

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

Module III - Submit Project for Final Approval

OVERVIEW

- Complete Your Project
- Upload Your Tickets
- Upload Your Forms
- Submit Your Project

Public Works

Recycling and Solid Waste Division

Phone Number: 949-464-6677

E-mail: recycle@lagunabeachcity.net



City of Laguna Beach Recycling Center

Committed to upholding sustainable standards.

Log In

Create A Waste Management Plan



Submit Project for Final Approval

Introduction

During the construction project, you have been saving your original recycling receipts and uploading them to your project plan. Now that the project has been completed, you are ready to submit your project for final approval.

COMPLETE YOUR PROJECT

Step 1: Log back into lagunabeach.wastetracking.com. You are taken to the PROJECT STATUS AND OVERVIEW page.

The screenshot displays the City of Laguna Beach Waste Tracking System interface. At the top left, it says "City of Laguna Beach, CA Waste Tracking System" with the Green Halo logo. A welcome message for "Bob Builder" is shown. A table titled "Contractor Totals (in tons)" shows "Reused: 0.00", "Recycled: 0.00", and "Disposed: 0.00". A navigation bar includes "STATISTICS", "SETTINGS", "RECYCLER SEARCH", "DICTIONARY", "SUGGESTIONS", "REPORT BUG", and "LOG OUT". Below this is a Zanker logo and a banner for "Northern California's premiere recycling facility" with the phone number "408-263-2384". The main section is titled "MY PROJECTS LIST" and includes a search bar and a "FIND" button. A summary bar shows: "Overview", "In Progress (0)", "Submitted (0)", "Approved (2)", "Final (0)", and "Completed (0)". The "PROJECT STATUS AND OVERVIEW" table is as follows:

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	2
Waste Management Plans in Progress	0
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

UPLOAD YOUR TICKETS (if you haven't already)

Step 2: Click on Active and Approved Waste Management Plans. To upload tickets, click on add new ticket.

*Note: If your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance.

Map Satellite Laguna Beach Laguna Beach State Marine Reserve

1. **TESTProjectTheInn**
211 N Pacific Coast Hwy,
Laguna Beach, CA 92651
Tracking #: [GH926-642-9642](#)
Status: ✔ Approved
[Contact Jurisdiction](#)
[Ticket Upload Access](#)
[WMP Instructions](#)

Number of tickets added: (0) + add new ticket Submit for Final

Recycled/ Reused Tonnage	Disposed Tonnage	Inert Recovery Rate	Non - Inert Recovery Rate	Overall/LEED Recovery Rate
0.00	0.00	0	0	0.00
		65.00% Required	65.00% Required	65% Required

Date Created: 11/27/19 Date Approved: 11/27/19 Days Active: 5

2. **TestProjectMontage**
30801 S Coast Hwy,
Laguna Beach, CA 92651
Tracking #: [GH488-647-0768](#)
Status: ✔ Approved
[Contact Jurisdiction](#)
[Ticket Upload Access](#)
[WMP Instructions](#)

Number of tickets added: (0) + add new ticket Submit for Final

Recycled/ Reused Tonnage	Disposed Tonnage	Inert Recovery Rate	Non - Inert Recovery Rate	Overall/LEED Recovery Rate
0.00	0.00	0	0	0.00
		65.00% Required	65.00% Required	65% Required

Date Created: 11/27/19 Date Approved: 11/27/19 Days Active: 6

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

Step 3: You will be taken to the Ticket Upload page. Fill in the required fields (which are denoted by an asterisk*) and upload your recycling receipts. You can either scan or take a picture of them.

IMPORTANT: Recycling receipts must be legible and readable. If they are not easy to read, the submission will be rejected, and you will have to upload them again. There can only be one ticket per submission.

In addition, please do not submit receipts from the Prima Deshecha Landfill. If you submit receipts from the landfill, the City will have to forfeit the deposit. The program is to encourage people to drop off construction waste at the recycling facilities. By dropping off waste at the landfill, you are defeating the purpose of the program.

Lastly, **effective September 21, 2019**, the CR&R Material Recovery Facility (MRF) previously located at Prima Deshecha Landfill is closed.



Recycling receipts must be original with the location source as Laguna Beach.

Required fields include:

- Material
- Facility
- Hauled By
- Ticket #
- Ticket Image
- Ticket Date
- Weight
- Unit of Measure
- Submitted By

TESTProjectTheInn: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, or GIF.

 **Single Ticket Entry Form**  **How to Upload Tickets** [PDF Image Separator](#)

Ticket Type Recycle and Dispose
 Salvage and Reuse

Material * -- select --

Facility * -- select --

Hauled By *
(If you hauled this load yourself enter Self Hauling, otherwise please enter the name of the company that hauled this load)

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
 No file chosen

Ticket Date *

Weight *

Unit of measure * Tons
 Cubic Yards
 Pounds

Percentage (what percentage of this ticket is for this project?)

Submitted By *

MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

UPLOAD YOUR FORMS

Step 4: If you need to upload any forms, click on FILES and upload applicable documents pertaining to the completed project.

Applicable forms include the following:

1. Universal Waste Verification Form

All commercial projects are required to submit the **Universal Waste Verification Form** as mandated by Section 5.408.2 of the CALGreen Building Code.

2. Subcontractor Acknowledgement Form

The forms are fillable.

Project Communication Center

SHARE THIS DOCUMENT go paperless, share plan online	EXPORT TO EXCEL export project data to excel	PDF VERSION convert plan to PDF document	PRINT TO LEED FORMS auto-populate LEED forms	TICKET UPLOAD ACCESS allow others to upload tickets	CARBON FOOTPRINT see this project's carbon footprint
---	--	--	--	---	--

Project: TESTProjectTheInn GH926-642-9642

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	BID SHEET	DATA BY PERMIT	FILES	MESSAGES & HISTORY	ADD TICKET	SUBMIT FOR FINAL
---------------------	--------------------	--------------------	---------------------	----------------------	-----------	----------------	--------------	--------------------	------------	------------------

Files & Documents

Upload support documentation other than weight tickets (e.g. reports, permits, documentation, etc.) These files are considered to be part of the final Demolition Debris Recovery Plan and will be visible to the jurisdiction and individuals given access to this project in Green Halo.
(Acceptable file formats: .JPG, .DOC, .XLS, .PDF)

Upload Files & Documents

File * No file chosen .JPG, .DOC, .XLS or .PDF

Files & Documents

No Uploaded Files.

Universal Waste Form



CITY OF LAGUNA BEACH
Universal Waste Compliance Form

Effective January 1, 2017, the City of Laguna Beach adopted the Green Building Standards Code, which set forth requirements for Universal Waste to be properly disposed and diverted from landfills (section 5.408.2). Non-Residential additions and alterations to a building or tenant space that meet the following provisions shall require proper disposal verification of Universal Waste:

- Newly constructed buildings
- Building additions of 1,000 square feet or greater or
- Building alterations with a permit valuation of \$200,000 or above

What are Universal Wastes?

Universal wastes are hazardous wastes that are widely produced by households and many different types of businesses. Universal wastes include televisions, computers and other electronic devices as well as batteries, fluorescent lamps, mercury thermostats, and other mercury containing equipment, among others. The hazardous waste regulations (CCR, Title 22, Division 4.5, Chapter 11, Section 66261.9) identify seven categories of hazardous wastes that can be managed as universal wastes. Any unwanted item that falls within one of these waste streams can be handled, transported and recycled following the simple requirements set forth in the universal waste regulations (UWR) (CCR, Title 22, Division 4.5, Chapter 23)

Complete and submit the following information to the Public Works Department as indicated below. This form must be submitted to the Public Works Department along with your Recycling Summary Report. Identified below are Universal Waste materials that need to be disposed of properly.

Owner's Name:	<input type="text"/>	Phone No.:	<input type="text"/>
Property Address:	<input type="text"/>	Zip Code:	<input type="text"/>
Contractor Company Name:	<input type="text"/>	Phone No.:	<input type="text"/>
Applicant Name:	<input type="text"/>		

Please list the diversion method and/or licensed hazardous waste hauler used for properly disposing of universal waste:

Item/Material	Disposal Method/ Licensed hazardous waste hauler
1. Batteries	<input type="text"/>
2. Electronic devices	<input type="text"/>
3. Mercury-containing equipment	<input type="text"/>
4. Lamps	<input type="text"/>
5. Cathode ray tubes	<input type="text"/>
6. Cathode ray tube glass	<input type="text"/>
7. Aerosol cans	<input type="text"/>

Verification - I certify this information is true, accurate and in compliance with CALGreen Building Standard Code Section 5.408.2. for Universal Waste Verification. I understand that the city may audit disposal and recycling documentation. I have sixty (60) days after the completion of the covered project to submit Universal Waste disposal/recycling receipts, otherwise, if applicable, my diversion (tonnage) security deposit may be forfeited.

Print Name: Signature: Date:

Subcontractor Form



CITY OF LAGUNA BEACH

**Waste Management Plan
Subcontractor Acknowledgement Form**

Waste Management Plan - Subcontractor Acknowledgement Form			
I have read the Waste Management Plan for this project; I understand the goals of this plan and agree to follow the procedures described in this plan.			
Date	Subcontractor Company Name	Foreman Name	Signature

Contractor: I certify that this subcontractor acknowledgement form is accurate and complete.			
Name:		Signature:	Date:
Contractor Company Name:			
Company Address:		City:	State: Zip Code:
Project Site Address:		City: Laguna Beach	State: CA Zip Code: 92651

SUBMIT YOUR PROJECT


Step 5: When you are ready for final approval, click on **SUBMIT FOR FINAL**.

Project: TESTProjectTheInn GH926-642-9642

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	BID SHEET	DATA BY PERMIT	FILES	MESSAGES & HISTORY	ADD TICKET	SUBMIT FOR FINAL
---------------------	--------------------	--------------------	---------------------	----------------------	-----------	----------------	-------	--------------------	------------	-------------------------

Submit

CONGRATULATIONS YOU JUST HELPED THE ENVIRONMENT!



YOUR PLAN MEETS THE JURISDICTION RECOVERY RATE OF 65.00% WITH A PROJECT RATE OF 65.00%

This project will be submitted for Final Inspection to the Jurisdiction of Laguna Beach. Please review the plan and verify that all tickets that apply to this plan have been entered. Once this plan is submitted no editing, changes or additions can be made to this plan. If your plan does not comply with the Jurisdiction of Laguna Beach recovery rate of 65.00% please provide an explanation in the field listed below. You may also use this field to provide comments, notes or other issues specifically related to the completion of this project for review by the jurisdiction official.

Final Image No file chosen

Comments

Submitted By *

Step 6: You have now submitted your project for final approval and are waiting to be approved by the City of Laguna Beach.

IMPORTANT: Do not Submit Project for Final until the **Final Inspection has Passed**, and the Building Permit Status is Finaled. You will not receive the Security Deposit Refund if the Project is not marked as officially Complete by the City.