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August 24, 2021

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Attention: Permitted Waste Hauler or Construction/Demolition Contractor

SUBJECT: LASAN Solid Resources Haulers and Facilities Online Reporting Portal

Beginning October 1, 2021, haulers may use LASAN's new system, called "LASAN Solid Resources Haulers and Facilities Portal," ("the Portal") to enter tonnage and gross receipts directly online each quarter. Haulers who do not have access to the Internet may continue to use the paper Quarterly Reporting forms that are currently in use.

We will begin using the LASAN Solid Resources Haulers and Facilities Portal for the submission of your 2021Q3 (07/01/2021-09/30/2021) AB939 Quarterly Tonnage and Gross Receipt Report. Since the reporting deadlines will remain the same, you will have until October 30, 2021 to submit your 21Q3 Quarterly Report using the Portal. **NOTE:** For all haulers/contractors that expect to haul over 1,000 tons of mixed waste in 2021, AB939 Fees are still mail-in only, so please make sure that your payments for 2021Q3 are postmarked no later than October 30th to avoid late fees.

The new online Portal website address is <https://srmanagement.lacitysan.org/CitizenAccess> and prior to using the system you will need to register and activate your email account.

Email Account Setup – COMPLETE BY 09/30/2021

Below are the email address(es) listed in your 2021-2022 Waste Hauler Permit Renewal. These are the only email address(es) that will be linked to your account and will have access to your records including historical permit and reporting data.

To add an email address not listed above, you may delegate access to the additional user but for security purposes, your request must come to us via email using one of the email addresses listed above and in your request provide the email address of your delegate.

If you do NOT want one of these email addresses to have access, you will also need to email us at ab939haulers@lacity.org and specify the changes to be made and for which email address.

If you currently do not have any email address on file with us but wish to use the new online Portal, please email us at ab939haulers@lacity.org with the name of your company, the waste hauler permit number, your company title, and the email address(es) you wish to add.

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System Requirements:

To access the LASAN Solid Resources Haulers and Facilities Portal your browser must either be Chrome 73 or above, Edge 38 or above, or Internet Explorer 11 (IE 11).

Training Instructions:

Training videos on how to register for an account, how to delegate additional users access to your account, as well as how to submit your AB939 Quarterly Report can be found at www.lacitysan.org by searching Waste Hauler Permit Program. If you would like to join a live Google Meets training session to go over those topics, please RSVP via email with one of the below live training dates to ab939haulers@lacity.org by September 30, 2021.

Live training session schedule:	
Date	Time
Tuesday, 10/12/2021	8:30 AM - 10 AM
Wednesday, 10/13/2021	3 PM - 4:30 PM
Thursday, 10/14/2021*	8:30 AM - 10:30 AM * Training in English and Spanish.

If you have any questions regarding this letter, please contact the appropriate LASAN staff below depending on the name of your company.

LASAN Contact		
Company Name Beginning with the Following Letter	Primary Contact	Alternate Contact
# - D	Steven Isoda at steven.isoda@lacity.org	Katie Andrino at katie.andrino@lacity.org
E – K	Zafar Karimi at zafar.karimi@lacity.org	Olujimi Hawes at olujimi.hawes@lacity.org
L – R	Stevan Casares at stevan.casares@lacity.org	Lorena Valdez at lorena.valdez@lacity.org
S – Z	Paul Do at paul.do@lacity.org	Lorena Valdez at lorena.valdez@lacity.org

Sincerely,



Marisela Reyes, Division Manager
Solid Resources Citywide Recycling Division
LA Sanitation and Environment

MR/LV:ka

cc: Lorena G. Valdez, LASAN
Olu Hawes, LASAN
Shufan Wei, LASAN