Please read application carefully and fill out form in its entirety. If a question is not applicable to your facility, please indicate by writing “N/A”. The Application is in four (4) Sections, with two (2) Attachments:

Section 1: General Information

Section 2: Description of Operations

Section 3: Permits and Licenses

Section 4: Diversion Data

* Attachment A: Facility Site Map
* Attachment B: Facility Permits and Licenses

To be eligible for certification in San José’s Construction and Demolition Diversion Program a completed application must be submitted. Electronic or hard copy applications must be sent to:

City of San José - ESD

Attn: Bo Baney, Construction and Demolition Program Manager

200 E. Santa Clara St., 10th Floor

San José, CA 95113

Email: Bo.Baney@sanjoseca.gov

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| **Section 1. General Information** |
| --- |
| * 1. Name of Facility Applying for Certification:

      | 1.2 Facility Address:       |
| 1.3 Contact Name:       | 1.4 Contact Email Address:       |
| 1.5 Contact Office Phone Number:       | 1.6 Contact Cell Phone Number:      |
| 1.7 Type of application: [ ] Initial [ ] Renewal |
| 1.8 If renewal application, indicate the date first certified as a C&D recycling facility:      |
| * 1. Administrative Office Address (if different than facility address):

      |
| * 1. Address of Facility Applying for Certification:

      |
| 1.11 Names and Addresses of other Facilities Owned by Company (if applicable):1.

1.

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1.
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| **Section 2. Description of Operations** |
| --- |
| * 1. Date (month/year) C&D recycling operation was started:
 |
| * 1. Requested Facility Certification Type: (mark only one):

[ ] (a) Administrative Facility – Facilities that do not have a solid waste facility permit and handle source separated non-solid waste materials only.[ ] (b) Transfer Only Facility – Facilities that do not process mixed C&D materials but transfer those materials to another CDD-Certified Facility.[ ] (c) Transfer Station / Processing Facility – Transfer stations that receive solid waste and process mixed C&D materials. [ ] (d) Landfill / Processing Facility – Landfills that receive solid waste and process mixed C&D materials. |
| * 1. Types of C&D materials accepted (check all that apply):
 |
| [ ] Carpet | [ ] Wood | [ ] Aggregate | [ ] Paint | [ ] Shingles |
| [ ] Carpet Pad | [ ] Ferrous Metals | [ ] Wallboard | [ ] Aluminum | [ ] Copper |
| [ ] Brass | [ ] Stainless | [ ] Tin | [ ] Iron | [ ] Green Waste |
| [ ] Tree Stumps | [ ] Concrete | [ ] Asphalt | [ ] Dirt/Soil | [ ] ACGrindings |
| [ ] Porcelain | [ ] Brick | [ ] Base Rock | [ ] Wire | [ ] Clean Fill |
| [ ] Cardboard | [ ] Plastic | [ ] Ceramics | [ ] E-waste |  |
| If more materials apply, please list below:      |
| * 1. List below the end market(s) for all accepted materials. Please provide company and contact information of end market destinations. If necessary, continue on a separate piece of paper.
 |
| **Material** | **Market** | **Company** | **Company Contact Info** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |
| 5.       |       |       |       |
| 6.       |       |       |       |
| 7.       |       |       |       |
| 8.       |       |       |       |
| 9.       |       |       |       |
| 10.       |       |       |       |
| * 1. Indicate facility’s expansion plans for the next 5 years. If new materials are included, please list and indicate markets as was done in section 2.4.

      |
| * 1. Attachment A – Please attach a site map of facility requesting certification to this application and label as “**Attachment A**”.

Clearly indicate the following on the site map: (a) Scale house, (b) C&D material stockpiles prior to processing, (c) mixed C&D processing area(s), (d) source separated C&D processing areas, (e) recovered material stockpiles. |
| * 1. Explain what classifications the facility records for C&D loads (e.g., mixed load, source separated), classification by individual material type (e.g., wood waste, concrete etc.).

      |
| * 1. Provide a list of staff by number and job classification, and equipment used for mixed C&D processing.

      |
| * 1. CDD-Certified Facilities, with the exception of “Transfer-Only” facilities, are required to process all mixed C&D loads. Are all mixed C&D loads processed?

[ ] Yes [ ] No [ ] NA (Transfer-Only Facility)If “NO” clearly explain what mixed C&D loads are not processed and why.      |
| * 1. “Transfer Only” facilities are required to transfer all mixed C&D loads to a CDDD-Certified Facility. Are all mixed C&D loads transferred to a CDD-Certified Facility?

[ ] Yes [ ] No [ ] NA (Not a Transfer-Only Facility)If “NO” clearly explain what mixed C&D loads are not transferred to a CDD-Certified Facility and why.      |
| * 1. Explain how mixed C&D loads are handled and processed at the facility:
	2. Where do mixed C&D loads go after leaving the scale house?

      * 1. What policies and procedures are used to assure that all mixed C&D loads are processed?

      * 1. What specific manual and/or mechanical methods are used to process the mixed C&D loads?

      * 1. What happens to the various materials that are recovered from mixed C&D loads after processing?

      * 1. Are any of the recovered materials that are used on-site for beneficial use weighed? If not, how are the tonnages estimated for purposes of their accounting on the Monthly Reports?

      * 1. What happens to the residue from processing operations? Is it weighed prior to disposal?

       |
| * 1. Does the facility stockpile materials prior to processing? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?

      |
| * 1. How does the facility estimate the tons of materials stockpiled prior to processing for purposes of the reporting that figure on the Monthly Reports?

      |
| * 1. Does the facility stockpile processed materials prior to (a) diverting off-site and/or (b) prior to using on-site? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?

      |
| * 1. How does the facility estimate the tons of processed materials stockpiled for purposes of the reporting that figure on the Monthly Reports?

      |
| * 1. List all types of materials that are used for beneficial use on-site and the specific on-site use of each material type.

      |
| * 1. Explain how source separated loads of C&D materials are handled/processed at the facility:
1. Where do source separated C&D loads go after leaving the scale house?

     1. What specific manual and/or mechanical methods are used to process each type of source separated C&D material?

      |

| **Section 3. Permits and Licenses** |
| --- |
| 3.1 List all licenses and permits held by the company for the facility requesting certification. Continue on a separate sheet if necessary. |
| **Issuing Agency** | **Type of License or Permit** | **Permit/License #** | **Expiration Date** | **Permitted Capacity** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| 3.2 Attachment B – Please attach to this application a hard copy of all permits and licenses held by the facility. Label as “**Attachment B**”. |

| **Section 4. Diversion Data** |
| --- |
| Complete the following information based on actual records for last Calendar Year. Supporting documentation must be made readily available for review during the audit. |
| 4.1 Provide the total diversion rate for all C&D material received at the facility for previous calendar year:      ***Note: The Facility diversion rate will be based on the information submitted to the City in your Monthly Reports. You do not need to provide any additional information to document the diversion rate for your facility.*** |
| 4.2 How are loads measured?  [ ] Weight [ ] Volume | 4.3 Are all incoming loads measured? [ ] Yes [ ] No |
| 4.4 Are all outgoing loads measured? [ ] Yes [ ] No | 4.5 Are San José CDD materials recorded separately? [ ] Yes [ ] No |
| 4.6 Does the facility identify the jurisdiction of origin on the weight tickets?[ ] Yes [ ] No4.7 The following refers to all materials regardless of C&D status:a. What is the total capacity of the facility?      tonsb. What is the total tonnage of incoming materials?       tonsc. What is the total tonnage of outgoing materials?      tonsd. What percentage of total tonnage originated in San Jose?      %e. How is that percentage determined?      The following refers only to C&D materials:a. What is the total C&D tonnage of incoming materials?       tonsb. What is the total C&D tonnage of outgoing materials?       tonsc. What percentage of total C&D tonnage originate in San Jose?      %d. How is that percentage determined?       |
|  |

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Signature/Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name