



## Instructions for Green Halo Recycling Process and Compliance

INFORMATION  
GUIDELINE  
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City of Pleasant Hill • Building Division • 100 Gregory Lane • Pleasant Hill, CA 94523  
(925) 671-5200 • Fax (925) 676-1125

State law requires at least 65% of solid waste generated in a community be recycled. The regulations require that at least 65% of the waste materials and 75% of all inert debris generated by a construction or demolition project be diverted from the landfill through waste management options such as reuse or recycling. Inert debris includes concrete, asphalt, brick and similar masonry products.

### Instructions:

- ✓ **Prior to demolition or hauling**, make an account at (<http://pleasanthill.wastetracking.com>). Verify and activate your account by via email activation link. *Note: Please check your spam/junk folder for your activation link from no-reply@greenhalosystems.com*
- ✓ Go to “Settings” → “Facilities List” to check if the recycling facility is on our approved list. **If the facility is not on the City of Pleasant Hill approved list, we will not accept the receipts / tickets.** If you cannot access this list, please call Green Halo directly at 1-888-525-1301.
- ✓ Recycling Facility must recycle 65% or more of the waste materials. Please **contact the facilities directly prior to disposal** and check if they meet the 65% diversion rate.
- ✓ When dropping off your waste at the facility, **ensure your receipts / tickets have the following information, otherwise they will not be approved and your deposit will not be refunded:**
  1. Recycling Type must state: **“C&D”** o “MSW” is not accepted (SEE EXAMPLE)
  2. Origin of work must state: **“PLEASANT HILL”** o If ticket or reports state other Cities, they will not be accepted (SEE EXAMPLE)
  3. Facility must be on approved list for material type (needs to meet 65% diversion rate). Other facilities will not be accepted.
- ✓ Keep all the receipts / tickets / reports from the recycling facility. Upload/Scan to your Green Halo account and reference them to your Project / Permit #.
- ✓ Enter information needed (address, tons, materials, etc.)
- ✓ **UPON COMPLETION OF THE PROJECT**
- ✓ Prior to the final inspection of a grading, demolition, and/or building permit and within 30 days after project completion, the applicant shall submit their WMP Summary to the City through Green Halo for final review. The goal of the final review is to provide documentation to the City showing that the diversion requirement has been met. Please note that **ALL RECEIPTS** for the project shall be submitted.

