

Green Halo Systems User Guides

Submitting a plan:

Step 1. Fill out the Project Information that is required (see below example)

+ Adding New Projects SAVE PLAN

Step 1 of 5 - Test12345 - GH864-597-8459
Update the project information below

1. **Project Information** 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review NEXT STEP >

General Information *required fields

Project Name *

Street Address *

Apt/Suite #

Jurisdiction San Jose
State CA
Zipcode 95192
County Santa Clara

upload project images

Project Information *required fields

Permit#: Permit is for

Permit/Project # * Square Ft.(optional): Note:

Add another permit

Building Type *

Tract Number (optional)

Start Date *

End Date *

Project Value * \$

Square Footage *

Description *

Project Type *

NEW FEATURE **Set Target Recovery Rate for the Project** (optional)

Target Recovery Rate

This tool is great for projects that want to set the recovery bar even higher. Green Halo automatically defaults to jurisdictional minimum requirements to comply with local ordinances. With this feature, projects attempting to qualify for LEED points or meet company recovery policies may now set higher target recovery rates. This function is completely optional and will not affect or override any local ordinance which takes precedence.

Project Managers - *add/edit

No Project Managers.

Step 2. Provide the estimated quantities only for the materials that you will recycle, reuse, and/or dispose.

Adding New Projects

SAVE PLAN

Step 2 of 5 - Test12345 - GH864-597-8459
Please select the materials to be reused, recycled, or disposed of in your project.

1. Project Information
2. Material Selection
3. Transporter Method
4. Facility Selection
5. Complete & Review

< PREVIOUS STEP
NEXT STEP >

Does your Project need to comply with LEED?

[Learn more >>](#)

Waste (Trash)
MSW, Rubbish, Construction Waste, Debris are all terms for Waste (Trash). This material is landfilled and it will not count toward the project diversion requirement.

Materials List

Select unit of measure for entering data cubic yards tons

* Material does not count towards Recycling Totals

Materials	Reuse	Recycle	Dispose
<p>Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, box, or truck. Note: Commingling of multiple materials to be processed at registered facilities does not guarantee you will meet the recovery requirements. To ensure you comply with this jurisdiction's recovery requirements it's highly recommended that recyclable and/or reusable materials be source separated.</p>			
<p>Mixed C & D Debris (Mixed debris that is not source separated, but can be recycled must be brought to an authorized registered facility.)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Source Separated Materials - Please identify any recyclable materials you will separate on-site for recycling. Note: Separating any of the recyclable materials listed below from your Mixed C&D as clean materials will increase your recycling rate and your chances of complying with this jurisdiction's recovery requirements.</p>			
<p>Appliances & Equipment (All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)</p>	<input style="width: 40px; height: 20px;" type="text"/> tons	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Artificial Grass/Synthetic Turf (artificial synthetic lawn products used in residential, commercial, and sporting complexes)</p>	<input style="width: 40px; height: 20px;" type="text"/> tons	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Asphalt - Pavement & Grinding (Pavement and asphalt grindings. *EXCLUDES roofing materials*)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Asphalt - Roofing (Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&D Debris".*)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Bricks, Masonry & Stone Products (Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)</p>	<input style="width: 40px; height: 20px;" type="text"/> tons	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Bulky Miscellaneous Items (couches, office partitions, signs, desks, chairs, tables, mattresses, and other furniture)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Cardboard & Paper Products (Corrugated cardboard, fiberboard, dunnage from packaging, shredded paper, and other paper materials.)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Carpet & Padding (Carpet scraps, foam, and related materials.)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A
<p>Ceiling Tiles (Unpainted acoustic tiles.)</p>	N/A	<input style="width: 40px; height: 20px;" type="text"/> tons	N/A

Step 3. Select your Transporter Method of how you will be removing your debris.

 **Adding New Projects** SAVE PLAN

Step 3 of 5 - Test12345 - GH864-597-8459
Select the method of hauling that you want to use for your project.

1. Project Information | 2. Material Selection | **3. Transporter Method** | 4. Facility Selection | 5. Complete & Review

< PREVIOUS STEP NEXT STEP >

Debris Box/Roll-Off Service

 **Debris Box/Roll-Off Service:** I will use a Debris Box/Roll-Off service for hauling my debris.

I will be Self Hauling to an Approved Recycling Facility

 **Self Haul:** I will haul away the materials in accordance with this Jurisdiction `s self haul rules and regulations.

NEXT STEP >

Step 4. Identify and Select from the Authorized Facilities List the facility(ies) that you intend to use.

+ Adding New Projects SAVE PLAN

Step 4 of 5 - Test12345 - GH864-597-8459
Select the facilities to be used for this project.

1. Project Information 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review

< PREVIOUS STEP NEXT STEP >

City Certified C&D Facilities
To comply with San Jose's program, C&D material must be taken to City Certified Facilities only.

Mixed C & D Debris (recycle)

Available Registered Facilities - please identify one or more facilities your materials will be transported to

Facility	Carbon Footprint	Distance	Recycle Rate
<input type="checkbox"/> Leo Recycle (without ADC) (LEED) (map) 215 Leo Ave San Jose, CA 95112 408-780-5557	0.81 lbs	2.19 mi	50
<input type="checkbox"/> Premier Recycle (without ADC) (LEED) (map) 260 Leo Avenue San Jose, CA 95112 408-297-7910	0.83 lbs	2.25 mi	46
<input type="checkbox"/> Mission Trail Waste Systems (without ADC) (LEED) (map) 1313 Memorex Drive Santa Clara, CA 95050 408-727-5365-514	1.52 lbs	4.09 mi	50
<input type="checkbox"/> Zanker Road Landfill (Without ADC) (LEED) (map) 675 Los Esteros Rd. San Jose, CA 95134 408-263-2384	2.78 lbs	7.49 mi	47
<input type="checkbox"/> Zanker Material Processing Facility (Without ADC) (LEED) (map) 675 Los Esteros Rd. San Jose, CA 95134	2.78 lbs	7.49 mi	47

Step 5. Accept the terms and conditions and click "SUBMIT PROJECT FOR APPROVAL".

Adding New Projects

SAVE PLAN

Step 5 of 5 - Test12345 - GH864-597-8459

Review all your project information below before submitting the plan to the jurisdiction.

- 1. Project Information
- 2. Material Selection
- 3. Transporter Method
- 4. Facility Selection
- 5. Complete & Review

PREVIOUS STEP

Project: Test12345

- PROJECT INFORMATION
- PROJECT STATISTICS
- TRANSPORTER METHOD
- RECOVERED MATERIALS
- FACILITIES & TICKETS
- BID SHEET
- DATA BY PERMIT
- FILES
- MESSAGES & HISTORY
- ADDITIONAL REQUIREMENTS
- SUBMIT FOR APPROVAL



You Still Need To Submit Your Project for Approval By This Jurisdiction. Your Estimated Recovery Rate for this project is well above the requirements for this jurisdiction.

Thank you for working with Green Halo to make the world a greener place.



2 LEED POINTS

If you follow your Waste Management Plan, your Project for 2 LEED Points because you:

- Recycled at least 75% of the total construction and demolition material from your jobsite.
- Your overall recycling percentage does not include materials sent for ADC
- Your overall recycling percentage does not include materials sent for incineration (except wood waste converted to fuel (bio-fuel)).
- Identified at least four recyclable material streams.

OR

- Generated less than 2.5 lbs of construction debris per square foot.

Green Halo is not responsible for the diversion capabilities of the Facilities you have selected. Please check with your local municipality, LEED, the Recycling Certification Institute (RecyclingCertification.org), and the Facility itself to verify the Facility's Recovery Rate. The plan you have created using Green Halo is designed as a guide, which if complied with, should qualify your Project for the LEED points available as stated by USGBC. Once your Project begins, please verify your Project's Recovery Rate is in compliance with LEED protocols, and review your Waste Tracking information with your LEED administrator and/or reviewer on an ongoing basis to give your Project the best opportunity at securing your LEED Points.

Read the Terms and Conditions

If your project is an alteration or demolition, the City of San Jose will collect a CDD Deposit based on the square footage and project type (alteration or demolition). Full refunds are given for projects that are compliant with the City of San Jose requirements (City Certified Facility disposal and 50% diversion). Below are the requirements for getting your CDD Deposit refunded:

1. Apply for a CDD Refund no later than 365 days after the permit becomes inactive (finalized, expired, or canceled before work started).
 - a. Complete and upload the CDD form in Waste Tracking San Jose/Green Halo (under Files and Documents)
 2. Make sure you have the required documentation:
 - a. A Waste Management Plan (must be completed before the project starts). However, if your project started before the City implemented this new procedure, try to create a WMP. If the software does not allow completion of a WMP, email cddprogram@sanjoseca.gov or izabela.cirloganu@sanjoseca.gov for support.
 - b. Weight Receipts from a City of San Jose Certified Facility. Receipts must show the permit number or project address.
 - c. Reused or Donated material can be considered diversion with appropriate documentation. The permit holder must include before and after pictures, donation receipts, and/or reports from the reuse contractor to count this material.

You will be notified of the status of your refund request by email. If there are outstanding questions, a staff person will reach out to you by email.

B. CDD REVIEW (CAL GREEN)

Acceptance & Signature

*required fields

I have read and agree to the terms and conditions above

Note

Your Name * Test Man

Title *

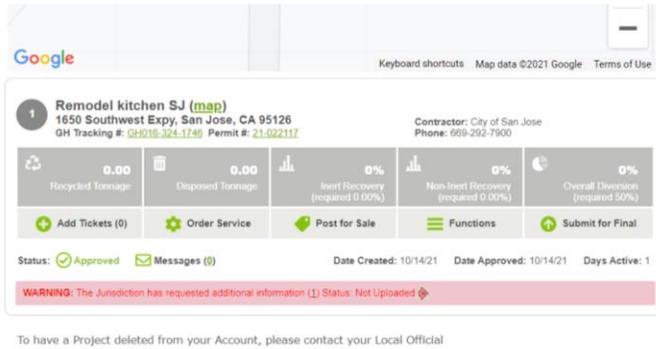
-- select --

Send me text confirmation to my Phone (optional)

SUBMIT PROJECT FOR APPROVAL

Note: to make changes to your plan click the "PREVIOUS STEP" button.

Step 6 – Upload tickets by clicking the **Add Tickets** button. Enter the information required and upload the ticket from your computer, tablet, or phone. The tickets need to be saved on the device to be able to upload.



Step 7 – Fill out an application for the CDD Program. The application can be found on the City website – CDD Program – Building Permit Holders

Link: <https://www.sanjoseca.gov/your-government/departments-offices/environmental-services/recycling-garbage/construction-demolition-debris/building-permit-holders/>

Below is the direct link to the application:

<https://www.sanjoseca.gov/home/showpublisheddocument/59728/637732722737870000>

Once completed, upload the application under the Tab Files:



er than weight tickets (e.g. reports, permits, documentation, etc.) These files are considered to be part of the final
 nd will be visible to the jurisdiction and individuals given access to this project in Green Halo.
 C, .XLS, .PDF)

en .JPG, .DOC, .XLS or .PDF

Step 8 – Once all the tickets are uploaded, click the green button: **Submit for Final**. The jurisdiction will review your WMP and notify you when the review is complete.

The screenshot shows a project management dashboard for 'Project: Remodel kitchen SJ GH016-324-1746'. At the top, there are six utility icons: 'go paperless, share plan online', 'export project data to excel', 'convert plan to PDF document', 'auto-populate LEED forms', 'allow others to upload tickets', and 'see this project's carbon footprint'. Below these is a navigation bar with tabs: PROJECT INFORMATION, PROJECT STATISTICS, TRANSPORTER METHOD, RECOVERED MATERIALS, FACILITIES & TICKETS, BID SHEET, DATA BY PERMIT, FILES, MESSAGES & HISTORY, ADDITIONAL REQUIREMENTS, ADD TICKET, and a prominent green 'SUBMIT FOR FINAL' button. The 'ADDITIONAL REQUIREMENTS' section is active, displaying a message: 'The Jurisdiction has requested you provide the following information for this project. If you have any questions, please contact the Jurisdiction through the messaging system.' Below this is a 'Project Requirements' table with one entry: 'CDD Sign Off or Deposit Refund Application' with a description, status 'Not Uploaded', and an 'Upload' button.

Step 9 – How to submit the information when the project is non-compliant? How to upload weight tickets when they are not from an approved C&D facility?

Instructions – Upload your tickets for review under the tab called - **Files**. **SUBMIT for FINAL by clicking the green button, as instructed above.**

For questions email :cddprogram@sanjoseca.gov or izabela.cirloganu@sanjoseca.gov.

This screenshot is identical to the one above, but with a red circle highlighting the 'FILES' tab in the navigation bar. The 'ADDITIONAL REQUIREMENTS' section is still active, showing the same message and table as in the previous image.