



## PROCEDURES: CONSTRUCTION AND DECONSTRUCTION (C&D) DEBRIS DIVERSION PROGRAM

EFFECTIVE: JULY 1, 2020

SCOPE: RESIDENTIAL AND COMMERCIAL

CODES ENFORCED: 2019 CALGreen, and PAMC

*The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.*

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City of Palo Alto Building Permit Number(s): \_\_\_\_\_

Green Halo Systems Waste Management Plan (WMP) Tracking Number: GH \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Green Halo Systems Waste Management Plan (WMP) Contact Name and Email: \_\_\_\_\_

The City of Palo Alto's construction and deconstruction (C&D) debris diversion requirements are located within Palo Alto Municipal Code (PAMC) [Chapter 16.14](#) and are based on the California Green Building Code. All deconstruction permits (whole structure and interior non-structural) and all building permits with a valuation of \$25,000 or greater are subject to the requirements. A minimum 80% construction waste reduction is required for all covered residential projects. A minimum 80% construction waste reduction is required for all covered commercial projects.

### **Step 1: At Building Permit Issuance**

At the time of building permit issuance, the Building Division Project Coordinator will ask the applicant (to whom the permit is being issued) for the name, email address, and phone number of the person who will be responsible for handling the project's debris diversion (typically contractor, project manager, homeowner, etc.).

A Waste Management Plan (WMP) will automatically be generated under this name and email address. The WMP is accessible through the online debris tracking website ([www.greenhalosystems.com](http://www.greenhalosystems.com)). Prior to starting work on the site, the responsible person shall log into the website to access the project's WMP and complete the set-up process (including selecting the facilities to which the debris will be taken. Once the setup process is complete, the WMP's status will show "Approved" on the Green Halo website. Begin uploading debris weight tags to the website.

### **Step 2: During Your Project**

Educate all contractors, sub-contractors, and employees about managing the C&D debris on the project site. Organize your project site to accommodate salvage and recycling of C&D debris. Salvage building materials and architectural details for reuse. Recycle what can't be salvaged. Keep all weight tags and documentation for the debris going to salvage, recycling, and disposal facilities.

In many cases the best way to achieve the highest overall diversion rate is to do some onsite source separating. This involves sorting the debris onsite, to separate the recyclable materials (clean wood, clean sheetrock, concrete, metal, etc.) from the non-recyclable materials (trash, municipal solid waste (MSW), hazardous materials), before hauling to the recycling or disposal facility.

If the non-recyclable materials and recyclable materials are not separated before hauling it increase the chances that the facility will designate the entire load as non-recyclable (trash or municipal solid waste). If the weight tag lists the load as trash or municipal solid waste, it can significantly lower the projects diversion rate and make compliance difficult or impossible.

**Make sure that the weighmaster at the facility knows that the “City of Origin” for the debris is Palo Alto. Check your debris weight tag before leaving the facility to ensure that Palo Alto is listed as the city of origin for the debris and that the correct material type has been listed on the weight tag. If any of the information is incorrect ask the facility weighmaster to issue a revised weight tag with the correct information printed on it. Weight tags won’t be accepted if the city of origin is a city other than Palo Alto.**

### **Step 3: End of Your Project**

Once all of the debris has been removed from the site and the project is completed, but before calling for the building final inspection, upload images of all debris weight tags, salvage documentation, etc. to the Green Halo website. Image files are most frequently obtained by scanning each weight tag to file (PDF) or taking a picture (JPEG, etc.) of each weight tag. Once all the debris diversion documentation has been uploaded to the website and data entered, submit it for City review by **clicking the green “Submit for Final” button** on the Green Halo website and follow all the steps. Once this step is complete the project status will move to **“Submitted for Final.”**

### **Compliance Review**

Once the debris weight tags are submitted for review through the Green Halo website, City staff will typically review them the same day or within one day. City staff will review your WMP and documentation for compliance with the green building code requirements. If your project has met the debris diversion requirements, you will be notified by email that you have successfully complied with the program. You can then call the Building Inspection line to schedule any remaining inspections or the final inspection.

If you have not met the debris diversion requirements, or insufficient or incomplete documentation has been provided, you will be notified by the City and asked to provide additional information to bring your project into compliance. Once you have obtained and uploaded any additional documentation, resubmit the debris diversion documentation for City review by clicking the green “Submit for Final” button on the Green Halo website and follow all the steps.

**\*\*\*Noncompliance with the ordinance (failure to meet the minimum diversion rate, losing your debris weight tags, turning in weigh tags that list the “City of Origin” as a City other than Palo Alto, too many tags for non-recyclable materials [Trash, Municipal Solid Waste/MSW], falsification of documents, willful noncompliance, etc.) will result in the issuance of a citation and fine. The minimum penalty for noncompliance is \$3,000 or \$150 per ton of debris not diverted from landfill, whichever is greater.\*\*\***

The property owner is ultimately responsible for all activities performed by their design team members, contractors and subcontractors in meeting this requirement.

### **C&D Debris Box Service**

Green Waste of Palo Alto is a privately-owned company that has the exclusive rights to haul any and all mixed debris loads (placed in debris boxes which are placed on the ground) generated in Palo Alto. Debris box rates vary depending on whether the debris that will be placed in the bin is single-source (concrete only, clean wood only, etc.) or mixed debris (a mixture of all types of debris) as well as the size of bin and frequency of pickup. Green Waste will issue a "Tonnage Summary" at the end of the project which can be uploaded to the website to document compliance with the program requirements. Please contact Green Waste of Palo Alto directly at 650- 493-4894 or [www.greenwasteofpaloalto.com/debris-box-rental](http://www.greenwasteofpaloalto.com/debris-box-rental) for more information or to start service.

### **Online Resources**

City of Palo Alto Construction and Deconstruction (C&D) Debris Diversion Program:

[www.CityofPaloAlto.org](http://www.CityofPaloAlto.org)

Green Halo Systems online debris tracking website: [www.GreenHaloSystems.com](http://www.GreenHaloSystems.com)

City of Palo Alto real-time debris diversion statistics: <http://www.paloalto.wastetracking.com>

Contact Green Halo Staff with questions on using the website or uploading documentation: 1-888-525-1301 City of Palo Alto C&D Debris Diversion Program Questions: [cd@cityofpaloalto.org](mailto:cd@cityofpaloalto.org)

By participating in the C&D Debris Diversion Program you are helping to keep valuable materials out of landfills.

Thanks for helping build a better Palo Alto!