CONSTRUCTION AND DEMOLITION (C&D) ONLINE SYSTEM USER GUIDE Module III - Submit Project for Final Approval

OVERVIEW

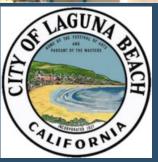
- Complete Your Project
- ➤ Upload Your Tickets
- ➤ Upload Your Forms
- > Submit Your Project

Public Works

Recycling and Solid Waste Division
Phone Number: 949-464-6677

E-mail: recycle@lagunabeachcity.net





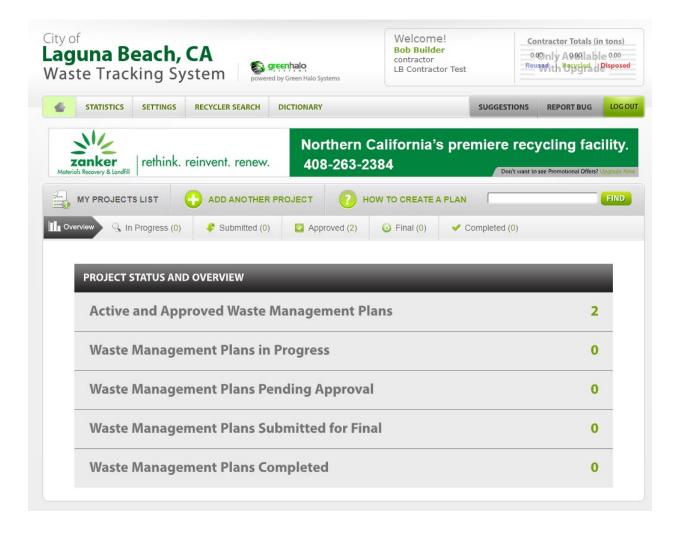
Submit Project for Final Approval

Introduction

During the construction project, you have been saving your original recycling receipts and uploading them to your project plan. Now that the project has been completed, you are ready to submit your project for final approval.

COMPLETE YOUR PROJECT

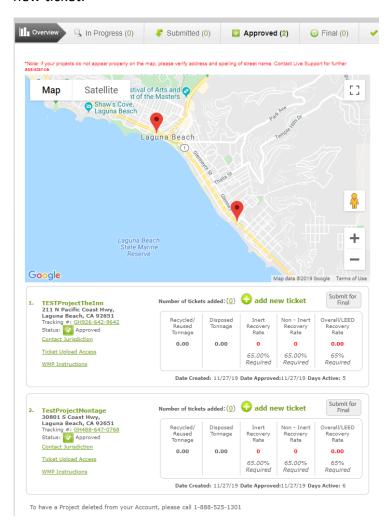
Step 1: Log back into lagunabeach.wastetracking.com. You are taken to the PROJECT STATUS AND OVERVIEW page.



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UPLOAD YOUR TICKETS (if you haven't already)

Step 2: Click on Active and Approved Waste Management Plans. To upload tickets, click on add new ticket.



Step 3: You will be taken to the Ticket Upload page. Fill in the required fields (which are denoted by an asterisk*) and upload your recycling receipts. You can either scan or take a picture of them.

IMPORTANT: Recycling receipts must be legible and readable. If they are not easy to read, the submission will be rejected, and you will have to upload them again. There can only be one ticket per submission.

In addition, please do not submit receipts from the Prima Deshecha Landfill. If you submit receipts from the landfill, the City will have to forfeit the deposit. The program is to encourage people to drop off construction waste at the recycling facilities. By dropping off waste at the landfill, you are defeating the purpose of the program.

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Lastly, **effective September 21, 2019**, the CR&R Material Recovery Facility (MRF) previously located at Prima Deshecha Landfill is closed.

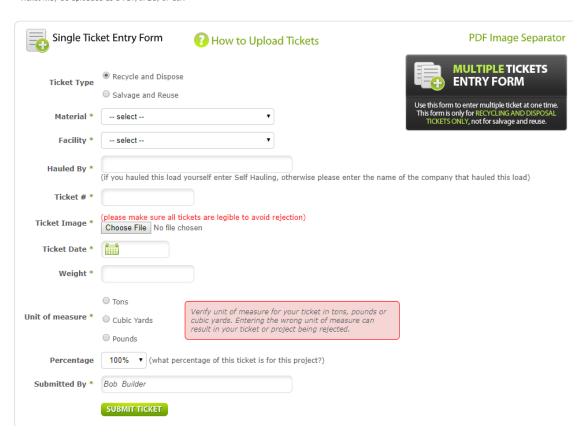
Recycling receipts must be original with the location source as Laguna Beach.

Required fields include:

- Material
- Facility
- Hauled By
- Ticket #
- Ticket Image
- Ticket Date
- Weight
- Unit of Measure
- Submitted By

TESTProjectTheInn: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, or GIF.



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UPLOAD YOUR FORMS

Step 4: If you need to upload any forms, click on FILES and upload applicable documents pertaining to the completed project.

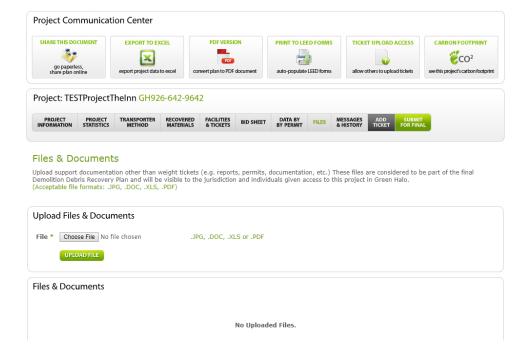
Applicable forms include the following:

1. Universal Waste Verification Form

All commercial projects are required to submit the **Universal Waste Verification Form** as mandated by Section 5.408.2 of the CALGreen Building Code.

2. Subcontractor Acknowledgement Form

The forms are fillable.



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Universal Waste Form



CITY OF LAGUNA BEACH Universal Waste Compliance Form

Effective January 1, 2017, the City of Laguna Beach adopted the Green Building Standards Code, which set forth requirements for Universal Waste to be properly disposed and diverted from landfills (section 5.408.2). Non-Residential additions and alterations to a building or tenant space that meet the following provisions shall require proper disposal verification of Universal Waste:

- Newly constructed buildings
- Building additions of 1,000 square feet or greater or
- Building alterations with a permit valuation of \$200,000 or above

What are Universal Wastes?

Owner's Name: Property Address:

Applicant Name:

Print Name:

Contractor Company Name:

Universal wastes are hazardous wastes that are widely produced by households and many different types of businesses. Universal wastes include televisions, computers and other electronic devices as well as batteries, fluorescent lamps, mercury thermostats, and other mercury containing equipment, among others. The hazardous waste regulations (CCR, Title 22, Division 4.5, Chapter 11, Section 66261.9) identify seven categories of hazardous wastes that can be managed as universal wastes. Any unwanted item that falls within one of these waste streams can be handled, transported and recycled following the simple requirements set forth in the universal waste regulations (UWR) (CCR, Title 22, Division 4.5, Chapter 23)

Complete and submit the following information to the Public Works Department as indicated below. This form must be submitted to the Public Works Department along with your Recycling Summary Report. Identified below are Universal Waste materials that need to be disposed of properly.

Phone No.:

Zip Code:

Phone No.:

Date:

Item/Material	Disposal Method/ Licensed hazardous waste hauler
1. Batteries	
2. Electronic devices	
3. Mercury-containing equipment	
4. Lamps	
5. Cathode ray tubes	
6. Cathode ray tube glass	
7. Aerosol cans	

Section 5.408.2. for Universal Waste Verification. I understand that the city may audit disposal and recycling documentation. I have sixty (60) days after the completion of the covered project to submit Universal Waste disposal/

recycling receipts, otherwise, if applicable, my diversion (tonnage) security deposit may be forfeited.

Signature:

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Subcontractor Form



CITY OF LAGUNA BEACH

Waste Management Plan Subcontractor Acknowledgement Form

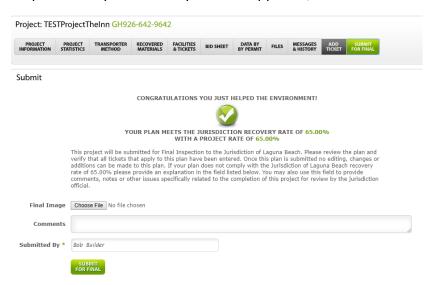
Waste Management Plan - Subcontractor Acknowledgement Form					
I have read the Waste Management Plan for this project; I understand the goals of this plan and agree to follow the procedures described in this plan.					
Date	Subcontractor Company Name	Foreman Name	Signature		

Contractor: I certify that this subcontractor acknowledgement form is accurate and complete.					
Name:	Signature:	Dat	Date:		
Contractor Company Name:					
Company Address:	City:	State:	Zip Code:		
Project Site Address:	City: Laguna Beach	State: CA	Zip Code: 92651		

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SUBMIT YOUR PROJECT

Step 5: When you are ready for final approval, click on **SUBMIT FOR FINAL**.



Step 6: You have now submitted your project for final approval and are waiting to be approved by the City of Laguna Beach.

IMPORTANT: Do not Submit Project for Final until the **Final Inspection has Passed,** and the Building Permit Status is Finaled. You will not receive the Security Deposit Refund if the Project is not marked as officially Complete by the City.

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