

City of Pinole



C&D RECYCLING PLAN

Step-by-Step Instructions Using Green Halo

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**What is
Green Halo?**

**What's
Required?**

**How do I Use
the System?**





WHAT IS GREEN HALO?

Green Halo is an online system for recycling and waste diversion tracking. Through Green Halo, applicants can establish, monitor, and document their waste management plan using an online system. In Green Halo you will submit your Waste Reduction and Recycling Plan and Final Recycling Report along with all your weight tickets related to your project.

WHAT IS REQUIRED?

California Green Building Standards Code (CALGREEN) requires covered projects to recycle and/or salvage for reuse a minimum 65% of the nonhazardous construction and demolition (C&D) waste. "Covered projects" are:

- Residential: All newly constructed buildings, all demolition-only projects, all projects that increase conditioned area, volume, or size, all projects where the addition or alteration is 1,000 sq. ft. or larger, and/or all projects where the project valuation is \$50,000 or greater, except re-roof-only projects.
- Non-residential: All projects.



Applicants with "covered projects" are required to submit a Waste Management Plan to the Building Division online using the City's online waste tracking system (Green Halo Systems). Green Halo is a free web-based service for waste diversion and recycling tracking. Through Green Halo, applicants can establish, monitor, and document their waste management plan and compliance online. Green Halo tracks the City's construction and demolition debris diversion rate from the landfill and carbon footprint savings.

There are two options for removal of construction waste from the jobsite:

- (1) Secure debris box service with the City's franchised waste hauler, Republic Services, OR
- (2) Self-haul, using your own employees, vehicles and equipment to approved recycling facilities.

At the end of the project, before you call in for a final building inspection, you need to provide the Debris Disposal & Diversion Report (done through Green Halo). You will also need to submit recycling receipts for final approval.



USING GREEN HALO

Step 1: Log In

Prior to demolition or hauling, make an account at (<https://pinole.wastetracking.com>). Verify and activate your account by via email activation link. **Note: Please check your spam/junk folder for your activation link from no-reply@greenhalosystems.com**

Step 2: Project Details

Enter your project information, including:

Permit Number	<input type="text"/>
Project Value	<input type="text"/>
Construction project start and end date	<input type="text"/>
Square footage	<input type="text"/>
How much debris to be hauled away	<input type="text"/>
Type of Project (commercial, residential, multi-family, mixed use, etc)	<input type="text"/>
Type of material to be disposed (e.g., mixed C&D, asphalt, roofing, carpet and padding, concrete, etc.)	<input type="text"/>
Hauler and/or facility that will receive the debris (select from a list of approved haulers/facilities)	<input type="text"/>

Pro Tip: Visit “Settings” and then “Facilities List” to check if the recycling facility is on our approved list. If the facility is not on the City of Pinole approved list, we will not accept the receipts / tickets. If you cannot access this list, please call Green Halo directly at 1-888-525-1301.

Step 3: Save Your Tickets!

Save all weight tickets related to your project for submission with your final report. **Pro Tip: Don’t wait to upload your tickets, upload as you go!**

Step 4: Upload Your Tickets!

Upload all your weight tickets on Green Halo.



Step 5: Check Your Tickets!

When dropping off your waste at the facility, ensure your receipts / tickets have the following information, otherwise they will not be approved and your deposit will not be refunded:

- Recycling Type must state: "C&D" (ie "MSW" is not accepted)
- Origin of work must state: "Pinole". If ticket or reports state other jurisdictions, they will not be accepted.
- Facility must be on approved list for material type (needs to meet 65% diversion rate). Other facilities will not be accepted.

Good to know: The applicant and property owner are responsible for the actions of their contractors or other agents with regard to the diversion requirement. Facilities certified through Green Halo for processing recycled materials may also process landfilled waste. The applicant is responsible for indicating to facility personnel the submitted materials should be recycled. Before leaving the facility, the applicant should verify the ticket lists the correct recycled material (e.g. "Mixed C&D"). If the facility ticket lists "MSW" (Municipal Solid Waste), this means the materials were landfilled. In this case, there is a 0% diversion rate and no credit for recycling will be applied.

Step 6: Submit Report

Prior to the final inspection of a grading, demolition, and/or building permit and within 30 days after project completion, the applicant shall submit their WMP Summary to the City through Green Halo for final review. The goal of the final review is to provide documentation to the City showing that the diversion requirement has been met. Please note that ALL RECEIPTS for the project shall be submitted. Applicant may provide any additional information the applicant believes is relevant to determining its efforts to comply in good faith with the diversion requirement.

Step 7: City Verification

Through Green Halo, the City will review the documentation and a determination will be made if the applicant has complied with the diversion requirement as follows:

- Full compliance - If the applicant has fully complied with the diversion requirement.
- Noncompliance - If the City determines that the applicant has not complied with the diversion requirement, the City may withhold final project approval until full compliance can be established.

No hold on final shall be released, until the Waste Management Plan's Summary has been provided to and approved by the City as either full compliance or good faith effort to comply.

