this is updated, the membership database must be updated with the new username.	From membership database
Contact name	Free text, Required	User Input
Phone	Free text, Required	User Input
Agency Name	Select a single item from a list, Required, If this is changed, the list of available Account numbers must be reset based on the selected Hauler. This list comes from the Hauler table, which is manually maintained and currently has @14 entries.	User Input
Manager	Free text, required	User Input
E-mail	Free text, Required, must be a valid email address	User Input
Accounts	A list of account numbers based on the selected hauler. The administrator must be able to assign access to zero, one or more account numbers.	User Input
Roles	A checkbox list of security roles which manage the user's access level to system functions (Super User, Administrator).	User input
Active	Checkbox indicating whether the user is active in the membership database. This will be used to activate a user who is requesting access to the website, or to deactivate old accounts.	User input
Locked	Checkbox indicating whether the user account has been locked by the ASP.NET Membership system. If the account is locked and the administrator un-checks this box, the account should be unlocked.	User Input

Alternative Flow

If information is insufficient or invalid, the user should be warned about the problem and asked to resubmit. Checks need to be made for issues such as duplicate user name, email, or other problems generated by the ASP.NET Membership provider.

UC 18 Reset Hauler / City User Password

Overview

Description	Allows Super Users and Administrators to reset the passwords of other users.
Primary Actors	Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary
Pre-Conditions	User must be logged on as a Super User or administrator.
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User logs onto the Hauler website, and selects the Admin | Users menu item. Administrator selects the link to reset a particular user's password.

➔ Process

1. Page displays the selected users' username and prompts the current user to enter and confirm the new password.
2. System updates the user's password.
3. The target user is sent an email confirmation of their new password.

UC 19 GreenWaste Quarterly Report

Overview

Description	This is a static quarterly report which is publicly available. User chooses a year and quarter for the report which opens in Excel. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Public
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | GreenWaste Quarterly Report.

→ Process

1. User is presented with options to select a year (2004-current year) and quarter (1st, 2nd, 3rd, 4th).
2. After the user selects a year and quarter, the user downloads the appropriate GreenWaste Quarterly Report in Microsoft Excel format.
3. The selection screen should also display quarterly reporting information as outlined below.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	2004-current year	User Input
Quarter	1 st , 2 nd , 3 rd , 4 th	User Input

The selection screen should also display quarterly reporting information as outlined below.

Quarter		Reports Due from Agencies to The Board and Jurisdictions	Reports Available On Line
1st	Jan. 1 - Mar. 31	July 15 th	July 20 th
2nd	Apr. 1 - Jun. 30	October 15 th	October 20 th
3rd	Jul. 1 - Sept. 30	January 15 th	January 20 th
4th	Oct. 1 - Dec. 31	April 15 th	April 20 th

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	County, City, Company, Account. These should be grouped and sub-totaled in Excel (see screenshot below).	
COLUMN: County	County Name For each county, a subtotal row should be created for the numeric columns.	
COLUMN: City	City Name, grouped by county For each city, a subtotal row should be created for the numeric columns.	
COLUMN: Company	Alphabetical Order, corresponds to the hauler account	
COLUMN: Account	Hauler account number	
COLUMN: Olinda SWIS #30-AB-0035	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: FRB SWIS #30-AB-0360	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: Prima SWIS #30-AB-0019	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: Total Tons	Sum Olinda SWIS #30-AB-0035, FRB SWIS #30-AB-0360, Prima SWIS #30-AB-0019.	Numeric
COLUMN: Quarter	Quarter the report was run for (1, 2,3,4)	
COLUMN: Year	Year the report was run for (2009, 2010)	
GRAND TOTAL	A grand total row should be calculated for all the numeric columns.	
SYSTEM TOTAL	Exact tonnage that came across the scale from the OCCATRAN.[Transactions] table.	

Fields	Notes	1) User Input 2) From Database 3) System Computed
FOOTER	Should include a date stamp for when the report was generated.	

Company	Acct	OLinda	FRB	Prima	Total Tons	Quarter	Year
BREA GREEN - FRANCHISE	97051	0	0	0	0	1	2009
CR&R - FRANCHISE	97052	0	0	0	0	1	2009
Republic Waste Services - FRANCHISE	97053	18228.57	0	0	18228.57	1	2009
Republic Waste Services of So. CA - RETAIL	97003	3172.23	0	0	3172.23	1	2009
TIERRA VERDE - FRANCHISE	97054	0	267.15	0	267.15	1	2009
TIERRA VERDE - RETAIL	97004	0	1.59	278.05	279.64	1	2009
BREA GREEN - FRANCHISE	97051	0	0	0	0	1	2009
CR&R - FRANCHISE	97052	0	0	0	0	1	2009
Republic Waste Services - FRANCHISE	97053	0	0	0	0	1	2009

UC 20 Disposal Quarterly Report

Overview

Description	This is a static quarterly report which is publicly available. User chooses a year and quarter for the report which opens in Excel. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Public
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | Disposal Quarterly Report.

➔ Process

1. User is presented with options to select a year (2004-current year) and quarter (1st, 2nd, 3rd, 4th).
2. After the user selects a year and quarter, the user downloads the appropriate Disposal Quarterly Report in Microsoft Excel format.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	2004-current year	User Input
Quarter	1 st , 2 nd , 3 rd , 4 th	User Input

The selection screen should also display quarterly reporting information as outlined below.

Quarter		Reports Due from Agencies to The Board and Jurisdictions	Reports Available On Line
1 st	Jan. 1 - Mar. 31	July 15 th	July 20 th
2 nd	Apr. 1 - Jun. 30	October 15 th	October 20 th
3 rd	Jul. 1 - Sept. 30	January 15 th	January 20 th
4 th	Oct. 1 - Dec. 31	April 15 th	April 20 th

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	County, City, Company, Account, Waste Type	
COLUMN: County	County Name For each county, a subtotal row should be created for the numeric columns.	
COLUMN: City	City Name, grouped by county For each city, a subtotal row should be created for the numeric columns.	

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Company	Alphabetical Order, corresponds to the hauler account	
COLUMN: Account	Hauler account number	
COLUMN: Waste Type	(DispOther, DispSelfHaul)	
COLUMN: Olinda SWIS #30-AB-0035	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: FRB SWIS #30-AB-0360	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: Prima SWIS #30-AB-0019	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: Total Tons	Sum of Olinda SWIS #30-AB-0035, FRB SWIS #30-AB-0360, Prima SWIS #30-AB-0019.	Numeric
COLUMN: Quarter	Quarter the report was run for (1, 2,3,4)	
COLUMN: Year	Year the report was run for (2009, 2010)	
GRAND TOTAL	A grand total row should be calculated for all the numeric columns.	
SYSTEM TOTAL	Exact tonnage that came across the scale from the OCCATRAN.[Transactions] table.	
FOOTER	Should include a date stamp for when the report was generated.	

UC 21 Self-Haul Report

Overview

Description	This is a dynamic report which is publicly available. User chooses a city, a start date, and an end date to generate the report, which then opens in Excel.
Primary Actors	Public
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	

Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | Self-Haul Report.

→ Process

1. User is presented with options to select a city and date range.
2. After the user selects a date range, the user downloads the appropriate Self-Haul Report in Microsoft Excel format.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
City	Drop down list of all cities Select * FROM OCCATRANA.[Rates] WHERE [Table]='o'	User Input
Start Date	Calendar popup of the starting date (defaults to today's date)	User Input
End Date	Calendar popup of the ending date (defaults to today's date)	User Input

The selection screen should also display quarterly reporting information as outlined below.

Quarter	Reports Due from Agencies to The Board and Jurisdictions	Reports Available On Line
1st Jan. 1 - Mar. 31	July 15 th	July 20 th
2nd Apr. 1 - Jun. 30	October 15 th	October 20 th
3rd Jul. 1 - Sept. 30	January 15 th	January 20 th
4th Oct. 1 - Dec. 31	April 15 th	April 20 th

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
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Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	County, City, Company, Account, Waste Type	
HEADER	Self Haul Report	
HEADER: City	City Code for the report	
HEADER: Date Range	Start and End Dates for the Report	
COLUMN: Hauler	Hauler account number	
COLUMN: Hauler Name	Corresponds to the hauler account	
COLUMN: Address1	Hauler Address 1	
COLUMN: Address2	Hauler Address 2	
COLUMN: City	Hauler City	
COLUMN: Zip	Hauler Zip	
COLUMN: Contact	Hauler Contact	
COLUMN: Phone	Hauler Phone	
COLUMN: Hauler	Hauler account number	
COLUMN: Olinda	Tonnage amount hauled to Olinda site	numeric
COLUMN: Prima	Tonnage amount hauled to Prima site	numeric
COLUMN: FRB	Tonnage amount hauled to FRB site	numeric
COLUMN: Total	Sum of Olinda, Prima, and FRB columns	numeric
COLUMN: # Trucks	Count of trucks recorded for self-hauling	numeric
FOOTER	Should include a timestamp for when the report was generated.	

UC 22 Under Billing Report

Overview

Description	This is a dynamic report which is available only to staff and users from specific Haulers.
Primary Actors	Haulers, Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Haulers, Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	

Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | Under Billing Report. Only certain users have access to this menu (see 0 UC 8 Hauler Website Navigation).

➔ Process

1. User is presented with a drop down list of Haulers to which they have account access.
2. The user submits the requested hauler and the Under Billing Report is displayed.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Hauler	Drop down list of all haulers to which the user has access.	User Input

Report Structure

These are based on the tonnage tracked in the OCCATRANA.[Transaction] table after January 1, 2007 which have not been voided.

See [proc GetSurcharge](#) for more information on how the detail rows are calculated.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Account Number, Year, Month	
HEADER	Under Billing Report	
HEADER: Hauler	Hauler Name	
COLUMN: Account #	Account Number for the hauler Subtotal for each account, containing the total Estimated Payments* for the account.	
COLUMN: Month	Month	

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Year	Year	
COLUMN: Tonnage		
COLUMN: Surcharge	\$0.12 (maintained in the tblSurcharge table). It should be possible to vary the surcharge applied based on the month and year by updating a table in the reporting database.	
COLUMN: Estimated Payments*	Calculated as Tonnage * Surcharge	
GRAND TOTAL	Total Estimated Payments* for all accounts for this hauler.	
FOOTER: Beginning Balance	Select BeginBal from tblHaulerAbilityPriHauler for HaulerID See 0 UC 57 Edit .	
FOOTER: Estimated Payments* To Date	Same as Grand Total Estimated Payments*	
FOOTER: Remaining Balance	Beginning Balance – Total Estimated Payments	
FOOTER	Should include a timestamp for when the report was generated.	
FOOTER: Text	* Estimated payments are subject to change due to monthly tonnage adjustments by hauler.	

UC 23 Hauler Transaction Report

Overview

Description	This is a dynamic report which is available to Haulers and Staff. User chooses an account number, a start date, and an end date to generate the report, which then opens in Excel.
Primary Actors	Haulers, Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	

Child UC(s)

Basic Flow

➔ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | Hauler Transaction Report.

➔ Process

1. User is presented with options to select an account and date range.
2. After the user selects an account and date range, the user downloads the Hauler Transaction Report in Microsoft Excel format.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Account Number	Drop down list of account numbers to which the user has access.	User Input
Start Date	Calendar popup of the starting date (defaults to today's date)	User Input
End Date	Calendar popup of the ending date (defaults to today's date)	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER		
COLUMN: TRNTYP	<code>OCCATRANa.[Transaction].tt</code>	
COLUMN: TRNSTS	<code>OCCATRANa.[Transaction].void = 0 then 'C' else 'V'</code>	
COLUMN: TRNSIT	<code>OCCATRANa.[Transaction].[Site Code]</code>	
COLUMN: TRNNUM	<code>OCCATRANa.[Transaction].[Trans Num]</code>	
COLUMN: TRNHRLR	<code>OCCATRANa.[Transaction].[Haul Acct]</code>	

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: TRNBIL	OCCATRANa.[Transaction].[Bill Acct]	
COLUMN: TRNHAC	OCCATRANa.[Transaction].TranHaulerParent	
COLUMN: TRNVID	OCCATRANa.[Transaction].Truck	
COLUMN: TRNGRS	(OCCATRANa.[Transaction].[Gross Lb] / 2000) * 100	
COLUMN: TRNVTR	(OCCATRANa.[Transaction].[Tare Lb] / 2000) * 100	
COLUMN: TRNBTR	NULL	
COLUMN: TRNOID	OCCATRANa.[Transaction].[ID in]	
COLUMN: TRNTIM	OCCATRANa.[Transaction].[Time In]	
COLUMN: TRNDAT	OCCATRANa.[Transaction].[Date In]	
COLUMN: TRNTOT	OCCATRANa.[Transaction].[Tip Fee]	
COLUMN: TRNBDG	NULL	
COLUMN: TRNBOX	OCCATRANa.[Transaction].[Trailer]	
COLUMN: TRNVTP	OCCATRANa.[Transaction].[VT]	
COLUMN: TRNGEO	OCCATRANa.[Transaction].[Group]	
COLUMN: TRNCON	OCCATRANa.[Rates].Entry	
COLUMN: TRNCM1	OCCATRANa.[Transaction].Note	
COLUMN: TRNMOP	OCCATRANa.[Transaction].PT	
COLUMN: TRNRFD	OCCATRANa.[Transaction].[Site Code Original]	
COLUMN: TRNCD1	NULL	

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: TRNWBO	OCCATRANa.[Transaction].[In Out]	
COLUMN: TRNLIC	OCCATRANa.[Transaction].Tag	
COLUMN: TRNBT1	OCCATRANa.[Transaction].Trailer2	
COLUMN: TRNBT2	OCCATRANa.[Transaction].Trailer3	
COLUMN: TRNBT3	OCCATRANa.[Transaction].Trailer4	
COLUMN: TRNBT4	OCCATRANa.[Transaction].Trailer5	
COLUMN: TRNBT5	NULL	
COLUMN: TRNDTC	Left(Year(OCCATRANa.[Transaction].[Date In], 2))	
COLUMN: DETCG	OCCATRANa.[Transaction].ET1	
COLUMN: DETWGT	cast ((OCCATRANa.[Transaction]. [Gross Lb] - OCCATRANa.[Transaction]. [Tare Lb]) / 2000.00 as decimal(8,2)) as DETWGT	

UC 24 DRS Quarterly Report

Overview

Description	This is a dynamic report which is available to Staff, Super Users, and Administrators. User chooses a year and quarter for the report which opens in Excel. The Excel file format must comply with the State requirements for "Online upload" as outlined below and available at http://www.ciwmb.ca.gov/LGCentral/DRS/eDRS/default.htm . This report is generated when requested by a Super User or Administrator.
Primary Actors	Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators

Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR public site, and selects the menu for Reports | DRS Quarterly Report.

→ Process

1. User is presented with options to select a year (2004-current year) and quarter (1st, 2nd, 3rd, 4th).
2. After the user selects a year and quarter, the user create the DRS Quarterly Report in Microsoft Excel format.

Report Structure

The Report Structure is defined by the State of California as follows. For more details see (<http://www.ciwmb.ca.gov/LGCentral/DRS/eDRS/default.htm>)

Quarterly Disposal Reporting Specification

	Data Field	Type	Length	Definition
Required for all	County or RA Filing DRS Report	Alphanumeric	100	Name of the county or regional agency that is filling out this DRS report
	Report Year	Integer	4	The four digit numeric year of this report (e.g. 2004)
	Report Quarter	Integer	1	The reporting quarter of this report.

Optional for Imports; Required for In-State and Export	Place of Origin	Alphanu- me- ric	100	Name of U.S. city, un- incorporated county, regional agency or Indian territory place name where waste originated.
Required for In- State	County of Origin	Alphanu- me- ric	25	Name of U.S. county where waste originated.
Required for In- State or US States; Does not apply to origin from another country or Indian Territories.	State of Origin	Alphanu- me- ric	15	Name of U.S. state where waste originated. (For Imports, put "Out-Of- State" if name of State is unknown.)(e.g. NV)
Required for Imports	Country of Origin	Alphanu- me- ric	75	Name of country where waste originated (US, Mexico, etc). Specify name of Indian tribe if waste was originated from an Indian territory. Indian territories that reside in California are considered imports.
In-State Only	Origin Unknown Code	Alphanu- me- ric	3	Reason for origin of waste unknown, possible values in bold: HA - Hauler/Operator Non- Compliance (host assigned) NHA - No gate attendant was present (No attendant host assigned)

Required for In-State, Imports, and Exports	Destination Facility Name	Alphanumeric	50	Name of facility where waste was disposed (destination facility)
Required for In-State and Imports Only	Destination SWIS Number	Alphanumeric	10	Solid Waste Facility System (SWIS) permit number where waste was disposed (i.e. 13-aa-0012). Only report facilities within your county or regional agency.
Exports only; either field required	Destination State	Alphanumeric	15	Name of U.S. state where waste was disposed. (For Exports, put "Out-Of-State" if name of State is unknown.)(e.g. Nevada)
	Destination Country	Alphanumeric	75	Name of country where waste was disposed. Specify name of Indian tribe if waste was disposed at an Indian territory.
Required for In-State and Import	Tons Accepted	Numeric	2 decimal places	Amount in tons of waste accepted by landfill or transformation facility. For landfills: Amount should exclude soil used on site.

Required for all	Disposed/Transformed Tons	Numeric	2 decimal places	Amount in tons of waste disposed, transformed, or exported.
Optional for all - Also used for Transformation Solid Waste	ADC Ash	Numeric	2 decimal places	Amount of Alternative Daily Cover "ash" in tons.
	ADC Auto Shred	Numeric	2 decimal places	Amount of Alternative Daily Cover "auto shredder waste" in tons.
	ADC CD	Numeric	2 decimal places	Amount of Alternative Daily Cover "construction and demolition waste" in tons.
	ADC Compost	Numeric	2 decimal places	Amount of Alternative Daily Cover "compost" in tons.
	ADC Contaminated Sediment	Numeric	2 decimal places	Amount of Alternative Daily Cover "contaminated sediment" in tons.
	ADC Green Waste	Numeric	2 decimal places	Amount of Alternative Daily Cover "green waste" in tons.
	ADC Mixed	Numeric	2 decimal places	Amount of Alternative Daily Cover "mixed" in tons.
	ADC Sludge	Numeric	2 decimal places	Amount of Alternative Daily Cover "sludge" in tons.
	ADC Tires	Numeric	2 decimal places	Amount of Alternative Daily Cover "tires" in tons.
	ADC Other	Numeric	2 decimal places	Amount of Alternative Daily Cover "other" in tons, does not include soil.

	ADC Other Description	Alphanumeric	100	Description of material designated as Alternative Daily Cover "Other"
Optional for All	AIC Ash	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "ash" in tons.
	AIC Auto Shred	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "auto shredder waste" in tons.
	AIC CD	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "construction and demolition waste" in tons.
	AIC Compost	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "compost" in tons.
	AIC Contaminated Sediment	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "contaminated sediment" in tons.
	AIC Green Waste	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "green waste" in tons.
	AIC Mixed	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "mixed" in tons.
	AIC Sludge	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "sludge" in tons.
	AIC Tires	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "tires" in tons.
	AIC Other	Numeric	2 decimal places	Amount of Alternative Intermediate Cover "other" in tons, does not include soil.
	AIC Other Description	Alphanumeric	100	Description of material designated as Alternative

	n		Intermediate Cover "Other"
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Definitions:

- In State: Waste origin and destination is within California. (Excluding Indian Territories)
- Import: Waste origin is outside California or Indian Territories.
- Export: Waste destination is outside California or Indian Territories.
- Indian Territories: Indian territories are considered to be another country even though it is within California or in another State. Input "Out-Of-State" in the State data field for any disposals that are imported from any Indian Territories. Input "Out-Of-State" in the Destination State data field for any disposals that are exported to any Indian Territories.

Specifications for County, State and Country names:

- County: <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>
- State: <http://www.itl.nist.gov/fipspubs/fip5-2.htm>
- Country: <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>

UC 25 Intranet Site Navigation

Overview

Description	This describes the navigation options available in the internal Intranet application for reporting.
Primary Actors	Staff, Super Users, Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

Initialization

1. User accesses the OCWR Intranet site, and selects links which lead to the Reporting and Hauler services features.

→ Process

1. User is presented with screen elements based on their current logged on / off status, and security permissions.

Screen Elements

Menus or a sequence of pages / links should be used to integrate the following navigation hierarchy into the existing OCWR Intranet site.

Only Administrators should have access to the Balance Processing section.



UC 26 Report: Count and Tonnage Calculations

Overview

Description	This use case outlines the basic calculations which are used to support Count and Tonnage reports
Primary Actors	System
Secondary Actors	
Offstage Actors	

Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Tonnage Calculations

Two types of calculations are used in the Monthly Tonnage Reports. **Count calculations** are based on the # of transactions recorded in the OCCATRANA database. **Tonnage calculations** are based on the tonnages recorded in the OCCATRANA database.

Both calculations utilize the OCCATRANA.Transaction and OCCATRANA.Splits tables, related by the [trans num] field. [Transaction].[Void] should be 0. [Splits].[Table] should be 'M' (material).

For counts, the count is based on the number of records returned.

For tonnage, the tonnage is calculated as $\text{cast}([Gross\ Lb] - [Tare\ Lb]) / 2000.0 \text{ as decimal}(8,2)$.

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Green Waste	[Splits].[Entry] = 5 and [Transaction].[ET1] in (30, 33, 55)	
Transfer	[Splits].[Entry] = 7 and [Transaction].[ET1] in (30, 33, 55)	
General Waste	([Splits].[Entry] in (1, 3, 4, 6, 200, 201, 202) and [Transaction].[ET1] in (30, 33, 55)) Or [Splits].[Entry] in (301, 9)	
Sludge	[Splits].[Entry] = 15 and [Transaction].[ET1] in (31, 51)	
MiscHtoH	([Splits].[Entry] in (1, 3, 4, 6, 7, 200, 201, 202) and [Transaction].[ET1] in (31, 51))	
Dirt	[Splits].[Entry] = 4 and [Transaction].[ET1] in (30, 33, 55)	
Asphalt	[Splits].[Entry] = 6 and [Transaction].[ET1] in (30, 33, 55)	
Treated Wood	[Splits].[Entry] = 10	
Salvage	[Splits].[Entry] >= 100 and [Splits].[Entry] <= 150	
Import	[Splits].[Entry] = 70 and [Transaction].[ET1] in (70, 100, 110, 120, 130, 101, 111, 121, 131)	

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Green Waste Exempt	[Splits].[Entry] = 5 and [Transaction].[ET1] in (90, 95)	
Dirt Exempt	[Splits].[Entry] = 4 and [Transaction].[ET1] in (90, 95)	
Asphalt Exempt	[Splits].[Entry] = 6 and [Transaction].[ET1] in (90, 95)	
Orange County Waste	SUM (Green Waste, Transfer, General Waste, Sludge, Misc H to H, Treated Wood) – Salvaged for accounts numbers < 9000	
Import	Calculated for accounts in the range 9000-9999	
All Buried	Orange County Waste + Import	
LEA	All buried + Salvage	
Total Waste	All Buried + Green Waste Exempt + Dirt Exempt + Asphalt Exempt	

UC 27 Report: Site Codes for Calculations / Filtering

Overview

Description	This use case outlines the basic data processing which is used to support reports by site. These codes can be applied to the OCCATRANA.Transaction.[Site Code] field for filtering.
Primary Actors	System
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Site Codes

Site Code	Notes	1) User Input 2) From Database 3) System Computed
01	Headquarters (used for adjustment transactions).	
23	Olinda	
26	Prima	
27	FRB	

UC 28 Report: Monthly Tonnage – Daily Count

Overview

Description	This is a static report which is available to staff. User chooses a site (Olinda, FRB, Prima), year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Count.

➔ Process

1. User is presented with options to select a site (Olinda, FRB, Prima), a year (1999-current year) and month (January – December).
2. After the user selects a site, year, and month, the user opens the appropriate Daily Count Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Site	Olinda, FRB, Prima	User Input
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Date (each day of the selected month)	
HEADER	Text: Count, Month, Year, Site	COUNT August 2009 PRIMA
COLUMN: Date	Day of the month	
COLUMN: Buried Green		Numeric
COLUMN: MRF Transfer		Numeric
COLUMN: General Waste		Numeric
COLUMN: Sludge		Numeric
COLUMN: Misc H to H		Numeric
COLUMN: Treated Wood		Numeric
COLUMN: Salvaged Materials		Numeric
COLUMN: Orange County		Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Import		Numeric
COLUMN: All Buried		Numeric
COLUMN: LEA Reportable		Numeric
COLUMN: Exempt Green Waste		Numeric
COLUMN: Exempt Dirt		Numeric
COLUMN: Exempt Asphalt		Numeric
COLUMN: Total		Numeric
GRAND TOTAL	A grand total row should be calculated for all the numeric columns.	
FOOTER	Text: LEA Reportable includes Salvaged Materials. To determine compliance, compare the daily Nos. with SWFP limits.	
FOOTER	Should include a date stamp for when the report was generated.	

Daily Count Sample

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Tonnage.

➔ Process

1. User is presented with options to select a site (Olinda, FRB, Prima), a year (1999-current year) and month (January – December).
2. After the user selects a site, year, and month, the user opens the appropriate Daily Tonnage Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Site	Olinda, FRB, Prima	User Input
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 28 Report: Monthly Tonnage – Daily Count, except using tonnage calculations instead of transaction counts.
For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 30 Report: Monthly Tonnage – Daily Count All Sites

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component
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	either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Count All Sites.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Daily Count Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 28 Report: Monthly Tonnage – Daily Count, except the counts are the total for all sites instead of a selected site. For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 31 Report: Monthly Tonnage – Daily Tonnage All Sites

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Tonnage All Sites.

➔ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Daily Count Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 28 Report: Monthly Tonnage – Daily Count, except the columns contain tonnage, and the total tonnage for all sites instead of a selected site.

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 32 Report: Monthly Tonnage – Daily Count Subtotals

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Count Subtotals.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Daily Count Subtotal Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Date (each day of the selected month)	
HEADER	Text: Count, Month, Year	COUNT August 2009 DAILY COUN REPORT
SUB HEADER	This report has a group of four columns for each site (County Waste, Import, All Buried, LEA Reportable), followed by a group for All Sites.	
COLUMN: Date	Day of the month	
COLUMN: Olinda Orange County Waste		Numeric
COLUMN: Olinda Import		Numeric
COLUMN: Olinda All Buried		Numeric
COLUMN: Olinda LEA Reportable		Numeric
COLUMN: Prima Orange County Waste		Numeric
COLUMN: Prima Import		Numeric
COLUMN: Prima All Buried		Numeric
COLUMN: Prima LEA Reportable		Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: FRB Orange County Waste		Numeric
COLUMN: FRB Import		Numeric
COLUMN: FRB All Buried		Numeric
COLUMN: FRB LEA Reportable		Numeric
COLUMN: All Sites Orange County Waste		Numeric
COLUMN: All Sites Import		Numeric
COLUMN: All Sites All Buried		Numeric
COLUMN: All Sites LEA Reportable		Numeric
GRAND TOTAL	A grand total row should be calculated for all the numeric columns.	
FOOTER	Text: LEA Reportable includes Salvaged Materials. To determine compliance, compare the daily Nos. with SWFP limits.	
FOOTER	Should include a date stamp for when the report was generated.	

Sample Report

NOTE: Columns for Santiago are no longer needed. This site has been discontinued.

Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Daily Tonnage Subtotals.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Daily Count Subtotal Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations. This report follows the same structure as 0 UC 32 Report: Monthly Tonnage – Daily Count Subtotals, except using tonnage calculations instead of transaction counts.

UC 34 Report: Monthly Tonnage – Calendar Year Count

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	

Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Calendar Year Count.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Calendar Year Count Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Year, Month	
HEADER	Text: Count, Month, Year	COUNT August 2009 CALENDAR YEAR COUNT REPORT

Fields	Notes	1) User Input 2) From Database 3) System Computed
SUB HEADER	This report has a group of four columns for each site (County Waste, Import, All Buried, LEA Reportable), followed by a group for All Sites.	
GROUPING	Rows are grouped and subtotaled by Calendar Quarter. Q1 = Jan – Mar, Q2 = Apr – Jun, Q3 = Jul – Sep, Q4 = Oct – Dec.	
COLUMN: Date	Month (or Quarter for subtotal rows)	
COLUMN: Olinda Orange County Waste		Numeric
COLUMN: Olinda Import		Numeric
COLUMN: Olinda All Buried		Numeric
COLUMN: Olinda LEA Reportable		Numeric
COLUMN: Prima Orange County Waste		Numeric
COLUMN: Prima Import		Numeric
COLUMN: Prima All Buried		Numeric
COLUMN: Prima LEA Reportable		Numeric
COLUMN: FRB Orange County Waste		Numeric
COLUMN: FRB Import		Numeric
COLUMN: FRB All Buried		Numeric
COLUMN: FRB LEA Reportable		Numeric
COLUMN: All Sites Orange County Waste		Numeric
COLUMN: All Sites Import		Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: All Sites All Buried		Numeric
COLUMN: All Sites LEA Reportable		Numeric
GRAND TOTAL (Year Totals)	A grand total row should be calculated for all the numeric columns.	
FOOTER	Text: LEA Reportable includes Salvaged Materials. To determine compliance, compare the daily Nos. with SWFP limits.	
FOOTER	Should include a date stamp for when the report was generated.	

Sample Report

NOTE: Columns for Santiago are no longer needed. This site has been discontinued.

DanaInfo=Intranet.iwmd.ocgov.com+rptCYCountIntegrated10082009.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Times New Roman 8 **A**

Paste **B** **I** **U** **Font**

Wrap Text **General** **\$** **%** **Number**

Conditional Formatting **Format as Table** **Cell Styles** **Insert** **Delete** **Format** **AutoSum** **Fill** **Sort & Filter** **Find & Select**

Clipboard **Font** **Alignment** **Number** **Styles** **Cells** **Editing**

A30

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	C			
1	COUNT	August	2009				OC WASTE & RECYCLING CALENDAR YEAR COUNT REPORT													
2																				
3	DATE	OLINDA ALPHA			SANTIAGO		PRIMA DESHECHA				BOWERMAN			ALL SITES						
4		Orange			LEA	Orange	LEA	Orange		LEA	Orange		LEA	Orange		LEA				
5		County Waste	Import	Reportable	County Waste	Import	Reportable	County Waste	Import	Reportable	County Waste	Import	Reportable	County Waste	Import	Reportable				
6	January	7,242	2,466	9,717	0	0	0	9,735	810	10,566	8,644	969	9,615	25,621	4,245	29,898				
7	February	6,058	2,347	8,412	0	0	0	7,475	701	8,196	7,296	967	8,265	20,829	4,015	24,873				
8	March	7,036	2,663	9,707	0	0	0	9,359	825	10,206	8,400	969	9,371	24,795	4,457	29,284				
9	Quarter 1 Tot	20,336	7,476	27,836	0	0	0	26,569	2,336	28,968	24,340	2,905	27,251	71,245	12,717	84,055				
10																				
11	April	7,099	2,591	9,699	0	0	0	9,460	855	10,333	8,468	935	9,408	25,027	4,381	29,440				
12	May	7,041	2,217	9,267	0	0	0	9,501	803	10,324	8,356	2	8,363	24,898	3,022	27,954				
13	June	7,237	2,421	9,667	0	0	0	9,955	777	10,754	8,812	2	8,817	26,004	3,200	29,238				
14	Quarter 2 Tot	21,377	7,229	28,633	0	0	0	28,916	2,435	31,411	25,636	939	26,588	75,929	10,603	86,632				
15																				
16	July	7,453	2,571	10,034	0	0	0	10,473	780	11,276	9,027	7	9,037	26,953	3,358	30,347				
17	August	6,893	2,442	9,343	0	0	0	10,125	784	10,927	8,356	1	8,358	25,374	3,227	28,628				
18	Quarter 3 Tot	14,346	5,013	19,377	0	0	0	20,598	1,564	22,203	17,383	8	17,395	52,327	6,585	58,975				
19																				
20																				
21																				
22	Year Totals	56,059	19,718	75,846	0	0	0	76,083	6,335	82,582	67,359	3,852	71,234	199,501	29,905	229,662				
23																				
24																				
25																				
26																				
27																				
28																				
29	LEA Reportable includes Salvaged Materials. To determine compliance, compare the daily Nos. with SWFP limits.																			
30																				
31																				

Sheet1 Sheet2 Sheet3

Ready 100%

UC 35 Report: Monthly Tonnage – Calendar Year Tonnage

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Calendar Year Tonnage.

➔ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Calendar Year Tonnage Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 34 Report: Monthly Tonnage – Calendar Year Count, except using tonnage calculations instead of transaction counts.

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 36 Report: Monthly Tonnage – Fiscal Year Count

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Fiscal Year Count.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Fiscal Year Count Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 34 Report: Monthly Tonnage – Calendar Year Count, except using fiscal year quarters for OCWR for grouping data: Q3 = Jan – Mar, Q4 = Apr – Jun, Q1 = Jul – Sep, Q2 = Oct – Dec.
For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 37 Report: Monthly Tonnage – Fiscal Year Tonnage

Overview

Description	This is a static report which is available to staff. User chooses a year, and month for the report which opens in Microsoft Report Viewer for export to Excel or PDF. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Landfill Tonnage Reports | Monthly Tonnage Reports | Fiscal Year Tonnage.

→ Process

1. User is presented with options to select a year (1999-current year) and month (January – December).
2. After the user selects a year, and month, the user opens the appropriate Fiscal Year Tonnage Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	1999 – current year	User Input
Month	January – December. For the current year, the month selection should stop one month prior to the current month.	User Input

Report Structure

This report follows the same structure as 0 UC 34 Report: Monthly Tonnage – Calendar Year Count, except using tonnage calculations instead of transaction counts, and using fiscal year quarters for OCWR for grouping data: Q3 = Jan – Mar, Q4 = Apr – Jun, Q1 = Jul – Sep, Q2 = Oct – Dec.
For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

UC 38 Report: Landfill Hourly Traffic – Commodity

Overview

Description	The Real Time Landfill Data Query System displays tonnage data or the number of transactions for a specified site by hour for a specified date range and/or day of the week. The Commodity Report displays data based on material type.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	

Basic Flow

➔ **Initialization**

1. User accesses the OCWR intranet site, and selects the menu for Reports | Real-Time Landfill Traffic | Commodity Report.

➔ **Process**

1. User sets the filtering options outlined in the Screen Elements.
2. User submits the report filter option and the appropriate Landfill Hourly Commodity Report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar day for the start of the report.	User Input
End Date	Calendar day for the end of the report.	User Input
Select Days	A checkbox list of the days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). All days should be unchecked by default. If one or more days are selected, the report should be filtered for only those days of the week.	User Input
Count or Tonnage	Drop down list indicating whether the report should be based on the transaction count or tonnage. See 0 UC 26 Report: Count and Tonnage Calculations for tonnage vs. count calculation differences.	User Input
Select Site	Drop down list for the sites that should be reported on (Olinda, FRB, Prima, or All Sites) The default should be All Sites. See 0 UC 27 Report: Site Codes for Calculations / Filtering for details on how to filter the selected sites.	User Input

Report Structure

For field calculations see 0 UC 26 Report: Count and Tonnage Calculations.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Hour of the day for the transaction (6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, etc)	
HEADER	Text: {Site / All Sites} – {Tonnage / Count} by Commodity {Start Date} – {End Date} {Day of Week filters if applicable}	
COLUMN: Hour	Hour of the day for the transaction (6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, etc)	
COLUMN: Buried Green		Numeric
COLUMN: MRF Transfer		Numeric
COLUMN: General Waste		Numeric
COLUMN: Sludge		Numeric
COLUMN: Misc H to H		Numeric
COLUMN: Treated Wood		Numeric
COLUMN: Salvaged Materials		Numeric
COLUMN: Orange County		Numeric
COLUMN: Import		Numeric
COLUMN: All Buried		Numeric
COLUMN: LEA Reportable Tonnage		Numeric
COLUMN: Exempt ADC / PGM		Numeric
COLUMN: Exempt Dirt		Numeric
COLUMN: Exempt Asphalt		Numeric
COLUMN: Total	Total tonnage or count for all commodities / materials.	Numeric
ROW: Hour	There should be one row for each hour for which data is available.	
ROW: Totals	Totals for the numeric columns containing data for each hour.	Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
ROW: Adjustments	There should be one row for each hour for which adjustments are available. See 0 UC 27 Report: Site Codes for Calculations / Filtering.	
ROW: Adj. Totals	Total row + Adjustment rows	
FOOTER	Should include a date stamp for when the report was generated.	

UC39 Report: Landfill Hourly – Vehicle Type

Overview

Description	The Real Time Landfill Data Query System displays tonnage data or the number of transactions for a specified site by hour for a specified date range and/or day of the week. Displays data based on type of vehicle that came through the gate.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Real-Time Landfill Traffic | Vehicle Type.

➔ Process

1. User sets the filtering options outlined in the Screen Elements.
2. User submits the report filter option and the appropriate Landfill Hourly Vehicle Report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar day for the start of the report.	User Input
End Date	Calendar day for the end of the report.	User Input
Select Days	A checkbox list of the days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). All days should be selected by default. If a day is not selected, it should be excluded from the report.	User Input
Count or Tonnage	Drop down list indicating whether the report should be based on the transaction count or tonnage. See 0 UC 26 Report: Count and Tonnage Calculations for tonnage vs. count calculation differences.	User Input
Select Site	Drop down list for the sites that should be reported on (Olinda, FRB, Prima, or All Sites) The default should be All Sites. See 920 UC 27 Report: Site Codes for Calculations / Filtering for details on how to filter the selected sites.	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	VT code	
HEADER	Text: {Site / All Sites} – {Tonnage / Count} by Vehicle Type {Start Date} – {End Date} {Day of Week filters if applicable}	
COLUMN: Vehicle Type	Descriptive name for the type of the vehicle. This comes from OCCATRANA.Rates.Entry = OCCATRANA.Transactions.VT AND OCCATRANA.Rates.[Table] = 'V'	
COLUMN: VT	Vehicle Type Code – OCCATRANA.Transactions.VT	

Fields	Notes	1) User Input 2) From Database 3) System Computed
MATRIX: HOURS	One column for each hour that is being reported on (0600, 0700, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, etc)	Numeric
COLUMN: Total	Total across all hours for this vehicle type	Numeric
ROW: Totals	Totals for the numeric columns containing data for each hour, and the Total column.	Numeric
FOOTER	Should include a date stamp for when the report was generated.	

UC 40 Report: Landfill Hourly – Group by Account Numbers

Overview

Description	The Real Time Landfill Data Query System displays tonnage data or the number of transactions for a specified site by hour for a specified date range and/or day of the week. Displays data by account number range.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Real-Time Landfill Traffic | Group by Account Numbers.

➔ Process

1. User sets the filtering options outlined in the Screen Elements.

2. User submits the report filter option and the appropriate Landfill Hourly Report Grouped by Account Numbers opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar day for the start of the report.	User Input
End Date	Calendar day for the end of the report.	User Input
Select Days	A checkbox list of the days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). All days should be selected by default. If a day is not selected, it should be excluded from the report.	User Input
Count or Tonnage	Drop down list indicating whether the report should be based on the transaction count or tonnage. See 0 UC 26 Report: Count and Tonnage Calculations for tonnage vs. count calculation differences.	User Input
Select Site	Drop down list for the sites that should be reported on (Olinda, FRB, Prima, or All Sites) The default should be All Sites. See 0 UC 27 Report: Site Codes for Calculations / Filtering for details on how to filter the selected sites.	User Input
Group of Account Numbers	Drop down list for the account numbers to include in the report (All, City Contracts 5000-5999, Imports 9000-9998)	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Account Number	
HEADER	Text: {Site / All Sites} – {Tonnage / Count} by Account Numbers {Start Date} – {End Date} {Day of Week filters if applicable}	
COLUMN: Account No	Account Number	

Fields	Notes	1) User Input 2) From Database 3) System Computed
MATRIX: HOURS	One column for each hour that is being reported on (0600, 0700, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, etc)	Numeric
COLUMN: Total	Total across all hours	Numeric
ROWS: Special Behavior when All Accounts are selected.	Based on the range for the account number, either a sub-total row, or a detailed row should be shown as follows. 0000-4999, 6000-6999, 7000-7999, 8000-8999 – single sub-total row for these accounts 5000-5999, 9000-9998 – detailed row for each account followed by a subtotal row. 9999 – Subtotal Row 99xxxxx – Subtotal Row	
ROW: Totals	Totals for the numeric columns containing data for each hour, and the Total column.	Numeric
FOOTER	Should include a date stamp for when the report was generated.	

UC 41 Report: Landfill Hourly – Single Account or Account Name

Overview

Description	The Real Time Landfill Data Query System displays tonnage data or the number of transactions for a specified site by hour for a specified date range and/or day of the week. Displays data for a single account number
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success)	

Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Real-Time Landfill Traffic |Single Account.

→ Process

1. User sets the filtering options outlined in the Screen Elements.
2. User submits the report filter option and the appropriate Landfill Hourly Report for a Single Account opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar day for the start of the report.	User Input
End Date	Calendar day for the end of the report.	User Input
Select Days	A checkbox list of the days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). All days should be selected by default. If a day is not selected, it should be excluded from the report.	User Input
Count or Tonnage	Drop down list indicating whether the report should be based on the transaction count or tonnage. See 0 UC 26 Report: Count and Tonnage Calculations for tonnage vs. count calculation differences.	User Input
Select Site	Drop down list for the sites that should be reported on (Olinda, FRB, Prima, or All Sites) The default should be All Sites. See 0 UC 27 Report: Site Codes for Calculations / Filtering for details on how to filter the selected sites.	User Input
Account Number / Name	Combobox, searchable grid, or equivalent to select a single account by name or number.	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Account Number	
HEADER	Text: {Site / All Sites} – {Tonnage / Count} for Single Account {Start Date} – {End Date} {Day of Week filters if applicable}	
COLUMN: Account No	Account Name (Account Number)	
MATRIX: HOURS	One column for each hour that is being reported on (0600, 0700, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, etc)	Numeric
COLUMN: Total	Total across all hours	Numeric
ROW: Totals	Totals for the numeric columns containing data for each hour, and the Total column.	Numeric
FOOTER	Should include a date stamp for when the report was generated.	

UC 42 Report: Landfill Hourly – Hourly Green Waste

Overview

Description	The Real Time Landfill Data Query System displays tonnage data or the number of transactions for a specified site by hour for a specified date range and/or day of the week. Displays tonnage data for all green waste accounts. This report is for tonnage only.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	

Child UC(s)

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Real-Time Landfill Traffic | Green Waste.

➔ Process

1. User sets the filtering options outlined in the Screen Elements.
2. User submits the report filter option and the appropriate Landfill Hourly Green Waste Report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar day for the start of the report.	User Input
End Date	Calendar day for the end of the report.	User Input
Select Days	A checkbox list of the days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday). All days should be selected by default. If a day is not selected, it should be excluded from the report.	User Input
Select Site	Drop down list for the sites that should be reported on (Olinda, FRB, Prima, or All Sites) The default should be All Sites. See 0 UC 27 Report: Site Codes for Calculations / Filtering for details on how to filter the selected sites.	User Input

Report Structure

This report is limited to accounts in the range 97000 to 97999.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Account Number	

Fields	Notes	1) User Input 2) From Database 3) System Computed
HEADER	Text: {Site / All Sites} – Hourly Green Waste {Start Date} – {End Date} {Day of Week filters if applicable}	
COLUMN: Account No	Account Name (Account Number)	
MATRIX: HOURS	One column for each hour that is being reported on (0600, 0700, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, etc)	Numeric
COLUMN: Total (Tons)	Total across all hours	Numeric
COLUMN: ALLOC	This is the allocation for the primary hauler account stored in the Reporting database.	Numeric
COLUMN: DIFF	This is the Total (Tons) column – ALLOC	Numeric
COLUMN: PERCENT	Total Tons / ALLOC * 100	Numeric
FOOTER	Should include a date stamp for when the report was generated.	

UC 43 Report: Monthly Imported Tonnage

Overview

Description	This is a static monthly report which is available on the Intranet. Displays the tonnage amounts by importation hauler, by active site, and by month with subtotals for each hauler. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Monthly Imported Tonnage Report.

➔ Process

1. The user downloads the Monthly Imported Tonnage Report in Microsoft Excel format.

Report Structure

This report is only run for Importation accounts. See 0 UC 26

Report: Count and Tonnage Calculations.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Hauler, Landfill	
HEADER	MONTHLY IMPORTED TONNAGE REPORT CALENDAR YEAR {Year}	
HEADER	Number of Months Reported YTD = {Number of completed months used in the report}	
COLUMN: Hauler	Hauler Name There should be a subsection for each hauler, which will then be subtotaled for the hauler.	
COLUMN: Landfill	There should be a row for each Hauler, Landfill combination.	
MATRIX: MONTHS	There should be one column for each month of the year. Months which are not yet complete should reflect 0.00 values. Monthly tonnage for each landfill is calculated based on the calculations outlined in 0 UC 26 Report: Count and Tonnage Calculations and 0 UC 27 Report: Site Codes for Calculations / Filtering.	Numeric
COLUMN: YTD	Year to Date total of the columns in the Months matrix.	Numeric
COLUMN: Percent Comp.	Calculated as YTD / Annual Targeted Imported Waste * 100 to 2 decimal places.	Numeric
COLUMN: Mo. Avg. Targeted Imported Waste	Calculated as Annual Targeted Imported Waste / 12	Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Annual Targeted Imported Waste	Figure given for these the will be pulled from a database table which can be updated manually at the beginning of each year.	Numeric
ROWS: SubTotals	SubTotals should be calculated for the Numeric columns. For the Percent Comp column, the sub-total should be calculated off of the Sub Total YTD / Annual Targeted Imported Waste * 100 / 2.	
ROW: Total Reported Tonnage	This row should display the total reported tonnage, excluding adjusted tonnage (Site Code = 01) for each numeric column. For the Percent Comp column, the total should be calculated off of the Total YTD / Annual Targeted Imported Waste * 100 / 2.	
ROW: *Accounting Adjustments	This row displays the total reported tonnage adjustments (Site Code = 01).	
ROW: Adjusted Totals	This row is calculated as the Total Reported Tonnage row + Accounting Adjustments for each Numeric column	
FOOTER	Targeted Percentage = {Targeted Percentage}	
FOOTER	Text: * Reflected Monthly tonnage adjustments between in-County and Importation waste.	
FOOTER	Should include a date stamp for when the report was generated.	

UC 44 Report: Quarterly Tonnage Disposal Report

This the same as 0 UC 20 Disposal Quarterly Report.

Overview

Description	This is a static monthly report which is available on the Intranet. Displays the tonnage amounts for each city by hauler and by site for the quarter specified. This report has subtotals for each city and county. This report is generated by the static report generator component either manually or on a scheduled basis.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators

Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Quarterly Tonnage Disposal Report.

→ Process

1. The user downloads the Quarterly Tonnage Disposal Report in Microsoft Excel format.

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	County, City, Company, Account, Waste Type Excel Grouping and drill-down options should be available, like those used in 0 UC 19 GreenWaste Quarterly Report.	
COLUMN: County	County Name For each county, a subtotal row should be created for the numeric columns.	
COLUMN: City	City Name, grouped by county For each city, a subtotal row should be created for the numeric columns.	
COLUMN: Company	Alphabetical Order, corresponds to the hauler account	
COLUMN: Account	Hauler account number	
COLUMN: Waste Type	(DispOther or DispSelfHaul)	
COLUMN: Olinda SWIS #30-AB-0035	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: FRB SWIS #30-AB-0360	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Prima SWIS #30-AB-0019	Calculated off of the Hauler worksheets see 0 UC 13 Edit / Review Hauler Spreadsheet	Numeric
COLUMN: Total Tons	Sum Olinda SWIS #30-AB-0035, FRM SWIS #30-AB-0360, Prima SWIS #30-AB-0019.	Numeric
COLUMN: Quarter	Quarter the report was run for (1, 2,3,4)	
COLUMN: Year	Year the report was run for (2009, 2010)	
GRAND TOTAL	A grand total row should be calculated for all the numeric columns.	
SYSTEM TOTAL	Exact tonnage that came across the scale from the OCCATRAN.[Transactions] table.	
FOOTER	Should include a date stamp for when the report was generated.	

UC 45 Report: Self Haul Summary Report

Overview

Description	This is a dynamic report which is available to staff on the Intranet. Displays the self haul tonnage amounts by city and by active site for a specified date range. User chooses a start month / year, and an end month / year to generate the report, which then opens in Microsoft Report Viewer.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Self Haul Report.

➔ Process

1. The user selects a Start Month / Year and End Month / Year.
2. The user downloads the Self Haul Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Month	List of all months (January – December)	User Input
Start Year	List of years from 2000 – current year	User Input
End Month	List of all months (January – December)	User Input
End Year	List of years from 2000 – current year	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Year, Month, Site Name	
HEADER	Self Haul Report	
HEADER: Month, Year	A separate header / subsection grouped by Year and Month	
COLUMN: Site	Site Name (FRB, Office, Olinda, Prima)	
COLUMN: Tonnage	Total Self Haul Tonnage calculated for this site.	Numeric
COLUMN: Original Site	For office adjustments, this should be the site related to the adjustment (FRB, Olinda, Prima)	
FOOTER	Should include a timestamp for when the report was generated.	

UC 46 Report: Importation Report

Overview

Description	This is a dynamic report which is available to staff on the Intranet. Displays the daily importation tonnage amounts by hauler and site for a specified
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	date month range. User chooses a hauler, site, start month / year, and an end month / year to generate the report, which then opens in Microsoft Report Viewer.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Importation Report.

→ Process

1. The user selects a Hauler, Site, Start Month / Year and End Month / Year.
2. The user downloads the Importation Report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Hauler	Drop Down list of Primary Haulers	User Input
Site	Drop Down list of Sites	User Input
Start Month	List of all months (January – December)	User Input
Start Year	List of years from 2000 – current year	User Input
End Month	List of all months (January – December)	User Input
End Year	List of years from 2000 – current year	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Year, Month, Transaction Date	
HEADER	Importation Report	
HEADER	Site: {Site Name} Hauler: {Hauler Name}	
HEADER: Month, Year	A separate header / subsection grouped by Year and Month	
COLUMN: Transaction Date	mm/dd/yyyy	
COLUMN: Tonnage	Tonnage Amount	Numeric
ROW: Sub-Total	Tonnage Subtotal for each month	
ROW: Totals	Tonnage Total for the entire report	
FOOTER	Should include a timestamp for when the report was generated.	

UC 47 Report: AB939 Surcharge Report

Overview

Description	This is a dynamic report which is available to staff on the Intranet. Displays the tonnage amounts, surcharge amount, and number of transaction by active site for a specified month range. User chooses a start month / year, and an end month / year to generate the report, which then opens in Microsoft Report Viewer. There is also an option to choose the Detailed City Report. If selected, a more detailed version of the report is displayed.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | AB939 Surcharge Report.

➔ Process

1. The user selects a Start Month / Year and End Month / Year.
2. The user downloads the AB939 Surcharge Report opens in Microsoft Report Viewer.
3. If the user selects the option for Detailed City Report, a more detailed version of the report is displayed for a specific site.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Overview Text	Text: • This report calculated the total number of tons and the dollar amount received for the Non-Contract Surcharge. • Please select a start month/year and end month/year and click "Submit". • The report generated will be broken down by month and site. • The resulting tons are for all transactions paying the rate for Standard (30), Hard to Handle (31), and Tires (32). • Void transactions are not included.	
Detailed City Report?	Checkbox. If selected, the Site drop-down list should appear.	User Input
Site	Drop Down list of Sites. Only displays if Detailed City Report is selected.	User Input
Start Month	List of all months (January – December)	User Input
Start Year	List of years from 2000 – current year	User Input
End Month	List of all months (January – December)	User Input
End Year	List of years from 2000 – current year	User Input

Report Structure - Summary

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Year, Month, Site	
HEADER	Surcharge Report	
HEADER: Month, Year	A separate header / subsection grouped by Year and Month	
COLUMN: Site	Site Name	
COLUMN: Tons	Tonnage reported at this site	
COLUMN: Surcharge	Surcharge calculated for the tonnage. The \$19 / ton surcharge should be stored in a table.	
COLUMN: # of Transactions	Number of transactions for each site.	
FOOTER	Should include a timestamp for when the report was generated.	

Report Structure – Detailed

This report structure is used if the option for Detailed City Report is selected.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Year, Month, City, Company	
HEADER	Surcharge Report	
HEADER: Month, Year	A separate header / subsection grouped by Year and Month	
COLUMN: City	City Name	
COLUMN: Company	Hauler account name	
COLUMN: Tons	Tonnage reported at this site	
COLUMN: Surcharge	Surcharge calculated for the tonnage. The \$19 / ton surcharge should be stored in a table.	
COLUMN: # of Transactions	Number of transactions for each site.	
TOTALS	Totals for the numeric columns across the entire report	
FOOTER	Should include a timestamp for when the report was generated.	

UC 48 Report: Transponder Transaction Report

Overview

Description	This is a dynamic report which is available to staff on the Intranet. Displays the total transactions, count with transponder, count unattended by hauler account. User chooses a start month / year, and an end month / year to generate the report, which then opens in Microsoft Report Viewer.
Primary Actors	Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. User accesses the OCWR intranet site, and selects the menu for Reports | Transponder Transaction Report.

→ Process

1. The user selects a Start Month / Year and End Month / Year.
2. The user downloads the Transponder Transaction Report which opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Calendar Start Date of the report	User Input
End Date	Calendar End Date of the report	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Reporting Month, Hauler Account Number, Site	
HEADER	Transponder Transaction Report – Monthly Totals From: {Start Date} to {End Date}	
HEADER: Month, Year	A separate header / subsection grouped by Year and Month for each month which has data	
COLUMN: Account	Hauler Account Number	
COLUMN: Company	Hauler Company Name	
COLUMN: Site	Site Code (23, 26, 27)	
COLUMN: Transactions	Number of transactions for each site.	Numeric
COLUMN: Transponder	Number of transactions with a transponder for each site	Numeric
COLUMN: Unattended	Number of unattended transactions	Numeric
COLUMN: Transponder %	Transponder Count / Transaction Count * 100	
ROW: Sub-total	Numeric columns sub-totaled for the Hauler account across all sites. Transponder % is calculated as sub-total Transponder Count / sub-total Transaction Count * 100.	
FOOTER	Should include a timestamp for when the report was generated.	

UC 49 Balance: Monthly Balance Check / Report Processing

Overview

Description	This is the monthly process where Accounting information is reconciled with the OCCATRANA transaction database, and static reports are generated for the monthly reporting period.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary

Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Outside of the system, Accounting provides a monthly Site Sales Report from the Great Plains system which will be used as a basis for reconciling and checking the OCCATRANA transactions.
2. Administrator accesses the Intranet site and selects a link to access Monthly Balance Processing.

➔ Process

1. Administrator selects a month and year for Balance Processing. Administrator enters the number of days sites were open for the month.
2. System calculates and displays Total Charge Revenue, Total Charge Tonnage, Total Revenue, Total Tonnage, and Importation Tons Total from the OCCATRANA database. This is currently done with the Proc_BillingMonthlySummary stored procedure (see 0 UC 50 Balance: Summary Calculations). Importation Tons Total is based on the calculations in 0 UC 26 Report: Count and Tonnage Calculations and 0 UC 27 Report: Site Codes for Calculations / Filtering for total Import tons in the timeframe.
3. Administrator confirms that they system calculated values match the values supplied by Accounting in the Site Sales report.
4. Administrator selects one or more tasks for processing.
 - Display Billing Summary Report. See 0 UC 51 Balance: Billing Summary Report.
 - Generate Tonnage Reports. See 0 UC 52 System: Generate Reports.
 - Generate Monthly Imported Tonnage Report.

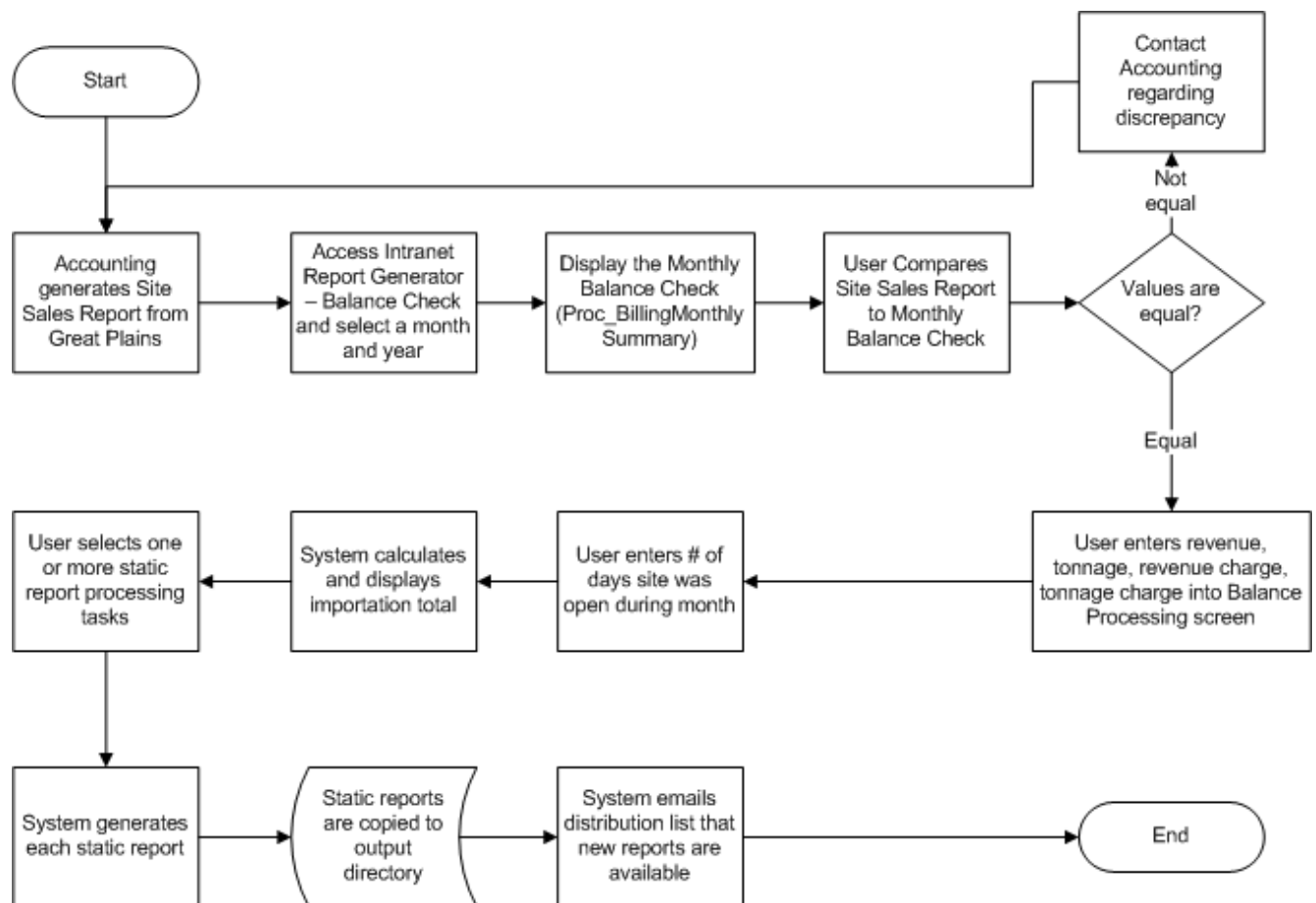
Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Month	January – December, or January to prior month for current year.	User Input
Year	2000 – current year.	User Input
Number of Days	Number of days the site was open for the month.	User Input – Numeric, Required.

Alternative Flow

If the Monthly Balance information from the OCCATRANA database does not match the values from the Accounting Site Sales report, then Accounting is notified of the discrepancy. Accounting then researches the discrepancy and creates a revised Site Sales report.

Activity Diagram



UC 50 Balance: Summary Calculations

Overview

Description	This use case outlines the basic summary calculations which are used to support Balance Processing
Primary Actors	System
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Calculations

Calculations are based off the OCCATRANA.Transaction table where the [Date Out] field is in the designated time period.

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Total Charges	[Tip Fee] where Void = 0 and PT = 1	
Total Charges Tonnage	<code>cast(((Gross Lb] - [Tare Lb]) / 2000.00 as decimal(8,2))</code> where Void = 0 and PT = 1	
Total Revenue	[Tip Fee] where Void = 0	
Total Tonnage	<code>2 * cast(((Gross Lb] - [Tare Lb]) / 2000.00 as decimal(8,2))</code> where [TT] = 50 and [Void] = 0	
TRNTYP	'20, 30,40, 60' when [TT] in (20, 30, 40, 60) and (Void = 0 or Void = 1) and [PT] in (2, 3, 4) '10, 30, 60' when (void = 0 or void = 1) and [PT] = 1 '50' when (Void = 0 or Void = 1) and [PT] = 4 and [TT] = 50	
TRNSTS	'C' when Void = 0 'V' when Void = 1	

Field Name	Notes	1) User Input 2) From Database 3) System Computed
TRNCAT	((year ([Date Out]) *100) + month ([Date Out])) %100000	
TRNMOP	Similar rules to TRNTYP '2, 3, 4' when [TT] in (20, 30, 40, 60) and (Void = 0 or Void = 1) and [PT] in (2, 3, 4) '1' when (void = 0 or void = 1) and [PT] = 1 '4' when (Void = 0 or Void = 1) and [PT] = 4 and [TT] = 50	

UC 51 Balance: Billing Summary Report

Overview

Description	This is a dynamic report which is available to Administrators on the Intranet. This report is generated by running the Monthly Balance Check, and selecting the Display Billing Summary Report option.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. From 0 UC 49 Balance: Monthly Balance Check / Report Processing user selects the option to Display Monthly Billing Report.

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER		
HEADER	Billing Summary for the Month of {Month, Year}	
HEADER TOTALS	Total Charges {Total Charges} Total Memos {Total Memos} Total Payments {Total Payments} Total Charges Tonnage {Total Charges Tonnage} Total Memos Tonnage {Total Memos Tonnage} Total Payments Tonnage {Total Payments Tonnage} Total Tonnage {Total Tonnage}	This section of the header displays details values from the Proc_BillingMonthlySummary routine, see 0 UC 50 Balance: Summary Calculations These are the total numbers for the report.
SECTION 1	This report has two sub-report detail sections. This is the first section	
COLUMN: TRNTYP	See 0 UC 50 Balance: Summary Calculations	
COLUMN: TRNSTS	See 0 UC 50 Balance: Summary Calculations	
COLUMN: TRNMOP	See 0 UC 50 Balance: Summary Calculations	
COLUMN: TOTAL	OCCATRANA.[Tip Fee]	Numeric
COLUMN: TOTAL TONS	From OCCATRANA.[Transactions] <code>sum (cast(((gross lb) - [tare lb]) / 2000.00 as decimal(8,2)))</code>	Numeric
SECTION 2	This report has two sub-report detail sections. This is the second section, and is currently based on Proc_BillingAccountSummary.	
COLUMN: ACCOUNT	[Bill Acct] from OCCATRANA.[Transactions] for specific Haulers designated in the tblHaulerAct table.	
COLUMN: CHARGE	<code>sum(case when [Void] = 0 and [PT] = 1 Then [Tip Fee] else 0 end) +</code> <code>sum(case when [Site Code] not in (01) and [Trans Num] >= 1000000 and [Trans Num] <= 2999999 Then [Tip Fee] else 0 end)</code>	

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: TONNAGE	<pre>sum(case when [Void] = 0 and [PT] =1 Then cast(([gross lb] - [tare lb]) / 2000.00 as decimal(8,2)) else 0 end) + sum(case when [Site Code] not in (01) and [Trans Num] >= 1000000 and [Trans Num] <= 2999999 Then cast(([gross lb] - [tare lb]) / 2000.00 as decimal(8,2)) else 0 end)</pre>	
FOOTER	Should include a timestamp for when the report was generated.	

UC 52 System: Generate Reports

Overview

Description	This process occurs as part of 0 UC 49 Balance: Monthly Balance Check / Report Processing if either the option to Generate Tonnage Reports or Generate Monthly Imported Tonnage report is selected.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. This process occurs as part of 0 UC 49 Balance: Monthly Balance Check / Report Processing if either the option to Generate Tonnage Reports or Generate Monthly Imported Tonnage Report is selected.

➔ Process

1. System creates static PDF and Excel versions of reports, which are then placed in a designated output directory for display on the Intranet or Internet site, as defined in the static report definitions.
2. System should provide feedback about the status of reports as they are being generated / completed, as well as any errors that occur.
3. If Generate Tonnage Reports is selected, the following reports are generated:
 - Count Daily for each site. See 0 UC 28 Report: Monthly Tonnage – Daily Count.
 - Tonnage Daily for each site. See 0 UC 29 Report: Monthly Tonnage – Daily Tonnage.
 - Count Daily for all sites. See 0 UC 30 Report: Monthly Tonnage – Daily Count All Sites.
 - Tonnage Daily for all sites. See 0. UC 31 Report: Monthly Tonnage – Daily Tonnage All Sites.
 - Count for all sites. See 0 UC 32 Report: Monthly Tonnage – Daily Count Subtotals.
 - Tonnage for all sites. See 0 UC 33 Report: Monthly Tonnage – Daily Tonnage Subtotals.
 - Calendar Year Count for all sites. See 0 UC 34 Report: Monthly Tonnage – Calendar Year Count.
 - Calendar Year Tonnage for all sites. See 0 UC 35 Report: Monthly Tonnage – Calendar Year Tonnage.
 - Fiscal Year Count for all sites. See 0 UC 36 Report: Monthly Tonnage – Fiscal Year Count.
 - Fiscal Year Tonnage for all sites. See 0 UC 37 Report: Monthly Tonnage – Fiscal Year Tonnage.
4. If Generate Monthly Imported Tonnage Report is selected, the following reports are generated:
 - Monthly Imported Tonnage Report. See 0 UC 43 Report: Monthly Imported Tonnage.

UC 53 Report: Disposal Report

Overview

Description	This is a dynamic version of 0 UC 20 Disposal Quarterly Report which can be run by quarter, month, calendar year or fiscal year.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Intranet site and selects a link to access Other Reports | Disposal Report.

→ Process

1. User is presented with options to select the report type (monthly, quarterly, calendar year, or fiscal year). Based on that selection, the user selects a year (2004-current year) and a month or quarter (1st, 2nd, 3rd, 4th).
2. After the user selects a year and quarter, the user opens the appropriate Disposal Quarterly Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Type	Drop down list: Monthly, Quarterly, Calendar Year, Fiscal Year	User Input
Year	2004-current year	User Input
Quarter	Only editable if quarterly type is selected 1 st , 2 nd , 3 rd , 4 th	User Input

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Month	Only editable if monthly type is selected. 12 Months of the year	User Input

Report Structure

Same as 0 UC 20 Disposal Quarterly Report.

UC 54 Report: Green Waste Report

Overview

Description	This is a dynamic version of 0 UC 19 GreenWaste Quarterly Report which can be run by quarter, month, calendar year or fiscal year.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Intranet site and selects a link to access Other Reports | Green Waste Report.

➔ Process

1. User is presented with options to select the report type (monthly, quarterly, calendar year, or fiscal year). Based on that selection, the user selects a year (2004-current year) and a month or quarter (1st, 2nd, 3rd, 4th).
2. After the user selects a year and quarter, the user opens the appropriate Green Waste Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Type	Drop down list: Monthly, Quarterly, Calendar Year, Fiscal Year	User Input
Year	2004-current year	User Input
Quarter	Only editable if quarterly type is selected 1 st , 2 nd , 3 rd , 4 th	User Input
Month	Only editable if monthly type is selected. 12 Months of the year	User Input

Report Structure

Same as 0 UC 19 GreenWaste Quarterly Report.

UC 55 Report: Green Waste Exempt Tonnage

Overview

Description	This is a dynamic version of 0 UC 44 Report: Quarterly Tonnage Disposal Report which can be run for a specific year and month.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Intranet site and selects a link to access Other Reports | Green Waste Exempt Tonnage Report.

➔ Process

1. User selects a year (2004-current year) and a month for the report.
2. After the user selects a year and month, the user opens the appropriate Green Waste Exempt Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	2004-current year	User Input
Month	Only editable if monthly type is selected. 12 Months of the year	User Input

Report Structure

Same as 0 UC 44 Report: Quarterly Tonnage Disposal Report.

UC 56 Report: Importation Monthly Report

Overview

Description	This is a dynamic version of 0 UC 43 Report: Monthly Imported Tonnage which can be run for a specific year and month.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Intranet site and selects a link to access Other Reports | Monthly Importation Report.

➔ Process

1. User selects a year (2004-current year) and a month for the report.
2. After the user selects a year and month, the user opens the appropriate Monthly Importation Report in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Year	2004-current year	User Input
Month	Only editable if monthly type is selected. 12 Months of the year	User Input

Report Structure

Same as 0 UC 43 Report: Monthly Imported Tonnage.

UC 57 Edit Importation Limits

Overview

Description	This process allows Administrators to edit information about Hauler importation limits.
Primary Actors	Administrators
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	Logged onto Intranet site
Post Conditions (Success Guarantee)	Hauler importation limits are updated with changes.
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Intranet site and selects a link to access Manage Hauler Importation Limits.

➔ Process

1. Administrator uses one or more pages to edit or update data elements outlined below.
 - Associate a secondary hauler with a primary hauler
 - Insert / Update the monthly target tons for a primary hauler for a specific year.

Data Elements

Several Hauler tables are used to extend information about the Haulers in the OCCATRANA database. These tables should have foreign keys to map back to the OCCATRANA database, and then extend the information as outlined below.

Data Elements	Notes	1) User Input 2) From Database 3) System Computed
HaulerID	Identifies the Hauler	
BeginBal	This is a balance amount for the primary haulers, which is used in 0 UC 22 Under Billing Report.	Currently there are 3 primary haulers (Burrtec, LA County, and Taormina) in the tblHaulerAbilityPriHauler table

Primary Haulers can have Secondary Haulers associated with them through a parent-child relationship. This information can be migrated from the tblHaulerAbilitySecHauler table.

Data Fields	Notes	1) User Input 2) From Database 3) System Computed
PrimaryHaulerId	Identifies the specific account number for the primary hauler.	Primary Key
SecondaryHaulerId	Identifies the specific account number for the secondary hauler.	Primary Key

Primary Haulers have information tracked for target tons, which is currently stored in the tblHaulerAbilityMonTargetTons table.

Data Fields	Notes	1) User Input 2) From Database 3) System Computed
HaulerId	Identifies the specific account number for the hauler.	
Year	Year for the target tons	
Site	Site ID for the target tons	

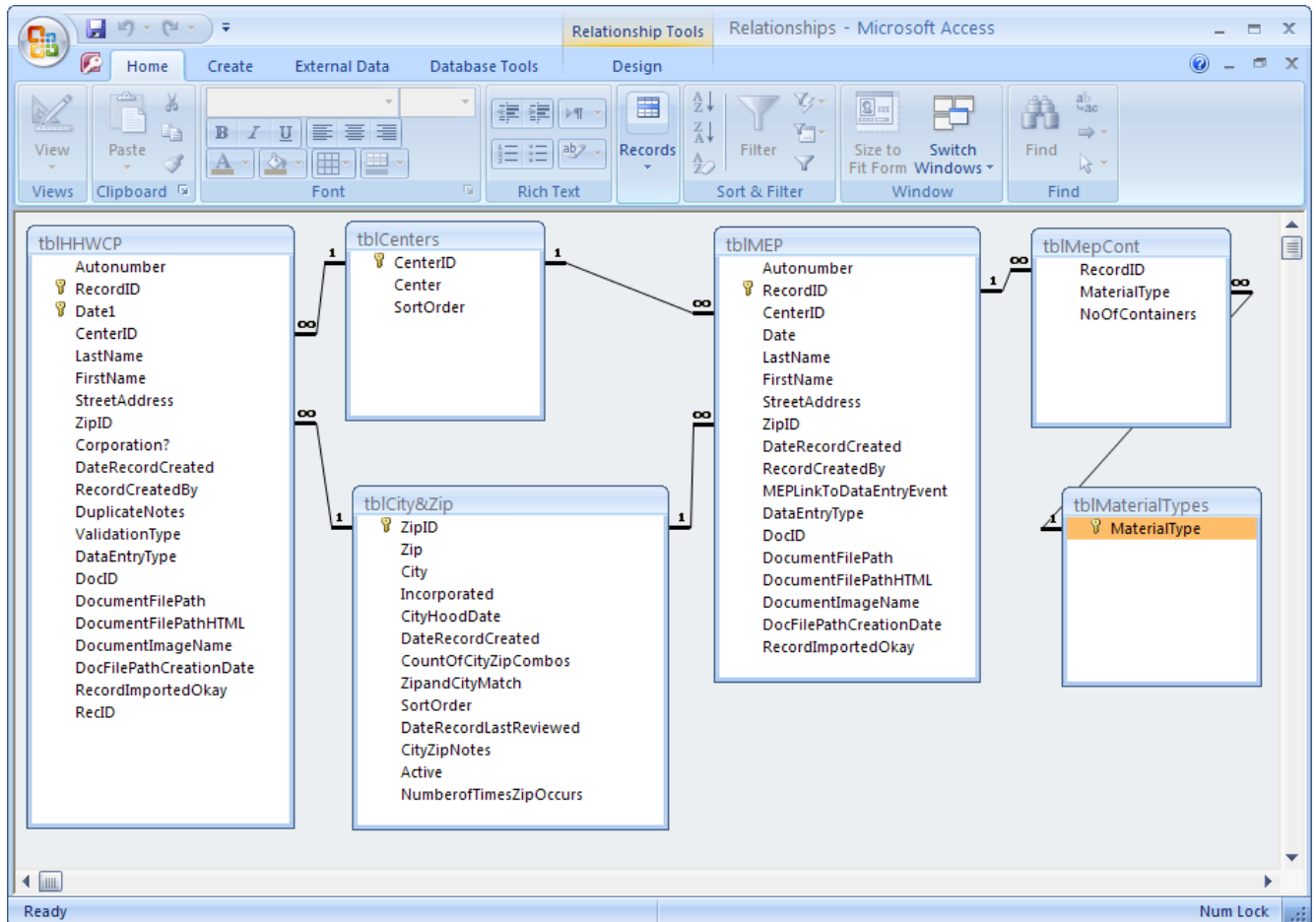
Data Fields	Notes	1) User Input
		2) From Database
MonthlyTargetTons	Number of tons targeted for each month of the designated year.	3) System Computed

UC 58 HHWCP: Database Structure

Overview

Description	This is an overview of the HHWCP Database structure that will be used to support the HHWCP and MEP reports.
Primary Actors	System
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	Logged onto Intranet site
Post Conditions (Success Guarantee)	Hauler importation limits are updated with changes.
Parent UC(s)	
Child UC(s)	

Data Elements



The tblHHWCP table should have the following additional fields, which will be filled in through the updated Kofax integration.

1. SuspectedBusinessWaste – Boolean
2. OversizedLoads -- Boolean

UC 59 HHWCP: Search HHWCP Records

Overview

Description	This is a means for HHWCP staff to search the HHWCP database tblHHWCP table.
Primary Actors	HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	

Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Search Records.

→ Process

1. User selects zero, one or more criteria for filtering records, and submits the criteria. A grid of matching records is returned.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input
Last Name	Last Name for matching records.	User Input
Record Number	An exact record number to match on in the database	User Input
Suspected Business Waste	Checkbox	User Input
Oversized Loads	Checkbox	User Input

After submitting filter criteria, a paged-grid containing the records which match the criteria should be presented to the user. Additionally, each record should have an edit option which would allow editing the CenterId, Date, Last Name, First Name, Street Address, Zip, City, or Corporation fields in the database.

UC 60 HHWCP: City Report

Overview

Description	This is a dynamic report on HHWCP counts by Center ID, city and month. The report is grouped by Center ID.
Primary Actors	HHWCP Staff, City Users
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | City Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Zip	Drop down list of zip codes	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	HHW Collection Center, City. Each Center starts on a new page.	
HEADER	OCWR Household Hazardous Waste Collection Program City Report From {Start Date} to {End Date}	
COLUMN: Center ID	ID for the Center	
COLUMN: City	Name of the City	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column.	Numeric
ROW: GRAND TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column across all centers.	
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 61 HHWCP: Unincorporated Report

Overview

Description	This is a dynamic report on HHWCP counts by month and city for unincorporated areas. This report is grouped by Center ID.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	

Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Unincorporated Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input

Report Structure

Only unincorporated cities as defined by the [tlbCity&Zip].[Incorporated] field are included in this report. The actual report structure is the same as 0 UC 60 HHWCP: City Report, except the heading should be adjusted to reflect that this is the Unincorporated Report.

Overview

Description	This is a dynamic report on HHWCP counts by city and month. The report is grouped by City.
Primary Actors	HHWCP Staff, City Users
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow**→ Initialization**

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | City Summary Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Zip	Drop down list of zip codes	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	City	
HEADER	OCWR Household Hazardous Waste Collection Program City Report From {Start Date} to {End Date}	
COLUMN: City	Name of the City	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column.	Numeric
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 63 HHWCP: Unincorporated Summary

Overview

Description	This is a dynamic report on HHWCP counts by month and city for unincorporated areas.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	

Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Unincorporated Summary Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input

Report Structure

Only unincorporated cities as defined by the [tlbCity&Zip].[Incorporated] field are included in this report.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	City	

Fields	Notes	1) User Input 2) From Database 3) System Computed
HEADER	OCWR Household Hazardous Waste Collection Program Unincorporated Summary From {Start Date} to {End Date}	
COLUMN: City	Name of the City	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column.	Numeric
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 64 HHWCP: Zip Code Report

Overview

Description	This is a dynamic report on HHWCP counts by Center, city, and zip code.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Zip Code Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	HHW Collection Center, City, Zip Code. Each Center starts on a new page.	
HEADER	OCWR Household Hazardous Waste Collection Program Zip Code Report From {Start Date} to {End Date}	
COLUMN: Center ID	ID for the Center	
COLUMN: City	City	
COLUMN: Zip Code	Zip Code	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column for each Center.	Numeric
ROW: GRAND TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column across all centers.	
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 65 HHWCP: Zip Code Summary

Overview

Description	This is a dynamic report on HHWCP counts by zip code.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

➔ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Zip Code Summary Report.

➔ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.

3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Zip Code	
HEADER	OCWR Household Hazardous Waste Collection Program Zip Code Summary From {Start Date} to {End Date}	
COLUMN: Zip Code	Zip Code	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column for each Center.	Numeric
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 66 HHWCP: Vehicle Summary

Overview

Description	This is a dynamic report on HHWCP counts by Center, city and month.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Vehicle Summary Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Zip	Drop down list of zip codes	User Input

Report Structure

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Center, City, Year / Month.	
HEADER	OCWR Household Hazardous Waste Collection Program Vehicle Summary From {Start Date} to {End Date}	
GROUP: Center	Name of the Center	
GROUP: Month / Year	Month and year (May 2009, Jun 2009)	
COLUMN: Count	The total count of participants for this month and year at the center.	Numeric
ROW: CENTER TOTAL	This is the total count of participants from the monthly columns for the grouping by center.	Numeric
ROW: GRAND TOTALS	This is the total count of participants for the numeric monthly column across all centers.	
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 67 HHWCP: Out of County Totals

Overview

Description	This is a dynamic report on HHWCP counts by Center ID, city and month. The report is grouped by Center ID. This report is automatically filtered for the "Out of County" City code.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCPStaff, Super Users, Administrators
Type	Primary
Pre-Conditions	

Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | Out of County Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input
Zip	Drop down list of zip codes	User Input

Report Structure

This report uses whatever filters the user has set, and also a filter where the City is “Out of County”.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Center, City. Each Center starts on a new page.	

Fields	Notes	1) User Input 2) From Database 3) System Computed
HEADER	OCWR Household Hazardous Waste Collection Program Out of County From {Start Date} to {End Date}	
COLUMN: Center ID	ID for the Center	
COLUMN: City	Name of the City	
MATRIX: Month / Year	One column for each month and year, containing the total count of participants from the tblHHWCP database table.	Numeric
COLUMN: TOTALS	This is the total count of participants from the Matrix monthly columns.	Numeric
ROW: TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column.	Numeric
ROW: GRAND TOTALS	This is the total count of participants for the numeric monthly columns and the Totals column across all centers.	
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

UC 68 HHWCP: MEP Participation Summary

Overview

Description	This is a dynamic report on HHWCP counts by Center ID, and city.
Primary Actors	City Users, HHWCP Staff
Secondary Actors	
Offstage Actors	
Stakeholders and Interests	City Users, HHWCP Staff, Super Users, Administrators
Type	Primary
Pre-Conditions	
Post Conditions (Success Guarantee)	
Parent UC(s)	
Child UC(s)	

Basic Flow

→ Initialization

1. Administrator accesses the Hauler site and selects a link to access HHWCP Reports | MEP Participation Report.

→ Process

1. User selects a start and end date range for the report.
2. Optionally, the user selects a center, city, and zip code to filter the report.
3. User submits the report settings, and the report opens in Microsoft Report Viewer.

Screen Elements

Field Name	Notes	1) User Input 2) From Database 3) System Computed
Start Date	Date, required	User Input
End Date	Date, required	User Input
Center	Checkbox list of HHW Collection Center locations (ANA, HB, IRV, SIL, SJC) to select all, one or more.	User Input
City	Drop down list of cities.	User Input

Report Structure

This report uses whatever filters the user has set, and also a filter where the City is “Out of County”.

Fields	Notes	1) User Input 2) From Database 3) System Computed
SORT ORDER	Center, City. Each Center starts on a new page.	
HEADER	OCWR Materials Exchange Program Participation Summary From {Start Date} to {End Date}	
GROUP: Center ID	ID for the Center	
COLUMN: City	Name of the City	
COLUMN: Number of Users	Count of number of users for this city for the MEP program during the selected date range.	Numeric

Fields	Notes	1) User Input 2) From Database 3) System Computed
COLUMN: Number of Containers	Count of containers for this city for the MEP program during the selected date range.	Numeric
ROW: TOTAL	This is the total count for the numeric columns for this Center.	
ROW: GRAND TOTALS	This is the total count of participants for the numeric columns across all centers.	
FOOTER	Should include a timestamp for when the report was generated, and page numbers (Page # of #).	

EXHIBIT B

RESOURCES TO BE PROVIDED BY THE COUNTY

Proposer must list any resources, County assistance, or other items expected to be provided by the County.

(Complete this section and submit as Tab 5 of your Proposal)

Exhibit C

COMPENSATION/PAYMENT

(Complete this section and submit as Tab 6 of your Proposal)

I. FIXED FEE

The County agrees to compensate the Contractor at the fixed rate as set forth herein for the OC Waste & Recycling Hauler Website/Intranet Reporting System, inclusive of all agreed reimbursable expenses. Payment shall be made upon acceptance of each milestone as required in the Contract and completion of any phase of the engagement under the County's account, as determined by the County's Project Manager in accordance with the terms and conditions herein.

Proposer(s) must identify proposed fees, provide pricing detail, supported by a breakdown of classification/hourly rates/tasks/milestones. The fixed fee shall include all costs and expenses directly related to the work to meet the requirements set forth in the Scope of Work. Mileage, parking, telephone/fax expenses, food, postage and incidental photocopies are not billable and will not be allowed.

Please propose as stated and required above.

II. CONTINGENCY FEES:

Proposer(s) shall describe in detail any additional contingency fees or costs that may be added should Proposer's services be selected (if there are expenses which are considered reimbursable and not included in the flat fee structure, such expenses shall be identified and quantified as fully possible).

III. ONGOING COSTS:

Also include information pertaining to the following, if applicable: Based on your experience of providing similar services/solutions to other public sector organizations comparable in size to the County of Orange, identify what the projected ongoing costs will be to provide in-house maintenance after your firm has completed its contractual obligations to the County. Include in your projections, ongoing staffing requirements that the County may need as a result of the initial project or completion of the services/solution.

IV. ADDITIONAL/OPTIONAL SERVICES:

Proposer(s) shall provide a list of additional services included at no additional cost and those optional services that may be provided at a specified cost. Please provide cost detail for such services.

Please provide / propose as stated and required above.

V. PAYMENT TERMS:

An invoice for the fixed cost of the services shall be submitted to the address specified below upon the completion of the task and approval of the County Project Manager. Contractor shall reference Contract number on invoice. Payment will be net 45 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by OC Waste &

Recycling and subject to routine processing requirements of the County. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for services not provided or when services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the services.

Invoice(s) are to be sent to:

OC Waste & Recycling
Attn: Accounts Payable
300 North Flower Street, Suite 400
Santa Ana, CA 92703

VI. INVOICING INSTRUCTIONS:

The Contractor will provide an invoice on Contractor's letterhead for services rendered. Each invoice will have a number and will include the following information:

1. Contractor's name and address
2. Contractor's remittance address (if different from 1 above)
3. Name of County Agency Department
4. County Contract number
5. Rate
6. Delivery Order (DO) Number (if applicable)
7. Deliverables / Service description (in accordance with Exhibit C)
8. Contractor's Federal I. D. number
9. Total

The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction. The County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment.

EXHIBIT D

PROJECT SCHEDULE

Proposer to provide detailed schedule identifying all tasks and key milestones to implement the system.

(Complete this section and submit as Tab 7 of your Proposal)

EXHIBIT E

SYSTEM ACCEPTANCE

Proposer is to provide a test plan that includes at a minimum testing of all equipment, components, and software. The OC Waste & Recycling Project Manager will approve the final test plan. The project will be complete when the following acceptance criteria are met:

- ☐ The test plan has been successfully completed by OC Waste & Recycling staff and all tasks are completed.
- ☐ The project has been inspected for compliance with the Contract Scope of Work.
- ☐ The work has been completed according to the Contract Scope of Work.
- ☐ All spare equipment has been delivered to the project site prior to final inspection.
- ☐ Equipment and systems have been tested according to the OC Waste & Recycling's test plan, and operate properly.
- ☐ Final source code is delivered to the OC Waste & Recycling Project Manager.
- ☐ User Training Guide and Technical Maintenance Guide are delivered to and accepted by the OC Waste & Recycling Project Manager.

(Complete this section and submit as Tab 8 of your Proposal)