RMDZ Zone Information Reporting System (ZIRS)
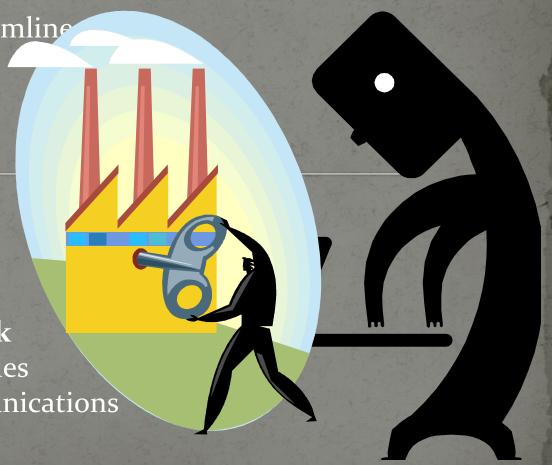## Ever Improving
June 2013

Recent Updates
- Addition of Regions for Flexibility
- Webpage Enhancements
- Zone Action Plan (ZAP) Streamline
- ZIF Reminders

Upcoming Enhancements
- Recycle Store
- Business Intake Form Online

Break Out Session – Report Back
- Discuss Regional Opportunities
- Add ZAPs, Biz Info & Communications

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CalRecycle RMDZ Webpage Home :
http://www.calrecycle.ca.gov/RMDZ/
>   This is the public website home, and provide a general overview of the RMDZ program, and some resources for ZAs.

RMDZ ZIRS:
https://secure.calrecycle.ca.gov/RMDZ/Default.aspx
>   Where annual reports are submitted, and regular activities, businesses, and reimbursement requests are tracked and processed.
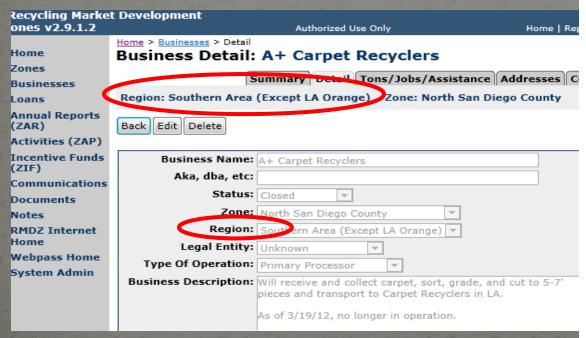
RMDZ Sharepoint Communication Site:
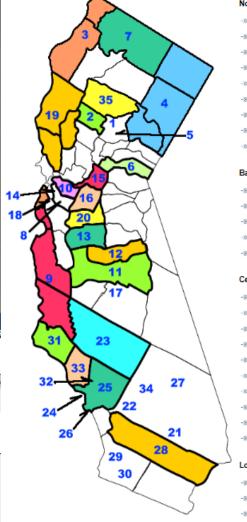https://share.calrecycle.ca.gov/RMDZ/default.aspx
>   An information portal from which you will receive related Zone notices and have access to a library of RMDZ information.

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ZIRS Recent Updates -> **Addition of Regions for Flexibility**

- ZIRS now includes Regions. Groups Zones to enable more complex database functions.

- Allows business data to be moved to another Zone.

- Prevents need to delete and re-enter all data for a move.

- Allows input of a business interested in moving into a Zone from out of State, or

- A start-up business w/out a physical location.

- Regions fields are seen in biz entry fields and reports.

- Regions are loosely aligned w/ LAMD Section structure.

North Area
- Chico / Northern Butte County (1)
- City of Oroville (5)
- Glenn County (2)
- North Coast (3)
- Northeastern California (4)
- Placer County (6)
- Sacramento (15)
- Siskiyou County (7)
- Tehama (35)

Bay Area
- Contra Costa (10)
- Oakland/Berkeley (14)
- San Jose (18)
- Sonoma/Mendocino/Lake Counties (19)
- Southern Alameda County (8)

Central Area
- Central Coast (9)
- Fresno County (11)
- Greater So. San Joaquin Valley (17)
- Kern County (23)
- Madera County (12)
- Merced County Regional (13)
- San Joaquin County (16)
- Santa Barbara Regional (31)
- Stanislaus County (20)
- Ventura County (33)

Los Angeles Orange
- City of Los Angeles (24)
- City of Santa Clarita (32)
- Long Beach (26)
- Los Angeles County (25)

Southern Area (Except LA Orange)
- Agua Mansa (21)
- Chino Valley (22)
- Hesperia (34)
- High Desert (27)
- North San Diego County (29)
- Riverside County (28)
- South San Diego (30)

Recycling Market Development Zones v2.9.1.2   Authorized Use Only   Home | Rep

Home > Businesses > Detail

Business Detail: A+ Carpet Recyclers

Home
Zones
Businesses
Loans
Annual Reports (ZAR)
Activities (ZAP)
Incentive Funds (ZIF)
Communications
Documents
Notes
RMDZ Internet Home
Webpass Home
System Admin

Summary | Detail | Tons/Jobs/Assistance | Addresses | C

Region: Southern Area (Except LA Orange) Zone: North San Diego County

Back Edit Delete

Business Name: A+ Carpet Recyclers
Aka, dba, etc:
Status: Closed
Zone: North San Diego County
Region: Southern Area (Except LA Orange)
Legal Entity: Unknown
Type Of Operation: Primary Processor
Business Description: Will receive and collect carpet, sort, grade, and cut to 5-7' pieces and transport to Carpet Recyclers in LA.

As of 3/19/12, no longer in operation.

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➢ State of the art new maps updated on the individual CalRecycle hosted Zone website pages.

➢ GIS Zone map boundaries can be see over actual satellite images, or other desired map layers.

➢ Effective for seeing exactly what business may be in or out of a Zone boundary.

➢ Ensure "compatibility mode" is turned off in your browser, to be sure to see the map function

http://www.calrecycle.ca.gov/RMDZ/

➢ Updates to page text can more easily and quickly be updated via ZIRS.

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ZIRS Recent Updates -> **ZAP Streamline**

➢ Non-essential fields removed - Reduced to ~4 fields down from 13 entry fields.

➢ Simplified "Group" category replaces previous category options.

➢ Remember to simply add accomplishments as they happen.

Funded Items, Collectively Referred to as
Zone Incentive Funds or (ZIF), are broken into two categories.

A) Zone Outreach
~$5,000*/yr
i)   Covers ZIF Activity Requests
ii)   Processed online in ZIRS
iii) Coordinated by Krysty Emery
iiii) VDR for Zone Entity
      uploaded to ZIRS

*$5K available in FY 12/13 and FY13/14

B) ZoneWorks Attendance
~$1000/yr
i)   Covers ZoneWorks Reg. Fee, Hotel, Airfare
ii) Processed automatically w/ registration
iii) Managed by Contractor (Sac State)
iv) Requires *personal* VDR for misc. travel
     expenses not already automatically
     covered, (e.g. mileage, parking, etc.)
  i) Included in reg. package at conference
      check in w/ reimbursement forms.

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Reminder of Available Funds for this ZIF Cycle

- ✓ $3500 available in FY 11/12. Done.

- ❑ $5000 available in FY12/13.
  - ➢ <u>Submit Reimbursements or Roll Overs by June 30th!</u>

- ❑ $5000 available in FY13/14.
  - ➢ FY 13/14 activity must be completed and request for reimbursement must be submitted by April 15, 2014.
  - ➢ Potential total of $13,500.

Always Remember to First Submit ZIF PreApproval
- ❑ Reimbursement requires ZIF Coordinator PreApproval.

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RMDZ ZIF Reminders -> ZIF Process Reference Sheet

Tabs in ZIRS – Inside an open ZIF	ZA Request (ZA/ZL use only to Submit)	ZL Review (ZL use only to Recommend)	ZC Approval (ZIF Coord use only To PreApprove and Approve)	Payment (CSUS use only)
	(This is the only tab the ZA should ever edit. A ZL may also use this tab, but only to help a ZA create a ZIF request.)	*(This is the only tab the ZL should ever edit. A ZL may use the Request Tab, but only to help a ZA create a ZIF request.)*	*(The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)*	*(The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)*
	Step 1 (ZA or ZL Only) **Drop Down Option: Pending** *(This option is if a ZA drafts and saves a ZIF but does not yet want to submit it for preapproval to the ZL staff.)*	*No action required*	*No action required*	*No action required*
ZIF Activity PreApproval Process Row *(This row is the ZA asking for permission to spend money)*	**Step 2 (ZA or ZL Only)** **Drop Down Option: Submitted for PreApproval** *(This step the ZA creates a ZIF and Submits for PreApproval)* *ZIRS generates e-mail to ZL upon save.*	**Step 3 (ZL only)** **Drop Down Option: Recommended for PreAppoval** *(This step the ZL reviews and Recommends for PreApproval)* *ZIRS generates e-mail to ZA and ZIF Coordinator upon save.*	**Step 4 (ZIF Coord Only)** **Drop Down Option: PreApproved** *(This step the ZIF Coord reviews and PreApproves)* *ZIRS generates e-mail to ZA and ZL upon save.*	*No action required* **Drop Down Option Reads: Waiting Approval**
Reimbursement Approval Process Row *(This row is the ZA asking for reimbursement of the money after the activity has been completed.)*	**Step 5 (ZA or ZL Only)** **Drop Down Option: Submitted for Reimbursement** *(This step the ZA Submits for Approval for reimbursement)(Also attaches Backup Receipts)* *ZIRS generates e-mail to ZL upon save.*	**Step 6 (ZL only)** **Drop Down Option: Recommended for Reimbursement** *(This step the ZL reviews and Recommends for Approval for payment.)* *ZIRS generates e-mail to ZA and ZIF Coordinator upon save.*	**Step 7 (ZIF Coord Only)** **Drop Down Option: Approved or Denied** *(This step the ZIF Coord reviews and Approves for reimbursement)* *ZIRS generates e-mail to ZA ZL and CSUS upon save.*	**Step 8 (ZIF Coord/CSUS Only)** **Drop Down Option: In Process or Paid** *ZIRS generates e-mail to ZA, ZL, ZIF Coord upon save.*

ZIRS Upcoming Enhancements -> **Recycle Store**

- ➢ CalRecycle is updating its websites and databases that showcase California recycled-content manufacturers.
- ➢ Modernized search tools will make it easier for consumers, state agencies, local governments and businesses to find California recycled-content manufacturers.
- ➢ For improved accuracy, RecycleStore will draw its information from ZIRS!

Enhancements to the RMDZ RecycleStore will:

- ➢ Create a single data entry point for biz info
  - • Easier for you to promote your Zone's business on the internet!
- ➢ RecycleStore manufacturers will show up in more CalRecycle search tools!
- ➢ Keep more up-to-date and reliable data.
- ➢ Point consumers directly to manufacturers' product information.
- ➢ Increase number of searchable product categories and recycled feedstock types.
  - • Feedstock categories being updated to match other databases.
- ➢ Add valuable certification information like: Disable Veterans Business Enterprise, Small Business and, State Agency Buy Recycled Campaign (SABRC) purchasing status.

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➤ Remaining Business Intake Fields are being added into ZIRS

➤ Eliminates duplicative data entry into two different forms

➤ After June, a streamlined business input function will be available.

➤ There will be one simple "Business Intake Form" add button, which will be available directly from the far left grey navigation bar

- No longer need to go into multiple tabs to enter data. Simple and streamlined user interface released over the summer. Update at the next Zoneworks if needed

➤ Job Data Reminder: ***<u>Enter only number of "new jobs" created</u> over the past year, when entering "Job, Tons, Assistance" for annual reports.

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Putting it into Practic -> **Workshop Break Out Options**

- ❑ Discuss Regional Opportunities
  - Add a ZAP Regional Actions If Applicable

- ❑ Review ZAPs
  - Close out old Activities
  - Add close out "Accomplishment Note"

- ❑ Submit ZIF Reimbursement Requests or Roll Over Requests
  - Consult with ZIF Coordinator for balance status
  - Brainstorm with ZLs, ZL Supervisors and ZA Peers.

- ❑ Enter any new communications or businesses

- ❑ Meet one new person!

- ❑ Report back on any one of the above

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Contact your ZL first
     for any Zone or ZIRS questions.

ZLs will contact Krysty Emery
     for ZIRS User Application issues.
     (916) 341-6684
     Krysty.emery@calrecycle.ca.gov

Krysty will get back to both the ZL and the ZA usually in a cc:ed e-mail or coordinated phone call.

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