Reporting Requirements and Data Standards for Metro Solid Waste Licensees, Franchisees, and Parties to Designated Facility Agreements

Purpose and Effective Date

This document specifies the form, format, and schedule for submitting transaction data that must be reported to Metro. The effective date of this document is November 1, 2013, and will remain in effect until superseded.

Background

Reporting Entity. For the purpose of this document a "reporting entity" means a solid waste facility (including landfills) that maintains a solid waste regulatory or contractual relationship with Metro and which requires monthly reporting of transaction level data. These relationships with Metro may include facility licenses, non-system licenses, facility franchises, or designated facility agreements.

Reporting Method. Reporting entities submit monthly reports through SWIS (Solid Waste Information System) eFile, an online portal for filing reports and remitting payments on solid waste activities. More information on SWIS eFile, instructional videos, and a user guide can be found on Metro's web site www.oregonmetro.gov/SWIS

Data Form. Transaction data can be uploaded to Metro by copying and pasting the data from a Microsoft Excel file into an upload window in SWIS eFile.

Data Standard. The SWIS eFile Data Standard sets forth the technical specifications for transaction data that all Reporting Entities must use to submit data in a uniform manner to Metro.

Reporting Requirements

The Reporting Entity shall submit the data required by its regulatory instrument or designated facility agreement to Metro in the form, format, and schedule set forth in this document.

All monthly reporting of transaction data and payment of any applicable Metro fees and taxes are due from the Reporting Entity by the 15th of the following month (i.e. January transactions are due by February 15) or on the next business day if the 15th falls on a weekend or holiday.

The Reporting Entity must report on (1) each inbound transaction that originates in Clackamas, Multnomah, or Washington counties and accepted by the facility; and (2) (if applicable) on all transactions outbound from the facility, regardless of the destination.

Each record (or row in a spreadsheet file) must contain the data for one and only one transaction.

For each transaction, the following data fields (or columns in a spreadsheet file) must conform to the Data Standard, as shown in the next section of this document.

- **Required data** The following data fields are required for each transaction.
    1. Reporting Entity identifier (RPTENTITY_ID) is a unique number assigned to a Reporting Entity by Metro
    2. Ticket number (TNUM) is the transaction or identifying number as printed on the scale ticket
    3. Load direction (DIRECTION) is a numeric code indicating whether the transaction was inbound to, or outbound from, the Reporting Entity.
    4. Customer or Destination name or code (CUSTDEST) is a name, code, or description identifying either: (1) for inbound transactions, the customer delivering waste to the Reporting Entity, or (2) for outbound transactions, the destination of waste sent from the Reporting Entity.
    5. Material (MATERIAL) is a name, code, or description identifying the type of material.
    6. Date (DATE) is the date of the transaction, as printed on the scale ticket.
    7. Time (TIME) is the time of the transaction, as printed on the scale ticket.
    8. Tons (TONS) is the net weight of the transaction to the nearest one-hundredth of a ton, as printed on the scale ticket.
    9. Origin of the waste (ORIGINTYPE) is code indicating whether the load was generated in the Metro district, outside the Metro district but inside the tri-county (Clackamas, Multnomah, & Washington) region, or outside of the tri-county region.
    10. Tip fee (TIPFEE) is the fee charged the generator of the waste.

- **Conditional data**   The following data fields are required on all transactions that are voided, duplicated, or otherwise flagged. The Reporting Entity may use the Transaction Comment field to insert optional comments on any type of transaction.
    11. Ignore (IGNORE) is an indicator to exclude the transaction record. Used for voided, duplicate, and other transactions that should be ignored by SWIS eFile when calculating tonnage quantities.
    12. Transaction Comment (COMMENT) is supplemental information regarding the transaction. This field is <u>required</u> for all transactions on which the Ignore field is set to "yes," and is optional for other transactions.

- **Additional data**   The following data fields must be supplied when required by the Reporting Entity's regulatory instrument or designated facility agreement with Metro.
    13. Special Waste Permit Number (SPWASTE_PRMT) is the permit number used by landfills to identify special waste received.
    14. Generator Address (GENADDRESS) is the address where the waste was generated.

SWIS eFile Data Standard

The technical details of the SWIS eFile Data Standard are set forth in the following table. This standard may also be found on page 12 of the SWIS eFile User Guide, available at www.oregonmetro.gov/SWIS

Field Name	Field Type	Allow Blank (Y/N)	Field Description / Notes	Allowable Values
RPTENTITY_ID	Number	N	Reporting entity identifier. Uniquely identifies each transaction as being reported by a particular solid waste facility or hauler/generator in the SWIS system. This value is set to be constant for all records being reported.	{Metro will specify constant for each reporting entity}
TNUM	Number	N	Numerical value representing the ticket number assigned by reporting entity's scale or internal control system.	any >= zero (0)
DIRECTION	Number	N	Numerical code indicating that the transaction was inbound to or outbound from the reporting entity facility. (Example: 1 or 2)	1 = inbound 2 = outbound
CUSTDEST	Text	N	Code or description for the name of the customer hauling the transaction inbound to the reporting entity OR the name of the destination for which the transaction outbound from the reporting entity is heading.	any
MATERIAL	Text	N	Code or description for the material type being delivered inbound to or outbound from the reporting entity. Can be a numerical or text description of the material.	any
DATE	Date (mm/dd/yyyy)	N	Date of transaction	any
TIME	Time (hh:mm:ss)	N	Time of transaction	any
TONS	Number	N	Net weight of transaction in tons	any >= zero (0)
ORIGINTYPE	Number	N	Numerical code indicating whether the inbound transaction was generated in the metro district, outside the metro district but inside the tri-county region, or outside the tri-county region. For outbound transactions, the ORIGINTYPE should be based on the location of the reporting entity. For example, if the reporting entity is cited inside the metro jurisdictional boundary, the value should be 1	1 = inside metro 2 = outside metro, inside tri-county 3 = outside tri-county
TIPFEE	Currency ($)	N	A currency ($) value indicating the reporting entity's tipfee charged for the transaction. For outbound transactions, default value to zero (0) dollars	any
IGNORE	Text	Y	Indicator to eFile to ignore the transaction record. Use for voided, duplicates, tests or other transactions that should be ignored by Metro	"y" = ignore blank = not ignore
COMMENT	Text	Y	Transaction comments. If IGNORE = "y", this field cannot be null and should contain a reason for ignoring the transaction.	any
SPWASTE_PRMT	Text	Y	Special waste permit identifier (for landfills only)	any
GENADDRESS	Text	Y	Generator address (for landfills only)	any