CalGreen Recycling Instructions
for Non-Residential Projects

Construction Waste Management (CalGreen) Plan

To release the CalGreen hold placed on permit issuance, you must complete a Construction Waste Management (CalGreen) Plan. You are encouraged to complete and print the PDF fillable forms online at http://www.cccounty.us/Debris. CalGreen Plans will not be approved unless Plan is filled out completely.

☐ The top portion of the Plan must include the following project information:
  o APN and Permit Number
  o Owner Name and Owner Email Address
  o Project Square Feet and Building Type
  o Project Description stating if demolition, or any interior wall work is involved.

☐ The bottom portion of the plan must include:
  o Mark which materials you plan to Reuse, Recycle, and Dispose. Be sure to identify any types of Land Clearing Debris expected to be removed from your project site. Universal Wastes are also required to be tracked/reported for BIT and BICA permits.
  o Name of facility where you plan to take your loads of each type of material. Choose facility from list of Approved Construction & Demolition (C&D) Processing Facilities. Call chosen facility to verify the process for obtaining C&D recycling receipts.
  o **Mixed C&D loads taken to Approved Facilities will only get 65% recycling credit**. Source Separated materials taken to Approved Facilities, get 100% recycling credit.
  o Loads taken to a facility that is not on the list of Approved Facilities will be counted as Disposal unless you pay an additional fee and submit a Diversion Certification Form completed by the receiving entity with receipts and appropriate documentation that adequately demonstrates an appropriate level of recycling to DCD.
  o Mark Self-Haul if Property Owner or Primary Contractor is hauling debris to facility, or write name of company hauling away debris.

☐ Sign Plan, Indicate whether you are the Owner, Contractor, or Other, Print your name, and Date.

☐ Read Letter of Acknowledgement, initial each statement, and sign document. Submit with Plan.

☐ If Plan is filled adequately, APC Staff can approve your plan, and CalGreen hold will be released.

IMPORTANT REMINDERS DURING PROJECT CONSTRUCTION:

▪ During Construction activities, collect receipts and other verifying documentation for any waste load leaving project site.

▪ Receipts must include date, facility name, material type, weight, and unit of measurement. Refer to How to Read Facility Receipts Guide to locate required information on each facility receipt.

Construction Waste Management (CalGreen) Report and
Supplemental Land Clearing & Excavation Debris and Universal Waste Report

To release the CalGreen hold placed on scheduling Final Inspection, a CalGreen Report and a Supplemental Land Clearing Debris Form must be completed and submitted for approval. You are encouraged to complete and print the PDF fillable forms online at http://www.cccounty.us/Debris. CalGreen Reports will not be approved unless filled out completely.

☐ The top portion of the CalGreen Report must include the following project information:
  o APN and Permit Number
  o Project Square Feet

- ☐ Group all your facility receipts together based on Material Type.

- ☐ Do not include Land Clearing Debris (plant, tree, soil, sand, and rock) in this CalGreen Report, use Supplemental Land Clearing Debris and Universal Waste Report to document 100% recycling.

- ☐ Refer to the Recycling Receipt Guide to identify appropriate information to enter into CalGreen Report.

- ☐ For Trash or MSW do the following:
  - o List the total number of receipts.
  - o List the name of the Facility that you delivered your load to.
  - o Next to the Facility Name, list the name of the hauling company you used or mark Self-Haul if you delivered the load yourself.
  - o Convert any receipts that lists amount in cubic yards to tons by multiplying amount by .2085.
  - o Add all tons listed on MSW receipts and enter in Column (C).

- ☐ For each Source Separated Material type, do the following:
  - o List the total number of receipts.
  - o List the name of the Facility that you delivered your load to.
  - o Next to the Facility Name, list the name of the hauling company you used or mark Self-Haul if you delivered the load yourself.
  - o Convert any receipts that list cubic yards to tons. Refer to the Volume to Weight Conversion Table to find the conversion rate according to material type.
  - o Add all tons listed on Approved Facility receipts and enter in Column (B).
  - o Add all tons from Unapproved Facilities to MSW Disposed Column (C).
  - o Loads taken to a facility that is not on the list of Approved Facilities will be counted as Disposal unless you pay an additional fee and submit a Diversion Certification Form completed by the receiving entity with receipts and appropriate documentation that adequately demonstrates an appropriate level of recycling to DCD.

Example:

Number of Receipts per Material Type	Name of Facilities where Loads were Delivered (INCLUDE NAME OF HAULING COMPANY UNLESS "SELF HAUL" IS CHECKED)		Material Type Identified on Receipt	Tons REUSE (A)	Tons RECYCLED (B)	Tons DISPOSED (C)
2	ABC Transfer Station	DEF Hauling ▼	Trash or Municipal Solid Waste (MSW)	If CUBIC YARDS, multiply amount by 0.2085 to calculate TONS DISPOSED		4
Source Separated Reusable or Recyclable Materials (Maximize recycling credit by separating reusable and recyclable materials at the project jobsite in order to deliver to facilities that confirm they accept specified material types for salvage or recycling).						
1	123 Rock Recycling	Self-Haul ▼	Asphalt & Concrete		6	USE THE COUNTY'S "VOLUME TO

- ☐ For Mixed Construction & Demolition Debris:
  - o List the total number of receipts.
  - o List the name of the Facility that you delivered your load to.
  - o Next to Facility Name, mark Self-Haul if Property Owner or Primary Contractor is Hauling debris to facility, or write name of company hauling away debris.
  - o Convert any receipts that list amount in cubic yards to tons by multiplying amount by 0.2085.
  - o Add all tons listed on Approved Facility receipts. **Mixed C&D is not 100% recyclable**. Enter 65% of total Mixed C&D tons in Column (B), and 35% of total Mixed C&D tons in Column (C).
  - o Add all tons from Unapproved Facilities and enter in Column (C).
  - o Loads taken to a facility that is not on the list of Approved Facilities will be counted as Disposal unless you pay an additional fee and submit a Diversion Certification Form completed by the receiving entity with receipts and appropriate documentation that adequately demonstrates an appropriate level of recycling to DCD.

☐ **Supplemental Land Clearing Debris And Universal Waste Report**
   o Group all your facility receipts together based on Material Type – Group all your Plant, Tree, Soil, Sand, and Rock receipts together.
   o List the name of the Facility that you delivered your loads to.
   o List the Material Type
   o Convert all load amounts to one unit of measurement (pounds, ton, or cubic yards) Refer to the Volume to Weight Conversion Table to find the conversion rate according to material type. Then add amounts together and list on report.
   o For BIT and BICA permits, fill-in the Universal Waste table – Check all types generated by project, note how wastes were managed (recycled or disposed) and list hauler and facility used.

☐ CalGreen Hold will not be released if CalGreen Report and Supplemental Land Clearing Debris and Universal Waste Report is not **completely filled out AND accompanied by all receipts and documentation** substantiating the information about the project's recycling, reuse, and disposal. APC staff will instruct you to gather the missing information, receipts and documentation and to resubmit the Report when completed.

☐ If Reports substantiates that 65% by weight of construction debris and 100% of land clearing debris has been diverted, and the Project is found in compliance, APC Staff can approve the Reports, and CalGreen hold will be released.

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