

CalGreen Recycling Instructions

Construction Waste Management (formerly Debris Recovery) Plan

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

- ❑ The top portion of the Plan must include the following project information:
 - APN and Permit Number
 - Owner Name and Owner Email Address
 - Project Square Feet and Building Type
 - Project Description stating if demolition, or any interior wall work is involved.
- ❑ The bottom portion of the plan must include:
 - Mark which materials you plan to Reuse, Recycle, and Dispose. Do not include Land Clearing Debris (plant, tree, soil, sand, and rock) in this plan. For BICA and BIT permits, use [Supplemental Land Clearing Debris and Universal Waste Report](#) to document 100% recycling.
 - Name of facility where you plan to take your loads of each type of material. Choose facility from list of RecycleSmart Approved Construction & Demolition (C&D) Processing Facilities. Call chosen facility to verify the process for obtaining C&D recycling receipts.
 - **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.
 - Taking loads to a facility outside of the list of Approved Facilities will be counted as Disposal unless you submit a [Facility Certification Form](#) with receipts and appropriate documentation that adequately demonstrates the level of recycling to DCD.
 - 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 Final Report

To release the CalGreen hold placed on scheduling Final Inspection, a [Construction Waste Management \(CWM\) Final Report](#) must be completed, and submitted for approval. You are encouraged to complete and print the PDF fillable forms online at www.cccounty.us/Debris. CWM Final Reports will not be approved unless Report is filled out completely.

- ❑ The top portion of the Report must include the following project information:
 - APN and Permit Number
 - 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 Report. For BICA and BIT permits, 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 Report.
- ❑ For Trash or MSW do the following:
 - List the total number of receipts.
 - List the name of the Facility that you delivered your load to.
 - Next to the Facility Name, list the name of the hauling company you used or mark Self-Haul if you delivered the load yourself.
 - Convert any receipts that lists amount in cubic yards to tons by multiplying amount by .2085.
 - Add all tons listed on MSW receipts and enter in Column (C).
- ❑ For each Source Separated Material type, do the following:
 - List the total number of receipts.
 - List the name of the Facility that you delivered your load to.
 - Next to the Facility Name, list the name of the hauling company you used or mark Self-Haul if you delivered the load yourself.
 - 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.
 - Add all tons listed on Approved Facility receipts and enter in Column (B).
 - Add all tons from Unapproved Facilities to MSW Disposed Column (C).
 - Taking loads to a facility outside of the list of Approved Facilities will be counted as Disposal unless you submit a [Facility Certification Form](#) with receipts and appropriate documentation that adequately demonstrates the level of recycling to DCD.
- ❑ For Mixed Construction & Demolition Debris:
 - List the total number of receipts.
 - List the name of the Facility that you delivered your load to.
 - 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.
 - Convert any receipts that list amount in cubic yards to tons by multiplying amount by .2085.
 - 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).
 - Add all tons from Unapproved Facilities and enter in Column (C).
 - Taking loads to a facility outside of the list of Approved Facilities will be counted as Disposal unless you submit a [Facility Certification Form](#) with receipts and appropriate documentation that adequately demonstrates the level of recycling to DCD. For materials.
- ❑ CalGreen Hold will not be released if CWM Final 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 Report substantiates that 65% by weight of construction debris has been diverted, and the Project is found in compliance APC Staff can approve Report, and CalGreen hold will be released.