

# C&D Recycling Plan Step-by-Step Instructions Using Green Halo

The Public Works Recycling portion of your New Construction, Re-roofing, Remodel, Tenant Improvement or Demolition 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 Lakewood at (562) 866-9771 ext 2500.

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.

There are three main steps involved when creating your Construction Waste Management Plan (CWMP):

1. Create an account with the City's waste tracking software  
<http://www.lakewood.wastetracking.com/>
2. Login to the waste tracking software and create and submit a CWMP
  - a. CWMP application to be approved prior to building permit issuance
3. Prior to calling for final inspection, upload weight tickets and submit for final review to complete the CWMP process.

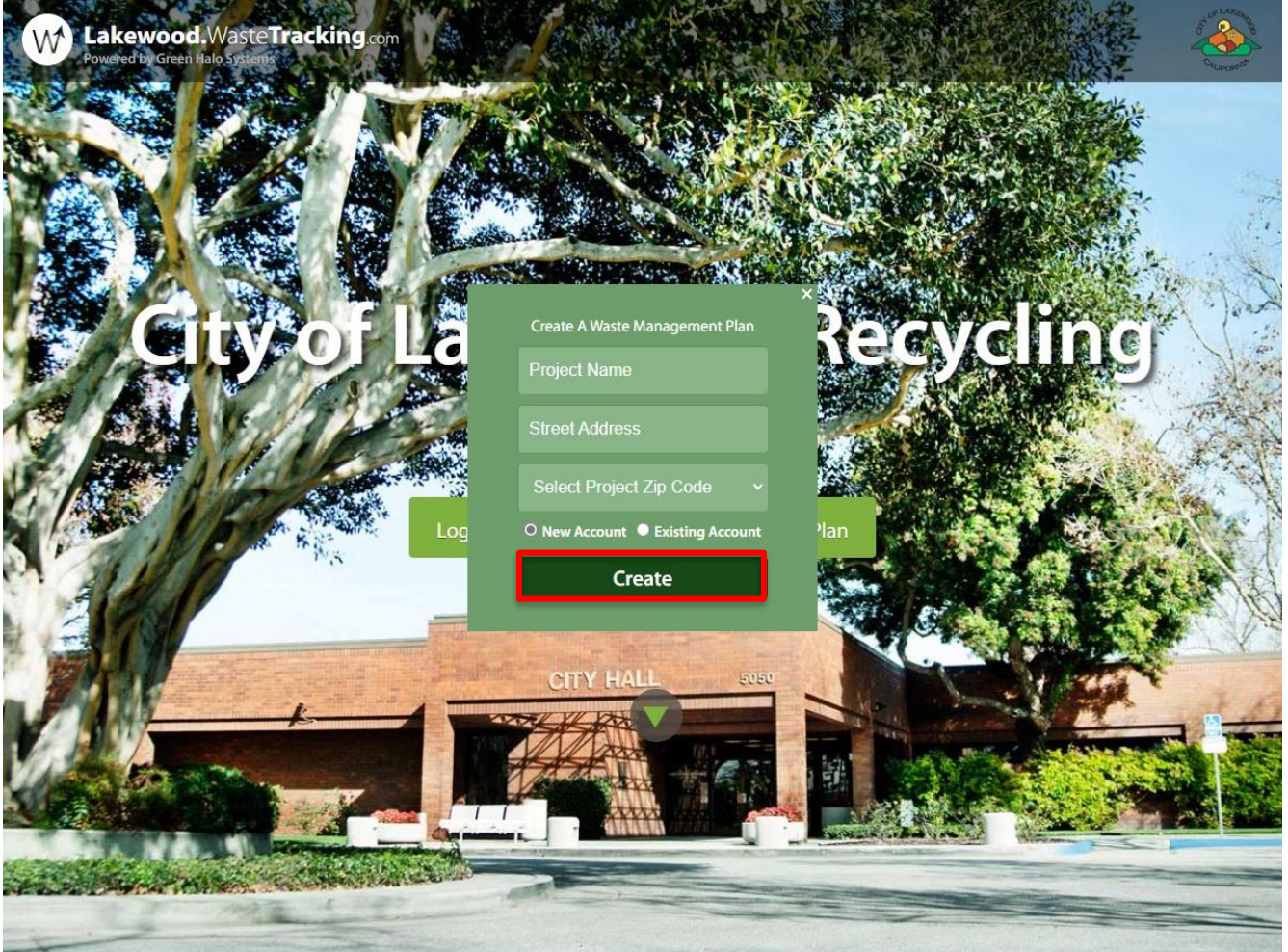
\*\*\*CWMP is used interchangeably with "Debris Recovery Plan".





### Step 1- Creating an Account (First Time Users)

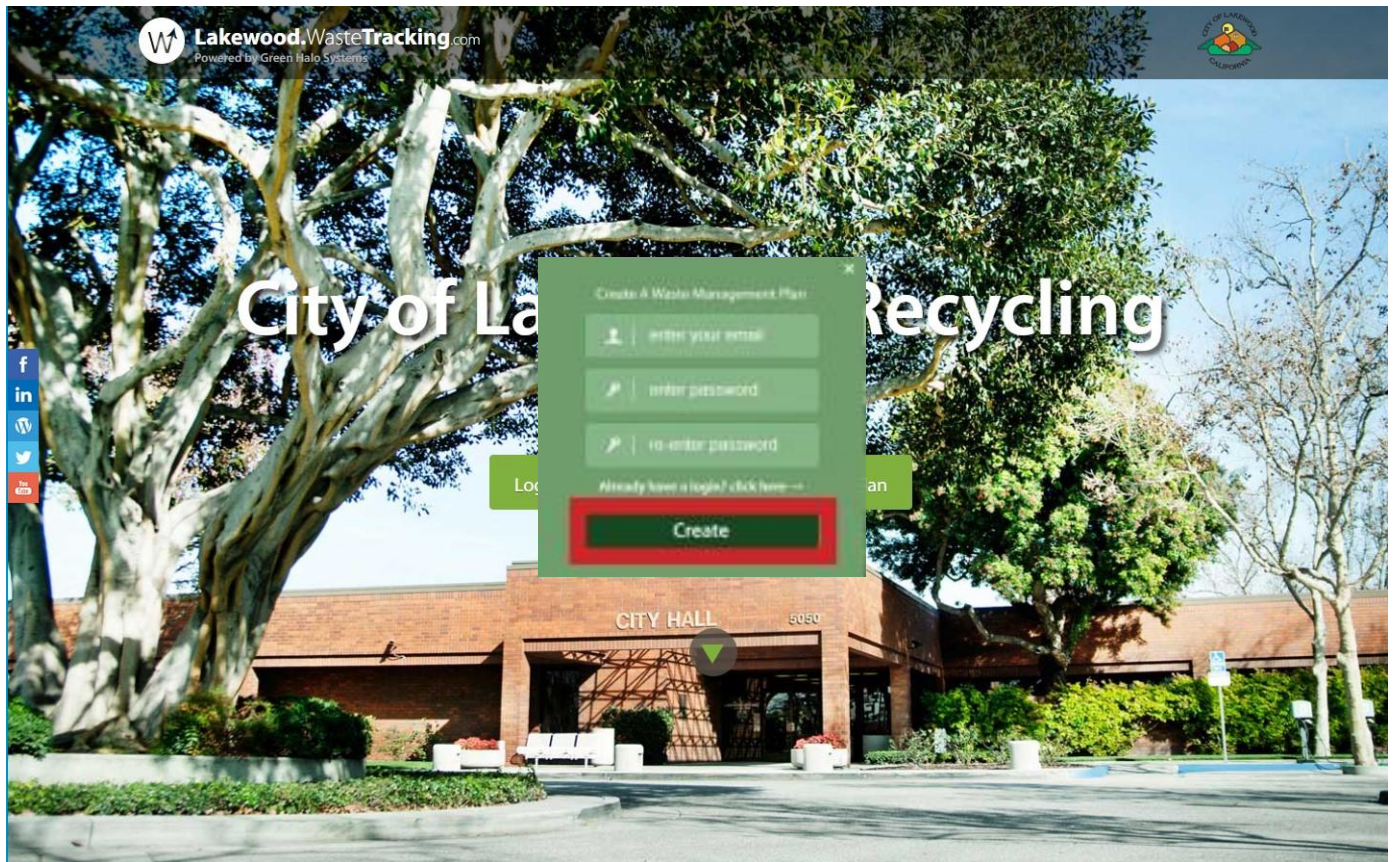
1. Click on “Create Your Waste Management Plan”
2. Enter Project Name, Street Address, and Zip Code of project. For the project name, you can enter a brief description of the project, such as “Bathroom Remodel”.
  - Do not enter City or State.
3. Select “New Account”
4. Click “Create”



The screenshot shows the Lakewood Waste Tracking website interface. The background is a photograph of City Hall with large trees. Overlaid on the image is a green form titled "Create A Waste Management Plan". The form contains the following fields: "Project Name", "Street Address", and "Select Project Zip Code" (a dropdown menu). Below these fields are two radio buttons: "New Account" (selected) and "Existing Account". At the bottom of the form is a green "Create" button, which is highlighted with a red rectangular border. In the top left corner of the website, there is a logo for "Lakewood.WasteTracking.com" and a note "Powered by Green Halo Systems". In the top right corner, there is a small circular logo for the "CITY OF LAKEWOOD, CALIFORNIA".



5. Enter your email address and your password twice and click on “Create”



6. Select the FREE plan option (default). Then click “Next Step.”

\*\*\*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.

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

FREE

+ \$24 for each active project

PER MONTH

PROJECT TRACKER

PREMIUM

\$29

+ \$24 for each active project

PER MONTH

PROJECT TRACKER PREMIUM

PRO

\$129

+ \$19 for each active project

PER MONTH

PROJECT TRACKER PROFESSIONAL

ENTERPRISE

\$229

+ \$15 for each active project

PER MONTH

PROJECT TRACKER ENTERPRISE

Features	FREE	PREMIUM	PRO	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	✓	✓	✓	✓
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	✓	✓	✓	✓

## Step 2- Enter Company Info

The information under your “Log In Profile” should already be filled out. Unless you want to change your username or password, you can skip to the “User Profile” section.

1. Enter information on all required fields:
2. First/Last name
3. Position- (role in project- agent, contractor, owner, permit runner)
4. Contractor company name
5. Contractor company website
6. Contractor company address- in the address line 2, please enter the contractor company email
7. Contractor company zip code
8. Contractor company phone
9. How you heard about Green Halo- select “City, County or State”.
10. Click on “Next step”

1 SELECT PLAN

2 ENTER COMPANY INFO

3 ENTER PAYMENT INFO

4 CONFIRM & SUBMIT

BACK

NEXT STEP

Please complete the following information to create your account.

Log In Profile

Email\*   
Sorry, that does not look like a valid email address

Confirm Email\*

Password\*

Confirm Password\*

User Profile

First Name\*   
Enter your First Name

Last Name\*   
Enter your Last Name

Position\*   
Enter your Position

Company Name\*

Company Website\*   
☐ I do not have a website

Address Line 1\*

Address Line 2

Zip\*

Phone\*  -  -  ext.

How you heard about us\*

NEXT STEP

11. Review information for accuracy. If everything looks correct, click “Confirm.”

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

**Complete Registration**

**CONFIRM**

Company Name: ABC contracting  
Web Site:   
First Name: John  
Last Name: Doe  
Position: contractor  
Email: hhw@tools.org  
Phone Number: 213-555-1212  
Address: 456 Contractor Bl Los Angeles, CA 90045  
Zipcode: 91503  
How you heard about us: City/County-or-State

**FREE PROJECT TRACKER**

Log In Profile  
User Name: hhw@tools.org  
Password: view

**BACK** **CONFIRM**

12. Check your email for a confirmation email. If you do not receive an email within 10 minutes, check your Spam folder. If you no email appears in either folder, contact Green Halo at 1 (888) 525-1301.

## Welcome to Green Halo!



### Thank you for creating your Green Halo Account!

To start using your Account, you must verify your Email Address. You should receive an Email from Green Halo within the next 10 minutes. Simply click on the link in the e-mail to activate your Account and start using Green Halo.

If you do not receive the Email within 10 minutes, [please click here](#) to send the e-mail again, or [contact Green Halo](#).



### Step 3- Activate Account

1. Check your email. Once you have received the email from Green Halo Systems, you must verify your account by opening the message and clicking "Activate Account".

## GREEN HALO REGISTRATION CONFIRMATION Inbox x



**Green Halo Systems** <no-reply@greenhalosystems.com>

to me ▾

\*\*\*\*\*  
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.

2. You will receive a "Congratulations" message from Green Halo. Click on "Start Using Green Halo Now!"

## 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! ▶](#)

#### Step 4- Create and Submit a CWMP- Project Information

1. Verify that you are logged into [www.lakewoodwastetracking.com](http://www.lakewoodwastetracking.com)
2. For text to be converted to other languages, click on the tip of the page under “Select Language” and select from the drop down menu.
3. Click on “Waste Management Plans in Progress”

The screenshot displays the 'MY PROJECTS LIST' section of the Lakewood Waste Tracking system. The interface includes a navigation bar with options: 'MY PROJECTS LIST', 'ADD ANOTHER PROJECT', and 'HOW TO CREATE A PLAN'. Below this is a status filter bar with tabs: 'Overview', 'In Progress (1)', 'Submitted (0)', 'Approved (0)', 'Final (0)', and 'Completed (0)'. The 'In Progress (1)' tab is selected and highlighted with a red box. The main content area, titled 'PROJECT STATUS AND OVERVIEW', shows a table of project statuses. The 'Waste Management Plans in Progress' row is highlighted with a red box, indicating 1 project in this status. Other rows show 0 projects for 'Active and Approved Waste Management Plans', 'Waste Management Plans Pending Approval', 'Waste Management Plans Submitted for Final', and 'Waste Management Plans Completed'.

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	0
Waste Management Plans in Progress	1
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0



4. To continue to add information about your project, click on the “GH Tracking #” in green.

Google Keyboard shortcuts Map data ©2022 Google Terms of Use Report a map error

1 **Project Name (map)**  
5050 Clark Ave, Lakewood, CA 90711  
GH Tracking #: **GH513-906-5564** Permit #:  
Contractor: Test  
Phone: 800-000-0000-000

<b>0.08</b> Recycled Tonnage	<b>0.02</b> Disposed Tonnage	<b>0%</b> Inert Recovery (required 0.00%)	<b>77%</b> Non-Inert Recovery (required 0.00%)	<b>77%</b> Overall Diversion (required 65%)
Add Tickets (1)	Order Service	Post for Sale	Functions	Submit for Final

Status: Approved Messages (0) Date Created: 01/13/22 Date Approved: 05/03/22 Days Active: 119

5. If you already have a Green Halo account, click “Add Another Project.”

STATISTICS SETTINGS RECYCLER SEARCH DICTIONARY SUGGESTIONS REPORT BUG LOG OUT

MY PROJECTS LIST **+ ADD ANOTHER PROJECT** ? HOW TO CREATE A PLAN  FIND

Overview In Progress (0) Submitted (0) Approved (1) Final (0) Completed (1)

**PROJECT STATUS AND OVERVIEW**

**Active and Approved Waste Management Plans** **1**

6. Enter the Project Zip Code (US), click “Find Zip Code”.

The screenshot shows the Green Halo Systems website. At the top, there is a logo for Green Halo Systems with the tagline "Recycling today's resources for tomorrow's generations." To the right, a welcome message for "John Doe, contractor, ABC contracting" is displayed. Below this, a navigation bar includes links for STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. A banner for "zanker" with the tagline "rethink. reinvent. renew." and the phone number "408-263-2384" is visible. The main content area is divided into two sections: "For U.S. Projects" and "For International Projects". The "For U.S. Projects" section includes a U.S. flag icon, the text "U.S. Project using Imperial Units (lbs., tons, cubic yards)", a label "Enter Project Zip Code", a text input field, and a red "FIND ZIP CODE" button. The "For International Projects" section includes a globe icon, the text "International Project using Metric System (kilo, cubic meter, metric tons)", a label "Enter Project Postal Code", a text input field, and a green "FIND POSTAL CODE" button. At the bottom, a note states: "If you need assistance locating the proper zip/postal code for your project please contact Green Halo support at 1-888-525-1301".

7. Once you have confirmed that the zip code you entered is correct for the City of Lakewood, click “Verify”. If you already have an account and are adding a new project, click “Add a new project” on the home page.

The screenshot shows the "Verify Project Zip Code" screen. At the top, the title "Verify Project Zip Code" is displayed. Below it is the logo for the City of Lakewood, California, which features a stylized house and trees. The text "You have selected: Lakewood, CA" is shown in green. Below this, a note states: "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." At the bottom, there are two buttons: a red "VERIFY" button and a green "Re-enter Zip Code" button. The "VERIFY" button is highlighted with a red border.

## Step 5- Create and Submit a CWMP- Project Information

1. Verify that you are logged into [www.lakewoodwastetracking.com](http://www.lakewoodwastetracking.com)

2. For text to be converted to other languages, click on the top of the page under “Select Language” and select from the drop down menu.

3. Enter Project Information

- Permit #- not required
- Building Type- select from drop-down menu
- Start/end date- (estimate)
- Project Value- (estimate)
- Square footage- (estimate)

\*\*\*If this is a roofing project, please enter the number of roofing squares being removed in the “Square footage” section instead of the square feet.

- Project Description- please let us know more specifics about the work you are completing (ex. removing bathroom wall and tub)
- Project Type- select from drop-down menu

The screenshot displays a web form for creating and submitting a CWMP project. At the top, a navigation bar shows five steps: 1. Project Information (highlighted), 2. Material Selection, 3. Transporter Method, 4. Facility Selection, and 5. Complete & Review. A red-bordered button labeled "NEXT STEP" with a right arrow is located on the right side of the navigation bar.

The form is divided into two main sections:

- General Information** (marked with \*required fields):
  - Project Name \*: A text input field with a red error message "Add a project name".
  - Street Address \*: A text input field with a red error message "You need to provide a street address".
  - Apt/Suite #: A text input field.
  - Jurisdiction: A dropdown menu set to "Lakewood".
  - State: A dropdown menu set to "CA".
  - Zipcode: A text input field set to "90711".
  - County: A dropdown menu set to "Los Angeles".
  - A green button with a camera icon and the text "upload project images".
- Project Information** (marked with \*required fields):
  - Permit #: A text input field with "(if available)" above it.
  - Permit is for: A dropdown menu.
  - Permit/Project #: A text input field.
  - Square Ft.(optional): A text input field.
  - Note: A text input field.
  - A green button with a plus icon and the text "Add another permit".
  - Building Type \*: A dropdown menu set to "-- select --".
  - Tract Number: A text input field with "(optional)" to its right.
  - Start Date \*: A date picker.
  - End Date \*: A date picker.



4. Choose project type and building type in the drop down menus. For building type choose whichever captures the primary scope of the project. For multiple permits, each should reflect its own scope (demo, TI, new construction, etc.).  
Keep the target Recovery Rate of the Project at 65% in order to comply with state recycling mandates.

Project Value \* \$

Square Footage \*

Description \* 

description

Project Type \* 

Re-Roof

NEW FEATURE

Set Target Recovery Rate for the Project (optional)

Target Recovery Rate

65%

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](#)

Name	Position	Email	Phone	Cell
1. <a href="#">Jane Doe</a>	Contractor		800-000-0000	

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

No sub contractors.

NEXT STEP >

5. For the Project Manager section, click 'add/edit'. Check the box next to your name to add yourself as Project Manager. Fill out your Name, Position (role in project), email address and phone number. Click "Save Selected Project Managers".
6. To add project managers, click "Add New". You may also add subcontractors in the next field but this is optional.
7. Review all information for accuracy and then click "Next Step".

Project Managers - [\\*add/edit](#)

No Project Managers.

### Add Project Manager

Name \*

Position \*

Email \*

Phone \*  -  -  ext


Cell  -  -  ext

[ADD USER](#)

## Step 6- Create and Submit a CWMP- Materials Selection

- For most projects, you will check the box for “Mixed C & D.” However, if you plan to separate materials and bring them to different facilities, indicate that by checking the appropriate boxes (Reuse, Recycle or Dispose) in the “Source Separated Materials” section. Most C & D materials are recyclable.

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



### Does your Project need to comply with LEED?

[Learn more >>](#)

#### Materials List

\* Material does not count towards Recycling Totals

Materials	Reuse	Recycle	Dispose
<b>Mixed C &amp; D</b> - 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>			
<b>Mixed C &amp; D Debris</b> <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="checkbox"/>	N/A
<b>Source Separated Materials</b> - 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&amp;D as clean materials will increase your recycling rate and your chances of complying with this jurisdiction's recovery requirements.</small>			
<b>Appliances &amp; Equipment</b> <small>(All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)</small>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Asphalt - Pavement &amp; Grinding</b> <small>(Pavement and asphalt grindings. *EXCLUDES roofing materials*)</small>	N/A	<input type="checkbox"/>	N/A
<b>Asphalt - Roofing</b> <small>(Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&amp;D Debris".*)</small>	N/A	<input type="checkbox"/>	N/A
<b>Bricks, Masonry &amp; Stone Products</b> <small>(Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)</small>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Cardboard &amp; Paper Products</b> <small>(Corrugated cardboard, fiberboard, dunnage from packaging, shredded paper, and other paper materials.)</small>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Carpet &amp; Padding</b> <small>(Carpet scraps, foam, and related materials.)</small>	N/A	<input type="checkbox"/>	N/A
<b>Ceiling Tiles</b> <small>(Unpainted acoustic tiles.)</small>	N/A	<input type="checkbox"/>	N/A
<b>Concrete</b> <small>(Clean concrete with or without rebar.)</small>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Deconstructed &amp; Reuse Items</b> <small>(Reusable appliances, cabinets, doors, windows, fixtures, flooring, lumber &amp; materials)</small>	<input type="checkbox"/>	N/A	N/A



## Step 7- Create and Submit a CWMP- Transporter Method

1. Select your hauling method (roll off service or self-haul) and agree to the Terms and Conditions. **If using box or roll-off service, only the city's franchise waste hauler, EDCO, can provide this service.** If you choose "Self Haul" you must click the box next to "Self Haul Guidelines."
2. Then click "Next Step."

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

**EDCO Disposal and Self-Haul Requirements**

It is your responsibility to contact EDCO Disposal for a waste bin. You must ensure that EDCO Disposal knows you are contracting for "C&D Recycling Service" so that the material is properly handled and waste diverted.

For both EDCO and self-hauling, you **must** obtain weight tickets indicating the type and weight of the material collected.

In order to comply with the requirements of this CWMP, I will submit the materials necessary for self-hauling or contract with the following hauler: EDCO Disposal (562)-531-3054

\*\*\*\*\* The weight receipt must show the debris originated in Lakewood \*\*\*\*\*

I understand that I am responsible for obtaining copies of any and all weight tickets from EDCO Disposal and/or all facilities which receive debris from this project.

☒ I agree to Terms and Conditions

**Debris Box/Roll-Off 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)**


Franchise agreement: The City of Lakewood regulates the collection, removal and disposal of all solid waste and recycling materials generated within the City, as authorized by Lakewood Municipal Code. EDCO Disposal is the City's exclusive franchise collector for such materials and handles project's debris in such a way that complies with CalGreen standards.

\*\*\*\*It is your responsibility to contact EDCO Disposal for a waste bin. You must ensure that EDCO Disposal knows you are contracting for "C&D Recycling Service" so that the material is properly handled and waste diverted. You need to obtain and submit weight tickets from EDCO Disposal indicating the type and weight of the material collected. The origin of the debris must say Lakewood\*\*\*\*

**EDCO Disposal**  
950 E 27th St  
Long Beach, CA 90755  
562-531-3054


**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**

## Step 8- Create and Submit a CWMP- Facility Selection

1. Check the Facilities where your material will be hauled. Each type of material must be accounted for by choosing a facility for disposal, or if you plan to reuse or donate materials on other projects (such as dirt, appliances and other inert materials) then you would indicate that here as well.



This plan will be submitted to:  
**Lakewood, CA**



1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

< PREVIOUS STEP

NEXT STEP >

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"/> <b>American Industrial Services</b> ( <a href="#">map</a> ) 5626 Cherry Avenue Long Beach, CA 90805 562-272-8060	0.72 lbs	1.95 mi	77
<input type="checkbox"/> <b>Bel-Art</b> ( <a href="#">map</a> ) 2501 E. 68th St. Long Beach, CA 90805 562-259-2872	0.84 lbs	2.27 mi	50
<input type="checkbox"/> <b>Paramount Resource Recycling</b> ( <a href="#">map</a> ) 7230 Petterson Ln. Paramount, CA 90723 562-602-6505	1.57 lbs	4.24 mi	65
<input type="checkbox"/> <b>Construction &amp; Demolition Recycling, Inc.</b> ( <a href="#">map</a> ) 9309 Rayo Avenue South Gate, CA 90280 323-357-6900	2.63 lbs	7.10 mi	78
<input type="checkbox"/> <b>Falcon (JWR) Transfer Ctr Wilmington (BFI)</b> ( <a href="#">map</a> ) 3031 East 1st Street Wilmington, CA 90744 562-590-8531	2.65 lbs	7.14 mi	65
<input type="checkbox"/> <b>CR&amp;R - Stanton Transfer and Material Recovery Facility</b> ( <a href="#">map</a> ) 11232 Knott Avenue Stanton, CA 90680 714-890-6300	2.96 lbs	7.99 mi	65

## Step 9- Create and Submit a CWMP- Complete and Review

1. The “Submit for Approval” screen will appear. After reviewing the terms and conditions, check the box and provide your electronic signature by typing your name and selecting your title (role in this project) from the drop down menu. If you are a contractor, you will also need to provide your Contractor State License Number.
2. If you would like to receive a text message from Green Halo in addition to an email confirming submission of your plan, check the box and provide your mobile phone number.
3. Once finished, scroll to the bottom of the page and click “Submit Project For Approval”. A box will pop up; click the blue “OK” box.
4. You can log off or continue to the home screen to view your submitted plan. City staff will review your plan within 2-5 business days. You will receive an email notification from Green Halo when your plan is accepted/approved. You will need to keep all recycling and disposal facility weight tickets and records. If your plan is not approved, you will be notified with an email from Green Halo. Log into your Green Halo account and click the link in the red bar to read the reason why it was rejected and address the issues related to your project.



**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.

### Read the Terms and Conditions

Pursuant to the California Green Building Code (2016 CALGreen), the City of Lakewood requires that contractors/homeowners complete a Construction Waste Management Plan (CWMP) for the reduction of waste produced from demolition and construction work performed within the City. City staff will provide assistance in developing and implementing the Construction Waste Management Plan. If you have any questions regarding these requirements, please contact Public Works at (562) 866-9771 ext 2500.

Building Permit Applicant agrees that:

- The Construction Waste Management Plan (CWMP) must demonstrate that the project will achieve a minimum of 65% material recovery. Mixed C&D debris taken to an LA County registered facility will be credited at 65% recovery rate.
- Demolition permits will not be issued by the Building and Safety department without an approved CWMP. Be prepared to present proof of an approved CWMP to Building and Safety. The Green Halo confirmation page may be used to demonstrate proof of approval.
- Although the City does not require security deposits yet, all future applicants must be prepared to submit a CWMP with a deposit once the city ordinance has been passed.

### Acceptance & Signature

\*required fields

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

Note

Your Name \* Jane Doe

Title \* -- select --

**You must tell us your position**

☐ Send me text confirmation to my Phone (optional)

**SUBMIT PROJECT FOR APPROVAL**

greenhalosystems.com says

Your project is about to be submitted to the jurisdiction.

You will be unable to make changes to your plan after it is submitted.

Please click OK to continue or CANCEL to return to your plan

OK

Cancel



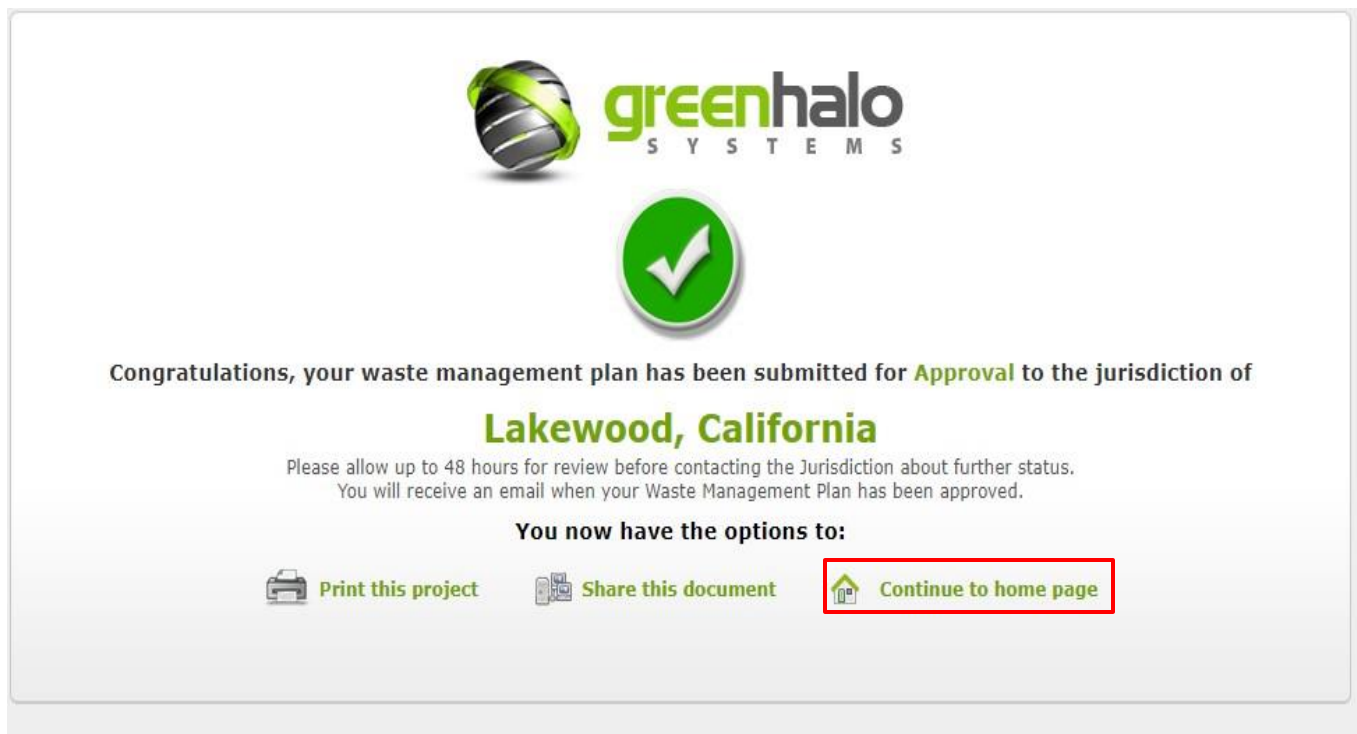
### Step 10- Submit additional materials if you are self-hauling

Once you submit your plan, the City will receive an email to review the application.

You will see a “Congratulations” banner from Green Halo. **If you obtain a bin/container from EDCO**, you may close the window and wait 2-5 business days to receive an email notification from the City about whether your plan has been accepted/approved or denied. Then, proceed to Step 10. **If you are self-hauling**, you will need to submit the vehicle information—current vehicle registration, insurance and a photo of the vehicle (used to self haul) with the license plate included. The City will **not** proceed with your application until these materials have been submitted.

**\*\*Please note that the vehicle used to self-haul must be owned by the contractor, and the individual providing the service must be the contractor himself, or an employee of the contractor.\*\***

1. Click on the “Continue to Home page”



If you are self-hauling, the City does not have all the necessary materials to accept your plan. While the City is in the process of reviewing other components of your CWMP, upload the necessary vehicle documentation details. Completing this step as soon as possible will expedite the CWMP approval process.

2. Click on “Waste Management Plans Pending Approval”

The screenshot displays the 'City of Lakewood, CA Waste Tracking System' interface. The header includes the city logo, a 'greenhalo' logo, and a 'Welcome!' message. A 'Contractor Totals (in tons)' table shows 'Only Available With Upgrade' for Reused, Recycled, and Disposed categories. The main navigation bar contains links for STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. Below this is a 'MY PROJECTS LIST' section with buttons for 'ADD ANOTHER PROJECT' and 'HOW TO CREATE A PLAN'. A filter bar shows 'Overview' selected, with counts for 'In Progress (0)', 'Submitted (1)', 'Approved (1)', 'Final (0)', and 'Completed (0)'. The main content area is titled 'PROJECT STATUS AND OVERVIEW' and contains a table with the following data:

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	1
Waste Management Plans in Progress	0
Waste Management Plans Pending Approval	1
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

3. Click on the “GH Tracking number” in green to submit self-haul information into the Green Halo system.

Map Satellite St Candlewood St Candlewood St

Project Name (map)  
Lakewood, CA 90711  
GH Tracking #: **GH513-906-5564** Permit #:  
Contractor: Test  
Phone: 800-000-0000-000

0.00 Recycled Tonnage	0.00 Disposed Tonnage	0% Inert Recovery (required 0.00%)	77% Non-Inert Recovery (required 0.00%)	77% Overall Diversion (required 65%)
+ Add Tickets (0)	+ Order Service	+ Post for Sale	≡ Functions	+ View Information

Status: Submitted Messages (0) Date Created: 01/13/22 Date Approved: N/A Days Active: 110

4. Choose the “Files” option and upload photos of your registration, insurance and a photo of your vehicle with the license plate visible.

Project: Project Name **GH513-906-5564**

PROJECT INFORMATION PROJECT STATISTICS TRANSPORTER METHOD RECOVERED MATERIALS FACILITIES & TICKETS BID SHEET DATA BY PERMIT **FILES** MESSAGES & HISTORY

**Project Information:**

Project Name:	Project Name	✓	Created
Tracking #:	GH513-906-5564	✓	Submitted
Address:	, Lakewood, CA	✗	Approved
Permit #:		✗	Tickets Uploaded (0)
Tract Number:	N/A	✗	Submitted For Final
Start Date:	02/27/22	✗	Completed
End Date:	01/13/23		
Project Type:	Re-Roof		
Building Type:	Commercial		
Project Value:	\$0		
Square Feet:	0		
Description File:	N/A		
Project Description:	description		



5. To upload your files, make sure that you first have the documents/photos saved on your computer. Then, click on the “Choose File” option and find the location on the computer where the file is saved.
6. Once you have located the file, click “Open.”
7. You must click on the “Upload File” option in order for the City to receive the documents.
8. If you upload the wrong file by accident, you may select the box and delete the file.
9. After uploading your documents, you may log out and wait for the City to approve your plan.

PROJECT INFORMATIONPROJECT STATISTICSTRANSPORTER METHODRECOVERED MATERIALSFACILITIES & TICKETS

BID SHEETDATA BY BY PERMITFILESMESSAGES & HISTORY

### Files & Documents

Upload support documentation other than weight tickets (e.g. reports, permits, documentation, etc.) These files are considered to be part of the final Demolition Debris Recovery Plan and will be visible to the jurisdiction and individuals given access to this project in Green Halo.  
(Acceptable file formats: .JPG, .DOC, .XLS, .PDF)

Upload Files & Documents

File \*

Choose File

No file chosen.JPG, .DOC, .XLS or .PDF

UPLOAD FILE

Files & Documents

No Uploaded Files.

### Step 11- Uploading Weight Tickets for Final Review

After the work is done, you must upload copies of all weight tickets within 10 days of project completion for loads of debris related to your project to obtain final sign-off. You may receive either hard copies or digital PDF documents from the facility.

1. Log into [www.lakewood.wastetracking.com](http://www.lakewood.wastetracking.com) and click on “Active and Approved Waste Management Plans (1)”.

City of  
**Lakewood,CA**  
Waste Tracking System

powered by Green Halo Systems

Welcome!  
Test Test  
Contractor  
Test

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

STATISTICS SETTINGS RECYCLER SEARCH DICTIONARY SUGGESTIONS REPORT BUG LOG OUT

MY PROJECTS LIST + ADD ANOTHER PROJECT ? HOW TO CREATE A PLAN FIND

Overview In Progress (0) Submitted (1) Approved (1) Final (0) Completed (0)

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	1
Waste Management Plans in Progress	0
Waste Management Plans Pending Approval	1
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

2. To add tickets, click on “Add Tickets.”
3. Upload PDFs or images of weight tickets from the facilities by:
  - a. If you received tickets from the facility in PDF format, you can upload them to your Green Halo account.
  - b. For hard copies of tickets, scan using a personal scanner and upload them to Green Halo using your computer, or
  - c. Take sharp photos of the tickets with your phone and upload them to the website using your phone.

Project: Project Name **GH287-938-3256**

**PROJECT  
INFORMATION**

**PROJECT  
STATISTICS**

**TRANSPORTER  
METHOD**

**RECOVERED  
MATERIALS**

**FACILITIES  
& TICKETS**

**BID SHEET**

**DATA BY  
BY PERMIT**

**FILES**







**MESSAGES  
& HISTORY**

**ADD  
TICKET**

**SUBMIT  
FOR FINAL**

### Project Information:

Project Name:	Project Name
Tracking #:	GH287-938-3256
Address:	5050 Clark Ave, Lakewood, CA
Permit #:	
Tract Number:	N/A
Start Date:	04/29/22
End Date:	08/09/22
Project Type:	Demolition/Deconstruction
Building Type:	Commercial
Project Value:	\$10,000
Square Feet:	10
Description File:	N/A
Project Description:	Removing wall

	<b>Created</b>
	<b>Submitted</b>
	<b>Approved</b>
	<b>Tickets Uploaded (0)</b>
	<b>Submitted For Final</b>
	<b>Completed</b>

4. Select the ticket type and enter all required information associated with that ticket.

- Ticket type
- Material Type
- Facility
- Hauled by (self-hauling or EDCO)
- Ticket #
- Ticket Date
- Weight (net weight)
- Unit of measure
- Percentage of Ticket to Project
- Name of submitter

Uploading Ticket Options:

- PDF format
- Scanning Tickets
- Photos of Tickets

With any option used, ensure the weight receipts/tickets are legible. **All weight receipts must show the origin as Lakewood, the Net Weight (or load), and must be from an approved facility. Weight receipts that reference MSW (trash) are non-acceptable.**

5. Upload a copy of the weight receipt you prepared by clicking on “Choose File,” then selecting the saved photo on your computer, and choosing “Open” to upload the document to the website.

6. Review the information and ticket information to ensure they match and click “Submit Ticket”.

We recommend that you save all original copies of your weight receipts until the project has been approved for final by the Public Works department.

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.

**The weight receipt MUST show the debris originated in Lakewood**  
\*\*\*\*\* The weight receipt MUST show the debris originated in Lakewood \*\*\*\*\*

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 \*

(if you hauled this load yourself enter Self Hauling, otherwise please enter the name of the company that hauled this load)

Ticket # \*

Ticket Image \*

Choose File

No file chosen

Ticket Date \*

Weight \*

Unit of measure \*

☐ Tons  
☐ Cubic Yards  
☐ Pounds

Percentage

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

Submitted By \*

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.

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.



The weight ticket should resemble the photo below:

EDCO Recycling & Transfer  
2755 California Ave  
Signal Hill, CA 90755  
(562) 997-1122

INVOICE

Customer: 0000      Ticket: 33567      In: 10:12      Truck: 0000  
Date: 11/29/21      Out: 10:31      Container:  
CASH CUSTOMER      Route: 11411  
Origin: 114 Lakewood

Address of Project

Commodity	Units	Rate	Extended Charge
11 SELFHAUL REFUSE	2.51	91.00 per TON	228.41
[Gross(In): 13,840. lbs Scl#2      Tare 8,820. lbs Scl#2      Net: 5,020. lbs]			
PAID CASH			240.00
CHANGE GIVEN			-11.59

\_\_\_\_\_  
JENNIFER G      Driver

7. After all tickets have been entered, click on green "Submit for Final" button.

City staff will review your tickets and when approved, you will receive an email confirmation from Green Halo. We recommend that you save all copies of your original weight receipts in your files

Project: Project Name GH287-938-3256

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	BID SHEET	DATA BY PERMIT	FILES	MESSAGES & HISTORY	ADD TICKET	<b>SUBMIT FOR FINAL</b>
---------------------	--------------------	--------------------	---------------------	----------------------	-----------	----------------	-------	--------------------	------------	-------------------------


#### Project Information:

Project Name:	Project Name	✓	Created
Tracking #:	GH287-938-3256	✓	Submitted
Address:	5050 Clark Ave, Lakewood, CA	✓	Approved
Permit #:		✓	Tickets Uploaded (2)
Tract Number:	N/A	⊘	Submitted For Final
Start Date:	04/29/22	⊘	Completed
End Date:	08/09/22		
Project Type:	Demolition/Deconstruction		
Building Type:	Commercial		
Project Value:	\$10,000		
Square Feet:	10		
Description File:	N/A		
Project Description:	Removing wall		

8. If you have met the recycling requirements, you will receive the message below. You may then continue to “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 77.00%

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 Lakewood. 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 Lakewood 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

Choose File

No file chosen

(DO NOT UPLOAD RECYCLING RECEIPTS HERE)

Comments

Submitted By \*

Jane Doe

SUBMIT FOR FINAL

The warning message pictured below will display on your final project submittal page if your project does not meet the minimum recovery requirement of 65%. This may be due to data entry error of weight tickets, or your loads may not meet the diversion requirement. Please review all weight ticket entries. Log into your account to make corrections, and then click on “Submit for Final”. If you have questions or if you did not meet the recycling requirements, call 562-866-9771 ext 2500 for assistance.

Project: Civic arts plaza GH482-081-9093

PROJECT INFORMATION

PROJECT STATISTICS

TRANSPORTER METHOD

RECOVERED MATERIALS

FACILITIES & TICKETS

BID SHEET

DATA BY PERMIT

FILES

MESSAGES & HISTORY

ADD TICKET

SUBMIT FOR FINAL

Submit

WARNING!



CURRENT PROJECT RECOVERY RATE OF 0.00%

DOES NOT MEET JURISDICTION RECOVERY RATE OF 65.00%

This project will be submitted for Final Inspection to the Jurisdiction of Lakewood. 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 Thousand Oaks 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

Browse

No file selected.

(DO NOT UPLOAD RECYCLING RECEIPTS HERE)

26

9. Once you submit for Final, the website will prompt you to confirm that you would like to continue to submit. You will not be able to make any changes to your application after this point. If you are satisfied with your application, click “Yes” to submit. You will then receive a “Congratulations” message from Green Halo.



**Congratulations, your waste management plan has been submitted for Final to the jurisdiction of**

**Lakewood, California**

Please allow up to 48 hours for review before contacting the Jurisdiction about further status.  
You will receive an email when your Waste Management Plan has been approved.

**You now have the options to:**



[Print this project](#)



[Share this document](#)



[Continue to home page](#)