

STEP-BY-STEP INSTRUCTIONS FOR USING GREEN HALO

The Public Works Recycling portion of your New Construction, Re-roofing, Remodel, Tenant Improvement, Demolition, etc. permit requires you to submit your waste plan as described below.

If you are having difficulty proceeding through the steps below, please contact the Public Works Department at the City of Brea at (714) 990-7691 or email recyclebrea@cityofbrea.net. If a page is malfunctioning or you are experiencing other issues with the website, please contact Green Halo customer service at 1 (888) 525-1301.

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Scan the QR Code below to visit the City of Brea’s Green Halo Portal:

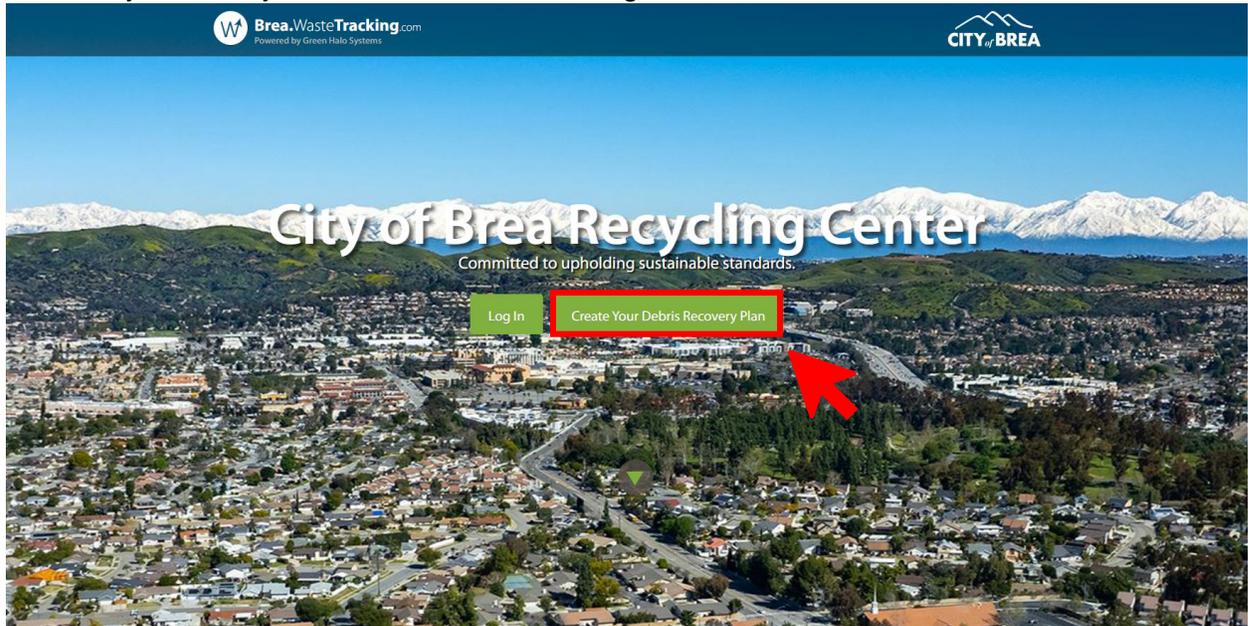


Scan the QR Code below to visit the City of Brea’s Construction & Demolition Webpage:



CREATING AN ACCOUNT

1. Go to Brea.WasteTracking.com to create a waste management plan.
 - a. If you already have an account, click “Log In”.



- b. To create a waste management plan, click “Create Your Debris Recovery Plan” and fill in the Project Name, Street Address, and select a Zip Code fields.

- c. If you do not have an account, select “New Account” then click “Create”.
 - i. You will be prompted to create an account, enter your email, password, and re-enter your password then click “Create”.

2. Select your plan – FREE PROJECT TRACKER (default). Then click “Next Step”.
 - a. *Note: The charges listed on the free plan only apply to individuals who request that Green Halo upload weight tickets for them. All tickets uploaded solely by the individual will come at no cost. Should a paid plan be chosen instead of the free plan, the fee is at the discretion of the applicant.*

Create Your Account

1 SELECT PLAN
 2 ENTER COMPANY INFO
 3 ENTER PAYMENT INFO
 4 CONFIRM & SUBMIT

BACK
NEXT STEP

Please select your plan

4 Month Minimum Subscription

	 FREE PROJECT TRACKER	 \$29 + \$24 for each active project PER MONTH PROJECT TRACKER PREMIUM	 \$129 + \$19 for each active project PER MONTH PROJECT TRACKER PROFESSIONAL	 \$229 + \$15 for each active project PER MONTH PROJECT TRACKER ENTERPRISE
Number of Projects	1	3	5	Unlimited
Number of Users	1	2	3	Unlimited
Green Halo Scan and Ticket Upload Service	\$5 per ticket, \$20 min. \$5 add'l ticket	10 free tickets/mo. \$3 add'l ticket	40 free tickets/mo. \$3 add'l ticket	100 free tickets/mo. \$3 add'l ticket
Create Waste Management Plan	✓	✓	✓	✓
Multi City Dashboard		✓	✓	✓
Upload Waste and Recycling Receipts	✓	✓	✓	✓
Realtime Project Statistics	✓	✓	✓	✓
Anywhere Anytime Access from Mobile Devices	✓	✓	✓	✓
Project Data Storage	✓	✓	✓	✓
Live Chat Support	✓	✓	✓	✓
Submit Plans Directly to Participating Cities	✓	✓	✓	✓
Live Phone Support	✓	✓	✓	✓
Share Project Data		✓	✓	✓
Convert Plans to PDF		✓	✓	✓
Multiple Ticket Upload		✓	✓	✓
Ticket Upload Access for Subcontractors		✓	✓	✓
Opt in/Opt out Promotional Offers			✓	✓
Add Company Logo to Reports			✓	✓
View Overall Company Recycling Profile			✓	✓
Export Data to Excel			✓	✓
Convert Plans to LEED Forms			✓	✓
View Company and Project Carbon Footprint			✓	✓
Priority Support Access			✓	✓
Personal Data Entry Assistant			✓	✓

BACK
NEXT STEP

3. Enter your company information to complete your User Profile. Once complete, click "Next Step" at the top or bottom right of the page.

Create Your Account

1 SELECT PLAN2 ENTER COMPANY INFO3 ENTER PAYMENT INFO4 CONFIRM & SUBMIT

BACKNEXT STEP

Please complete the following information to create your account.

Log In Profile

Email*

Confirm Email*

Password*

Confirm Password*

User Profile

First Name*

Last Name*

Position* *Selection Required*

Company Name*

Company Website*

I do not have a website

Address Line 1*

Address Line 2

Zip*

Phone* - - ext

How you heard about us* *None Selected*

BACKNEXT STEP



4. Review the information and click “Confirm” to submit and create your account.

Create Your Account

1 SELECT PLAN2 ENTER COMPANY INFO3 ENTER PAYMENT INFO4 CONFIRM & SUBMIT

BACKComplete RegistrationCONFIRM

Company Name	City of Brea
Web Site	https://www.ci.brea.ca.us/
First Name	Recycle
Last Name	Brea
Position	Other
Email	recyclebrea@cityofbrea.net
Phone Number	714-990-7600
Address	1 Civic Center Circle
Zipcode	92821
How you heard about us	City, County-or-State



FREE

PROJECT TRACKER

Log In Profile

User Name recyclebrea@cityofbrea.net

Password [view](#)

BACKCONFIRM



5. To start using your account, you must verify your email address.
 - a. You should receive an email from Green Halo within the next 10 minutes. Click on the link in the email to activate your Account and start using Green Halo.
 - i. If you do not receive an email within 10 minutes, please contact Green Halo via their [website](https://greenhalosystems.com) (<https://greenhalosystems.com>) or call 1-888-525-1301.



Green Halo Systems <no-reply@greenhalosystems.com>
GREEN HALO REGISTRATION CONFIRMATION

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

GREEN HALO SYSTEMS
Recycling today's resources for tomorrow's generations

GREEN HALO REGISTRATION CONFIRMATION

CLICK HERE TO [ACTIVATE ACCOUNT](#)

If you do not see a link below or your link does not work, please call 1-888-525-1301.

Please contact Customer Service at 1-888-525-1301
Monday-Friday 8-5PT for assistance.

6. After clicking “[ACTIVATE ACCOUNT](#)” in the email from Green Halo, it will lead you back to their webpage to add a new project. Click on “Start Using Green Halo Now!”. It will take you to the Green Halo webpage to enter information for adding a project.

City of
Brea, CA
Waste Tracking System

Welcome!
Recycle Brea
Other
City of Brea

Contractor Totals (in tons)
0.00 Only Available 0.00
Reused Recycled Disposed
With Upgrade

powered by Green Halo Systems

STATISTICS SETTINGS RECYCLER SEARCH DICTIONARY SUGGESTIONS REPORT BUG LOG OUT

Congratulations on activating your account!

Please take the time to review our Settings section to further configure your account prior to commencing your project. These features will make creating any new plans easier and faster. Your Statistics functions and other functions do not activate until data is entered into the system and your plan(s) are Approved For Final.

The plan is completely editable until the time you submit your plan to the Jurisdiction. Once the plan is submitted to the Jurisdiction the plan is locked and cannot be edited, unless changes are approved by the Jurisdiction. The plan can be converted into a .pdf for printing or emailing. If you have any questions about these features click the Live Help button listed above or call customer service at 1-888-525-1301.

We thank you for the opportunity to work with you and we hope you find Green Halo a valuable tool in making your Green Building efforts easier and more productive.

Thank you for using Green Halo!
The Green Halo Staff

Start Using Green Halo Now!

ADDING NEW PROJECTS

7. If you already have an account, sign in to Green Halo and click “Add Another Project”.



- a. You will be prompted to enter a Project Name and Street Address. Click “Add Project” once complete.

Enter Project Name and Street Address

Project Name *
! Please enter project name

Project Street Address *
Enter a location
(only the street number and street name)
! Please enter project address

Project Zipcode *
! Please enter a zip code

ADD PROJECT

- b. Verify the Project Zip Code.

Verify Project Zip Code



You have selected: **Brea, CA**

If this is the Jurisdiction where the project is taking place then click verify to continue. If not re-enter your project zip code. If you cannot locate the proper Jurisdiction please contact Green Halo support at 1-888-525-1301.

VERIFY Re-enter Zip Code

- c. You will be prompted to filling out additional information on your project (refer to step 8 below). Fill out all required fields.

8. If you clicked “Start Using Green Halo Now!”, it will direct you to the Adding New Projects screen where you will fill out the PROJECT INFORMATION section.
 - a. Review the General Information previously noted for the project and fill out the Project Information section.
 - b. Click “Save Plan” to save your progress and click “Next Step” in the upper right-hand corner of the page to move to the next section of the form.

 **Adding New Projects**

 This plan will be submitted to:
Brea, CA

SAVE PLAN

Step 1 of 5 - Example - Project Name - GH648-021-1980
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 Brea
State CA
Zipcode 92821
County ORANGE

 **upload project images**

Project Information *required fields

(if available)

Permit/APN Number Permit#: **Permit is for**

Square Ft.(optional): Note:

 **Add another permit**

Project Type *

Building Type *

Tract Number (optional)

Start Date *

End Date *

Project Value * \$

Square Footage *

Description *

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.

- c. Include the Project Manager for this project.
 - i. Click “add/edit”.
 1. If the project Manager’s information is already present, click the check mark to the left of their name and click “Save Selected Project Managers”.
 2. If there is an alternative Project Manager, refer to the Add Project Manager section and fill out the required fields. Once complete, click “Add User”.

Project Managers - *add/edit



No Project Managers.

My Project Managers

SAVE SELECTED PROJECT MANAGERS

Search

	Name	Phone
1. <input checked="" type="checkbox"/>	Example - Name Contractor recyclebrea@cityofbrea.net	Phone: 714-990-7600 Cell:
2. <input type="checkbox"/>	Recycle Brea Other recyclebrea@cityofbrea.net	Phone: 714-990-7600 Cell:

SAVE SELECTED PROJECT MANAGERS



Add Project Manager

Name *

Position *

Email *

Mailing Address *

City *

State *

Zip Code *

Phone * - - ext

Cell - - ext

send notification if plan is approved

send notification if plan is closed

send notification when a contractor message is received

ADD USER



- d. If you are **NOT** using the City's franchise waste hauler, Republic Services, or if your Contractor is **NOT** hauling project debris and you are subcontracting, this information **MUST** be provided. Please add the Sub Contractor(s) information. If you fail to provide information, this could result in your WMP not being approved.

Sub Contractors (optional) - [add/edit](#)

No sub contractors.

My Sub Contractors

[+ Add New](#)

No sub contractors.

Add Sub Contractor

Company Name *

Contact Name

Phone - - ext

Email *

Address Information

Mailing Address *

City *

State *

Zipcode *

[ADD SUB CONTRACTORS](#)

- e. Once all information has been provided, click "Next Step" at the bottom right of the page.

[NEXT STEP >](#)

9. MATERIAL SELECTION

- In the Materials List section, select whether data will be in cubic yards or tons.
- Go through the webpage and estimate the amount of Mixed C&D Debris or Source Separated Materials generated from your project. Once complete, click “Next Step” at the bottom right of the page.

Materials List Select unit of measure for entering data cubic yards tons

* Material does not count towards Recycling Totals

Materials	Reuse	Recycle	Dispose
Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, box, or truck. <small>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.</small>			
Mixed C & D Debris <small>(Mixed debris that is not source separated, but can be recycled must be brought to an authorized registered facility.)</small>	N/A	<input type="text"/> cu. yds.	N/A
Source Separated Materials - Please identify any recyclable materials you will separate on-site for recycling. <small>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.</small>			
Appliances & Equipment <small>(All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)</small>	<input type="text"/> cu. yds.	<input type="text"/> cu. yds.	N/A
Asphalt - Pavement & Grinding <small>(Pavement and asphalt grindings. *EXCLUDES roofing materials*)</small>	N/A	<input type="text"/> cu. yds.	N/A
Asphalt - Roofing <small>(Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&D Debris".*)</small>	N/A	<input type="text"/> cu. yds.	N/A
Bricks, Masonry & Stone Products <small>(Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)</small>	<input type="text"/> cu. yds.	<input type="text"/> cu. yds.	N/A
Concrete <small>(Clean concrete with or without rebar.)</small>	N/A	<input type="text"/> cu. yds.	N/A
Deconstructed & Reuse Items <small>(Reusable appliances, cabinets, doors, windows, fixtures, flooring, lumber & materials)</small>	<input type="text"/> cu. yds.	N/A	N/A
Dirt/Soil-Clean Fill * <small>(Dirt/Soil that is uncontaminated.)</small>	<input type="text"/> cu. yds.	<input type="text"/> cu. yds.	N/A
Drywall - Clean/Unpainted <small>(New and unpainted scraps.)</small>	N/A	<input type="text"/> cu. yds.	N/A
Green Waste * <small>(Tree stumps and other vegetative matter resulting from land clearing and landscaping.)</small>	N/A	<input type="text"/> cu. yds.	N/A
Metal <small>(All scrap metal, aluminum, copper, tin, steel, etc.)</small>	N/A	<input type="text"/> cu. yds.	N/A
Rock, Sand, Gravel & other inerts	N/A	<input type="text"/> cu. yds.	N/A
Waste (Trash) <small>(Mixed non-recyclables also classified as Domestic Waste or Municipal Solid Waste.)</small>	N/A	N/A	<input type="text"/> cu. yds.
Wood - Clean <small>(Lumber, damaged pallets, untreated wood shingles, and other clean wood products.)</small>	<input type="text"/> cu. yds.	<input type="text"/> cu. yds.	N/A
Wood - Pallets <small>(Must be intact for reuse.)</small>	<input type="text"/> cu. yds.	<input type="text"/> cu. yds.	N/A

NEXT STEP >



10. TRANSPORTER METHOD

- a. Check the box for whether you will use a “Hauling, Trucking, Deconstruction, or Demolition Service” (the City’s Franchise Waste Hauler – Republic Services) or “Self-Hauling to an Approved Recycling Facility”.
 - i. If you check the Debris Box/Roll-Off Service, you must also check the Exclusive Franchise Agreement option directly below it, as this is the only other hauler authorized to provide these services in the City of Brea.

Hauling, Trucking, Deconstruction, or Demolition Service

- Debris Box/Roll-Off Service:** I will use a Debris Box/Roll-Off service for hauling my debris.
- Exclusive Franchise Agreement (The Hauler Listed Below is the Only Hauler Authorized to Provide Debris Box/Roll-Off Service in this Jurisdiction)**

The City encourages applicants to utilize the City’s franchise waste hauler, Republic Services. The City requires the hauler to process all construction and demolition material in a manner that removes recyclable materials prior to delivery to the landfill. This eliminates the need for onsite sorting of waste by material type and delivery to multiple processing facilities. Permit applicant, not the waste hauler, is responsible for quantifying amount of materials generated.

Republic Services
1131 N Blue Gum St
Anaheim, CA 92806
800-700-8610
republicservices@republicservices.com
<https://www.republicservices.com/municipality/brea-ca>

- ii. If you check the Self Haul option, you must also check the Self Haul Guidelines where you agree/acknowledge the listed requirements.

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.
-  **Self Haul Guidelines**

If self-hauling material to processing facilities, the following requirements apply:

1. Applicant shall recycle, salvage, or reuse 65% or more of the waste materials generated on the job site.
2. Applicant shall separate recyclable materials from other waste material on the job site and/or deliver to an approved material recovery facility.
3. Applicant shall submit receipts and/or weight tickets for all recycled, salvaged, and disposed material with the Final Project Report. To be accepted, weight ticket/receipt jurisdiction of origin must be listed as Brea. Documentation dated prior to WMP approval will not be accepted.
4. Applicant shall track materials disposed and recycled by delivery location and by volume or weight.

Unless self-hauling, applicant shall use the City’s franchise waste hauler for transporting materials for disposal. Note - Third party bins will not be allowed on job sites per Brea City Code Chapter 8.28. Permit applicants, not a waste hauler, are responsible for ensuring that recyclable materials are delivered to the appropriate facility.

- b. Once the Transporter Method has been selected, proceed to the following page by clicking “Next Step”.

NEXT STEP >



11. FACILITY SELECTION

- a. This page is to identify the facility(ies) that will be utilized for disposing of project debris.
 - i. If you selected to use the City's Exclusive Franchise Waste Hauler – Republic Services, the Facility Selection page will already check the Republic Services – CVT MRF. You may click “Next Step” to proceed with completing and reviewing your Waste Management Plan.
 - ii. If you selected Self Haul, review the list of Available Registered Facilities and check the facility(ies) you will use for disposing of project debris.
- b. Once the facility(ies) have been selected, click “Next Step”.

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

[< PREVIOUS STEP](#) **NEXT STEP >**

Facility Selection for Materials - Please select one or more facilities for each material.

⏪ Mixed C & D Debris Facilities Identified (0) ✕

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"/> Republic Services – CVT MRF (map) 1131 North Blue Gum Street Anaheim, CA 92806 714-238-3300	1.84 lbs	4.96 mi	65%
<input type="checkbox"/> CR&R - Stanton Transfer and Material Recovery Facility (map) 11232 Knott Avenue Stanton, CA 90680 714-890-6300	3.82 lbs	10.29 mi	65%
<input type="checkbox"/> Madison Materials (map) 1035 E. 4th Street Santa Ana, CA 92701 714-664-0159	4.41 lbs	11.88 mi	75%
<input type="checkbox"/> Republic Rainbow Environmental Services (map) 17121 Nichols Street Huntington Beach, CA 92647 714-847-3581	5.59 lbs	15.07 mi	65%
<input type="checkbox"/> Paramount Resource Recycling (map) 7230 Petterson Ln. Paramount, CA 90723 562-602-6505	5.77 lbs	15.55 mi	65%
<input type="checkbox"/> American Industrial Services (map) 5626 Cherry Avenue Long Beach, CA 90805 562-272-8060	5.87 lbs	15.83 mi	73%
<input type="checkbox"/> Sunset Environmental (map) 16122 Construction Circle West IRVINE, CA 92606 949-451-2600	5.89 lbs	15.88 mi	65%



<input type="checkbox"/>	Construction & Demolition Recycling, Inc. (map) 9309 Rayo Avenue South Gate, CA 90280 323-357-6900	5.99 lbs	16.14 mi	79%
<input type="checkbox"/>	Downtown Diversion (map) 2424 E. Olympic Blvd, Bldg. 3 Los Angeles, CA 90021 213-612-5005	7.53 lbs	20.29 mi	84%
<input type="checkbox"/>	California Waste Services (map) 621 West 152nd Street Gardena, CA 90247 800-839-5550	8.28 lbs	22.31 mi	80%
<input type="checkbox"/>	American Reclamation (map) 4560 Doran Street Los Angeles, CA 90039 888-999-9330	10.04 lbs	27.08 mi	82%
<input type="checkbox"/>	Southern California Disposal (map) 1908 Frank Street Santa Monica, CA 90404 310-828-6444	12.37 lbs	33.34 mi	65%
<input type="checkbox"/>	OC Waste & Recycling - Prima Deshecha Landfill (map) 32250 Avenida La Pata San Juan Capistrano, CA 92675 714-834-4000	12.43 lbs	33.51 mi	50%
<input type="checkbox"/>	Cordova Construction Services (map) 12506 Montague Street Pacoima, CA 91331 818-896-0509	13.74 lbs	37.04 mi	84%

NEXT STEP >



12. COMPLETE & REVIEW

- a. This is the **FINAL** step for submitting your project to the City for approval.
 - i. Read the Terms and Conditions.
 - ii. Acceptance and Signature
 1. Once you have read the Terms and Conditions, select the checkmark.
 2. If there is additional information that you would like to provide, please write this in the Note field.
 3. Verify your name.
 4. Select your title.
 5. Send a text confirmation to your phone (Optional).
- b. Once the above is complete and filled out, click the "Submit Project for Approval" button.

Project: Example - Project Name

Project Information | Project Statistics | Transporter Method | Recovered Materials | Facilities & Tickets | Bid Sheet | Data By By Permit | Project Files | Messages & History | **Submit for Approval**



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

Green Halo recommends increasing material recovery to ensure that the project meets all requirements when completed. Consider:

1. Source separate recoverable materials from Disposal and Mixed C&D. (i.e. cardboard, clean wood, clean dirt, clean drywall, concrete, asphalt, metal, etc.)
2. Return to the planning stage and identify any additional materials that can be salvaged, donated, or reused.
3. Update the "Material Selection" tab with changes to the Demolition Debris Recovery Plan.

Read the Terms and Conditions

Requirements:

The California Green Building Standards Code and Brea City Code Chapter 8.29 requires project applicants to recycle or divert from landfills at least 65% of the waste created by construction projects.

- Prior to issuance of any building, demolition, grading and/or landscape permit, the project applicant shall submit a Waste Management Plan (WMP) to the Public Works Department Sanitation Division demonstrating the amount of waste to be generated and a plan to divert a minimum 65% of all project-related Construction and

Acceptance & Signature *required fields

* I have read and agree to the terms and conditions above

Note

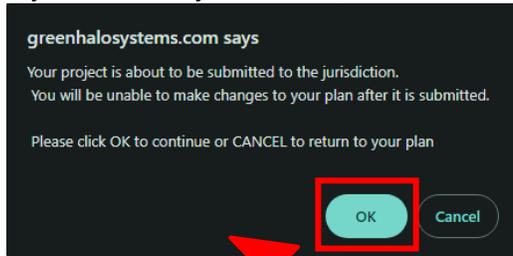
Your Name *

Title *

Send me text confirmation to my Phone (optional)

SUBMIT PROJECT FOR APPROVAL 

13. Green Halo will provide a final notification that your project will be submitted and that you will be unable to make revisions once submitted.
 - a. If you are ready to submit, click OK.



14. Once your Waste Management Plan is submitted, you will be provided a message from Green Halo: “Congratulations, your waste management plan has been submitted for Approval to the jurisdiction of Brea, California”



15. When your Waste Management Plan is **approved** by the City of Brea – Public Works Department, you should receive an email notification from Green Halo.



To
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 GREEN HALO SYSTEMS
 Recycling today's resources for tomorrow's generations

THE WASTE MANAGEMENT PLAN FOR YOUR PROJECT EXAMPLE - PROJECT NAME HAS BEEN APPROVED. YOU MAY NOW BEGIN TO UPLOAD TICKETS TO YOUR PROJECT.

STATUS: Approved

ADDRESS: 1 Civic Center Cir , Brea ORANGE, CA

PERMIT #: BLD-2024-12345

GREEN HALO TRACKING #: GH648-021-1980

MESSAGE FROM JURISDICTION: Thank you for your plan. It has been approved. Reminder – Be sure to upload your receipts regularly, please don't wait until the end.

APPROVED BY: City of Brea

[LOG-IN](#) TO SEE MORE INFORMATION

IMPORTANT FILES AND DOCUMENTS SENT: NONE

NOTICE: ONLY APPROVED FACILITIES CAN BE USED TO RECYCLE OR DISPOSE OF YOUR MATERIALS. PLEASE VERIFY THAT ANYONE ASSOCIATED WITH DEBRIS REMOVAL IS AWARE OF THIS APPROVED LIST OF FACILITIES FOR EACH MATERIAL. BELOW IS A LINK OF APPROVED FACILITIES FOR EACH MATERIAL YOU HAVE IDENTIFIED.

APPROVED FACILITY LIST:

(Materials identified in your waste management plan must be taken to an approved facility. If you receive a Ticket from a facility that is NOT approved it will not count towards your recycling totals.)

MIXED MATERIALS

Mixed C & D Debris - [View Approved Facility List](#)

ADDING WEIGHT TICKETS/REPORTS/RECEIPTS

- Once you begin collecting weight tickets for the project, log into your Green Halo account, select your project, and select "Add Tickets".

The screenshot displays the Green Halo project management interface. At the top, there is a navigation bar with 'MY PROJECTS LIST' and 'ADD ANOTHER PROJECT' buttons. Below this is a filter bar showing project status counts: Overview, In Progress (0), Submitted (0), Approved (1), Final (0), and Completed (0). A search bar with a 'FIND' button is also present.

A red note states: "*Note: if your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance." Below the note is a map showing a location in Brea, CA, with a red pin. The map includes controls for 'Map' and 'Satellite' views, a 'Community I' dropdown, and a 'No messages at this time' notification box.

The project details section for 'Example - Project Name' includes the following information:

- Address: 1 Civic Center Cir, Brea, CA 92821
- Contractor: City of Brea, Phone: 714-990-7600
- GH Tracking #: [GH948-021-1980](#) Permit #: [BLD-2024-12345](#)

Recycled Tonnage	Disposed Tonnage	Inert Recovery (required 0.00%)	Non-Inert Recovery (required 0.00%)	Overall Diversion (required 85%)
0.00	0.00	0%	0%	0%

Below the table are several action buttons: 'Add Tickets (0)' (highlighted with a red box and a red arrow), 'Order Service', 'Post for Sale', 'Functions', and 'Submit for Final'.

At the bottom, the status is 'Approved' with a green checkmark, and there are 'Messages (0)'. Other details include 'Date Created: 05/01/24', 'Date Approved: 06/06/24', and 'Days Active: 37'.

17. Using the weight ticket/tonnage report/weight receipt you received from the facility where project debris was disposed, fill out the information on the Add Ticket page. Please make sure all fields are completed prior to submitting.

Example - Project Name: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, or GIF.



Single Ticket Entry Form

[? How to Upload Tickets](#)

[PDF Image Separator](#)

Ticket Type Recycle and Dispose
 Salvage and Reuse

Material * -- select --

Facility * -- select --

Hauled By * Self Haul
(if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)

Approved Hauler List

Other (please specify)

Ticket # *

Ticket Image (please make sure all tickets are legible to avoid rejection)
Choose File No file chosen

Ticket Date *

Weight *

Unit of measure * Tons
 Cubic Yards
 Pounds

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Percentage 100% (what percentage of this ticket is for this project?)

Submitted By * Recycle Brea

SUBMIT TICKET



MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

a. For Ticket Type: *Recycle and Dispose*

- i. Select the material recycled and disposed.
- ii. Select the facility the material was taken to.

1. The facility originally selected for the project will appear at the top.

Facility * Republic Services – CVT MRF

Hauled By * -- select --
Project Selected Facilities
Republic Services – CVT MRF
All Facilities
CR&R - Stanton Transfer and Material Recovery Facility
Madison Materials
Republic Rainbow Environmental Services
Paramount Resource Recycling
American Industrial Services
Sunset Environmental
Construction & Demolition Recycling, Inc.
Downtown Diversion
California Waste Services
American Reclamation
Southern California Disposal
OC Waste & Recycling - Prima Deshecha Landfill
Cordova Construction Services

Ticket # *

Ticket Image

Ticket Date *

Weight *

Please select the name of the company that hauled this load)

- iii. Select/input who hauled the project material (i.e., Republic Services or Self Haul).
- iv. Input the ticket number, upload the image of the ticket, input the weight and select the units (tons, cubic yards, pounds).
- v. Select the percentage that this ticket covers for the project (5%-100%).
- vi. Notate who is submitting the ticket and then click Submit Ticket at the bottom of the page.

b. For Ticket Type: *Salvage and Reuse*

- i. Select what items were salvages/reused.
- ii. Specify if the material was donated, reused on-site or salvaged for reuse.
- iii. Select the facility the material was taken to.
- iv. Upload supporting documentation (Ticket #, Donation receipt, Ticket Date, Weight/Qty).
- v. Select the percentage that this ticket covers for the project (5%-100%).
- vi. Include a description of how the materials were salvaged and include any additional documentation.
- vii. Notate who is submitting the ticket and then click Submit Ticket at the bottom of the page.

Example - Project Name: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, or GIF.

Enter Ticket Information

PDF Image Separator

Ticket Type Salvage and Reuse
 Recycle and Dispose

Choose *

<input type="checkbox"/> Appliances	<input type="checkbox"/> Architectural Feature	<input type="checkbox"/> Bricks - Masonry Blocks
<input type="checkbox"/> Cabinets	<input type="checkbox"/> Carpet Padding/Foam	<input type="checkbox"/> Ceiling Tiles
<input type="checkbox"/> Concrete	<input type="checkbox"/> Counter Tops	<input type="checkbox"/> Dirt- Clean Fill
<input type="checkbox"/> Doors	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Fixtures and Hardware
<input type="checkbox"/> Furniture	<input type="checkbox"/> Hardwood Flooring	<input type="checkbox"/> Light Fixtures
<input type="checkbox"/> Molding	<input type="checkbox"/> Rock, Sand, Gravel & Inerts	<input type="checkbox"/> Sinks, Toilets, and Tubs
<input type="checkbox"/> Steel Beams and Framing	<input type="checkbox"/> Tile and Stone	<input type="checkbox"/> Windows
<input type="checkbox"/> Wood - Clean	<input type="checkbox"/> Other	

Usage * Donated
 Reused OnSite
 Salvaged for Reuse (for reuse elsewhere on another project)

Facility * **You must select a facility**

Ticket # *

(please make sure all tickets are legible to avoid rejection)

Ticket Image No file chosen (Donation receipt only, upload supporting documentation below)

Ticket Date *

Weight/Qty *

Unit of measure * Cubic Yards
 Tons
 Pounds

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Percentage (what percentage of this ticket is for this project?)

Description

Add a description of how the materials were salvaged

Documentation No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
 No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
 No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
 No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Submitted By *



IF YOU HAVE MORE THAN ONE (1) TICKET, REPEAT THE PROCESS UNTIL ALL TICKETS ARE ENTERED FOR THE PROJECT.

EXAMPLE OF WEIGHT TICKET:

REPUBLIC WASTE SERVICES 714-238-3344 (DBA) CVT RECYCLING 2775 E Gretta Ln, Anaheim, CA 92806		01	2395220	
			Karen A.	
000016 - REPUBLIC SER - ANAHEIM - IN - CD P O BOX 309 ANAHEIM, CA 92815			9/28/23 11:46 am	9/28/23 11:46 am
Contract:C&D - Disposal			3000	N
Scale In	GROSS WEIGHT	50,960	NET TONS	7.86
Tare Out	TARE WEIGHT	35,240	NET WEIGHT	15,720
				INBOUND INVOICE
0.00	YD	Tracking	QTY	Address
7.86	tn	C&D		Origin:BREA 100%

WEIGHMASTER CERTIFICATE: THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

CHANGE :
CHECK :

- Make sure your weight ticket/report is legible and includes at a minimum:
- Facility Name & Address
 - Ticket #
 - Project Address
 - Origin: BREA
 - Debris Type
 - Debris Weight

SUBMIT FOR FINAL

18. Once all tickets are uploaded, proceed to the home page and select “Submit for Final”.

The screenshot shows the 'MY PROJECTS LIST' interface. At the top, there are tabs for 'Overview', 'In Progress (0)', 'Submitted (0)', 'Approved (1)', 'Final (0)', and 'Completed (0)'. Below the tabs is a map showing the location of the project, 'Brea Civic and Cultural Center'. A red location pin is visible on the map. Below the map, there is a project card for 'Example - Project Name' with the following details:

- Project Name: Example - Project Name (map)
- Address: 1 Civic Center Cir, Brea, CA 92821
- GH Tracking #: GH648-021-1980
- Permit #: BLD-2024-12345
- Contractor: City of Brea
- Phone: 714-990-7600

The project card displays several metrics and buttons:

- Recycled Tonnage: 5.11
- Disposed Tonnage: 2.75
- Inert Recovery (required 0.00%): 0%
- Non-Inert Recovery (required 0.00%): 65%
- Overall Diversion (required 65%): 65%

Buttons below the metrics include: Add Tickets (1), Order Service, Post for Sale, Functions, and Submit for Final. The 'Submit for Final' button is highlighted with a red box and a red arrow. The status is 'Approved' and there are 0 messages. The date created is 05/01/24, the date approved is 06/08/24, and the days active are 42.

19. Verify that all information has been uploaded for your project. Once verified, click “Submit for Final”.

The screenshot shows the 'Project Communication Center' interface. It features several buttons for project management:

- SHARE THIS DOCUMENT: go paperless, share plan online
- EXPORT TO EXCEL: export project data to excel
- PDF VERSION: convert plan to PDF document
- PRINT TO LEED FORMS: auto-populate LEED forms
- TICKET UPLOAD ACCESS: allow others to upload tickets
- CARBON FOOTPRINT: see this project's carbon footprint

Below these buttons, there is a section for 'Project: GH648-021-1980 Example - Project Name'. This section includes a 'Add Tickets' button and a row of navigation buttons:

- Project Information
- Project Statistics
- Transporter Method
- Recovered Materials
- Facilities & Tickets
- Bid Sheet
- Data By Permit
- Project Files
- Messages & History
- Submit for Final

The 'Submit for Final' button is highlighted with a red box and a red arrow.

a. If you have any additional documents or comments, you may note them in this section. Otherwise, click the “Submit for Final” button on the bottom of the page.

Project: GH648-021-1980 Example - Project Name Add Tickets

Project Information Project Statistics Transporter Method Recovered Materials Facilities & Tickets Bid Sheet Data By Permit Project Files Messages & History Submit for Final

Submit

CONGRATULATIONS YOU JUST HELPED THE ENVIRONMENT!



YOUR PLAN MEETS THE JURISDICTION RECOVERY RATE OF 65.00% WITH A PROJECT RATE OF 65.00%

Note: If your project contains a large volume of tickets, project review time may take longer.

This project will be submitted for Final Inspection to the Jurisdiction of Brea. Please review the plan and verify that all tickets that apply to this plan have been entered. Once this plan is submitted no editing, changes or additions can be made to this plan. If your plan does not comply with the Jurisdiction of Brea recovery rate of 65.00% please provide an explanation in the field listed below. You may also use this field to provide comments, notes or other issues specifically related to the completion of this project for review by the jurisdiction official.

Final Image No file chosen (DO NOT UPLOAD RECYCLING RECEIPTS HERE)

Comments

Submitted By *

b. A box will pop up to confirm that you are sure you want to submit for Final. Select “Yes” to submit.

Submit

CONGRATULATIONS YOU JUST HELPED THE ENVIRONMENT!



YOUR  Are you sure you want to submit this project? 00%

Note: If your project contains a large volume of tickets, project review time may take longer.

This project will be submitted for Final Inspection to the Jurisdiction of Brea. Please review the plan and verify that all tickets that apply to this plan have been entered. Once this plan is submitted no editing, changes or additions can be made to this plan. If your plan does not comply with the Jurisdiction of Brea recovery rate of 65.00% please provide an explanation in the field listed below. You may also use this field to provide comments, notes or other issues specifically related to the completion of this project for review by the jurisdiction official.

Final Image No file chosen (DO NOT UPLOAD RECYCLING RECEIPTS HERE)

Comments

Submitted By *

c. You will then be directed to a Congratulations screen from Green Halo notifying you that your waste management plan was submitted for the City of Brea to review.

i. Once your project is given the Final Approval from the City of Brea, you will receive a no-reply email from Green Halo and given notification that you can schedule a final inspection with the City of Brea - Building and Safety Division at (714) 990-7668.



Green Halo Systems <no-reply@greenhalosystems.com>
PROJECT COMPLETED: EXAMPLE - PROJECT NAME, PERMIT#: BLD-2024-12345

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

GREEN HALO SYSTEMS
Recycling today's resources for tomorrow's generations

YOUR PROJECT **Example - Project Name** HAS MET THE RECOVERY REQUIREMENTS.

STATUS: Completed

ADDRESS: 1 Civic Center Cir , Brea ORANGE, CA

PERMIT #: BLD-2024-12345

GREEN HALO TRACKING #: GH648-021-1980

MESSAGE FROM JURISDICTION: Thank you, your report is approved. Feel free to schedule a final inspection.

APPROVED BY: City of Brea

[LOG-IN](#) TO SEE MORE INFORMATION

IMPORTANT FILES AND DOCUMENTS SENT:

NONE

Please contact Customer Service at 1-888-525-1301
Monday-Friday 8-5PT for assistance.