

# RMDZ Zone Information Reporting System (ZIRS)

## Recent Updates – Less Input – More Product!

June 2012

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### ➤ ZIRS Updates

- Zone Annual Report (ZAR) Print Out
- Business Summary Print Out
- Activities Print Out

### ➤ ZAP and ZIF Challenge

- Discuss Zone Action Plan (ZAP) Goals and Activities
- Examples of Eligible ZIF Expenses
- Break Out Session – Report Back



# RMDZ ZIRS Past Updates -> Recap: Using ZIRS for All ZIF Processes

## 1. One-Stop Entry for ZIF Preapprovals and Reimbursements

- ❖ *Reminder: Entire ZIF Process is Completed Online in ZIRS and Use ZIF Documentation SubTab for all Reimbursement Receipts*

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### Zone Incentive Fund (ZIF) Summary: Sonoma/Mendocino/Lake Counties

[Summary](#) [Detail](#) [Contacts](#) [Addresses](#) [Businesses](#) [Loans](#) [Activities](#) [ZIF](#) [Documents](#) [Communications](#)

ZIF: 01085-Exhibitor registration fees for Zone related events Summary ZA Request ZL Review ZC Approval Payment ZIF Documentation

#### ZIF Information

ZIF Status: [Paid](#) [Print ZIF Information](#)

#### Zone Administrator (ZA) Request

**Request Submitted for Reimbursement Status:** **Date:** 8/31/2010

**Fiscal Year:** 2010-2011

**Category:** Industry Trade Shows, Conferences

**ZIF Activity:** Exhibitor registration fees for Zone related events

**ZIF Activity:** Distribute information on RMDZ program

**Objective:**

**ZIF Activity:** Mendocino County EDC will host a green booth at SolFest on 9/25/10 -

**Description:** 9/26/10

**Request Amount:** 386.38

**Expected Completion Date:** 9/26/2010

**How will funds be used:** Funds will cover the booth registration fees and materials shipping costs.

Proposed	Accomplished
<b>Activity:</b> Booth at Solefest and	Boothed at Solefest and distributed RMDZ
<b>Metrics:</b> distribute information on	info including: : 20 small brochures, 5
RMDZ program 40 sml	large brochures, 21 RMDZ Success story
brochurs 40 lrg brochure 50@	flyers, 15 Green Biz Success Flyers, 40 Cal
RMDZ Success story flyers,	Recycle BizCards. Talked with over 60

#### Zone Information

[Sonoma/Mendocino/Lake Counties](#) [RMDZ URL](#) [Zone Local URL](#)

631 S Orchard Ave, 631 S Orchard Ave Ukiah, CA 95482 [Map](#)

**Administrator:** [John Kuhry](#) (707) 684-4084 [Email](#) [All](#)

**Zone Liaison:** [Barbara Heinsch](#) (916) 341-6587 [Email](#)

**Loan Officer:** [Govindan Viswanathan](#) (916) 341-6536 [Email](#)

#### ZIFs

ZIF#	ACTIVITY	FISCAL YEAR	STATUS	REQUESTED AMOUNT(\$)
<a href="#">1085</a>	Exhibitor registration fees for Zone related events	2010-2011	Paid	386.38
<a href="#">1068</a>	Zone Web Development / Updating	2010-2011	Paid	328.00
<b>Total:</b>				<b>714.38</b>
Page 1 of 1				Count: 2

# RMDZ ZIRS Updates -> ZAR Print Out Modernized

1. Click “Annual Reports (ZAR)” on Left Grey Navigation Bar
2. Then, click the Year link of your choice, on the Annual Report Search Page.
3. Annual Report Summary Page Now Includes “**Print Annual Report**” clickable link feature.
  - Opens in PDF. Be sure to click/respond to any “Open” request dialog boxes.

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Home > Annual Reports

**Annual Report Search:**

RMDZ:  Year: 2011 Search

ZONE	YEAR
Sonoma/Mendocino/Lake Counties	2011

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Recycling Market Development Zones <https://secure.calrecycle.ca.gov>  
Contact: [RMDZZIRSHelp@calrecycle.ca.gov](mailto:RMDZZIRSHelp@calrecycle.ca.gov)

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Home > Annual Reports > Summary

**Annual Report Summary: Contra Costa - 2011**

Summary Detail Existing Businesses Potential Businesses Activities ZIF

**Print Annual Report**

**Comments**

The Contra Costa County Recycling Market Development Zone (CCRMDZ) is comprised of 11 cities; El Cerrito, Richmond, San Pablo, Pinole, Hercules, Martinez, Concord, Pittsburg, Antioch, Brentwood, Oakley; and all unincorporated County areas and communities between including El Sobrante, North Richmond, Rodeo, Crockett, Port Costa, Pacheco, Bay Point, Bethel Island, Discovery Bay and Byron.

**Zone Information**

Contra Costa RMDZ URL Zone Local URL  
30 Muir Road, Martinez, CA 94553-1275 Map  
**Administrator:** Lorna Thomson (925) 674-7823  
**Zone Liaison:** JoAnn Jaschke (916) 341-6210

Do you want to open or save AnnualReport.pdf (160 KB) from secure.calrecycle.ca.gov? Open Save Cancel



## Recycling Market Development Zones Annual Report

### Contra Costa - 2011

**Status:** Open

**Comments:** The Contra Costa County Recycling Market Development Zone (CCRMDZ) is comprised of 11 cities; El Cerrito, Richmond, San Pablo, Pinole, Hercules, Martinez, Concord, Pittsburg, Antioch, Brentwood, Oakley; and all unincorporated County areas and communities between including El Sobrante, North Richmond, Rodeo, Crockett, Port Costa, Pacheco, Bay Point, Bethel Island, Discovery Bay and Byron.

General RMDZ Program Activities

Brochures, Booklets, Print Materials

Continued distribution of the CalRecycle RMDZ brochure to parties who express interest. Contains

# RMDZ ZIRS Updates -> Business Summary Print Out

1. Click “Zones” on Left Grey Navigation Bar
2. Then, Click the Businesses Tab.
3. Summary List of Businesses will Appear, Click desired Business.
4. Business Summary Page Now Includes “Print Business Summary” clickable link feature
  - Opens in PDF. Be sure to click/respond to any “Open” request dialog boxes.

The screenshot illustrates the steps to access the Business Summary printout in the RMDZ ZIRS system. The interface is titled "Recycling Market Development Zones v2.8.1" and "Authorized Use Only". The left navigation bar has "Zones" highlighted. The main content area shows the "Zone Summary: Sonoma/Mendocino/Lake Counties" with tabs for Summary, Detail, Contacts, Addresses, Businesses, Loans, Activities, ZIF, Documents, and Communications. The "Businesses" tab is selected, showing a list of businesses. "Discount Auto Glass" is highlighted. The "Business Summary" page for "Discount Auto Glass" is displayed, showing business information and a "Print Business Summary" link. A PDF viewer window shows the "RMDZ Business Summary" for "Discount Auto Glass", including business information and contact details. A download dialog box at the bottom asks to open or save the file "ZIRSBusinessSummary.pdf (253 KB) from secure.calrecycle.ca.gov?".

**Recycling Market Development Zones v2.8.1**  
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Home | Reports | Help | Sign Out

Home > Zones > Summary  
**Zone Summary: Sonoma/Mendocino/Lake Counties**

Summary Detail Contacts Addresses **Businesses** Loans Activities ZIF Documents Communications

Home > Zones > Business  
**Zone Business Summary: Sonoma/Mendocino/Lake Counties**

Business Information  
**Discount Auto Glass**  
Primary Contact: Samir Eweis  
Primary Contact Phone: (707) 478-4545  
Primary Contact Role: Owner  
Business Phone Number: (707) 478-4545  
Business Email Address: m\_eweis@sbcglobal.net  
Status: Potential  
Type of Operation: Reuse  
[Print Business Summary](#)

**RMDZ Business Summary**  
Zone Information Report System (ZIRS)  
**Discount Auto Glass**

Business Information  
Business Status: Potential  
Startup: Yes  
Legal Entity: Unknown  
Type of Operation: Reuse  
Description: Diverts windshields from going to landfills. Uses machine to break apart glass from PVB plastic. Raw materials are recycled and/or reused to manufacture new products.  
Phone: (707) 478-4545  
FAX Number: (707) 546-4851  
Email: m\_eweis@sbcglobal.net  
Physical Jurisdiction: Santa Rosa  
Year business entered the Program: 2009

**ZONE: Sonoma/Mendocino/Lake Counties**  
631 S Orchard Ave, 631 S Orchard Ave Ukiah, CA 95482

Contact Name	Title	Phone	Email	Zone Contact Role
Barbara Heinsch	Zone Liaison	(916) 341-6587	barbara.heinsch@calrecycle.ca.gov	Zone Liaison
Govindan Viswanathan	Loan Officer	(916) 341-6536	Govindan.Viswanathan@CalRecycle.ca.gov	Zone Loan Officer
John Kuhry	Economic Development Coordinator	(707) 684-4084	john@edfc.org	Zone Administrator

Do you want to open or save ZIRSBusinessSummary.pdf (253 KB) from secure.calrecycle.ca.gov?

Open Save Cancel



# RMDZ ZIRS Updates -> Quiz Time

1. Where do you upload reimbursement receipts? \_\_\_\_\_



Circle One

- a) ZIF Documentation SubTab
- b) Communication Log
- c) Summary

2. What can you print out from ZIRS to prepare for a business site visit or management meeting? \_\_\_\_\_

Circle All that Apply

- a) Business Summary Report
- b) Zone Annual Report
- c) Restaurant Review

3. How much ZIF monies are available per Zone for FY 11/12; 12/13; and 13/14 ?

Circle One

- a) \$3,500; \$5,000; \$5,000
- b) € 2,815; € 3,964; € 3,964
- c) ¥ 275,623; ¥ 398,710; ¥ 398,710

# ZAP and ZIF Challenge -> Limit ZAPs to Overarching Goals

## ZAP Goal Ideas

- 1) Identify Focus Industry For Region
- 2) Investigate Promoting Recycled Manufacturing in New Media
- 3) Plan to Promote Recycled Manufacturing at Conferences
- 4) Identify a Case Study Example to Promote to other Manufactures
- 5) Strategize to Develop a Business Training Series
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_

## Examples of Related ZIF Expenditures

- 1) Purchase recycled feedstock for sample run
- 2) Create localized marketing newsletters
- 3) Upgrade tradeshow displays and exhibit for Zone related events
- 4) Create localized marketing articles
- 5) Hire a consultant to develop or deliver recycled manufacturing training series
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_

# ZAP and ZIF Challenge -> **ZIF Roll Over Reminder**

## Available Funds for this ZIF Cycle

- ☐ \$3500 available in FY 11/12.
- ☐ \$5000 available in FY12/13.
- ☐ \$5000 available in FY13/14.
  - FY 13/14 activity must be completed and request for reimbursement must be submitted by April 15, 2014.

## Roll Over Process:

- ☐ Use ZIRS to submit a Roll Over Request.
- ☐ Put the words “Roll Over Request” in the Activity Objective Field.
- ☐ Enter amount of funds being requested to roll: \$3,500 or a remaining balance.
- ☐ Describe the concept plan for the funds in the Activity Description.
- ☐ Set Status to “Submit for PreApproval” and click Save!
  - ❖ If a Zone does not submit a Roll Over ZIF Request by June 30, those funds will not be available for that Zone in the next FY.

*\* Additional details in e-mail from Krysty Emery on May 4, 2012*

*\* VDRs will only be due this year if there is an address change!*



# ZAP and ZIF Challenge -> **Workshop Break Out**

- ☐ Close out old stale Activities you may have never touched!
  - ✓ Enter a close out “Accomplishment Note”:  
“Analyzed at June 2012 ZoneWorks and Closed Out”
- ☐ Enter or Update ONE Overarching Goal.
  - ✓ For existing Activities you intend on keeping, enter the  
“Accomplishment Note”:  
“Analyzed at June 2012 ZoneWorks for Renewed Focus”
- ☐ Create ZIF Roll Over Request.
  - ✓ Consult with ZIF Coordinator.
  - ✓ Brainstorm with ZLs, ZL Supervisors and ZA Peers.
- ☐ Check Out a New Business Summary Report for a Zone Active Business.
- ☐ Pick an Example ZAP Goal or ZIF Concept to Report Back to Group.