



*City of San Ramon*  
**Building and Safety Services**  
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**Updated: December 2019**

**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 the permit applicant has submitted a waste management plan, and the plan has been approved by Public Services. Building will collect from permit applicants a non-refundable waste management plan fee of \$25 for each project that requires a waste management plan.

**To Submit a Waste Management Plan**

Have the permit applicant or his/her designee (contractor, subcontractor, hauler) go to:

[www.sanramon.wastetracking.com](http://www.sanramon.wastetracking.com)

or

[www.greenhalosystems.com](http://www.greenhalosystems.com)

They will follow the instructions on the Green Halo website to complete the plan. They will need to specify:

1. The types of waste materials that will be generated by the project: Mixed C&D, wood, metal, concrete, soil, etc. They don't have to estimate the quantity of each material, just the types of material. Material types are provided on a checklist.
2. Who will haul each type of material away from the jobsite: Self-haul or choose from a list of approved haulers.
3. Where each type of material will go for recycling: Choose from a list of approved sites.

Green Halo will notify Building via e-mail to [Permits@sanramon.ca.gov](mailto:Permits@sanramon.ca.gov) whenever Public Services approves a waste management plan.

## **Reporting During the Project**

Permit applicants or their subcontractors, haulers, or facilities will enter weight tickets from recycling facilities into Green Halo. They will have to:

1. Enter the information from each weight ticket
2. Scan and upload the ticket to Green Halo.

Tickets will indicate the project that the waste came from. Many recycling haulers and facilities have Green Halo accounts and can enter and upload the weight tickets for their clients.

## **Submit for Final Approval**

Prior to final inspection, permit applicants or their subcontractors must enter their last weight tickets into Green Halo and submit their projects for final approval. Green Halo will notify Building via e-mail to [Permits@sanramon.ca.gov](mailto:Permits@sanramon.ca.gov) whenever Public Services has granted final approval for a project. This indicates that the applicant has fully implemented the approved Waste Management Plan and met the 50% recycling requirement.

## **What Happens if They 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.

## **For More Information, Contact:**

David Krueger  
Solid Waste and Recycling Program Manager  
Public Services Dept.  
(925) 973-2824  
[dkrueger@sanramon.ca.gov](mailto:dkrueger@sanramon.ca.gov)

Public Services can assist applicants with submitting their waste management plan and weight tickets, and can provide hardcopy forms for any applicants who do not wish to use the Green Halo website.