



City of Santa Paula, Public Works Department, 113 N Mill St., Santa Paula California
(805) 933-4212 ext 0

Construction and Demolition (C&D) Debris Reuse and Recycling Program



What is the Construction and Demolition Debris Reuse and Recycling Program?

State law requires the City to divert landfill-bound solid waste material through the use of waste prevention, recycling and re-use. To meet this law, City of Santa Paula Municipal Code Section 50.140 requires permit applicants working on construction and/or demolition projects within City limits to practice waste prevention; re-use, recycle or salvage; and, least preferred, landfilling solid wastes.



Thresholds for Reporting –

The thresholds for planning and reporting job site waste diversion are:

- Commercial and residential additions or alterations that require a building permit;
- Demolition of any structure requiring a permit, regardless of cost or value.



Reporting Forms –

For all projects within the City limits meeting or exceeding the above listed thresholds, submission of reporting Forms A and B is required:

Form A: Pre Construction Waste Reduction/Recycling Plan (WRRP)

- ✓ Types and estimated quantities of projected waste;
- ✓ Planned diversion methods;
- ✓ Planned haulers and facilities.

Form B: Post Construction Waste Reduction/Recycling Summary Report (WRRS)

- ✓ Submitted within 30 days of the end of the project or prior to occupancy;
- ✓ Actual quantities of waste generated;
- ✓ Original weight tickets or receipts to verify solid waste material diversion.

Side 2



Landfill Diversion Requirement –

City of Santa Paula Municipal Code Section 50.141 requires a minimum of 50% (by weight) diversion, through recycling, reusing or salvaging solid waste materials generated at all City project sites meeting or exceeding the reporting thresholds shown on the other side of this flier.



Authorized Haulers –

The following companies are the only haulers maintaining either residential or commercial franchise service agreements with the City of Santa Paula:

- City of Santa Paula (805) 933-4212 ext. 308
- Consolidated Disposal Service (805) 648-1056
- Santa Clara Valley Disposal (805) 647-1414

**City of Santa Paula
Public Works Department
113 North Mill Street, Santa Paula, California 93060
Phone: 805-933-4212 / Fax: 805-525-3742**





GETTING STARTED:

With the Pre-Construction Waste Reduction/Recycling Plan (WRRP) and Post-Construction Waste Reduction/Recycling Summary Report (WRRS Report)

Step 1 - Complete and Submit a Pre-Construction WRRP - Prior to Issuance of Building Permit

Where to get the forms: Santa Paula City Hall Community Development Building, Planning Counter, 200 South 10th Street, Santa Paula, California 93060, Public Works Department, 113 N Mill St. or the City of Santa Paula website: www.ci.santa-paula.ca.us.

Who should fill out the WRRP: The applicant (e.g., architect, owner, contractor, etc.) is ultimately responsible for submitting a completed WRRP with a Building Permit application. The WRRP should be filled out by an individual knowledgeable about the types and quantities of debris that will be generated from the project. If help is needed, ask the contractor, subcontractor, estimator or hauler for assistance.

When to submit WRRP forms: The completed WRRP needs to be submitted to the City with the Building Permit application. The WRRP must be reviewed and approved by the City prior to issuance of a Building Permit. Allow 7 to 10 business days for review.

Where to submit forms: Submit completed WRRP Package to the City of Santa Paula, Public Works Department, 113 N Mill Street, Community Development Building, Planning Counter, 200 South 10th Street, Santa Paula, California 93060. Please keep a copy for your records.

Review process: The WRRP form will be reviewed to ensure that it is complete and accurate. City staff will determine if the applicant's estimates for quantities of materials generated and overall plan for reducing waste by 50% or greater are realistic.

If the WRRP form is not acceptable (e.g., the form is incomplete, the calculations are unrealistic, etc.) the applicant will be contacted by phone or fax within 5 business days of receipt and advised of needed changes. A hold will be placed on issuance of the Building Permit. The review process for a properly completed WRRP is 7 to 10 business days.

If the submitted WRRP form indicates that less than 50% of the Construction and Demolition (C&D) debris will be reused or recycled, additional information must be provided in writing explaining why the 50% requirement cannot be met. For example, written verification of any of the following conditions is required if stated

as the reason for not meeting the City's requirements: i.e., hazardous materials contamination, material generated is not recyclable, no market for the materials generated, etc.

Step 2 - Gather Data for Your WRRS Report - During Construction

Waste Reduction/Recycling Summary Report (WRRS Report): The applicant may use the sample forms (attached) to record all pertinent documentation, which can include actual tonnage, types of material, quantities, disposal destination(s), and amounts salvaged and/or recycled. Include the following items when submitting the WRRS Report: weight tags, gate receipts, and/or invoices necessary to document actual quantities of materials generated, reused, recycled, and/or disposed of throughout the project, as well as facilities or services used.

Where to take materials: The Builders' Recycling Resource List (included in this packet and also available online at: www.ciwmb.ca.gov/ConDemo/Recyclers) lists local facilities and the materials accepted. If there are facilities used but not shown on this list, please inform the City Planning and Community Development Department so that they can be added to the list.

Subcontractor participation: Applicant should inform subcontractors of the record documentation requirements of the WRRP Program. It is strongly recommended that specifications or other language stating these documentation requirements be stated in the applicant's construction contracts to eliminate confusion.

Responsibility: It is the applicant's responsibility to obtain written receipts from subcontractor(s) and other parties removing debris and unused materials from the construction site. Notify subcontractors/hauler(s) of this requirement before work begins.

Step 3 - Complete and Submit your Post Construction Waste Reduction/Recycling Summary Report (WRRS Report)

A completed WRRS Report must be submitted to the Planning and Community Development Department for review prior to sign-off at Final Inspection and issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy. The WRRS Report is based on actual quantities and destinations of materials rather than estimates. Quantities must be verifiable, based on weight tags or other sufficient documents.

Where to get the forms: Santa Paula City Hall Community Development Building, Planning Counter, 200 South 10th Street, Santa Paula, California 93060, Public Works Department, 113 N. Mill Street, or the City of Santa Paula website: www.ci.santa-paula.ca.us.

When and Where to submit WRRS Report: Submit the completed WRRS Report to the City of Santa Paula Community Development Building, Planning

Counter 5 (five) days prior to Final Inspection. Please keep a copy for your records.

Review process: After Final Inspection, and prior to issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, the WRRS Report will be reviewed to determine if the applicant met or exceeded the goals for reuse and recycling stated in the WRRP. If less than 50% of the C&D debris from the project was diverted from landfill disposal, the submittal must include documentation demonstrating that a "good faith" effort was made to achieve the 50% waste reduction goal. Documentation must specify, in detail, the reasons why the 50% goal could not be met.

The Director of Planning and Community Development will determine if the WRRS Report is in compliance with all solid waste management standard conditions.

Need Assistance? The City's solid waste coordinator is available to help you with this process. Please call 805-933-4212 and speak with the recycling coordinator assigned to your project.



Detailed Instructions for Completing Pre-Construction Waste Reduction/Recycling Plan (WRRP) and Post-Construction Waste Reduction/Recycling Summary Report (WRRS Report)

These are line-by-line instructions for completing the Pre-Construction Waste Reduction & Recycling Plan (WRRP) and Post-Construction Waste Reduction/Recycling Summary Report (WRRS Report) forms required for all affected projects.

Affected Projects

- Commercial and residential additions or alterations that require a building permit
- Demolition of any structure requiring a permit, regardless of cost or value.

Reminder: Each affected project site that requires a Building Permit will require its own WRRP and Summary Report.

Both Forms:

Contact Information: Fill out the contact information section completely. The “contact name” should be the project manager, or the person City staff should contact with questions about information provided in the WRRP. Please include an email address (if available).

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

Question 4: State the 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.” The “project valuation” should be the same as that listed in the Building Permit application.

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

Question 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.

Pre-Construction Waste Reduction & Recycling Plan (WRRP) Estimate:

Column A **Total Quantity Discarded:** 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 shall be listed in tons. If quantities are only available in yards or square feet, use the Materials Conversion Worksheet in your packet to convert material volume to tons.

Column B **Salvage or Reuse:** Materials that are in usable condition only. List the materials that will be reused or taken to a salvage facility for reuse. Examples include wood from foundation forms that will be reused on other jobs, usable lighting fixtures, windows, doors, lumber, cabinets, etc. Note: Donated materials are also listed here.

Column C **Recycling:** 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 **Disposal:** Materials that will not be reused or recycled (material taken to landfill or other facility). Examples include unusable painted wood debris, insulation, hazardous materials, and food packaging.

Column E **Material Destination:** List the facility or service provider contracted to use for reusing, recycling or disposing of each material generated from your project. The example on page 2 of the WRRP form shows how to handle instances where more than one facility will be used for a single material. The Builders' Recycling Resource List can be used to locate an appropriate facility.

Column Totals Total up quantities listed in each column and indicate totals at the bottom.

Mixed Debris This line refers to debris generated in addition to the separated materials listed in the **Recycling** table above. In order to receive credit for recycling mixed debris, you must use a permitted facility.

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". Applicants who indicate in their WRRP that they will not be recycling or salvaging 50% or more of the waste generated from their project must briefly explain on their WRRP why they cannot comply with the City's Waste Reduction and Recycling Requirements. 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 WRRP.

Post-Construction Waste Reduction/Recycling Summary Report (WRRS Report):

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

On the Summary Report include the permit number issued at the Public Counter at Community Development.



Pre-Construction Waste Reduction & Recycling Plan (WRRP)

This form shall be completed for the following types of projects:

- Demolition projects
- All New Construction (non-residential & residential)
- Additions/Remodels

NOTE: Building permits will not be issued without an approved WRRP. Allow 7 to 10 business days for the WRRP to be processed. A separate WRRP is required for each Building Permit issued.

Submit to the City of Santa Paula Public Works Department. If you have questions, please call: City's Solid Waste Coordinator: 805-933-4212. Also, your waste hauler can assist you in completing the matrix below. Current haulers in the City are the City of Santa Paula or Santa Clara Valley Disposal and Consolidated Disposal.

Project Address (Include floor, suite, etc.): _____

Contact Name: _____ Title: _____

Company Name: _____

Contact Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

1. Type of Project: New Construction Addition/Remodel Demolition
2. Type of Building: Commercial Single Family Residence Apartment/Condominium
3. Tenant Improvement: Yes No
4. Size of Project: _____ sq. ft. Construction Valuation \$ _____
5. Estimated Start Date: _____ Estimated Completion Date: _____

6. Briefly state how waste materials will be handled at construction/job site to ensure salvage/reuse or recycling. Also explain how workers/sub-contractor will be informed of the Waste Reduction and Recycling Plan requirements. (additional pages may be added)

Please do not write below this line

Building Permit Number: _____

Plan approve by: _____ Title: _____

Signature: _____ Date: _____

AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more.

Column A: List estimated quantities of waste for each material type (in tons). To convert material quantities to tons, use the Materials Conversion Worksheet provided in your packet.

Columns B, C, D: List estimated quantities reused, recycled, or disposed.

Column E: State the name of all vendors or facilities to be used to reuse, recycle or dispose of material listed. See example below for cases where more than one facility will be used for a particular material type.

Column Totals: Add up all quantities listed in Column A. Do the same for Columns B, C and D.

Building Permit#: _____ Project Address: _____

Waste Reduction & Recycling Plan (WRRP)

Material Handling Methods - Indicate quantities (in tons only) for each material listed.					
Material Type	A Total Tons Generated (A=B+C+D)	B Quantity Salvaged or Reused	C Recycling	D Estimated Disposal	E Anticipated Material Destination(s) (R): Recycled (D): Disposal
Example: Cardboard	2 tons		1.5	.5	(R) Looney Bins (D) Toland Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Building Materials (doors, windows, fixtures, etc.)					
Carpet					
Carpet padding/Foam					
Cardboard					
Ceiling tile (acoustic)					
Dirt					
Drywall (used)					
Drywall (new, unpainted sheets or scrap)					
Landscape Debris (brush, trees, stumps, etc.)					
Scrap metal					
Unpainted Wood and Pallets					
Garbage/Trash					
Other					
Recycled mixed debris					
Column Totals					

7. To determine if the required 50% project waste reduction will be met, complete the following with the column totals:

$$(B \text{ _____} + C \text{ _____}) \div A \text{ _____} = \text{ _____} \times 100 = \text{ _____} \%$$

8. Is the percentage listed in #7 greater than or equal to 50%? YES NO - If "NO" please explain why: _____

9. Print Name: _____ Signature: _____ Date: / /



Post-Construction Waste Reduction & Recycling Summary Report

This form must be completed for the following types of projects:

- Demolition projects
- All New Construction (non-residential & residential)
- Additions/Remodels

NOTE: Completed WRRS Reports shall be submitted to the City of Santa Paula Planning Counter 5 days prior to Final Inspection and issuance of Certificate of Occupancy or Temporary Certificate of Occupancy. If you have questions, please call: 805-933-4212.

Building Permit#: _____

Project Address (Include floor, suite, etc.): _____

Contact Name: _____ Title: _____

Company Name: _____

Contact Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

1. Type of Project: New Construction Addition/Alteration Demolition

2. Type of Building: Commercial Single Family Residence
 Apartment/Condominium

3. Tenant Improvement: Yes No

4. Size of Project: _____ sq. ft. Construction Valuation \$ _____

5. Project Completion Date: _____

6. Briefly state how solid waste material was handled on your job site to ensure salvage/reuse or recycling.

Please do not write below this line

Plan approve by: _____ Title: _____

Signature: _____ Date: _____

AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more.

Column A: List actual quantities of waste for each material type (in tons). To convert yards to tons, use the Materials Conversion Worksheet provided in your packet.

Columns B, C, D: List actual quantities reused, recycled, or disposed.

Column E: State the name of all vendors or facilities used to reuse, recycle or dispose of material listed. See example below for cases where more than one facility was used for a particular material type.

Column Totals: Add up all quantities listed in Column A. Do the same for Columns B, C and D.

Building Permit#: _____ Project Address: _____

Waste Reduction & Recycling Summary REPORT (WRRS Report)

Material Handling Methods - Indicate quantities (in tons only) for each material listed.					
Material Type	A Total Tons Generated (A=B+C+D)	B Quantity Salvaged or Reused	C Recycling	D Disposal	E Actual Destination(s) (R): Recycled (D): Disposal
Example: Cardboard	2 tons		1.5	.5	(R) Looney Bins (D) Toland Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Building Materials (doors, windows, fixtures, etc.)					
Carpet					
Carpet padding/Foam					
Cardboard					
Ceiling tile (acoustic)					
Dirt					
Drywall (used)					
Drywall (new, unpainted sheets or scrap)					
Landscape Debris (brush, trees, stumps, etc.)					
Scrap metal					
Unpainted Wood and Pallets					
Garbage/Trash					
Other					
Recycled mixed debris					
Column Totals					

7. To determine if the required 50% project waste reduction was met, complete the following with the Column Totals:

$$(B \text{ _____} + C \text{ _____}) \div A \text{ _____} = \text{_____} \times 100 = \text{_____} \%$$

8. Is the percentage listed in #7 greater than or equal to 50%? YES NO - If "NO" please explain why:

9. Print Name: _____ Signature: _____ Date: ____/____/____

MATERIALS CONVERSION WORKSHEET - SEPARATED MATERIALS¹ (Total Tons Generated)

This worksheet lists materials typically generated from a construction or demolition project and provides formulas for converting common units (i.e. cubic yards, square feet and board feet) to tons. It can be used for preparing your WRRP and Summary Report, which require that quantities be provided in tons. Step 1 - For your WRRP, enter estimated quantity for each applicable material in Column I, based on units of cubic yards (cy), cubic foot (cu ft), square feet (sq ft), or board foot (bd ft). For your Summary Report, use the actual quantities, based on weight tags, gate receipts, or other documents. Step 2 - Multiply by Tons/Unit figure listed in Worksheet Column II. Enter the result for each material in Column III. Step 3 - Enter quantities for each separated material from Column C on the Worksheet into the corresponding section of Column A of your WRRP or Summary Report.

<u>Material Category</u>	<u>Column I Volume</u>	<u>Units</u>	<u>x</u>	<u>Column II Tons/unit</u>	<u>=</u>	<u>Column III Tons</u>
Asphalt/Concrete	Asphalt (broken)	_____	cy	x	.07	= _____
	Concrete (broken)	_____	cy	x	.09	= _____
	Concrete (solid slab)	_____	cy	x	1.2975	= _____
Brick/Masonry/Tile	Brick (broken)	_____	cy	x	.7	= _____
	Brick (whole, palletized)	_____	cy	x	1.512	= _____
	Masonry Block (broken)	_____	cy	x	.6	= _____
	Tile	_____	sq ft	x	.00175	= _____
Building Materials (doors, windows, cabinets, etc.)	_____	cy	x	.15	= _____	
Cardboard (flat)	_____	cy	x	.05	= _____	
Carpet	(by square foot)	_____	sq ft	x	.0005	= _____
	(by cubic yard)	_____	cy	x	.3	= _____
Carpet Padding/Foam	_____	sq ft	x	.000125	= _____	
Ceiling Tiles	(whole - palletized)	_____	sq ft	x	.0003	= _____
	(loose)	_____	cy	x	.0875	= _____
¹ Dirt	_____	cu ft	x	.3852	= _____	
Drywall (new or used)	1/2" (by square foot)	_____	sq ft	x	.0008	= _____
	5/8" (by square foot)	_____	sq ft	x	.00105	= _____
Drywall (demo/used)	_____	cy	x	.25	= _____	
Garbage/Trash	_____	cy	x	.175	= _____	
Landscape Debris (brush trees, etc.)	_____	cy	x	.15	= _____	
Scrap Metal	_____	cy	x	.453	= _____	
Unpainted Wood & Pallets	(by board foot)	_____	bd ft	x	.001375	= _____
	(by cubic yard)	_____	cy	x	.15	= _____
² Other	_____		x		= _____	

cy = cubic yards cu ft = cubic foot sq ft = square foot bd ft = board foot

Total Tons = _____

Sources:

¹ California Integrated Waste Management Board (factor averaged between 5 different types of dirt and converted to tons for consistency)

² For additional conversion factors go to <http://www.ciwmb.ca.gov/lglibrary/dsg/apndxi.htm#Conversion>



Tracking Form for Construction and Demolition Projects (For City Use Only)

Waste Reduction & Recycling Plan (WRRP)

Permit No.:	_____	Application Filed:	___/___/___	WRRP Submitted:	___/___/___	
Project Name:	_____				Permit Counter Staff Initials:	_____
Staff Initials:	_____	Received:	___/___/___	Approved:	___/___/___	
Applicant Contacted	___/___/___					
Type of Assistance:						
<input type="checkbox"/> 50% Diversion	<input type="checkbox"/> Good Cause	<input type="checkbox"/> Non-Attainment Hold Placed	___/___/___			
<input type="checkbox"/> Approved	<input type="checkbox"/> Conditional Approval	<input type="checkbox"/> Not Approved Hold Removed	___/___/___			

Waste Reduction & Recycling Summary Report (WRRS Report)

Permit No.:	_____	Submitted:	___/___/___		
Project Name:	_____			Permit Counter Staff Initials:	_____
Staff Initials:	_____	Received:	___/___/___	Applicant Contacted	___/___/___
Type of Assistance:	_____				
50% Diversion	Good Cause	Non-Attainment	Approved	Not Approved	_____



City of Santa Paula Roll-Off Services



Roll off containers are large, open top, rectangular containers for holding construction debris, yard waste and other non-food waste. These Containers are only temporary. City roll offs are 5' high, 8' wide and 14', 20' and 22' long or 2-3' deep depending on your needs Roll off prices are \$160.00 for delivery and pickup plus disposal cost. For prices, availability and acceptable materials please call the Public Works Division at 933-4212 ext 0 for more information.



Solid Waste Services

Roll Off Fee

Includes delivery & pickup*	\$160.00
Extra pick up, dump, and return	\$142.00
Daily rental (after 1 st week)	\$ 2.00

Tonnage Fee (\$/ton)

Solid Waste/Yard Waste (\$/ton)	\$ 40.00
Asphalt and Concrete (per load)	\$100.00

Contaminated Loads

Additional charges if Roll-Off is found to be contaminated:

Oil	\$2.00/gal
Paint	\$4.00/gal
Antifreeze	\$2.00/gal
Fluorescent Bulbs	\$1.00 per
Car Tire Disposal (per tire)	\$ 5.00
Car Tire & Rim	\$ 15.00
Truck Tire Disposal (per tire)	\$ 30.00
E-waste (computers, electronics, etc...)	\$ 15.00
Televisions (per television)	\$ 15.00

Special Services:

Hard to Handle Items (after free one-time) (appliances, furniture, etc...)	\$ 25.00
Delivery of yard waste/trash (Truck load – <=1 ton truck to 600 S. Palm)	\$ 20.00
Delivery of yard waste/trash (Truck load – >1 ton truck to 600 S. Palm)	\$ 35.00
Delivery of Large Appliances/Furniture (to 600 S. Palm)	\$ 20.00 per

- Roll Off rental includes a one-week rental and one time dump.
- Fee does not include dump costs.

Please call 805.933.4212 ext. 308 for an appointment