



## Building Division ***Construction & Demolition Debris Diversion Program***

### **Instructions for Completing Waste Management Plans and Recycling Summary Report forms:**

Provided here are line-by-line instructions for completing the Waste Management Plan (WMP) and Recycling Summary Report (RSR) required for all affected projects. Each project that requires a Building Permit will require its own WMP and RSR.

#### **Affected Projects Include:**

- ALL Demolitions – residential and non-residential
- ALL New buildings
- Residential: Additions and Alterations that increase the building's conditioned area, volume or size.
- Non-Residential: Additions of 1,000 square feet or greater. Alterations, Remodels and Tenant Improvements that have a permit valuation of \$200,000 or greater.

#### **Waste Management Plan (WMP) – Part I**

**Project Address:** Address where work is taking place

**Contact Information:** Fill out the contact information completely. The Contact Name should be the contractor or the homeowner/builder. Please include company name and address, or home address if homeowner/builder, phone number and email address.

**Questions 1-3:** Check one only box for each question regarding project and building types.

**Question 4:** State square footage of the project. For additions and alterations, list the work area only. For example, if alterations are being made to 10,000 square feet of a 100,000-square-foot building, list 10,000 square feet for Size of Project.

**Question 5:** Include estimated start and completion dates for the project.

**Questions 6:** Provide *specific* information about how you will ensure that waste materials are reused, salvaged or recycled. Describe the types of containers that will be used, how employees and subcontractors will handle materials, and how they will be informed of the established procedures.

#### **Waste Management Plan (WMP) – Part II**

**Column A:** The Total Quantity Discarded column is an *estimate* of the **total quantity of discarded materials** by material type that will be generated from all phases (i.e. demolition and construction) of the project. Quantities must be listed in tons. If quantities are only available in yards or square feet, use the *Materials Conversion Worksheet* to convert material volume to tons.

**Column B:** Use Column B (Salvage or Reuse) for materials that are in **usable condition only**. List materials that will be reused or taken to a salvage facility for reuse. Examples include wood from foundation forms that will be reused on this job, usable lighting fixtures, windows, doors, lumber, cabinets, etc.

**Column C:** Column C (Recycling) is for materials that will not be reused in their present form but will be re-processed into a new product. Examples include scrap metal, untreated and unpainted wood scrap, cardboard, drywall cut-offs, etc.

**Column D:** Column D (Disposal) is used for materials that will not be reused or recycled. Examples include unusable painted wood debris, insulation and hazardous materials.

**Note:** When filling out columns B, C & D, indicate quantities in tons for each material. The quantities listed in Columns B, C, and D must add up to the quantity for that material listed in Column A. For example, if your project will generate 20 tons of concrete debris and you are planning on recycling half

and using half as backfill on site, you would list 20 tons in Column A, then put 10 tons in Column B and 10 tons in Column C.

**Column E:** List the facility or service provider you intend to use for reusing, recycling or disposing of each material generated from your project. The example on Part II of the WMP form shows how to handle instances where more than one facility will be used for a single material. Use the ***Construction and Demolition Debris Diversion Ordinance Reference Manual*** to locate an appropriate facility. Facilities not appearing on the list must be verifiable by City staff.

**Column Totals:** Add up quantities listed in each column and indicate totals at the bottom.

**Mixed Debris Recycling:** This line refers to debris generated **in addition to** the separated materials listed in the table above. In order to receive credit for recycling Mixed Debris, you must use a facility or service provider that the City recognizes as qualified to sort materials for recycling. A list of facilities that provide mixed C&D debris recycling services and their material recovery rates is provided in the Reference Manual. The percentage of the Mixed Debris load that can be counted towards your recycling requirement depends on the facility you select. This information is also available on the Building Division's website at [www.burbankca.org/building](http://www.burbankca.org/building).

**Question 7:** Fill in the blanks using the quantities of C&D debris listed at the bottom of each column (Column Totals) to determine the percentage of waste reused or recycled.

**Question 8:** If the percentage reused or recycled is 50% or more, check the box marked Yes. If the sum is less than 50%, check the box marked No. Briefly explain the specific reason(s) why the goal was not achieved and attach documentation. Applicants who indicate in their WMP that they will not be recycling or salvaging 50% or more of the waste generated from their project must briefly explain on their WMP why they cannot comply with the City's C&D Debris Diversion ordinance. Applicants may also be asked to submit additional information regarding the specific reasons why salvaging or recycling debris from the project is not feasible. If economic hardship is claimed, applicants must include a written comparison of extra costs that would be incurred as a result of recovering materials for reuse, salvage, or recycling as opposed to disposal.

**Question 9:** Print your name. Sign and date the RSR.

#### **Recycling Summary Report (RSR) – Parts I and II**

The process of filling out the RSR is similar to the WMP, except that the RSR documents ***actual*** quantities and facilities or service providers used, rather than estimates. RSR quantities listed must be based on verifiable data gathered throughout the project (e.g. weight tags, gate receipts, etc.).

The RSR must be submitted within 90 days of approved Final Inspection to obtain a refund of the recycling deposit collected at the time of application submittal. The RSR and accompanying receipts will be reviewed for compliance. If compliance is confirmed, a refund check will be mailed within two to four weeks to the person or company that paid the deposit. RSRs submitted after the deadline will forfeit their deposit.

**For instructions on how to fill out Questions 1-5 and Questions 7-9, see the preceding instructions for filling out the WMP.** Question 6 is your opportunity to communicate information, ideas or concerns about this program to the City.

**Note:** Applicants who fail to recycle or reuse 50% or more of the debris from their project must briefly explain on the RSR why they did not meet the City's requirement. In addition, applicants may be asked to provide a more detailed explanation of why at least 50% of the materials could not be recovered for salvage or recycling. The explanation must include specific reasons (e.g. asbestos contamination, non-recyclable, etc.) why recovering the materials was not feasible. If economic hardship is claimed, applicants must include a written comparison of extra costs that would have been incurred as a result of recovering materials for reuse, salvage, or recycling as opposed to disposal.