1. Log in to your EPIC-LA account and click on “My Work”

![Image of EPIC-LA interface]

2. Click on the appropriate Recycling and Reuse Plan that you are trying to close out. You may need to click on the pulldown menu and select “All” as indicated below.

![Image of EPIC-LA interface with pulldown menu selected]

Final Compliance Report via EPIC-LA Tutorial
3. Click on “Sub-Records” as indicated below.

4. Scroll down to the bottom of the page to the “Remaining Sub-Records” and find the type called “C&D Final Compliance” and click on “Apply.” You may need to click to the next page to find this sub-record.
5. The location for your project should automatically populate here. Click “Next.”

6. The description of your project should automatically populate here. Click “Next.”
7. This page should already show your information as well as any other applicants who may be associated with this project. Click “Next.”

Please note: You will need information from your Recycle and Reuse Plan (RRP) Approval Sheet to complete the following portion of the Final Compliance Report.

![Image](image.png)

**FOR PUBLIC WORKS ONLY**

<table>
<thead>
<tr>
<th></th>
<th>Estimated[Tons]</th>
<th>Tons to be Recycled/Reused</th>
<th>Diversion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed Debris</td>
<td>2.25</td>
<td>1.46</td>
<td>65%</td>
</tr>
<tr>
<td>Inert Debris</td>
<td>0.00</td>
<td>0.00</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>2.25</strong></td>
<td><strong>1.46</strong></td>
<td><strong>65.00%</strong></td>
</tr>
<tr>
<td>C&amp;D Debris</td>
<td>0.00</td>
<td>0.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

Take note of the values listed in the highlighted column for the rows titled “Totals” and “Soil Debris.”
9. You must agree to the terms and conditions to complete a Final Compliance Report.

10. For the box labeled “Total Debris - Estimated,” enter the number from the RRP Approval Sheet located in the first highlighted column, on the row labeled “Totals.”

For the box labeled “Total Soil - Estimated,” enter the number from the RRP Approval Sheet located in the first highlighted column, on the row labeled “Soil Debris.”
11. Scroll down to the table labeled “Final Compliance - C&D Debris Details” and click on “+Add Row.” A window will pop up. You must have your weight tickets for your C&D debris for this portion. Weight tickets for soil debris will be used for the next table.

The following information must be provided for each weight ticket:

- **Facility**: From the pulldown menu, choose the appropriate facility. If the facility on your weight ticket is not listed, choose “Other” and list the name of the facility in the “Unlisted” text box.
- **Ticket Number**: Enter the ticket number of the weight ticket in this text box.
- **Material**: From the pulldown menu, choose the appropriate material listed on the weight ticket.
- **Haul Option**: From the pulldown menu, choose the appropriate hauling option.
  - If you choose Option 2, indicate which authorized hauler was used for your project in the “Hauler” pulldown menu.
  - If you choose Option 3, indicate the name of the end dump truck company in the “Other” text box.
- **Tons**: List how many tons of material is documented on the weight ticket.

Once the information has been entered, click on “Update” and repeat this step until the information from all C&D debris weight tickets have been entered into this table.
12. Scroll down to the table labeled “Final Compliance - Soil Details” and click on “+Add Row.” A window will pop up. You must have your weight tickets for your soil only for this portion.

The following information must be provided for each weight ticket:

- **Facility**: From the pulldown menu, choose the appropriate facility. If the facility on your weight ticket is not listed, choose “Other” and list the name of the facility in the “Unlisted” text box.
- **Ticket Number**: Enter the ticket number of the weight ticket in this text box.
- **Material**: Soil is the only material for this table.
- **Haul Option**: From the pulldown menu, choose the appropriate hauling option.
  - If you choose Option 2, indicate which authorized hauler was used for your project in the “Hauler” pulldown menu.
  - If you choose Option 3, indicate the name of the end dump truck company in the “Other” text box.
- **Tons**: List how many tons of soil is documented on the weight ticket.

Once the information has been entered, click on “Update” and repeat this step until the information from all soil weight tickets have been entered into this table. Once all information is submitted, click “Next.”
13. **This step is required.** Click on “Supporting Document” to upload the weight tickets, pictures, or other documentation that proves material was recycled and/or reused for your project. Click “Next” when you have completed uploading all necessary documents.

14. Scroll down to review your information before submitting. Once, you click submit, you will no longer be able to change the information that you have entered. You will be able to upload additional attachments, if necessary.
15. Once you have completed the review of your information, you can click “Submit.” You can click on “Save Draft” if you would like to make revisions later. The application for your Final Compliance Report will only be received by our unit after you click “Submit.”
27. Check back on your application status by going to your assigned RRP number under the “My Work” tab. If your status shows:

A. “Issued”: your application is complete and no further action is needed for the Recycling Reuse Plan requirement.

B. “Waiting for Applicant”: Further action is needed. Please check your email for communication from your plan checker. You may contact your plan checker by clicking on their name by the “Assign To” field or call our office at 626-458-3517. Our office hours are 7:00 am – 5:30 pm, Monday through Thursday excluding holidays. You can also email our inbox at CND@dpw.lacounty.gov. Please indicate your RRP number and project address in the subject line of all emails.

C. “New”: Your application has been received and is in the queue to be reviewed.