

RMDZ Zone Information Reporting System

ZIRS Training -> February 2011



- **ZIRS Highlights**
 - Accomplishments and Upcoming Features
 - Helpful Guidance
- **Step Thru ZIRS Functions**
 - ZIF Process / ZAP Process
 - Business Contacts / Communication Log
 - ZAR Overview
- **Break Out Session & Feedback**

RMDZ ZIRS Training -> ZIRS Highlights-> What is in ZIRS?

RMDZ: Zone Summary - Windows Internet Explorer provided by CalRecycle

https://secure.calrecycle.ca.gov/RMDZ/Zone/Summary.aspx?RMDZID=37&Mode=View

Recycling Market Development Zones v2.4

Authorized Use Only

Home | Reports | Help | Sign Out

Home > Zones > Summary

Zone Summary: Sonoma/Mendocino/Lake Counties

Summary | General | **Contacts** | Addresses | Businesses | Loans | Activities | ZIF | Documents | Communication Log

Home
Zones
Businesses
Loans
Annual Reports
Activities
Incentive Funds
Communication Log
Documents
RMDZ Internet Home

Existing Business		
BUSINESS NAME	TONS DIVERTED	JOBS CREATED
Cold Creek Compost Inc.	31,211	12
Winewood Products LLC		
City of Cloverdale		
City of Cloverdale		
Cold Creek Compost Inc.	23,823	11
City of Cloverdale		
Winewood Products LLC		
Encore Ribbon, Inc.		
Into The Woods		
Total:	55,034	23

Page 1 of 1 Count: 10

Zone Information

[Sonoma/Mendocino/Lake Counties](#) [RMDZ URL](#) [Zone Local URL](#)
401 College Ave, Suite D Santa Rosa, CA 95401-5148 [Map](#)
Administrator: [Jeff Boland](#) (707) 565-6428 [Email All](#)
Zone Liaison: [Krysty Emery](#) (916) 341-6684
Loan Officer: [Govindan Viswanathan](#) (916) 341-6536

Business Product

FEEDSTOCK

Construction and Demolition (4)
Glass (1)
Organics/Green Waste (4)
Other (1)
Page 1 of 1 Count: 4

ENDPRODUCT

Agriculture/Landscaping (3)

ZIRS =

Zone Information
Reporting System

- Zone Headquarters Data and Contacts
- Business Contacts, Assistance Tracking, and Tons & Jobs Data
- Loan Data
- ZAP = Zone Activity Plans Online Forms & Tracking
- ZIF = Zone Incentive Fund Online Forms & Tracking
- Communication Logs & Documents
- ZAR = Zone Annual Reports



Accomplishments

- Over 165 Updates and Fixes!
 - “Tons Jobs Assistance” No tons or jobs required. Only year, so you can fill in tons, or jobs, or assistance
- Streamlined Coordination Between LAMD and our IT Departments for more efficient fixes and future updates.
- External RMDZ Web Page Zone Contacts are updated by thru ZIRS

Upcoming Features

- User Manuals: ZAR Manual, ZIF Manual, Log-In Manual
- Online Biz Intake Form
- Revised Annual Report Print Layout
- Business List Current Status or “Dashboard” View
- Over 90 Fixes and Enhancements logged on Wishlist to be considered

RMDZ ZIRS Training -> Helpful Guidance -> Zone Tabs and User Controls

The screenshot shows the RMDZ Zone Summary web application. The browser window title is "RMDZ: Zone Summary - Windows Internet Explorer provided by CalRecycle". The address bar shows the URL: <https://secure.calrecycle.ca.gov/RMDZ/Zone/Summary.aspx?RMDZID=37&Mode=View>. The page header includes "Recycling Market Development Zones v2.4" and "Authorized Use Only". The main navigation bar has tabs: Home, Zones, Businesses, Loans, Annual Reports, Activities, Incentive Funds, Communication Log, and Documents. The "Zones" tab is selected and circled in red. The "Zone Summary: Sonoma/Mendocino/Lake Counties" page is displayed. The "Summary" tab is selected, and the "User Control Boxes" are circled in red. The "Existing Business" table is shown with columns: BUSINESS NAME, TONS DIVERTED, and JOBS CREATED. The "Zone Information" section is also visible, containing details about the zone, administrator, and loan officer. The "Business Product" section lists various products and their counts.

BUSINESS NAME	TONS DIVERTED	JOBS CREATED
Cold Creek Compost Inc.	31,211	12
Winewood Products LLC		
City of Cloverdale		
City of Cloverdale		
City of Cloverdale		
Cold Creek Compost Inc.	23,823	11
City of Cloverdale		
Winewood Products LLC		
Encore Ribbon, Inc.		
Into The Woods		
Total:	55,034	23

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Administrator: [Jeff Boland](#) (707) 565-6428 [Email All](#)
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Business Product

FEEDSTOCK

Construction and Demolition (4)
Glass (1)
Organics/Green Waste (4)
Other (1)
Page 1 of 1 Count: 4

ENDPRODUCT

Agricultural/Landscaping (3)

- Stay in Zone tabs
 - User control boxes can be found on all pages
- User control boxes take you immediately back to your Zone Summary Page

RMDZ ZIRS Training -> Helpful Guidance -> Reports, Show All & Export

Recycling Market Development Zones V2.4 Authorized Use Only Home | **Reports** | Help | Sign Out

Home > Reports

Reports:

[Zones](#) | [Businesses](#) | [Loans](#)

Zone Reports

[Annual Report](#): Zone Annual Report for one calendar year
[Annual Report Listing](#): Zone Annual Report Listing by Zone and Calendar year
[Zone List](#): List of Zone information, including Zone Administrators, Liaisons, Loan Officers; Excel export includes physical and mailing addresses
[Zone Status List](#): List of Zones by region with their current statuses
[Zone Contacts List](#): List of Zone contacts
[Zone Mailing Labels](#): Print Zone mailing labels

Business Reports

[Business List](#): List of existing businesses
[Business Status List](#): List of business statuses
[Business Contacts List](#): List of business contacts
[Business Feedstock Product List](#): List of business feedstock products
[Business Mailing Labels](#): Print business mailing labels
[Business Assistance Request List](#): List of business assistance requests
[Tons Diverted, Jobs Created](#): List of tons diverted and jobs created

Loan Reports

[Loan List](#): List of open loans
[Loan Status List](#): List of loan statuses
[Loan Contacts List](#): List of loan contacts
[Loans By End Product](#): List of loans by end product
[Loans By Feedstock](#): List of loans by feedstock
[Loans By Fund Use](#): List of loans by fund use
[Loan Portfolio List](#): List of loan portfolios
[Non-Loan Business List](#): List of non-loan businesses
[Zone Business Loan List](#): List of zone business loans
[Loan Mailing Labels](#): Print loan mailing labels

Business Search:

Zone:
Type of Operation:
City/Town:
County:
Business Description:
☐ Include Closed Businesses

BUSINESS NAME	STATUS	TYPE	PRIMARY CONTACT	STREET ADDRESS	ADDRESS 2	CITY	COUNTY	ZONE
American Reclamation and South Coast Fibers	Potential	Reuse	Craig Doerr					City of Los Angeles
California Waste Services	Potential	Primary Processor	Eric Casper	621 W 152nd St		Gardena	Los Angeles	City of Los Angeles
Chameleon Beverage Company	Potential	Recycling manufacturer	Derek Reineman	6444 E 26th St		Commerce	Los Angeles	City of Los Angeles
Clean Up America	Potential	Mulch/Compost	Donnie Potter					City of Los Angeles
Commercial Filter Recycling, Inc.	Existing/Open	Secondary Processor	Steve Schuler	26998 Western Ave		Los Angeles	Los Angeles	City of Los Angeles
Council of Los Angeles Small Press	Potential	Recycling manufacturer	Michael Jacob Rocklin					City of Los Angeles
Downtown Diversion	Existing/Open	Unknown	Tom McCurry					City of Los Angeles
ElectraWorldwide	Potential	Primary Processor	Paul Lerner	3640 Noakes St		Los Angeles	Los Angeles	City of Los Angeles
EnviroCompost	Potential	Recycling manufacturer	Joseph Leon	1001 H St		Bakersfield	Los Angeles	City of Los Angeles
Industrial Service Oil Company, Inc.	Potential	Reuse	John Shubin					City of Los Angeles

Page 1 of 3 1 2 3 **Show All** **Export To Excel** Count: 27

- Reports
- “Show All” & “Export to Excel” at the bottom of most lists

1. A Zone Administrator (ZA) _____ a ZIF for Preapproval and Approval.

- Circle One
- a) Submits
 - b) Recommends
 - c) Pre-approves/Approves

2. A Zone Liaison (ZL) _____ a ZIF for Preapproval and Approval.

- Circle One
- a) Submits
 - b) Recommends
 - c) Pre-approves/Approves

3. A ZIF Coordinator (Mitch): _____

- Circle One
- a) Submits
 - b) Recommends
 - c) Pre-approves/Approves



Phase 1: ZIF Activity “PreApproval”

Step 1: ZA drafts ZIF PreApproval Request in ZIF Request Tab

- (ie asks permission to conduct activity to spend money.)
- ZA sets status to Pending if they want to save a draft only.

Step 2: ZA Submits ZIF Preapproval in ZIF Request Tab.

- ZA sets ZIF status to “Submitted for Preapproval”
- ZIRS automatically notifies ZL via e-mail

Step 3: ZL checks a ZIF in the Summary Tab.

- A ZL “Recommends for Preapproval” in the ZIF Review Tab, edits the status, and adds any comments, or works with ZA to address any issues.
- ZIRS automatically notifies ZIF Coordinator via e-mail

Step 4: ZIF Coord “PreApproves” after review in the ZIF Approval Tab.

Interim Phase: ZA conducts activity and incurs expenses.

Phase 2: Invoice “Approval”

Step 5a: ZA works with ZL to prepare backup:
ZIF Invoice; Vendor Data Record; Backup Receipts.

Step 5b: ZA Submits a request for payment approval in the ZIF Request Tab.
- ZA updates any Request form fields or data and attach docs to ZIF,
- ZA sets status to “Submit for Approval”

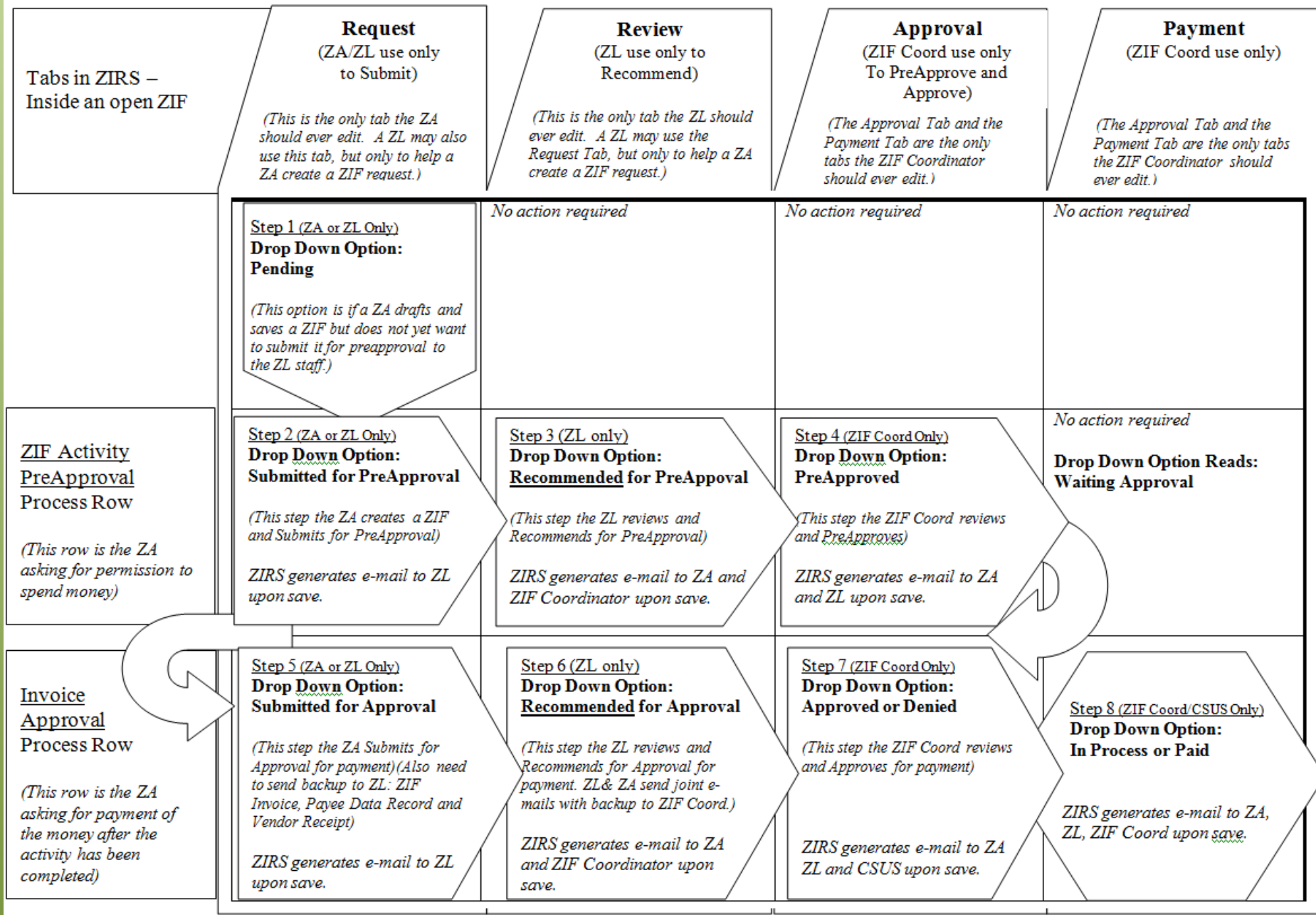
Step 6: ZL reviews request for payment approval and backup docs.
- A ZL “Recommends Approval” by updating status in the ZIF Review Tab
- If any adjustments are needed, ZL works with ZA to finalize until acceptable for “Recommend Approval”

Step 7: ZIF Coordinator reviews payment approval and backup docs.
- ZIF Coordinator “Approves” in the ZIF Approval Tab

Step 8: CSUS processes payment.



RMDZ ZIRS Training -> ZIF Process -> Process Flow Diagram



RMDZ ZIRS Training -> ZIF Process -> Adding Docs to ZIF

1. Click "Incentive Funds" on Left Grey Navigation Bar
2. Click your desired ZIF
3. Click "Documents" Tab
4. Click "Add Document", complete form, and Save
 - Only Documents related to this ZIF will appear in this location

The screenshots show the following steps:

- Step 1:** The user is on the "Recycled Marketing Development Zones (RMDZ): Home" page. In the left navigation bar, "Incentive Funds" is highlighted with a red circle.
- Step 2:** The user is on the "Zone Incentive Funds (ZIF) Search" page. A list of ZIFs is shown, with "1083 Brochure Customization & PSA Placement (CIWMB-OPA & CARMDZ)" highlighted with a red circle.
- Step 3:** The user is on the "ZIF Request Detail: City of Los Angeles" page. The "Documents" tab is highlighted with a red circle.
- Step 4:** The user is on the "ZIF Documents" page. The "Add Document" button is highlighted with a red circle.

The "ZIF Documents" page displays a table of documents related to the selected ZIF:

TITLE	DESCRIPTION	DATE	SIZE (KB)	TYPE	BUSINESS LOAN
PDR/VDR City of LA 121710	PDR/VDR City of LA dated 121710	12/17/2010	198	ZIF Backup Documentation	
ZIF 1083 Invoice for Reimbursement City of LA	ZIF 1083 Invoice for Reimbursement City of LA includes copy of receipt back up copy of services from vendor.	1/19/2011	84	ZIF Backup Documentation	

Page 1 of 1 | Export To Excel | Count: 2

RMDZ ZIRS Training -> ZIF Process -> New ZIF Print Feature Instructions

1. Click "Zone" on Left Navigation Bar
2. Click your Zone Link
3. Click the ZIF Tab
4. Click your desired ZIF. ZIF Request Page will appear. (screen shot next slide)
5. Click small "Print" link located in the Request Tab (screen shot next slide)
6. New screen with printable ZIF will appear, (screen shot next slide)
and can be printed showing all text in ZIF

The screenshots illustrate the following steps:

- Step 1:** The 'Zones' link in the left navigation bar is highlighted with a red circle.
- Step 2:** The 'Zone Search' page is shown, with the 'City of Los Angeles' link in the search results table highlighted by a red circle.
- Step 3:** The 'Zone Summary: City of Los Angeles' page is shown, with the 'ZIF' tab in the top navigation bar highlighted by a red circle.

Zone Search Results Table:

ZONE	STATUS	ADMINISTRATOR	PHONE	LIAISON	LIAISON PHONE	LOAN OFFICER	LOAN OFFICER PHONE
City of Los Angeles	Active						

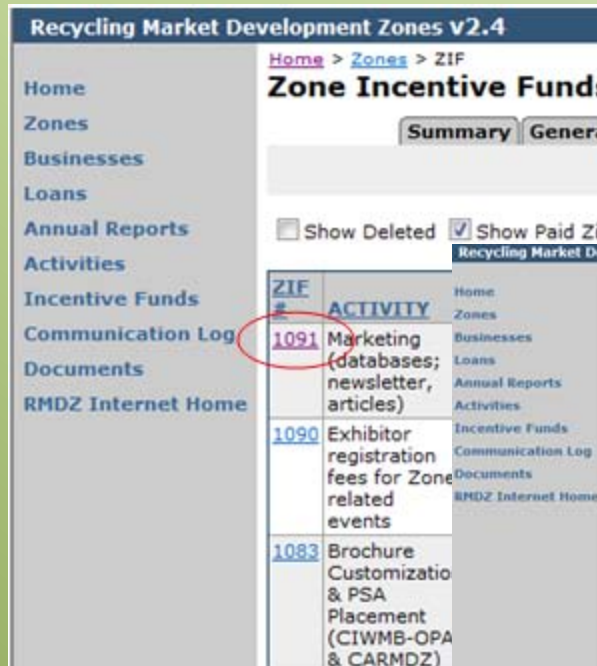
Zone Summary: City of Los Angeles

Summary | General | Contacts | Addresses | Businesses | Loans | Activities | **ZIF** | Documents

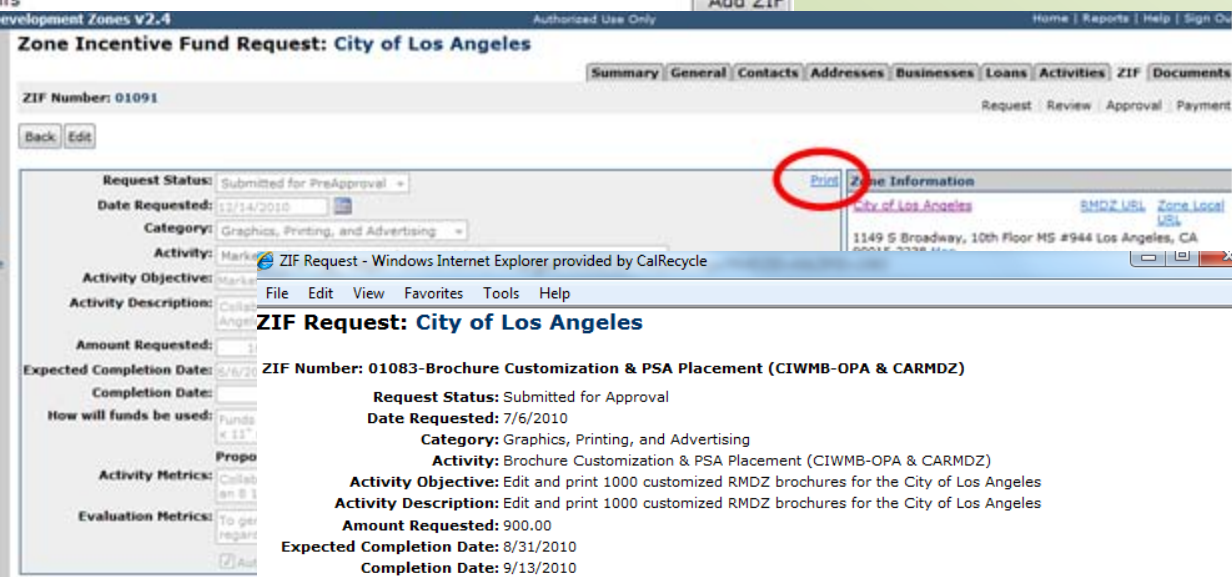
Existing Business			Zone Information	
BUSINESS NAME	TONS DIVERTED	JOBS CREATED	City of Los Angeles	RMDZ URL
Plastic Form, Inc.	12,500	5	1149 S Broadway, 10th Floor MS #944 Los Angeles, CA 90015-2238 Map Administrator: Michelle Mikesell (213) 485-3884 Email All Zone Liaison: Martin Mangione (562) 595-8939	Zone Local URL
Commercial Filter Recycling, Inc.	1,500	10		
Marfred Industries	1,775	28		

RMDZ ZIRS Training -> ZIF Process -> New ZIF Print Feature Continued

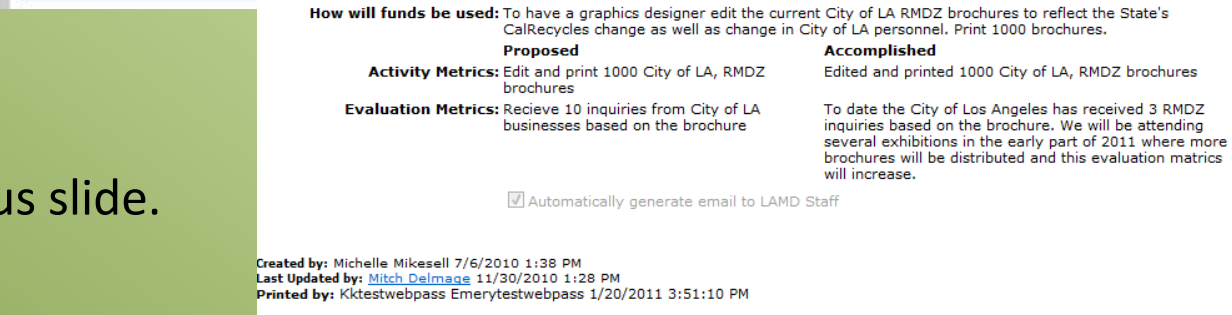
4.



5.



6.



Text instructions on previous slide.

Created by: Michelle Mikesell 7/6/2010 1:38 PM
Last Updated by: Mitch Delmage 11/30/2010 1:28 PM
Printed by: Kktestwebpass Emerytestwebpass 1/20/2011 3:51:10 PM

RMDZ ZIRS Training -> ZAP Process -> Adding Docs to ZAPs

1. Click “Activities” on Left Grey Navigation Bar
2. Click your desired Activity/ZAP
3. Click “Documents” Tab
4. Click “Add Document”, complete form, and Save
 - Only Documents related to this ZAP will appear in this location

The screenshots illustrate the process of adding documents to a ZAP in the Recycling Market Development Zones V2.4 application:

- Screenshot 1:** The application's left navigation bar is shown. The "Activities" link is circled in red.
- Screenshot 2:** The "Activity Search" page is displayed. The "ZAP" dropdown menu is open, and the "10062" option is circled in red.
- Screenshot 3:** The "Summary: City of Los Angeles" page for ZAP 10062 is shown. The "Documents" tab is circled in red.
- Screenshot 4:** The "Activity Documents" page is shown. The "Add Document" button is circled in red.

RMDZ ZIRS Training -> ZAP Process -> New ZAP Print Feature Instructions

- Click “Zone” on Left Navigation Bar
 - Click your Zone Link
 - Click the Activities (ZAP) Tab
 - Click your desired ZAP. ZAP Request Page will appear.
 - Click small “Print” link located in the Request Tab
 - New screen with printable ZAP will appear,
- and can be printed showing all text in ZAP

The image displays three screenshots from the Recycling Market Development Zones (RMDZ) system, illustrating the ZAP (Zone Activity Request) process.

Top Screenshot: Zone Activities Page
This screenshot shows the "Zone Activities: City of Los Angeles" page. The left navigation bar includes links for Home, Zones, Businesses, Loans, Annual Reports, Activities, Incentive Funds, Communication Log, Documents, and RMDZ Internet Home. The "Activities" link is highlighted with a red circle. The main content area shows a list of activities, with the "10062 Marketing (databases; newsletter, articles)" activity selected and highlighted with a red circle.

Middle Screenshot: Zone Activity Request Page
This screenshot shows the "Zone Activity Request: City of Los Angeles" page for the selected activity. The "Activities" tab is highlighted with a red circle. The page displays various fields for the request, including Date Requested, Request Status, Category, ZAP Activity, Activity Objective, Activity Description, Activity Start Date, Activity End Date, Expected Completion Date, Repeated Activity Frequency, Completion Date, Proposed Activity Metrics, and Proposed Evaluation Metrics. A small "Print" link is visible in the top right corner of the request form.

Bottom Screenshot: Printable ZAP Output
This screenshot shows the printable ZAP output, titled "Activity Request: City of Los Angeles". It displays the same information as the request page, but in a format suitable for printing. The "Print" link from the previous screenshot is highlighted with a red circle. The output includes the ZAP Number, Date Requested, Request Status, Category, Activity Objective, Activity Description, Activity Start Date, Activity End Date, Expected Completion Date, Repeated Activity Frequency, Completion Date, Proposed Activity Metrics, and Proposed Evaluation Metrics. At the bottom, it shows the date and time of creation and last update.

RMDZ ZIRS Training -> Business Contacts -> Adding a New Business

1. Click "Zone" in Left Grey Navigation Bar
2. Click your Zone link
3. Click Business Tab
4. Click "Add Business"

Recycling Market Development Zones v2.4 Authorized Use Only Home | Reports | Help | Sign Out

Home
Recycled Marketing Development Zones (RMDZ): Home
Welcome [Kktestwebpass](#) [Emerytestwebpass](#)
You last signed in on Monday, January 24, 2011 at 1:30 PM PST.

Recycling Market Development Zones v2.4 Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones
Zone Search:
☐ Include Inactive Zones [Add Zone](#)

Recycling Market Development Zones v2.4 Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones > Summary
Zone Summary: City of Los Angeles
[Summary](#) [General](#) [Contacts](#) [Addresses](#) [Businesses](#) [Loans](#) [Activities](#) [ZIF](#) [Documents](#)

Recycling Market Development Zones v2.4 Authorized Use Only Home | Reports | Help | Sign Out

Home > Zones > Businesses
Zone Businesses: City of Los Angeles
[Summary](#) [General](#) [Contacts](#) [Addresses](#) [Businesses](#) [Loans](#) [Activities](#) [ZIF](#) [Documents](#)

[Add Business](#)

BUSINESS NAME	TYPE	PRIMARY CONTACT	STREET ADDRESS	ADDRESS 2	CITY	COUNTY
Commercial Filter Recycling, Inc.	Secondary Processor	Steve Schuler	26998 Western Ave		Los Angeles	Los Angeles
Electronics Partners Corporation	Secondary Processor	David Chacko	1614-1616 Perrino Pl		Los Angeles	Los Angeles
Marfred Industries	Secondary Processor	Marc Fenstor	12708 Brandford St.		Sun Valley	Los Angeles
Oak Paper Products Co. Inc.	Recycling manufacturer	Bernard Singer	3686 E Olympic Blvd		Los Angeles	Los Angeles
Parco Recycling of California, Inc.	Secondary Processor	Barry Takalu				
Plastic Form, Inc.	Recycling manufacturer	Vic Moradians	6868 Farmdale Ave		North Hollywood	Los Angeles
Plastopan North America, Inc.	Recycling manufacturer	Ron Miller				
Downtown Diversion	Unknown	Tom McCurry				

RMDZ ZIRS Training -> Business Contacts -> Adding a Biz Contact Name

1. Same first two steps as previous slide
 - Click "Zone" in Left Grey Navigation Bar, then Click your Zone link
2. Click Business Tab
3. Click the Business link you want to add a contact to
 - A new set of business specific tabs will replace the existing zone tabs as you enter the business area
4. Now, click the Contacts tab
5. Click the "Add Contact"

1. Recycling Market Development Zones v2.4
Home > Zones
Zone Search
Include Inactive
ZONE
City of Los Angeles
Page 1 of 1
Recycling Market Contact: RMDZ

2. Recycling Market Development Zones v2.4
Home > Zones > Summary
Zone Summary: City of Los Angeles
Summary General Contacts Addresses **Businesses** Loans Activities ZIF Documents

3. Recycling Market Development Zones v2.4
Home > Zones > Businesses
Zone Businesses: City of Los Angeles
Summary General Contacts Addresses **Businesses** Loans Activities ZIF Documents
Add Business

BUSINESS NAME	TYPE	PRIMARY CONTACT	STREET ADDRESS	ADDRESS 2	CITY	COUNTY
Commercial Filter Recycling, Inc.	Secondary Processor	Steve Schuler	26998 Western Ave		Los Angeles	Los Angeles
Righteous Builders	Secondary Processor	David Chacko	1614-1616 Perrino		Los Angeles	Los Angeles

4. Recycling Market Development Zones v2.4
Home > Businesses > Summary
Business Summary: City of Los Angeles - Commercial Filter Recycling, Inc.
Summary General Tons/Jobs/Assistance Address **Contacts** Loans Products Documents

5. Recycling Market Development Zones v2.4
Home > Businesses > Contacts
Business Contact: City of Los Angeles - Commercial Filter Recycling, Inc.
Summary General Tons/Jobs/Assistance Address **Contacts** Loans Products Documents
Add Contact

CONTACT NAME	TITLE	PHONE NUMBER	EMAIL	CONTACT ROLE
Steve Schuler	General Manager	(714) 630-8901		Primary Contact

Page 1 of 1
Count: 1
Recycling Market Development Zones <https://secure.calrecycle.ca.gov/RMDZ/>
Contact: RMDZ718Help@calrecycle.ca.gov

RMDZ ZIRS Training -> Communication Logs -> Zone Communication

1. Click "Zone" in Left Grey Navigation Bar
2. Click your Zone link
3. Click Communication Log Black Text below the Documents Tab
4. This will show you a list of all your Zone Communications,
And provide you with an "Add Communication" Button

The screenshots illustrate the navigation process within the Recycling Market Development Zones (RMDZ) v2.4 application:

- Screenshot 1:** The 'Zones' link in the left navigation bar is highlighted with a red circle.
- Screenshot 2:** The 'City of Los Angeles' link under the 'Zones' dropdown menu is highlighted with a red circle.
- Screenshot 3:** The 'Communication Log' link in the sub-menu is highlighted with a red circle.
- Screenshot 4:** The 'Add Communication' button in the top right corner of the 'Zone Communication Log' page is highlighted with a red circle.

The final screenshot displays the 'Zone Communication Log: City of Los Angeles' page, which includes a table of communication records and an 'Add Communication' button.

DATETIME	TYPE	FROM	TO	SUBJECT
01/28/2010	Face to Face	Michelle Mikesell	Martin Mangione	Interest in Loan
09/14/2009	Email	Michelle Mikesell	Martin Mangione	American Reclamation & South Coast Fibers
09/08/2009	Email	Michelle Mikesell	Martin Mangione	Council of LA Small Press
08/20/2009	Email	Michelle Mikesell	Martin Mangione	ISOCI
12/30/2009	Email	Michelle Mikesell	Martin Mangione	LFP Recycling
11/17/2009	Email	Michelle Mikesell	Martin Mangione	Ruhi Enterprises, Inc.
11/05/2009	Email	Michelle Mikesell	Martin Mangione	Super Lucky Cat
12/11/2009	Email	Michelle Mikesell	Martin Mangione	Tulon, Inc.
02/24/2010	Email	Michelle Mikesell	Martin Mangione	Potential Businesses for 2009 Annual Report
07/21/2010	Face to Face	Michelle Mikesell	Primitivo Nunez	Kumho Fibers Meeting Notes

Page 1 of 2 1 2 Show All Count: 18

RMDZ ZIRS Training -> Communication Logs -> Business Communication

1. Same first two steps above
 - Click "Zone" in Left Grey Navigation Bar, then Click your Zone link
2. Click Business Tab
3. Click the Business you want to add a Communication
4. Click the Communication Log Black Text below the Documents Tab
5. This will show you a list of all your Communications Specific to that business, And provide you with an "Add Communication" Button

1. Click "Zones" in Left Grey Navigation Bar, then Click your Zone link

2. Click Business Tab

3. Click the Business you want to add a Communication

4. Click the Communication Log Black Text below the Documents Tab

5. This will show you a list of all your Communications Specific to that business, And provide you with an "Add Communication" Button

18 2/17/2011

- 2010 ZAR is due Tuesday, March 1, 2011
- Reminder notice with summary instructions and report requirements sent from Krysty Emery, on Wednesday, January 05, 2011 10:45 AM
- Another reminder with the a new full ZAR Manual will be sent after Zoneworks.
- The new ZAR Manual will also available in ZIRS in Left Grey Nav Bar “Documents”.
- Reminder about Reporting Process !! Verify FIRST then report!!
 - Review and input all data first, THEN capture that data in an annual report
 - Report Print option available via top blue ribbon on the right, under Reports
- A Tons Jobs Survey Letter Template is available for your use, and will be circulated via e-mail, and be available in the ZIRS Documents.

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.