



CITY OF SAN RAMON CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING

WASTE MANAGEMENT PLAN INSTRUCTIONS

What is the Requirement?

Per San Ramon City Ordinance No. 396, applicants for building, remodeling, and demolition permits are required to recycle at least 50% of the construction and demolition debris generated by each of their projects.

Who Needs to Complete a Waste Management Plan?

Permit applicants for:

- All complete demolition projects (removal of an entire structure)
- All other projects with a valuation of \$100,000 or more

No permit can be issued for these types of projects until: 1) the permit applicant has submitted a signed Waste Management Plan, and; 2) that plan has been approved and signed by an authorized representative of the City.

You should have received a blank Waste Management Plan form with these instructions. If your project is not a complete demolition and has a valuation of less than \$100,000, you do not have to complete the Waste Management Plan form.

How does the City Match the Waste Management Plan to the rest of the Permit Application?

At the top of the Waste Management Plan form, please provide the project address and permit application number in the spaces provided. This is how City staff will match the Waste Management Plan to its corresponding permit application. There is no need to write your name, company, or contact information at the top of the Waste Management Plan form because you have already provided these on the permit application.

What are Option 1 and Option 2?

To complete the Waste Management Plan you must select either:

- Option 1. Select ONE company to haul material from your project
- Option 2. Self-manage waste from your project site

You may not select both Options. Select only one.

How Do I Complete the Waste Management Plan if I Select Option 1?

1. Place a checkmark in the box to the left of the title **“Option 1. Select ONE company to hauler material from your project:”** on page 1 of the form.
2. Place a checkmark in the box to the left of the name of the permitted waste hauling company that you will use to haul all of the waste from your project.
 - a. Do not check more than one waste hauling company.
 - b. If you wish to use a hauler that is not listed on the form, you may check the box to the left of “Other permitted hauler” and write that hauler’s name in the space provided. Note that the City will not approve your Waste Management Plan unless or until your selected hauler has a valid City of San Ramon Recycling Transporter Permit.
 - c. Note that a “hauler” as defined by the City only hauls waste material and does not provide other services such as demolition, construction, roofing or landscaping. If you wish to have your sub-contractors for such services self-haul their own waste, select Option 2. Do not select Option 1 and write down your demolition, construction, roofing or landscaping sub-contractor’s name under “Other permitted hauler.”
3. Sign and print your name at the bottom of page 1. Fill in the date.
4. Submit the form to the City with your permit application.

Note that if you select Option 1, you are agreeing to use one company to haul material from your project. You must select Option 2 If you plan to use more than one hauling company, haul all or some of the waste materials to a facility in your own vehicles, have your sub-contractors haul waste materials in their own vehicles, re-use waste materials at the job site, (e.g. on-site concrete crushing,) etc.

If you do not already have an arrangement with a permitted waste hauling company, we recommend that you utilize the company names and phone numbers provided on the Waste Management Plan form to obtain price quotes from two or more permitted hauling companies.

The rates charged by these haulers are set through open-market competition and are not regulated by the City.

When arranging for service from a permitted waste hauling company, please instruct your selected hauler to fax (925-735-7822) or e-mail (dkrueger@sanramon.ca.gov) to the City confirmation that you have retained him/her for this project.

How Do I Complete the Waste Management Plan if I Select Option 2?

1. Place a checkmark in the box to the left of the title “**Option 2. Self- manage material from your project site:**” on page 1 of the Waste Management Plan form.
2. Complete Part A. of the **Option 2 Recycling Plan** on Page 2 (reverse side) of the Waste Management Plan form. You may wish to have your sub-contractor(s) that will be handling the waste materials from your project assist you in completing this part of the form.
 - a. Identify which waste materials will be separated at the job site. As an example, if you plan to separate waste at the jobsite into three boxes, “metal” “wood” and “trash,” just complete the form for those materials. There is not need to separately identify the types of materials that will go into your “trash” box.

“Mixed C & D Debris” is short for “Mixed Construction and Demolition Debris.” Note that for purposes of this form the difference between “Mixed C & D Debris” and “Other / Trash” is that “Mixed C&D Debris” will be delivered to a Materials Recovery Facility that will sort such debris to recover recyclable materials. “Other / Trash” is material that will be delivered directly to a landfill or transfer station that will dispose of it without sorting it first. Local Materials Recovery Facilities that sort and recycle “Mixed C & D Debris” include:

Pleasanton Transfer Station - 3110 Busch Rd., (925) 846-2042
Pittsburg Transfer Station – 1300 Loveridge Rd. (925) 473-0180
Davis Street Transfer Station – 2615 Davis St., San Leandro, (510) 563-4210
Zanker Road Landfill – 675 Los Esteros Rd., San Jose (408) 263-2384

If you plan to separate at the job site a material that is not listed on the form, please add that material in one of the spaces provided for “Other:_____.”

- b. For each type of material that will be separated at the job site, estimate the quantity that will be generated. For example: “Wood - 30 cubic yards.” You may estimate quantity using either tons or cubic yards. Please use the same unit of measure (tons or cubic yards) for all of Part A of the Option 2 Recycling Plan. Do not use cubic yards for some material types and tons for others.
 - c. For each material type that will be separated at the job site, specify the re-use, recycling or disposal facility(s) that that specific material will be delivered to. The Central Contra Costa Solid Waste Authority publishes a “Builder’s Guide to Reuse &

Recycling” that can help you to identify local re-use recycling facilities for each material. This Guide is available at the permit counter or on-line at <http://www.wastediversion.org/buildersguide.htm>. Note that mixed C&D sorting facilities acceptable to the City are listed under 2.a. above (Pleasanton Transfer Station, Pittsburg Transfer Station, Davis St. Transfer Station, Zanker Rd. Landfill.)

Print or type the name of the facility in the space provided in column A(2). There is no need to provide the address, city or phone number of the facility.

- d. Total the tons or cubic yards of materials that will be recycled or re-used. This means all materials except for “Other / Trash.”
 - e. Calculate the total tons or cubic yards of waste that will be generated by the project. This means the total tons or cubic yards of material that will be recycled or re-used plus the tons or cubic yards of “Other / Trash” that will be sent to landfill for disposal. Note that the goal is for 50% of the total waste to be recycled or re-used.
3. Sign and print your name at the bottom of page 1 of the form. Fill in the date.
 4. Submit the form to the City with your permit application. Save a copy of the signed form for your records.
 5. After the project is finished, complete Part B of the Option 2 Recycling Plan
 - a. For each material separated at the jobsite, specify the actual tons or cubic yards of that material that were generated by the project.

You may provide the quantity using either tons or cubic yards. Please use the same unit of measure (tons or cubic yards) for all of Part B of the Option 2 Recycling Plan. Do not use cubic yards for some material types and tons for others. The City can provide conversion factors if needed. It is acceptable to use one unit of measure for Part A of the form and another for Part B.

- b. If the facility listed in column A(2) for any given material was not the facility that was actually used, cross out the incorrect facility and write in the correct one.
- c. Total the tons or cubic yards of materials that were actually recycled or re-used. This means all materials except for “Other / Trash.”
- d. Calculate the total tons or cubic yards of waste that were actually generated by the project. This means the total tons or cubic yards of material that were recycled and re-used plus the tons or cubic yards of “Other / Trash” that were sent to landfill for disposal.

6. Attach documentation verifying the tons or cubic yards reported in Part B of the Option 2 Recycling Plan. Acceptable forms of documentation include weight tags, receipts, invoices or reports from the facilities that received materials from the project and/or the haulers who transported them.

Such documentation should indicate the date(s) the materials were received, the types of materials, tons or cubic yards of materials, the jurisdiction of origin (San Ramon,) and, whenever possible, the building/demolition permit number.

For most projects, it may be easier to request an itemized summary report or invoice from your haulers and/or facilities at the end of the project than to collect and file the actual weight tags handed to the drivers at the facilities throughout the duration of the project.

Because the facilities that accept mixed C & D Debris for recycling also accept trash for disposal, make sure to let such facilities know that you need them to recycle your mixed C & D, and that you need the weight tags, invoice or other documentation they provide you to indicate that your mixed C & D Debris was recycled.

7. Submit a copy of your completed form and supporting documentation to the City.

What Happens if I Don't Recycle 50% of the Waste?

Failure to meet the recycling requirement may be prosecuted as an Administrative Infraction. However, the Public Services Director has the authority to grant exemptions based on a good faith effort or when compliance is not feasible because the majority of the waste materials from a project are not recyclable.

Whom Should I Contact for Further Assistance in Completing the Waste Management Plan?

David Krueger
Solid Waste and Recycling Program Manager
(925) 973-2824
dkrueger@sanramon.ca.gov

Where do I submit the Waste Management Plan and Supporting Documentation?

The Waste Management Plan and the supporting documentation may be delivered in person, through the mail, by fax, or in an e-mail to the following numbers/addresses.

In person or by mail: 2226 Camino Ramon, San Ramon, CA 94583
Fax: (925) 735-7822
E-Mail: dkrueger@sanramon.ca.gov

EXAMPLE

The completed Option 2 Recycling Plan form below is provided by way of example. The waste quantities utilized are purely hypothetical, and the facility names are fictitious.

	Part A Complete <i>Before</i> Project Start			Part B Complete <i>After</i> Project Completion		
	<i>Identify expected waste materials below. Use either tons OR cubic yards</i>		<i>Specify facility(s) to receive your waste materials.</i>	<i>Specify actual weight or volume of each material type generated by your project in the appropriate columns below</i>		<i>City use only Acceptable weight or volume tag (staff initials)</i>
	A(1)		A(2)			
Material Type*	Tons	Cubic Yards		Tons	Cubic Yards	
Recycle or Re-Use						
Re-usable doors, windows, fixtures, cabinets	0.5		Sanford's Salvage	0.75		
Wood	6		Wood Chuckers	4.25		
Scrap Metals	1		Rusty's Metals	0.85		
Asphalt & Concrete						
Brick, Tile, Stone						
Drywall						
Ceiling Tiles						
Dirt/Clean Fill						
Cardboard/paper						
Carpet padding/ Foam						
Roofing/Shingles						
Mixed C & D Debris	10		Murphy Recycling & Transfer	13.5		
Other: Carpet			Napp's Carpet Supply	3		
Other:						
Other:						
Total Recycle + Re-Use	17.5		N/A	22.35		
Dispose/Landfill						
Garbage/Trash	10		Lost Canyon Landfill	8		
Total Waste**	27.5		N/A	30.35		