

CONSTRUCTION AND DEMOLITION (C&D) ONLINE SYSTEM USER GUIDE

Module II – Submit Your Waste Management Plan

OVERVIEW

- Start Your Plan
- Create Your Plan
- Select Your Materials
- Select Your Transporter Method
- Select Your Facility
- Submit Your Plan
- Complete Form & Waste Deposit

Public Works

Recycling and Solid Waste Division

Phone Number: 949-464-6677 / E-mail: recycle@lagunabeachcity.net



Create a Waste Management Plan with Green Halo

Introduction

You have a Green Halo account and you want to create a Waste Management Plan.

START YOUR PLAN

Step 1: Once you log in to lagunabeach.wastetracking.com, you are directed to the page below. Click on Waste Management Plans in Progress.

The screenshot shows the Green Halo website dashboard. At the top left is the Green Halo logo with the tagline "Recycling today's resources for tomorrow's generations." To the right, a welcome message for "Bob Builder" contractor is displayed. A "Contractor Totals (in tons)" box shows "0.00 Reused, 0.00 Recycled, 0.00 Disposed" with a note "Only Available with Upgrade". Below the header is a navigation bar with "STATISTICS", "SETTINGS", "RECYCLER SEARCH", "DICTIONARY", "SUGGESTIONS", "REPORT BUG", and "LOG OUT". A banner for "zanker" (Materials Recovery & Landfill) with the slogan "rethink. reinvent. renew." and phone number "408-263-2384" is present. The main content area is titled "MY PROJECTS LIST" and includes buttons for "ADD ANOTHER PROJECT" and "HOW TO CREATE A PLAN". A filter bar shows "Overview" selected, with counts for "In Progress (1)", "Submitted (0)", "Approved (0)", "Final (0)", and "Completed (0)". A table titled "PROJECT STATUS AND OVERVIEW" lists the following categories and counts:

Category	Count
Active and Approved Waste Management Plans	0
Waste Management Plans in Progress	1
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

Step 2: You will be directed to Your Project List page. Click on START HERE.

The screenshot shows the "MY PROJECTS LIST" page on the Green Halo website. It features a navigation bar with "STATISTICS", "SETTINGS", "RECYCLER SEARCH", "DICTIONARY", "SUGGESTIONS", "REPORT BUG", and "LOG OUT". A large banner reads "NEED DEMOLITION? CALL 1.888.714.7444 FOR FREE ESTIMATES". Below the banner, the "MY PROJECTS LIST" section includes "ADD ANOTHER PROJECT" and "FIND" buttons. A filter bar shows "Overview" selected, with counts for "In Progress (1)", "Submitted (0)", "Approved (0)", "Final (0)", and "Completed (0)". A project card is displayed with the following details:

- START HERE**
- TestProjectMontage
- 30801 S Coast Hwy
- Tracking #: SH4885-647-0768
- Status: In Progress

Recycled/ Reused Tonnage	Disposed Tonnage	Inert Recovery Rate	Non - Inert Recovery Rate	Overall/LEED Recovery Rate
0.00	0.00	0	0	0
		0.00% Required	0.00% Required	0% Required

Date Created: 11/27/19 Days Active: 1

To have a Project deleted from your Account, please call 1-888-525-1301

There is also a "No messages at this time" notification and a "THE HOME DEPOT" advertisement for home improvement.

Step 3: Enter Project Zip Code. For Laguna Beach, it's 92651. Click on FIND ZIP CODE.



For U.S. Projects

 U.S. Project using Imperial Units
(lbs. ,tons, cubic yards)

* **Enter Project Zip Code**

92651

FIND ZIP CODE

Step 4: You will be taken to the page below. Click on VERIFY.

Verify Project Zip Code

You have selected: Laguna Beach, CA

If this is the Jurisdiction where the project is taking place then click verify to continue. If not re-enter your project zip code. If you cannot locate the proper Jurisdiction please contact Green Halo support at **1-888-525-1301**.

VERIFY [Re-enter Zip Code](#)

CREATE YOUR PLAN

Step 5: Create your Waste Management Plan. Fill in the required fields.


General Information

- Project Name = Property Owner's Name
- Street Address = Property Address

Project Information


- Start Date
- End Date
- Project Value
- Square Footage
- Description
- Project Type
- Building Type
- Project Managers

- Subcontractors (if applicable)



Adding New Projects

Step 1 of 5 - TestProjectMontage - GH488-647-0768
Update the project information below



This plan will be submitted to:
Laguna Beach, CA

SAVE PLAN

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

NEXT STEP >

Meet diversion requirements by deconstructing, re-using or salvaging of materials:
The city requires a minimum of 65% diversion for your overall project. If you plan to take MIXED materials to a facility with a mixed-debris diversion rate of less than 65%, be sure to also salvage materials that can be re-used, and/or sort single materials that can be recycled separately, and save/upload your documentation. Re-use is 100% diversion, and single materials are usually diverted at 95% or higher.

General Information *required fields

Project Name *

Street Address *


Apt/Suite #

Jurisdiction Laguna Beach

State CA

Zipcode 92651

County ORANGE

 [upload project images](#)

Project Information *required fields

(if available)

Permit/Project # (optional)

+ Add another permit

Tract Number (optional)

Start Date *

End Date *

Project Value * \$

Square Footage *

Description *

Project Type * -- select --

Building Type * -- select --

NEW FEATURE

Set Target Recovery Rate for the Project (optional)

Target Recovery Rate

This tool is great for projects that want to set the recovery bar even higher. Green Halo automatically defaults to jurisdictional minimum requirements to comply with local ordinances. With this feature, projects attempting to qualify for LEED points or meet company recovery policies may now set higher target recovery rates. This function is completely optional and will not affect or override any local ordinance which takes precedence.

Project Managers - [*add/edit](#)

No Project Managers.

Sub Contractors (optional) - [add/edit](#)

No sub contractors.

SELECT YOUR MATERIALS

Step 6: When you've finished filling out the form, click NEXT STEP. You will then be taken to the Materials List. Fill in the tonnage amount for recyclable materials.

Materials List		Select unit of measure for entering data <input type="radio"/> cubic yards <input checked="" type="radio"/> tons		
Materials	Reuse	Recycle	Dispose	
Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, box, or truck. <small>Note: Commingling of multiple materials to be processed at registered facilities does not guarantee you will meet the recovery requirements. To ensure you comply with this jurisdiction's recovery requirements it's highly recommended that recyclable and/or reusable materials be source separated.</small>				
Mixed C & D Debris <small>(Mixed debris that is not source separated, but can be recycled must be brought to an authorized registered facility.)</small>	N/A	<input type="text"/> tons	N/A	
Source Separated Materials - Please identify any recyclable materials you will separate on-site for recycling. <small>Note: Separating any of the recyclable materials listed below from your Mixed C&D as clean materials will increase your recycling rate and your chances of complying with this jurisdiction's recovery requirements.</small>				
Appliances & Equipment <small>(All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Asphalt - Pavement & Grinding <small>(Pavement and asphalt grindings. *EXCLUDES roofing materials*)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Asphalt - Roofing <small>(Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&D Debris".*)</small>	N/A	<input type="text"/> tons	<input type="text"/> tons	
Bricks, Masonry & Stone Products <small>(Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Bulky Miscellaneous Items <small>(couches, office partitions, signs, desks, chairs, tables, mattresses, and other furniture)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Cardboard <small>(Corrugated cardboard, fiberboard, and paper materials.)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Carpet & Padding <small>(Carpet scraps, foam, and related materials.)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Ceiling Tiles <small>(Unpainted acoustic tiles.)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Concrete <small>(Clean concrete with or without rebar.)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Deconstructed & Reuse Items <small>(Reusable appliances, cabinets, doors, windows, fixtures, flooring, lumber & materials)</small>	<input type="text"/> tons	N/A	N/A	
Dirt/Soil-Clean Fill <small>(Dirt/Soil that is uncontaminated.)</small>	<input type="text"/> tons	<input type="text"/> tons	N/A	
Dirt/Soil-Contaminated Non-Hazardous <small>(Dirt/Soil that is contaminated, but DOES NOT meet the Federal definition of hazardous contamination.)</small>	<input type="text"/> tons	<input type="text"/> tons	<input type="text"/> tons	

Step 7: If you have hazardous waste, fill in the tonnage amount for that section as listed below.

Non-Recoverable Material (Hazardous Waste) - Disposal of lead based painted materials, asbestos containing materials, contaminated dirt/soil, and other hazardous waste require special processing prior to commencement of construction and demolition activities. If your project contains any Non-Recoverable materials, please enter estimated quantity in the field provided. Note: Non-Recoverable materials do not count towards your total tons or affect your recycling rate in any way but must be reported if present.			
Dirt/Soil-Contaminated, Hazardous (Dirt/soil that DOES meet/exceed Federal definition of hazardous contamination.)	N/A	N/A	<input type="text"/> tons
Materials Containing Asbestos (Vinyl tile, ceiling tiles, popcorn ceilings, sheetrock (mud & tape), ducting, roofing, and mechanical components.)	N/A	N/A	<input type="text"/> tons
Materials with Lead-Based Paint (Cabinets, windows, doors, trim, siding, beadboard/wainscoting, and air vents.)	N/A	N/A	<input type="text"/> tons
Other Hazardous Waste & Materials	N/A	N/A	<input type="text"/> tons

SELECT YOUR TRANSPORTER METHOD

Step 8: Click NEXT STEP and choose the following options

Option 1 - Debris Box Service with CR&R (no recycling deposit required)

Option 2 - Self Haul (recycling deposit required)

1. Project Information 2. Material Selection **3. Transporter Method** 4. Facility Selection 5. Complete & Review

← PREVIOUS STEP
NEXT STEP →

Hauling, Trucking, Deconstruction, or Demolition Service

Debris Box/Roll-Off Service: I will use a Debris Box/Roll-Off service for hauling my debris.

Exclusive Franchise Agreement (The Hauler Listed Below is the Only Hauler Authorized to Provide Debris Box/Roll-Off Service in this Jurisdiction)

The City of Laguna Beach regulates the collection, removal and disposal of all solid waste and recycling materials generated within the City, as authorized by Laguna Beach Municipal Code Chapter 7.16.060. CR&R Incorporated is the City's exclusive collector for such materials. CR&R Incorporated has the exclusive rights to collect, transport and dispose of all solid waste generated by or accumulated on all residential and commercial/industrial premises in the City and to collect, transport and recycle all recyclable materials and yard trimmings from residential premises. CR&R's exclusive rights include the collection, transport and recycling of recyclable materials, organic materials and yard trimmings from commercial/industrial premises.

CR&R Incorporated
11232 Knott Ave
Stanton, CA 90680
949-662-3819
<https://crrwasteservices.com/>

I will be Self Hauling to an Approved Recycling Facility

Self Haul: I will haul away the materials in accordance with this Jurisdiction's self haul rules and regulations.

Self Haul Guidelines

A licensed contractor may haul materials if: - Removed from the premises by a licensed contractor as an incidental part of a total construction, remodeling or demolition service offered by that contractor, rather than as a separately contracted or subcontracted hauling service using debris boxes or similar apparatus. - Directly loaded onto a fixed-body vehicle and hauled directly to a Disposal Facility that holds all applicable permits.

SELECT YOUR FACILITY

Step 9: Click NEXT STEP. You will then be taken to the Facility Section page where you will choose your facility to recycle materials.

1. Project Information 2. Material Selection 3. Transporter Method **4. Facility Selection** 5. Complete & Review

< PREVIOUS STEP NEXT STEP >

Alternative Daily Cover (ADC) doesn't count toward diversion from landfill. Ask facility for diversion without ADC.
 WARNING! If you choose a facility that is NOT listed you may not meet the required 65% diversion. Facilities that are listed provide an accurate diversion rate. If you don't choose a facility listed on this form call the City of Laguna Beach at (949) 497-0344 or email lavila@lagunabeachcity.net to find out if you'll meet the required diversion rate, before starting your project.

Mixed C & D Debris (recycle)

Available Registered Facilities - please identify one or more facilities your materials will be transported to

Facility	Carbon Footprint	Distance	Recycle Rate
<input type="checkbox"/> Tierra Verde Industries (map) 8065 Marine Way IRVINE, CA 92618 949-551-0363	3.03 lbs	8.16 mi	65
<input type="checkbox"/> WM/Sunset Environmental (map) 16122 Construction Circle E. IRVINE, CA 92606 949-451-2600	3.35 lbs	9.04 mi	65
<input type="checkbox"/> Sunset Environmental (map) 16122 Construction Circle West IRVINE, CA 92606 949-451-2600	3.35 lbs	9.04 mi	65
<input type="checkbox"/> Madison Materials (map) 1035 E 4th Street Santa Ana, CA 92701	4.68 lbs	12.62 mi	76
<input type="checkbox"/> Madison Materials (map) 1035 E. 4th Street Santa Ana, CA 92701 714-664-0159	4.68 lbs	12.62 mi	75
<input type="checkbox"/> Rainbow Transfer (map) 17121 Nichols Street Huntington Beach, CA 92647 714-847-3581	5.72 lbs	15.41 mi	65
<input type="checkbox"/> Waste Management of Orange County (map) 2050 N Glassell Orange, CA 92865 714-282-0200	6.63 lbs	17.86 mi	65
<input type="checkbox"/> Republic Services, Inc. (map) 1131 N. Blue Gum St. Anaheim, CA 92806 714-238-3300	6.99 lbs	18.83 mi	65


SUBMIT YOUR PLAN

Step 10: You have now created your Waste Management Plan. Please read the Terms and Conditions, sign, and submit for approval.

1. Project Information 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review [PREVIOUS STEP](#)

Project: Test

[Project Information](#) [Project Statistics](#) [Transporter Method](#) [Recovered Materials](#) [Facilities & Tickets](#) [Bid Sheet](#) [Data By Permit](#) [Project Files](#) [Messages & History](#) [Submit for Approval](#)



You Still Need To Submit Your Project for Approval By This Jurisdiction. Your Estimated Recovery Rate for this project complies with the requirements for this jurisdiction.

Green Halo recommends increasing material recovery to ensure that the project meets all requirements when completed. Consider:

1. Source separate recoverable materials from Disposal and Mixed C&D. (i.e. cardboard, clean wood, clean dirt, clean drywall, concrete, asphalt, metal, etc.)
2. Return to the planning stage and identify any additional materials that can be salvaged, donated, or reused.
3. Update the "Material Selection" tab with changes to the Demolition Debris Recovery Plan.

Read the Terms and Conditions

Building Permit Applicant Agrees To: 1. Comply with construction and demolition debris exclusive franchise (C&D NEF) hauling rules. Also see NOTE below* 2. Submit a complete Waste Management Plan (WMP) note: www.lagunabeach.wastetracking.com will delete ALL incomplete WMPs after 45 days of inactivity 3. Submit a complete Construction and Demolition Summary Report (CDSR) prior to Final Inspection, issuance of a temporary certificate of occupancy (TCO) or certificate of occupancy (CO) 4. Allow 3-5 business days for processing all submittals 5. Make all submittals via www.lagunabeach.wastetracking.com 6. Add www.lagunabeach.wastetracking.com to email safe senders list to avoid email delays 7. Share the approved WMP with project staff and subcontractors City will not issue permits without an approved WMP. Building Permit Applicant Has Read and Understand the Following Policies: I understand that the City of Laguna Beach has an exclusive franchise agreement with CR&R Incorporated of Orange County. Use of containers provided by another solid waste hauler, is prohibited in accordance with Laguna Beach Municipal Code Section 7.16.220 and 7.16.230. I understand the use of containers owned by a licensed construction or demolition contractor or subcontractor are only permitted if used as part of the scope of work and that the containers are properly labeled with the contractor or subcontractor's company's name. Option 2 – Self Haul Section below must be completed. I understand it is prohibited to use residential trash, recycling, and/or green waste carts for C&D debris waste generated from this project. The property owner will be charged a contamination fee by CR&R Incorporated, and if applicable, a replacement fee for damaged carts. All subcontractors on the project must be notified of the project's waste management plan.

Acceptance & Signature *required fields

* I have read and agree to the terms and conditions above

Note

Your Name *

Title *

Send me text confirmation to my Phone (optional)

[SUBMIT PROJECT FOR APPROVAL](#)

Step 11: You have now submitted your Waste Management Plan and are waiting to be approved by the City of Laguna Beach.

COMPLETE FORM & RECYCLING DEPOSIT

Step 12: You have been approved by the City with instructions and attachments on next steps. You will also receive instructions & information at the Building Counter when you come in to pull your project permit.

The fees for the refundable recycling deposit are listed below:

Re-roof: \$250

Remodel: \$500

Remodel with Addition: \$750

Demolition / New Construction: \$1,000

*To send a message, click on MESSAGES & HISTORY. Type a message in the space provided and click on SEND MESSAGE.

See image below for more details.

The screenshot displays a web application interface. At the top, a navigation menu contains several tabs: PROJECT INFORMATION, PROJECT STATISTICS, TRANSPORTER METHOD, RECOVERED MATERIALS, FACILITIES & TICKETS, BID SHEET, DATA BY PERMIT, FILES, MESSAGES & HISTORY (highlighted with a red box), ADD TICKET, and SUBMIT FOR FINAL. Below the navigation menu, the main content area is titled "Messages - sent and received". It features a message composition box with a "Urgent Message" checkbox and a text input field containing the placeholder text "Type a message to Laguna Beach. Recipient will be notified when message is sent." Below the input field is a "SEND MESSAGE" button, also highlighted with a red box. At the bottom of the message history, there is an entry: "1. From: Bob Builder 06/10/20" followed by "Message: Hi, I uploaded the file."