SWABS

SOLID WASTE AUTOMATED BILLING SYSTEM
HANDBOOK

Last updated: June 6, 2018

County of Los Angeles
Department of Public Works
Environmental Programs Division
900 South Fremont Avenue, Alhambra, CA 91803
## Solid Waste Automated Billing System

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Welcome to the County’s new automated billing system, the Solid Waste Automated Billing System (SWABS).

This handbook will assist you in logging into SWIMS; where you will access the “Invoice Data Submission (SWABS)” page; inputting your invoice data into SWABS, and accessing your month’s activity once it becomes available for your viewing and payment. Please refer to this handbook for any time you need information regarding these procedures. If you have additional questions, please feel free to contact your County liaison (see Appendix: County Liaisons).
**Step 1- Log In**

An e-notification will be sent to your e-mail informing you that you can input data for the prior month’s activity. For example, in October 2017, you will input the data from September 2017’s activity. If you need assistance, please contact your County liaison (Appendix).

1. Go to the SWIMS website at www.lacountyswims.org. You may want to bookmark this page for future reference. From there, click on the “Log In” button in the upper right-hand corner.

2. A window will pop up. Type in your User ID and Password and click “Log In.”

You will know you are logged in when you see a greeting with your name in the upper right hand corner.
Step 2 – Invoice Data Submission

1. Go to “Online Services” ➔ Invoice Data Submission (SWABS)”

2. This will take you to the page where you can view your SWABS recent activity and select your criteria to enter invoice data:
3. Using the dropdowns, select the “Contract Type,” “Facility,” and “Period of Report” you wish to input data for and click “Start”

![Online Entry/View](image)

4. Please input the appropriate data into the blank fields under “Fee Calculations” according to invoice type. The next few pages show examples of invoice types:

- Commercial Waste Collection Franchise Fee Invoice
- Residential Franchise Fee Invoice
- Solid Waste Management Fee Invoice
Example 1: Commercial Waste Collection Franchise Fee Invoice Data Submission Page
Example 2: Residential Franchise Fee Invoice Data Submission Page
Example 3: Solid Waste Management Fee Invoice Data Submission Page

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**FEE CALCULATION INSTRUCTIONS:**

The Solid Waste Management Fee shall be $1.50 per ton of solid waste disposed at the facility during the billing period. Please note that, if applicable, the tonnage used for the fee calculation must be equal to the tonnage reported to the State Board of Equalization (BDE) and the Los Angeles County Solid Waste Information Management System (SWIMS).

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**FEE CALCULATIONS:**

- Tonnage reported to the State BDE:
- Tonnage reported to LA County SWIMS:

<table>
<thead>
<tr>
<th>Description</th>
<th>TONS</th>
<th>TONS</th>
<th>TOTAL DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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NAME: JHLEE YU
DATE: 05/05/2015

**PLEASE SUBMIT INVOICE DATA EVEN IF THE TOTAL FEE FOR THE THIS MONTH IS EQUAL TO ZERO (0). SOLID WASTE MANAGEMENT FEES BECOME DELINQUENT IF NOT PAID WITHIN 30 DAYS AFTER THE DUE DATE.** Pursuant to Los Angeles County Code Section 20.85.070 D.1., "Delinquent solid waste management fees shall subject the violator to an administrative penalty which shall be the lesser of: a) Ten percent of the delinquent amount for each month, or any portion thereof, that the fees are delinquent, or b) $100 for the first day any fees are delinquent, $200 for the second day any fees are delinquent, and $500 per day for each additional day that the fees are delinquent. Notwithstanding subsections a and b above, the penalty shall be no less than $500 for each calendar month or part thereof that any fees are delinquent."

**CUSTOMER SERVICE HOTLINE:** (626) 486-5000
**FOR THE HEARING IMPAIRED:** TDD 1-800-725-2929

I understand that pursuant to the Los Angeles County Code, Chapter 20.85.050, that the computation of the amount of the Solid Waste Management Fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Submit  Return

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*Example 3: Solid Waste Management Fee Invoice Data Submission Page*
4. After inputting the data, check the box at the bottom of the page to agree to the statement.

*Note: Different invoice types will have different acknowledgement statements

5. Once you are satisfied with your data input, click “Submit” at the bottom of the page to submit your data.

6. Once successfully submitted, a “Confirmation Page” will appear. You may keep this page for your records. Please note that this is NOT your invoice. You will receive an e-notification informing you of when your invoice is ready for your review and remittance.
Step 3 – Review Invoice and Remittance

1. In the following month, you will receive another e-notification informing you of when your invoice is ready for your review and payment. The notification will include the following link:

-OR-

You can access your invoice through the SWIMS website by going to Online Services ➔ Check Invoice Status

2. When you receive the e-notification, either click the link, use the address provided above, or go through the SWIMS website. Once you are on that page, type in your Customer Number and Address ID in the fields and click “Submit Inquiry.”
*Note: If you do not know your Customer No. or Address ID, please contact your County liaison (see Appendix) or click on the link or call the number provided at the bottom of the page.

3. You will be taken to a page that lists the statuses of all of your invoices, both current and past. Click on the invoice number under the left-hand column labeled “Invoice Number” you wish to view. You can refer to the right-most column labeled “Invoice Status” to see which invoices are “Unpaid.”
4. After clicking on the invoice number, you will see a PDF version of your invoice. You may download and print your invoice. **When submitting payment, it is important that you note the address. You will send your payment with invoice stub to:**

County of Los Angeles Department of Public Works  
P.O. Box 2399,  
Los Angeles, CA 90051-0399  

Please make checks payable to:  
County of Los Angeles Department of Public Works  

Please do not mail it to the previous address you have been using.  

If you have any questions, please contact your County liaison (Appendix).
The following pages depict sample invoices and their accompanying Invoice Details. These are available through IPSI and you will receive a copy of them in the mail. We have included examples for the following invoice types:

- Commercial Waste Collection Franchise Fee Invoice
- Residential Franchise Fee Invoice
- Solid Waste Management Fee Invoice

Example 4: Commercial Waste Collection Franchise Fee Invoice
Example 5: Commercial Waste Collection Franchise Fee Invoice Detail

Data Entered

--- COMMERCIAL WASTE COLLECTION FRANCHISE FEE INVOICE ---

LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCTOBER 3, 2005)

FEE INFORMATION

The Franchisee shall pay a franchise fee to the County in such amount as may be determined by the Board of Supervisors, expressed as a percentage of the monthly gross receipts of the franchisee arising from the use, operation, or possession of the franchise. The current commercial franchise fee is 12% of gross receipts received during the billing period.

FEE CALCULATION INSTRUCTIONS:

1. Enter the total number of customers.
2. Insert monthly gross receipts.
3. Multiply monthly gross receipts by 12% to arrive at the amount due.

FEE CALCULATIONS:

- Total number of customers: 120
- Monthly gross receipts: $6,500.00
- Monthly gross receipts x 12%: $234.00

The calculation of the amount of the franchisee payment on this form has been completed in accordance with Los Angeles County Code, Chapter 20.70.021, and the information provided is true and accurate to the best of my knowledge.

Larissa Yu

Print Name: ________________ Date: 01/30/2016

Pursuant to Los Angeles County Code Section 20.70.021 D, "In the event the franchisee fails to pay any franchise fee in full on or before the delinquency date, the franchisee shall pay a late payment charge equal to ten percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month, or any portion thereof, that the unpaid fee plus late payment charges remain delinquent."

CUSTOMER SERVICE HOTLINE: (626) 458-5990
FOR THE HEARING IMPAIRED: TDD 1-800-735-2029

Revenue Source: 9366 Project No: W935C0004 FUND: 601- SOLID WASTE MANAGEMENT
Example 6: Residential Franchise Fee Invoice
Example 7: Residential Franchise Fee Invoice Detail
Example 8: Solid Waste Management Fee Invoice
Example 9: Solid Waste Management Fee Invoice Detail

<table>
<thead>
<tr>
<th>SWABS PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 9: Solid Waste Management Fee Invoice Detail</td>
</tr>
</tbody>
</table>

[Image of a County of Los Angeles Department of Public Works invoice]

**FEE CALCULATION INSTRUCTIONS**

The Solid Waste Management Fee shall be $1.50 per ton of solid waste disposed at the facility during the billing period. Please note that, if applicable, the tonnage used for this fee calculation must be reported to the State Board of Equalization (BOE) and the Los Angeles County Solid Waste Information System (SWIMS).

**FEE CALCULATIONS:**

- Tonnage reported to the State BOE: 260,000 Tons
- Tonnage reported to L.A. County SWIMS: 260,000 Tons

250,000 tons * $1.50 per ton = $375,000.00 Total Due

I understand that pursuant to the Los Angeles County Code, Chapter 20.68, all solid waste landfilled or transferred in the County of Los Angeles, or received, collected, conveyed, or hauled to a location outside Los Angeles County, are subject to the Los Angeles County Solid Waste Management Fee. This form has been computed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Larissa Yu
Print Name: Larissa Yu
Date: 03/05/2015

SOLID WASTE MANAGEMENT FEES BECOME DELINQUENT IF NOT PAID WITHIN 30 DAYS AFTER THE DUE DATE. Pursuant to Los Angeles County Code Section 20.68.070 B.1., "Delinquent solid waste management fees shall subject the violator to an administrative penalty which shall be the lesser of: a) Ten percent of the delinquent amount for each month, or any portion thereof, that the fees are delinquent, or b) In any calendar year, $100 per the first day any fees are delinquent, $200 for the second day any fees are delinquent, and $500 each for each additional day that the fees are delinquent. Notwithstanding subdivisions a) and b) above, the penalty shall be no less than $200 for each calendar month or part thereof that any fees are delinquent."

CUSTOMER SERVICE HOTLINE: (626) 453-5990
FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

Data Entered
### SWABS Schedule

<table>
<thead>
<tr>
<th>Invoice Billing Period</th>
<th>Customers Data Submittal Period (2nd to last County business day)</th>
<th>Invoice Ready for Payment</th>
<th>Invoice Due Date</th>
<th>Delinquent Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2015</td>
<td>10/01-10/28/2015</td>
<td>11/09/15</td>
<td>12/05/15</td>
<td>01/04/16</td>
</tr>
<tr>
<td>October 2015</td>
<td>11/01-11/24/2015</td>
<td>12/09/15</td>
<td>01/06/16</td>
<td>02/05/16</td>
</tr>
<tr>
<td>November 2015</td>
<td>12/01-12/30/2015</td>
<td>01/11/16</td>
<td>02/05/16</td>
<td>03/06/16</td>
</tr>
<tr>
<td>December 2015</td>
<td>01/01-01/27/2015</td>
<td>02/09/16</td>
<td>03/05/16</td>
<td>04/04/16</td>
</tr>
</tbody>
</table>
**County Liaisons**

If you have any questions regarding SWABS, please contact your County liaison. They are ready to assist you in successfully navigating the Solid Waste Automated Billing System. The list below provides you current contacts for the different County fees. Please contact the appropriate liaison for the invoice type you have an inquiry for.

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>County Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Waste Collection Franchise Fee Invoice</td>
<td>Sharon Kong (Primary)</td>
</tr>
<tr>
<td></td>
<td>(626) 458-4535</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:skong@dpw.lacounty.gov">skong@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td></td>
<td>Vivian Hoang (Alternate)</td>
</tr>
<tr>
<td></td>
<td>(626) 458-2539</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:vhoang@dpw.lacounty.gov">vhoang@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td>Residential Franchise Fee Invoice</td>
<td>Fonda Khuu (Primary)</td>
</tr>
<tr>
<td></td>
<td>(626) 458-3527</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:fkuh@dpw.lacounty.gov">fkuh@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td></td>
<td>Christine Wong (Alternate)</td>
</tr>
<tr>
<td></td>
<td>(626) 458-2539</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ccwong@dpw.lacounty.gov">ccwong@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td>Waste Hauler Invoice</td>
<td>Noel Lam(Primary)</td>
</tr>
<tr>
<td>Transformation Facility Invoice</td>
<td>(626) 458-7062</td>
</tr>
<tr>
<td>Inert Waste Facility Invoice</td>
<td><a href="mailto:nlam@dpw.lacounty.gov">nlam@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td>Waste Hauler Transloading Invoice</td>
<td>Duc Bui (Alternate)</td>
</tr>
<tr>
<td>Transfer/Processing Station Invoice</td>
<td>(626) 458-3584</td>
</tr>
<tr>
<td>Waste Diversion Program Fee Invoice</td>
<td><a href="mailto:dubui@dpw.lacounty.gov">dubui@dpw.lacounty.gov</a></td>
</tr>
<tr>
<td>Solid Waste Landfill Invoice</td>
<td></td>
</tr>
<tr>
<td>Countywide Disposal Enhancement Invoice</td>
<td></td>
</tr>
<tr>
<td>Illegal Dumping Program Fee Invoice</td>
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</tbody>
</table>