

# DEMOLITION RECYCLING REPORT PROCESS

Residential, commercial and industrial demolition permits require completion of this Recycling Report process for the following projects:

- Remodel or Tenant Improvements where 2,700 square feet or greater of material is removed.
- Removal of a portion of a building where 5,000 square feet or greater of material is removed.

Area is calculated by the area of demolished material (example, 10' high x 20' long wall has an area of 200 sf).

Contractors and Subcontractors that fail to comply with the Demolition Recycling Report process will be subject to withholding of a demolition or building permit final and/or issuance of the Certificate of Occupancy. If you have any questions regarding this process, please call the Building Safety & Housing Department at (408) 586-3240.

**PART I - Prior to demolition permit issuance**, the Property Owner or Contractor shall submit on business letterhead to the Building Safety & Housing Department a Construction Waste Management Plan. The Plan shall including the following:

- 1) Project Name, address and permit number.
- 2) The Property Owner or Contractor, to the maximum extent possible, shall salvage and reuse or recycle all useful construction materials generated during the demolition and construction project including, but not limited to roofing materials, wood, drywall, metals, and miscellaneous and composite materials, aggregate base material, asphalt, and concrete. The Construction Waste Management Plan shall identify and estimate the total tonnage by material type to be removed, the tonnage by material type to be diverted from disposal in the landfill by efficient usage, recycling, reuse on the project or salvaged for future use or sale, and the percentage of material diverted from the landfill by material type. See sample Worksheet attached.
- 3) State that the project will conform with the City's franchise agreement for waste hauling and that all materials recycled and/or disposed shall be sorted on-site and hauled separately, with the exception of hauling conducted by the hauler listed on the [Recycling & Garbage Services webpage](#) which may be commingled.
- 4) Identify the diversion facility where the material collected will be taken.
- 5) Identify construction methods employed to reduce the amount of waste generated.
- 6) State that each Subcontractor that comes on-site shall receive a copy of the Construction Waste Management Plan and sign an acknowledgement that they received a copy (see sample form attached).

The Construction Waste Management Plan shall be updated as necessary and shall be accessible during construction for examination by the City.

**PART II - After completion of demolition and/or prior to final inspection**, the Property Owner or Contractor shall submit on business letterhead to the City's Solid Waste Program a Confirmation of Compliance letter stating compliance with the requirements of the Construction Waste Management Plan, listing all materials generated and actual quantities of materials diverted. The quantities of recycled materials shall be supported by copies of weight tags and/or receipts of "end dumps". Include the signatures of subcontractor's acknowledgement of receiving a copy of the Plan. Documents can be sent electronically via email to [MilpitasRecycles@ci.milpitas.ca.gov](mailto:MilpitasRecycles@ci.milpitas.ca.gov). A copy of the above documents shall be made available at the job site for the inspector.

Final inspection will not be signed off without the Confirmation of Compliance letter. If final inspection is made and the report is not presented, a re-inspection fee will be charged.

# Construction Waste Management Plan

Note: This sample form may be used to assist in writing the projects Construction Waste Management Plan.

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Waste Hauling Company: \_\_\_\_\_

Diversion Facility: \_\_\_\_\_

All Subcontractors shall comply with the project's Construction Waste Management (CWM) Plan. All Subcontractor foremen shall receive a copy of the plan and sign the CWM Plan Acknowledgment form. Milpitas Sanitation (MSI) is the designated Franchise Hauler for Milpitas and all hauling services needs to be conducted by MSI or self-hauled.

Subcontractors who fail to comply with the Waste Management Plan will be subject to back charges or withholding of payment, as deemed appropriate. For instance, Subcontractors who contaminate debris boxes that have been designated for a single material type will be subject to back charge or withheld payment, as deemed appropriate.

1. The project's overall rate of waste diversion will be \_\_\_\_\_ % (must meet the minimum % required per California Green Building Standards Code (CALGreen) and City of Milpitas Ordinance No. 65.149).
2. This project shall generate the least amount of waste possible by planning and ordering carefully, following all proper storage and handling procedures to reduce broken and damaged materials and reusing materials whenever possible. The majority of the waste that is generated on this jobsite will be diverted from the landfill and recycled for other use.
3. The attached CWM Plan Worksheet identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.
4. Waste prevention and recycling activities will be discussed at the beginning of weekly subcontractor meetings. As each new subcontractor comes on-site, the WMP Coordinator will present him/her with a copy of the CWM Plan and provide a tour of the jobsite to identify materials to be salvaged and the procedures for handling jobsite debris. All Subcontractor foremen will acknowledge in writing that they have received a copy of and will abide by the CWM Plan. A Construction Waste Management Acknowledgment form will be provided for Subcontractor to sign. Both the CWM Plan and the Acknowledgement form will be posted at the jobsite.
5. Salvage: Excess materials that cannot be used in the project, nor returned to the vendor, will be offered to site workers, the owner, or donated to charity if feasible.
6. All materials shall be sorted on site and hauled separately by MSI; MSI will provide a commingled drop box at the jobsite for most of the construction waste. The separately sorted boxes hauled by MSI will be taken to Mission Trail Waste Systems (MTWS) or Zanker Road Resource Management Facilities (Zanker). The commingled drop boxes will be taken to MTWS or Zanker facility for sorting. The average diversion rate for commingled waste will be \_\_\_\_\_% (must meet the minimum % required per CALGreen and City of Milpitas Ordinance No. 65.149). As site conditions permit, additional drop boxes will be used for particular phases of construction (e.g., concrete and wood waste) to ensure the highest waste diversion rate possible.
7. In the event that the waste diversion rate achievable via the strategy described in (6) above, is projected to be lower than what is required, then a strategy of source-separated waste diversion and/or waste stream reduction will be implemented. Source separated waste refers to jobsite waste that is not commingled but is instead allocated to a debris box designated for a single material type, such as clean wood or metal.

Notes:

- a. Waste stream reduction refers to efforts taken by the builder to reduce the amount of waste generated by the project to below four (4) pounds per square foot of building area.
  - b. When using waste stream reduction measures, the gross weight of the product is subtracted from a base weight of four (4) pounds per square foot of building area. This reduction is considered additional diversion and can be used in the waste reduction percentage calculations.
8. MSI will track and calculate the quantity (**in tons**) of all waste leaving the project and calculate the waste diversion rate for the project. MSI will provide Project Manager with an updated monthly report on gross weight hauled and the waste diversion rate being achieved on the project. MSI's monthly report will track separately the gross weights and diversion rates for commingled debris and for each source-separated waste stream leaving the project. In the event that MSI does not service any or all of the debris boxes on the project, MSI will work with the responsible parties to track the material type and weight (**in tons**) in such debris boxes in order to determine waste diversion rates for these materials.
  9. In the event that Subcontractors furnish their own debris boxes as part of their scope of work, such Subcontractors shall not be excluded from complying with the CWM Plan and will provide MSI weight and waste diversion data for their debris boxes.
  10. In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.
  11. Debris from jobsite office and meeting rooms will be collected by MSI. MSI will, at a minimum, recycle office paper, plastic, metal and cardboard.
  12. Contractor and all subcontractors shall comply with the City of Milpitas Franchise Agreement for waste hauling by only selecting the hauler listed on the [Recycling & Garbage Services webpage](#).

## Construction Waste Management Plan Worksheet

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Waste Hauling Company: \_\_\_\_\_

Diversion Facility: \_\_\_\_\_

WASTE MATERIAL TYPE	TONNAGE TOTAL MATERIAL TO BE REMOVED	DIVERSION METHOD				% PROJECTED DIVERSION RATE
		TONNAGE DIVERTED THROUGH EFFICIENT USE	TONNAGE RECYCLED	TONNAGE SALVAGED FOR FUTURE USE OR SALE	TONNAGE TOTAL MATERIAL DIVERTED	
Asphalt						
Concrete						
Shotcrete						
Metals						
Wood						
Rigid insulation						
Fiberglass insulation						
Acoustic ceiling tile						
Gypsum drywall						
Carpet/carpet pad						
Plastic pipe						
Plastic buckets						
Plastic						
Hardiplank siding and boards						
Glass						
Cardboard						
Pallets						
Job office trash, paper, glass & plastic bottles, cans, plastic						
Alkaline and rechargeable batteries, toner cartridges, and electronic devices						
Other:						
Other:						
Other:						
<b>TOTALS:</b>						

