



Municipal Green Halo Systems User Guide for a City Representative

January 2021

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About this User Guide

This document serves as a reference for City Representatives using Green Halo Systems, an online platform, to oversee and manage a Material Reduction and Recovery Plan (MRRP) that will track building materials leaving the construction site for reuse, recovery, or disposal.

The User Guide is organized into eight parts that together demonstrate how to set-up a MRRP and monitor progress for an individual project or across past and present activity. By following the instructions described in this document, a City Representative will be able to:

- Change a password,
- Search for a project,
- Complete project information,
- Assign a project to the general contractor,
- Navigate Green Halo System's dashboard to manage an active MRRP,
- Review and approve or reject an Initial and Final MRRP, and
- Export project reports to Microsoft Excel.

Keywords

Assign Project: A function in Green Halo Systems that allows a City Representative to send a MRRP to the general contractor of the Municipal Construction Project.

City Representative: The employee of the City and County of San Francisco who oversees the process for a Municipal Construction Project and is responsible for ensuring that the general contractor complies with all aspects of the contract documents. (*Environment Code, Chapter 7*)

Generic Agency Account: The city agency's administrative login and email password for Green Halo Systems (e.g., ENV.MRRP@sfgov.org). This account is primarily responsible for initiating a MRRP for a City Representative to enter project information and for monitoring overall performance.

Initial MRRP: The preliminary Plan submitted by the general contractor to the project's City Representative for approval or rejection. The Initial MRRP identifies the following: anticipated material recovery rate, anticipated material Transporter(s), anticipated recovered materials, and anticipated Facilities for material recovery.

Final MRRP: The finished Plan submitted by the general contractor to the project's City Representative for approval or rejection. The Final MRRP is the completed report which details the following: Project's material recovery rate, hired material Transporter(s), actual recovered materials, and actual Facilities used for material recovery and the weight tickets.

MRRP: Material Reduction and Recovery Plan, formerly known as "Construction and Demolition Debris Management Plan". The intent of the MRRP is to ensure that the project team is maximizing the highest and best use of building materials. An optional review of the MRRP by the Department of the Environment is available upon request.

Municipal Construction Project: Includes any planning, design, or construction activity, including deconstruction, demolition, New Construction, Whole Building Major Renovation, Major Renovation, Tenant

Improvement, or building addition performed either by a City Department at a site, Building, City-Owned Building, or City Leasehold, or by tenants at a City-Owned Building. (*Environment Code, Chapter 7*)

Step 1: Change Password

The administrator of the Generic Agency Account for your Department is tasked with creating a City Representative's user account and temporary password and sharing these with you. These will not be sent to you by Green Halo Systems or the Department of the Environment.

This section shows how a City Representative can **Change Password**, which (at a minimum) should be done when the City Representative logs in for the first time.

- A. Open your internet browser (recommended: Chrome or Edge).
- B. Type "www.sfgov.wastetracking.com" in the search bar.
- C. Once on the webpage, click on **Log In** and type in your City Representative's email and current password.



- D. On the home page go to the horizontal main menu bar. Hover your cursor over **SETTINGS**. Then, click on **Change Password**.

The screenshot shows the 'SETTINGS' menu open, with 'Change Password' highlighted. Below the menu is a table with the following data:

	Last 30 Days	Last 6 Months	This Year	All Time
Recovery Rates	0	0	0	0
Terms & Conditions	4	6	6	6
Franchise Agreements	0	0	0	0
Materials List	4	13	13	13
Facilities List	1	2	2	2
Vendors	15	28	28	28
Permits & Tickets	0	4	4	4
Classifications	4	7	7	7
Required Documents	4	6	6	6
Checklist	4	7	7	7
Files & Documents	4	7	7	7
Tips & Messages	4	7	7	7
Upload Logo	4	7	7	7
Users	4	7	7	7
Change Password	4	6	6	6

E. The user will then be prompted to enter the current (a.k.a. "Old") Password, New Password, and Verify (new) Password. Then, Click on **CHANGE PASSWORD**.

The screenshot shows the 'Change Passwords' form with the following fields:

- Old Password *
- New Password *
- Verify Password * (type your password again)

An orange arrow points to the **CHANGE PASSWORD** button.

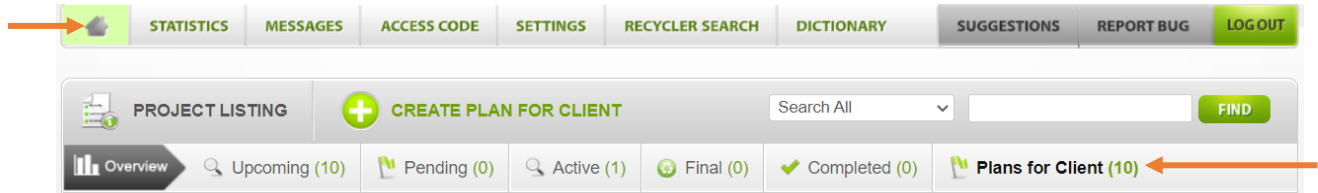
Step 2: Search for a Project

Reminder: The administrator of the Generic Agency Account for your Department will start the MRRP and inform you when it is ready. The City Representative will not receive an automatic notification that a project has been created in Green Halo Systems.

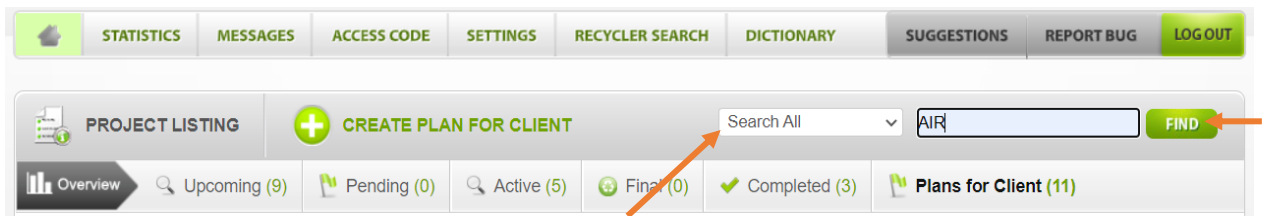
There are at least three ways to locate a project in Green Halo Systems:

1. Search by Agency.

A. Start at the Green Halo Systems homepage by clicking the home icon  and then **Plans for Client**.



B. Move your cursor to the Search All text box near the top right corner. In the text box type your agency's acronym (e.g., "AIR", "DPW", "MTA", "PRT", "PUC", or "REC"). Then click on **FIND**.



C. A pop-up box will appear displaying your agency's portfolio. (The example below shows the results of a search for "AIR".) A project will be listed in one of the following stages, depending on the work done to date:

- **Upcoming:** This means that a project is in-progress and it is not ready to submit for approval (or rejection). Click on **Upcoming** to find a list of projects that are just starting out.
- **Pending:** This means that an Initial MRRP has been submitted and it is not yet approved. Click on **Pending** to find a list of projects awaiting review and approval by a City Representative.
- **Active:** This means that the City Representative has approved the Initial MRRP and the project team can start tracking material flow and uploading weight tickets. Click on **Active** to find a list of projects currently underway.
- **Final:** This means that the Contractor has submitted the Final MRRP to the City Representative and it is pending approval (or rejection). Click on **Final** to find a list of projects awaiting review and approval by a City Representative for close-out.
- **Completed:** This means that the City Representative has approved the Final MRRP and the project is done – no additional construction materials will be leaving the project site. Click on **Completed** to find a list of projects that are finished.

To access a MRRP, simply click on the address in green text or on the Green Halo Systems Tracking Number (each project is assigned a unique Tracking Number).



SEARCH RESULTS FOR AIR

Upcoming Plans Search Results (4)

- | | |
|--|---|
| <p>1. 123 Airport Dr (map)
 SFO Test
 123 Airport Dr
 City and County of San Francisco, CA 94111</p> | <p>Permit# :
 Tracking# : GH930-933-3664
 Status: Upcoming</p> |
| <p>2. 679 N. McDonnell Road (map)
 SFO AirTrain Extension and Improvements (Guideway)
 679 N. McDonnell Road
 City and County of San Francisco, CA 94128</p> | <p>Permit# : 17202 / 10504
 Tracking# : GH916-306-7267
 Status: Upcoming</p> |
| <p>3. P.O. Box 8097 (map)
 Air Train
 P.O. Box 8097
 City and County of San Francisco, CA 94128</p> | <p>Permit# :
 Tracking# : GH332-944-6412
 Status: Upcoming</p> |
| <p>4. 1 Airport Way (map)
 SFO Test by Manny
 1 Airport Way
 City and County of San Francisco, CA</p> | <p>Permit# :
 Tracking# : GH848-714-8598
 Status: Upcoming</p> |

Pending Plans Search Results (0)

Active Plans Search Results (4)

- | | |
|--|---|
| <p>1. San Francisco International Airport (map)
 SFO Runway 10L-28R Rehabilitation
 San Francisco International Airport
 City and County of San Francisco, CA 94128</p> | <p>Permit# : 11586
 Tracking# : GH759-593-0902
 Status: Active</p> |
| <p>2. 797 S. Airport Boulevard (map)
 SFO AirTrain Extension Long Term Parking AirTrain Station (Lot DD)
 797 S. Airport Boulevard
 City and County of San Francisco, CA 94128</p> | <p>Permit# : 19008 / 10504
 Tracking# : GH512-837-9787
 Status: Active</p> |
| <p>3. 59 S. McDonnell Raod (map)
 SFO Airtrain Extension Hotel Airtrain Station
 59 S. McDonnell Raod
 City and County of San Francisco, CA 94128</p> | <p>Permit# : 18139 / 10504
 Tracking# : GH964-984-5427
 Status: Active</p> |

Final Plans Search Results (0)

Completed Plans Search Results (1)

- | | |
|---|--|
| <p>1. 797 S Airport Blvd (map)
 SFO Terminal II Renovations
 797 S Airport Blvd
 City and County of San Francisco, CA 94128</p> | <p>Permit# : 202012220
 Tracking# : GH503-266-2379
 Status: Completed</p> |
|---|--|

Plans for Clients Search Results (2)

- | | |
|--|---|
| <p>1. 123 Airport Dr (map)
 SFO Test
 123 Airport Dr
 City and County of San Francisco, CA 94111</p> | <p>Permit# :
 Tracking# : GH930-933-3664
 Status: Upcoming</p> |
| <p>2. P.O. Box 8097 (map)
 Air Train
 P.O. Box 8097
 City and County of San Francisco, CA 94128</p> | <p>Permit# :
 Tracking# : GH332-944-6412
 Status: Upcoming</p> |

2. Search by project stage.

- A. From the PROJECT LISTING, select the project stage: Upcoming, Pending, Active, Final, or Completed.
- B. Click on the Green Halo Systems Tracking Number (**GH Tracking #**). (Note: From the **Upcoming** project stage, you can also click on **Start Here**).

1 123 Main St, City and County of San Francisco, CA 94110 ([map](#)) Contractor: GH Tracking #: GH079-941-2796 Permit #: Phone:

0.00 Recycled Tonnage	0.00 Disposed Tonnage	0% Inert Recovery (required 0.00%)	0% Non-Inert Recovery (required 0.00%)	0% Overall Diversion (required 65%)
Start Here	Order Service	Post for Sale	Functions	Submit for Approval

Status: In Progress Messages (0) Date Created: 11/06/20 Date Approved: N/A Days Active: 1

3. Search by keyword.

From any webpage, use the **Search All** feature by entering the project name, address, or Green Halo Systems Tracking Number in the text box and then click on **FIND**.

Step 3: Complete Project Information

Once the City Representative locates the project, it is possible to fulfill the responsibility of completing the **Project Information** section.

- A. Once a project is clicked on the City Representative is then directed to the first step in developing the Initial MRRP.
- B. If not already filled-in by the Department administrator, complete the General Information under **Project Information**.

Adding New Projects
Step 1 of 5 - Test Project - GH079-941-2796
Update the project information below

This plan will be submitted to:
 City and County of San Francisco, CA

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

Important Project Requirements:
The Construction & Demolition Debris Management Plan (CDDMP) / Material Reduction Recovery Plan (MRRP) must be completed by the contractor. The CDDMP / MRRP must demonstrate that the project will achieve a minimum recovery of 75%. It is illegal to take Construction & Demolition (C&D) debris directly to a landfill.

General Information *required fields

Project Name *

Street Address *

Apt/Suite #

Jurisdiction City and County of San Francisco
State CA
Zipcode 94110
County San Francisco

[upload project images](#)

C. Enter all relevant details under Project Information.

- Permit/Project #: The identifier provided by the Department of Building Inspection (or the City Representative’s agency).
- Project Type: An indicator that includes the acronym for the Primary Agency and the type of work (Alteration, New Construction, or Full Demolition).
- Indicate if the permit is issued by the Department of Building Inspection.

The screenshot shows a web form titled "Project Information" with a green asterisk indicating required fields. The form includes several input fields: "Permit/Project #" (text input with value 12345678), "Building Type" (dropdown menu), "Sponsoring Agency" (dropdown menu), "Project Block/Lot #" (text input), "Start Date" and "End Date" (calendar pickers), "Project Cost" (text input with a dollar sign icon), and "Square Footage" (text input). A "Description" field is a large text area. Below these fields are two buttons: "Upload File" and "Upload Material Reduction Recovery Plan". At the bottom, there is a "Set Target Recovery Rate" section with a "NEW FEATURE" badge and a dropdown menu set to "65%". A dropdown menu for "Select Project Type" is open, showing options like "AIR | Alteration", "AIR | Full Demolition", "AIR | New Construction", "DPW | Alteration", "DPW | Full Demolition", "DPW | New Construction", "MTA | Alteration", "MTA | Full Demolition", "MTA | New Construction", "PRT | Alteration", "PRT | Full Demolition", "PRT | New Construction", "PUC | Alteration", "PUC | Full Demolition", "PUC | New Construction", "REC | Alteration", "REC | Full Demolition", and "REC | New Construction". Two orange arrows point to the "Permit/Project #" field and the "Select Project Type" dropdown menu.

- Building Type: The sector. Select “Municipal” (this is the only option).
- Sponsoring Agency: The agency the work is done on behalf of (e.g., LIB Public Library).

Project Information *required fields

Permit/Project # * 12345678 DPW | Alteration

Building Type * Municipal

Sponsoring Agency * -- select --

Project Block/Lot # * HOM Homelessness Services

Start Date * HRC Human Rights Commission

End Date * HRD Human Resources

Project Cost * HSA Human Services Agency

Square Footage * HSS Health Service System

JUV Juvenile Probation

LIB Public Library

LLB Law Library

MTA Municipal Transprt'n Agency

MYR Mayor

NON Non-Departmental Banking

PDR Public Defender

POL Police

PRT Port

PUC Public Utilities Commsn

REC Recreation & Park Commsn

REG Elections

RET Retirement System

Upload File

NEW FEATURE

Set Target Recovery Rate

Target Recovery Rate 65%

No File Uploaded (PDF Files Only)

Upload File

Upload Material Reduction and Recovery Plan

No File Uploaded (PDF Files Only)

Project (optional)

It want to set the recovery bar even higher. Green Halo automatically defaults to 65% to help projects attempt to comply with local ordinances. With this feature, projects attempting to set higher target recovery rates may now set higher target recovery rates. This function is intended to affect or override any local ordinance which takes precedence.

- Project Block/Lot #
 - Project Start Date and estimated End Date
 - Project Cost
 - Square Footage
 - Project Description: A text box entry for a high-level, basic overview of the project scope (approximately 2-3 sentences).
- Note: The City Representative can task the general contractor with the completion of this section.

Description *

Upload File

Upload Material Reduction and Recovery Plan

No File Uploaded (PDF Files Only)

- **Upload Material Reduction and Recovery Plan:** The location where the general contractor uploads the detailed material management plan for the project (PDF format). The file will include items such as the dust control strategy, equipment and fuel type overviews, traffic control, etc.
- Note: The City Representative is encouraged to establish expectations for what the general contractor should include in the material management plan.

D. Set the **Target Recovery Rate**.

Important Tip:

- City Representatives will need to ensure the required minimum recovery rate is consistent with applicable code (e.g., Environment Code Chapter 7, CalGreen)
- The system has been set to a default minimum of 65% to accommodate historic code requirements.
- For most projects, the City Representative will likely need to increase the Target Recovery Rate to at least 75%.

NEW FEATURE

Set Target Recovery Rate for the Project (optional)

Target Recovery Rate 75% ▼

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.

E. Enter **Designated Contacts** and click on ***add/edit** to add the point of contact (POC) for this project (e.g., City Representative(s) and general contractor).

Designated Contact - ***add/edit**

No Designated Contact.

NEXT STEP >

Enter POC information.

- Name
- Company
- Position
- Email
- Primary Phone Number
- Cell-Phone Number

Add Designated Contact

Name *

Company *

Position *

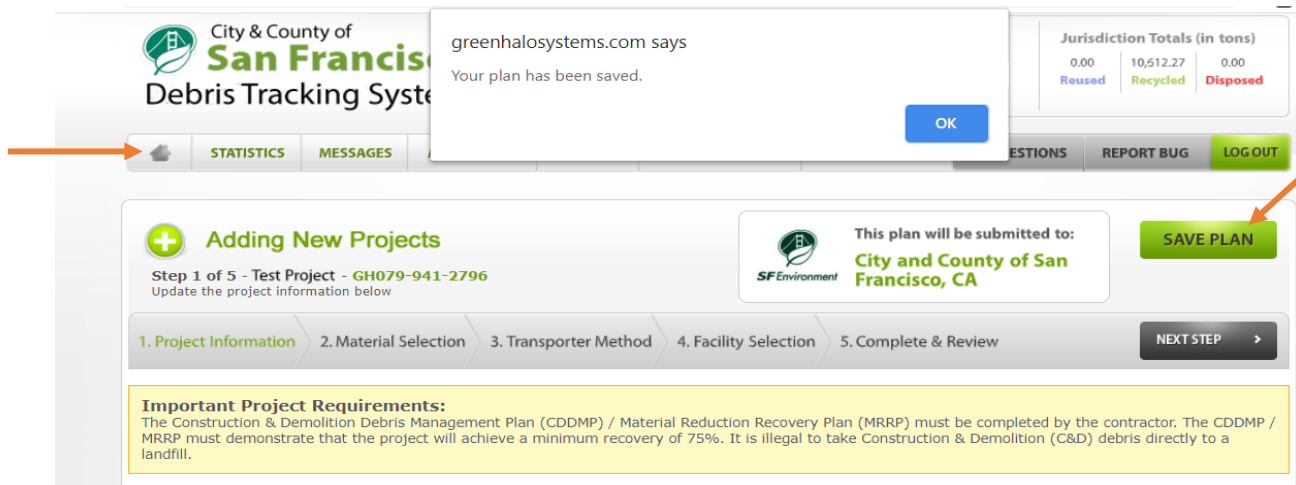
Email *

Phone * - - ext

Cell - - ext

ADD USER

- F. Click **SAVE PLAN** on the top right corner and there will be a pop-up message confirming that the MRRP has been saved. Then click the home icon to return to your dashboard.

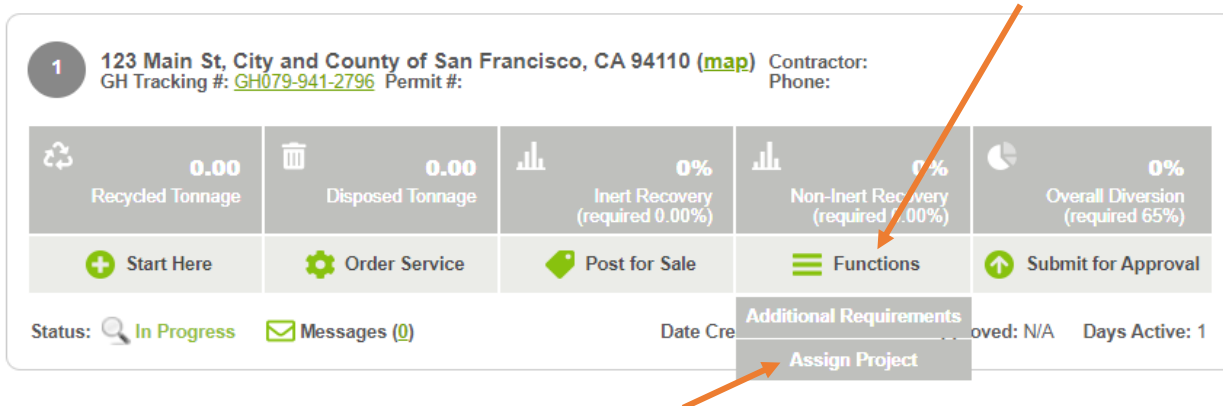


Step 4: Assign Project to General Contractor

Now that the Project Information section of the MRRP is completed, it can be assigned to the general contractor.

Note: It is the City Representative’s responsibility to use the **Assign Project** function to add the general contractor to the project. It is typically the general contractor’s responsibility to prepare and submit the Initial MRRP, followed by the Final MRRP, for approval (or rejection) to the City Representative.

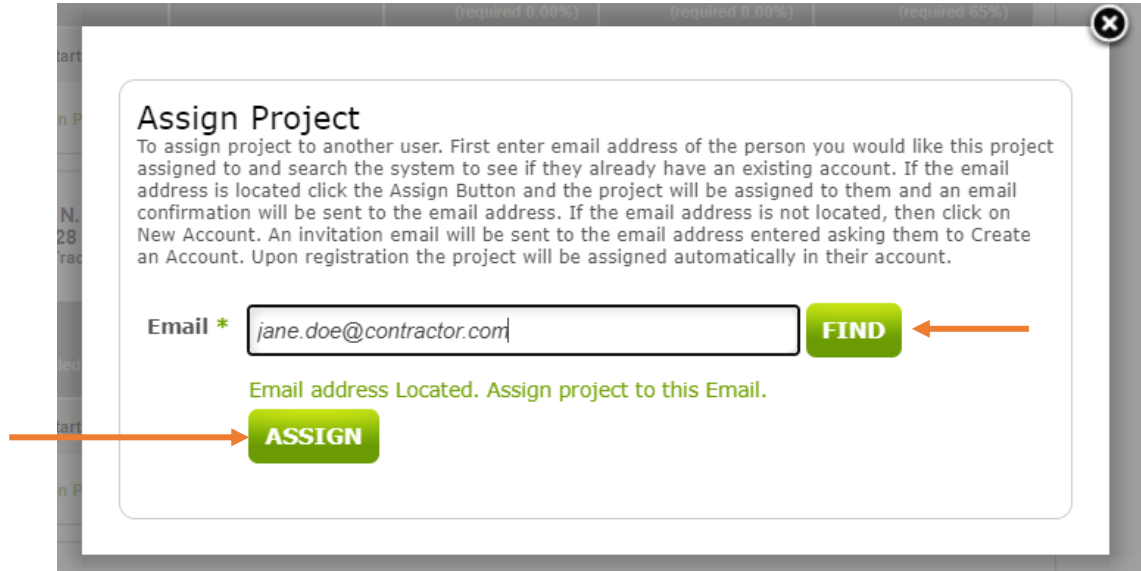
- A. Search for the project under **Plans for Clients** and click on **Functions**, which has a drop-down menu, and select **Assign Project**.



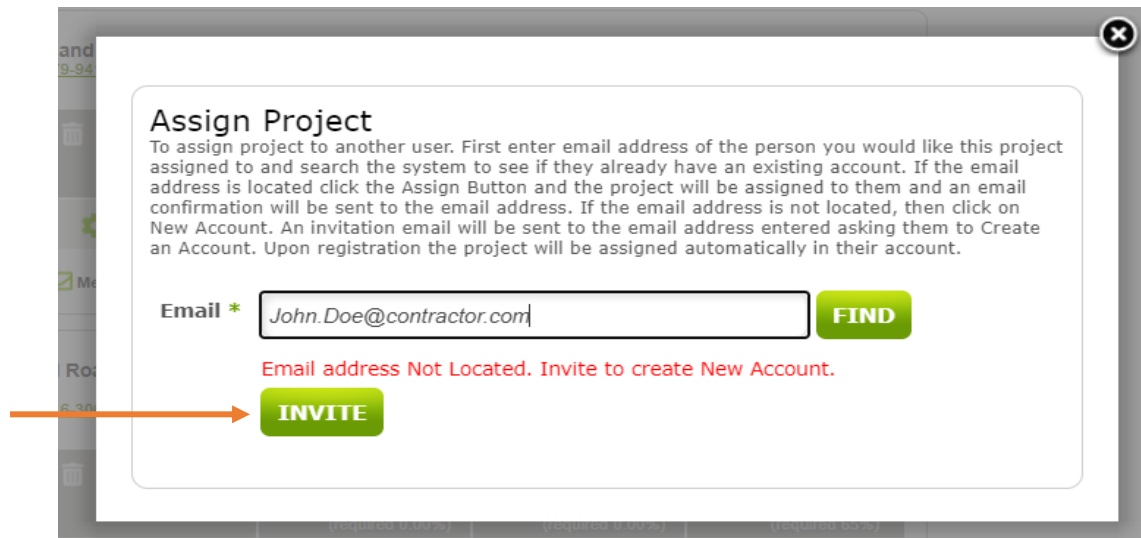
By clicking on **Assign Project**, a pop-up box will appear. Enter the general contractor’s email and click **FIND** and then **ASSIGN**. Green Halo Systems will send an email to the general contractor asking them to accept MRRP assignment.

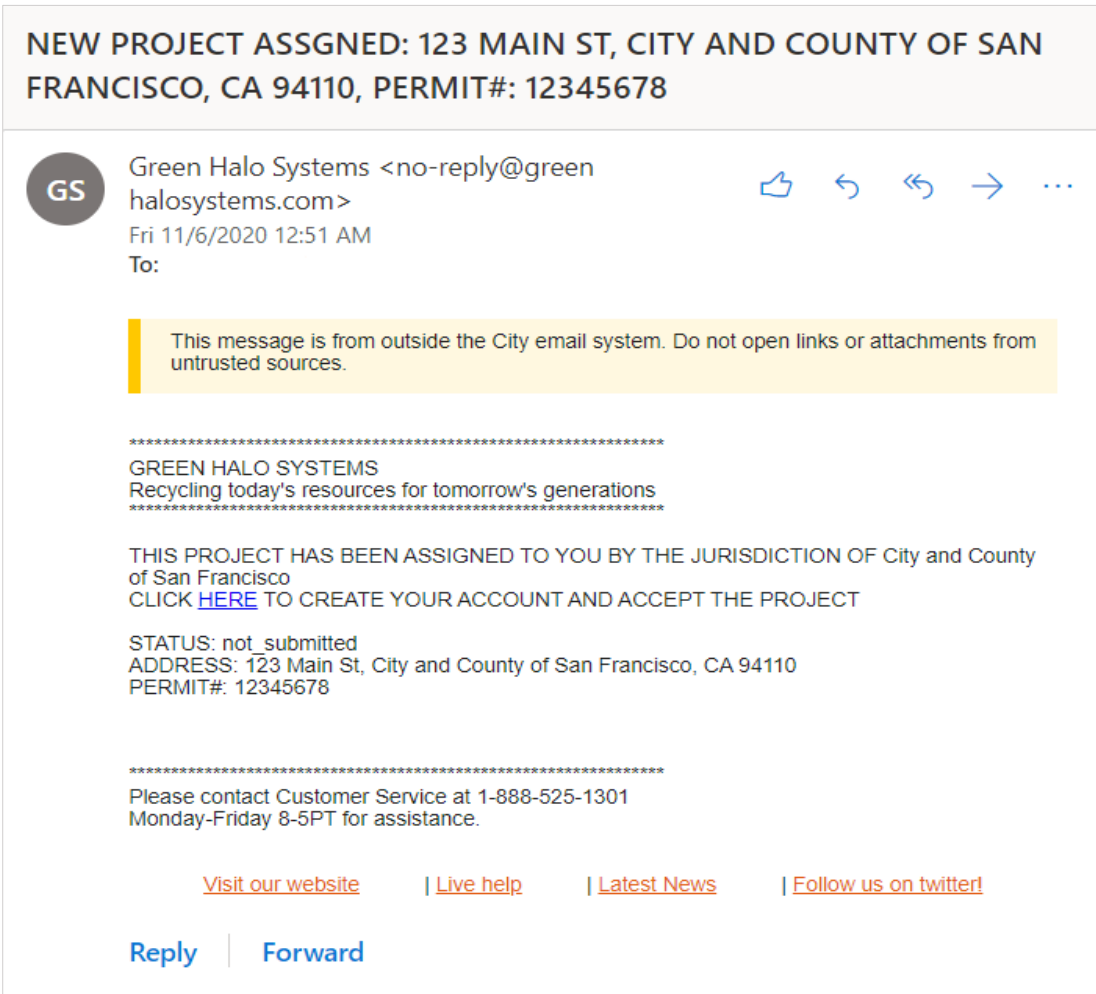
Important Tip:

- Do not re-assign a project to another project member until the first person you assign the project accepts the project.
- This Assign Project function should only be used for inviting the general contractor. It should not be used to invite other City Staff project team members. These City Representatives can access the project by using the Search function (See Step 2).

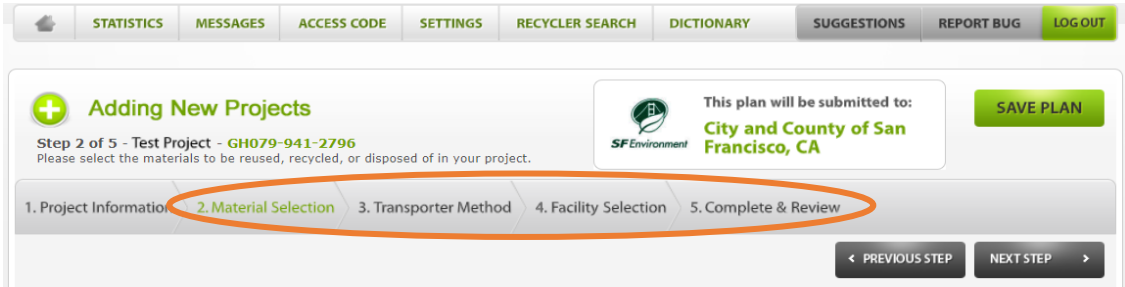


Note: If the general contractor does not already have an account registered with Green Halo Systems, then click on **INVITE**. An email will be sent to the general contractor from Green Halo Systems with a hyperlink to register (as shown in the sample email below). Once the new user account is activated the assigned project will appear in their dashboard.





- B. At this stage, it is the general contractor’s responsibility to prepare and submit the Initial MRRP, which includes completing these steps in Green Halo Systems:
- Material Selection
 - Transporter Method
 - Facility Selection
 - Complete & Review
- Note: The City Representative can oversee the progress made by the general contractor at any time.

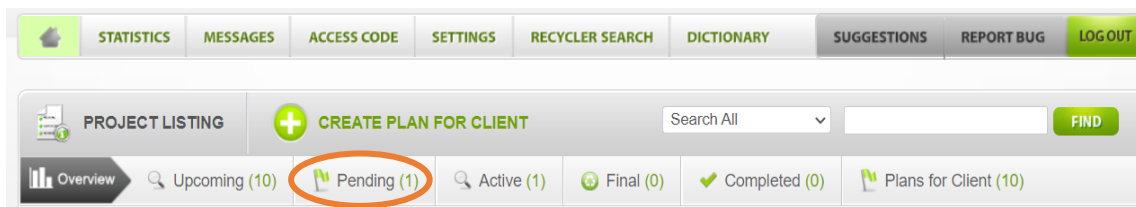


Step 5: Review and Approve or Reject Initial MRRP

- A. Once the Initial MRRP is submitted for approval by the general contractor the City Representative will receive an email from Green Halo Systems.



- B. Log in to your City Representative account via www.sfgov.wastetracking.com.
- C. The dashboard will show that the project stage has changed from Upcoming to Pending. This means that it is pending approval. Click on **Pending**.



- D. To review the project, click on **Start Here** or the Green Halo tracking number (See Step 2).

There are 8 sections to review before the City Representative should click on PROJECT APPROVE/REJECT.

- Project Information
- Project Statistics
- Transporter Method
- Recovered Materials
- Facilities & Tickets
- Files

- Messages & History
- Additional Requirements

Project: Test Project **GH079-941-2796**

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	FILES	MESSAGES & HISTORY	ADDITIONAL REQUIREMENTS	PROJECT APPROVE/REJECT
---------------------	--------------------	--------------------	---------------------	----------------------	-------	--------------------	-------------------------	------------------------

E. The first section is **Project Information**. This information has likely already been completed and can be edited if necessary.

Note: The following MRRP example does not represent an actual project – it shows arbitrary scenarios.

Important Tip: The general contractor should have attached the Project Description file which is viewable during this first step of reviewing the Initial MRRP.

Project: Test Project **GH996-576-5435**

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	FILES	MESSAGES & HISTORY	ADDITIONAL REQUIREMENTS	PROJECT APPROVE/REJECT
---------------------	--------------------	--------------------	---------------------	----------------------	-------	--------------------	-------------------------	------------------------

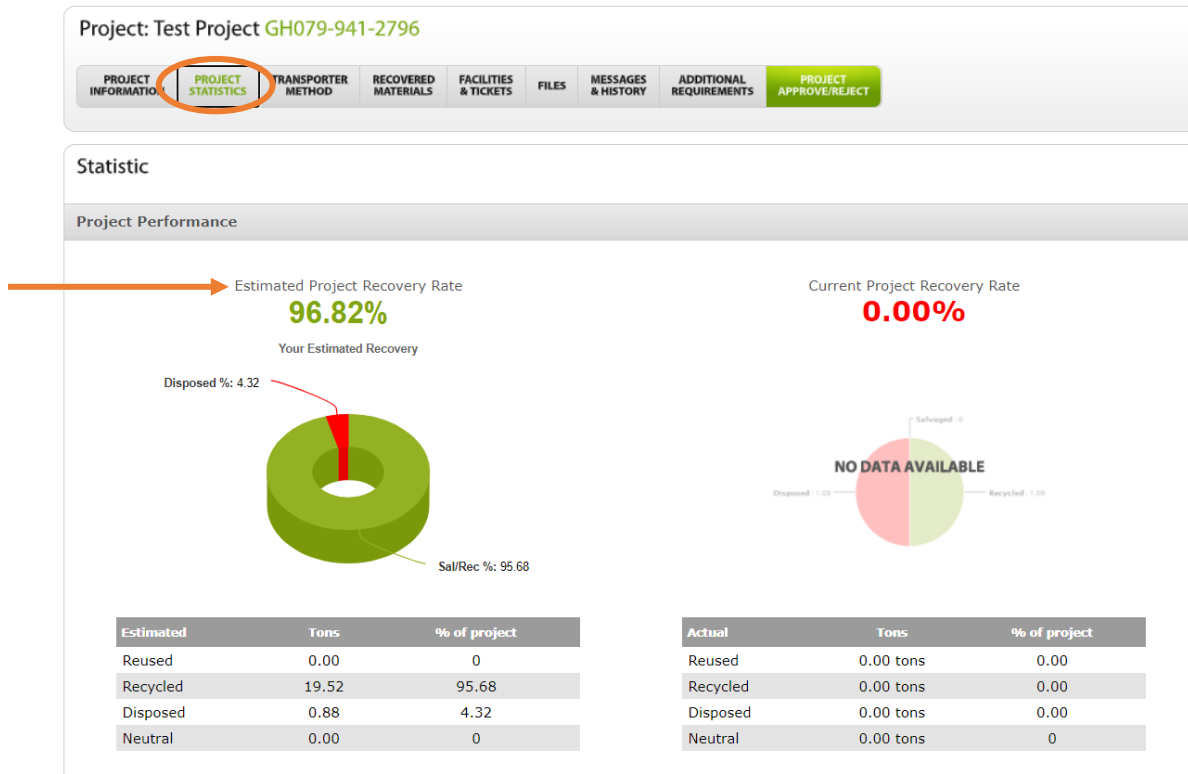
Project Information: ASSIGN PROJECT **EDIT INFORMATION**

Project Name:	Test Project	Project Status: <div style="display: flex; align-items: center; margin-bottom: 5px;">✓ Created</div> <div style="display: flex; align-items: center; margin-bottom: 5px;">✓ Submitted</div> <div style="display: flex; align-items: center; margin-bottom: 5px;">⊘ Approved</div> <div style="display: flex; align-items: center; margin-bottom: 5px;">⊘ Tickets Uploaded (0)</div> <div style="display: flex; align-items: center; margin-bottom: 5px;">⊘ Submitted For Final</div> <div style="display: flex; align-items: center;">⊘ Completed</div>
Tracking #:	GH996-576-5435	
Address:	123 Main St., City and County of San Francisco, CA	
Permit #:	123456 - 11/10/20	
Project Block/Lot #:	32152	
Start Date:	11/10/20	
End Date:	11/10/21	
Project Type:	DPW Alteration	
Building Type:	Municipal	
Sponsoring Agency:	LIB Public Library	
Project Value:	\$500,000	
Square Feet:	3,000	
Description File:	Material Reduction and Recovery Plan.pdf View File	
Project Description:	Test	

Designated Contacts

Name	Position	Email	Phone	Cell
1. Jane Doe	General Contractor	jane.doe@contractor.com	800-000-0000	

F. Click on **PROJECT STATISTICS** to view the measurement of the project's performance based on both the estimated and actual recovery rates. Since this is an Initial MRRP, the only data present is based on the estimated recovery rate.



G. Click on **TRANSPORTER METHOD**, which shows the anticipated material Transporter. There are 3 options the general contractor can select:

- Debris Box / Roll-off Service
- Registered Transporter (Registered with the City and County of San Francisco to haul mixed C&D materials)
- Self-Haul

Project: Test Project GH079-941-2796

PROJECT INFORMATION | PROJECT STATISTICS | **TRANSPORTER METHOD** | RECOVERED MATERIALS | FACILITIES & TICKETS | FILES | MESSAGES & HISTORY | ADDITIONAL REQUIREMENTS | PROJECT APPROVE/REJECT

Transporter Method: Self Haul

You have agreed to comply with the self haul guidelines.

Self Haul Guidelines


By selecting self-haul I am agreeing that my organization has a valid Transporter Registration with the City and County of San Francisco or will contact debrisrecovery@sfgov.org to obtain a valid Transporter Registration. For more information on the City and County of San Francisco's self-haul rules and regulations click on the link: <https://sfenvironment.org/construction-demolition-requirements>

H. Click on **RECOVERED MATERIALS** to view the anticipated material types and the estimated amounts for each. Since this is the Initial MRRP, the only data present is based on the estimated amount of materials.

Project: Test Project **GH996-576-5435**

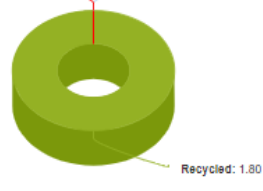
[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
[MESSAGES & HISTORY](#)
[ADDITIONAL REQUIREMENTS](#)
[PROJECT APPROVE/REJECT](#)

Total Actual Materials Recovered * Material does not count towards Recycling Totals




2. Mixed C & D Debris

Estimated
Displayed in Tons



Actual



Material Statistics for Mixed C & D Debris						
	reused	% of project	recycled	% of project	disposed	% of project
Estimated	0.00	0%	1.80	100%	0.00	0%
Actual	0.00	0%	0.00	0%	0.00	0%

Selected Facilities for Mixed C & D Debris (1.80 tons recycled)		
Facility	Address	Phone
Premier Recycle	(map) 260 Leo Avenue, San Jose, CA 95112	408-297-7910

Materials * Material does not count towards Recycling Totals

Materials Selected (2)	Facilities selected for this material
1. Concrete	Brisbane Recycling Co INC. (18.60 tons recycled)
2. Mixed C & D Debris	Premier Recycle (1.80 tons recycled)

Materials Actually Used (0)	Facilities actually used
No facilities	

- I. Click on **FACILITIES & TICKETS** to review the anticipated Facilities that the general contractor selected for each material indicated.

Project: Test Project GH996-576-5435

[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
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[PROJECT APPROVE/REJECT](#)

Material Recovery by Facility



PROJECT RECOVERY VOLUME TRENDS

FACILITIES AND TICKETS

* Material does not count towards Recycling Totals

FACILITIES AND MATERIALS

* Material does not count towards Recycling Totals

Facilities - Anticipated (2)	Materials to be taken to this facility
1. Brisbane Recycling Co INC.	Concrete
2. Premier Recycle	Mixed C & D Debris

Facilities Actually Used (0)	Materials taken to this facility
No facilities	

- J. Click on **FILES** to view files (e.g., manifests, hazardous materials report) uploaded by the general contractor, City Representative, or other team members.

Project: Test Project **GH996-576-5435**

[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
[MESSAGES & HISTORY](#)
[ADDITIONAL REQUIREMENTS](#)
[PROJECT APPROVE/REJECT](#)

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

[UPLOAD FILE](#)

Files & Documents

No Uploaded Files.

- K. Click on **MESSAGES & HISTORY**, where written communications are logged between the City Representative and other team members assigned to the project. The administrator of the Generic Agency Account also has access to view messages. When messages are posted, notifications are sent via email.

Project Actions are also displayed in this section.

Project: Test Project **GH996-576-5435**

[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
[MESSAGES & HISTORY](#)
[ADDITIONAL REQUIREMENTS](#)
[PROJECT APPROVE/REJECT](#)

Messages - sent and received

Pre-Defined Messages and Responses

Urgent Message

Type a message to a representative from the Jurisdiction and County of kelaia cruz. Representative will be notified when message is sent.

[SEND MESSAGE](#)

Project Notes - notes and remarks, only viewable by Jurisdiction Users

[ADD NOTE](#)

Project History

Plan Status: Submitted To Jurisdiction
Permit Number: 123456
123456 - 11/10/20
Date Start: 11/10/20
Date Submitted for Approval: 11/10/20 15:14:50
Created and/or Submitted by: Jane Doe , Contractor

Project Actions

Number of Times Project Re-Assigned to Others: 1

Note
1. This project was assigned by John Doe to Jane.Doe@sfgov.org by John.Doe@sfgov.org on 11/10/20
2. This project was accepted by Jane Doe by Jane.Doe@sfgov.org on 11/10/20
3. Contractor has read and agreed to Self Haul Guidelines on 11/10/20 Read More
4. Contractor has read and agreed to the Jurisdiction's Terms and Conditions on 11/10/20 Read More

- L. Click on **ADDITIONAL REQUIREMENTS**, to add specific mandatory measures that must be met by the general contractor. (Requirements can also be added after the approval of the Initial MRRP.) The general contractor will be able to view these requirements on the MRRP and can upload corresponding files and information.

Project: Test Project **GH996-576-5435**

PROJECT INFORMATION	PROJECT STATISTICS	TRANSPORTER METHOD	RECOVERED MATERIALS	FACILITIES & TICKETS	FILES	MESSAGES & HISTORY	ADDITIONAL REQUIREMENTS	PROJECT REJECT/APPROVE
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Add Requirement to Project

Adding an additional requirement to project will require the user to upload additional information to this project before plan can be approved for Final. Add as many additional requirements as you wish. Each requirement will require the user to upload a corresponding file to Green Halo as proof of compliance.

Requirement *

Description *

Disposal receipt or manifest of the hazardous material must be attached in the "Files" section for your plan to be approved. If you have any questions or concerns, please contact a representative of the City and County of San Francisco through Green Halo

Project Requirements

At this time, there are no requirements for this project.

- M. Click on **PROJECT APPROVE/REJECT**. Once all the elements have been reviewed, the City Representative determines if the Initial MRRP is ready for approval or rejection. See below for an example of an initial project approval.

Project: Test Project **GH996-576-5435**

[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
[MESSAGES & HISTORY](#)
[ADDITIONAL REQUIREMENTS](#)
[PROJECT APPROVE/REJECT](#)

Permit / APN#

Pre-Defined Messages

Add Note
 Congratulations! Your project has been approved by the City and County of San Francisco, Department of Environment. As a reminder, keep all weight tickets received for any debris transported from the job site as they will need to be submitted for final approval. To ease the process, it is recommended to upload weight tickets as they are received, rather than at the end of the project.

***Approve Plan** - Contractor will be notified that their plan has been approved and they may begin entering recycling tickets.
 ***Reject Plan** - Contractor will be notified that their plan had been rejected and needs revision before it can be approved. Please specify the reason for rejecting the plan in the Note section above.

Step 6: Managing an Active MRRP

Once the City Representative approves an Initial MRRP, the project stage will transition from Pending to Active. The City Representative can view the project and track its ongoing progress.

[STATISTICS](#)
[MESSAGES](#)
[ACCESS CODE](#)
[SETTINGS](#)
[RECYCLER SEARCH](#)
[DICTIONARY](#)
[SUGGESTIONS](#)
[REPORT BUG](#)
[LOG OUT](#)

[PROJECT LISTING](#)
[CREATE PLAN FOR CLIENT](#)

[Overview](#)
[Upcoming \(8\)](#)
[Pending \(0\)](#)
[Active \(2\)](#)
[Final \(0\)](#)
[Completed \(0\)](#)
[Plans for Client \(10\)](#)

Note: The City Representative will not receive real-time notifications of general project activity via email. The City Representative will receive real-time notifications via email when the general contractor submits for Initial MRRP and Final MRRP approval and posts new Messages.

To track a project's progress, follow the instructions listed under Step 5: Review and Approve or Reject an Initial MRRP. Most notably, view sections **PROJECT STATISTICS**, **FACILITIES & TICKETS**, and **MESSAGES & HISTORY**.

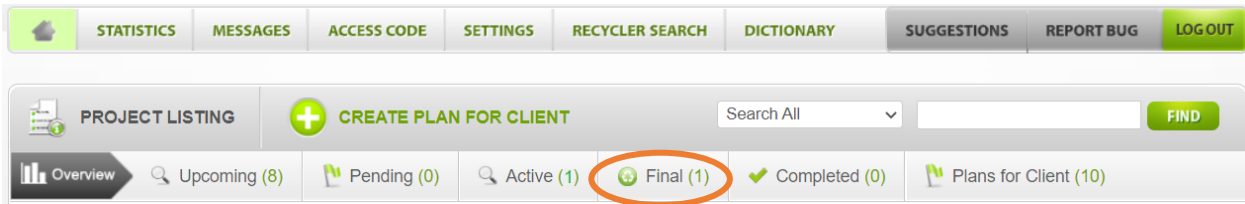
Step 7: Review and Approve or Reject Final MRRP

Once the general contractor has uploaded weight tickets, typed-in the information to characterize each weight ticket, and fulfilled Additional Requirements (if applicable), the project information can be submitted as a Final MRRP to the City Representative.

- A. When the general contractor submits the Final MRRP for approval, the City Representative will receive an email from Green Halo Systems. (See sample email below.) The project stage will transition from Active to Final.



B. Click on **Final**, then click on the project's Green Halo Systems tracking number.



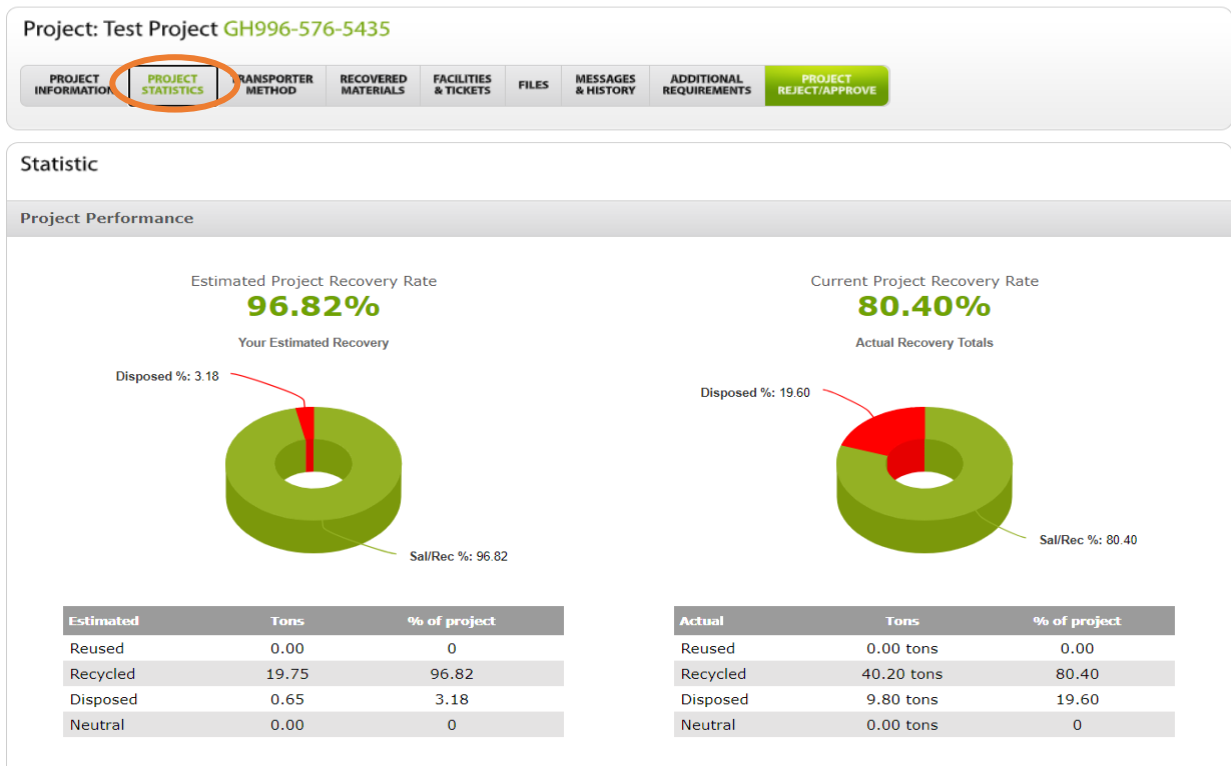
C. The steps to approve (or reject) a Final MRRP are identical to the steps for approving an Initial MRRP. There are 8 sections to review before the City Representative should click **PROJECT APPROVE/REJECT** (See Step 5: Section D).

Note: Of those 8 sections the following are the most critical to review in detail:

- Project Statistics,
- Recovered Materials,
- Facilities & Tickets, and
- Project Approve/Reject.

D. Review **PROJECT INFORMATION** to confirm that all information is accurate.

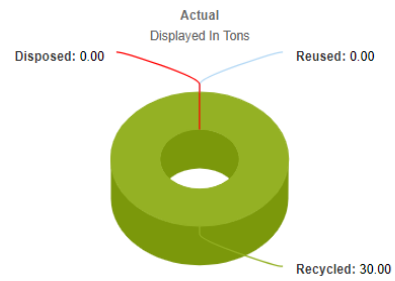
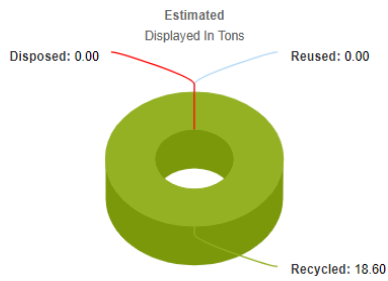
E. Click on **PROJECT STATISTICS**.



- F. Click on **TRANSPORTER METHOD** to review all haulers used to remove materials from the project site.
- G. Click on **RECOVERED MATERIALS** to see the difference between the anticipated versus the actual material types and amounts recovered.



1. Concrete



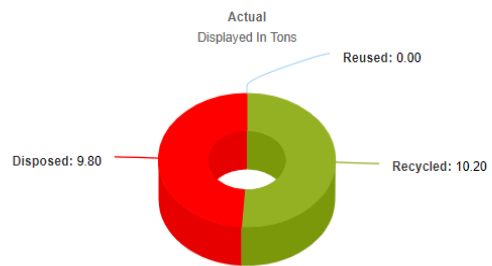
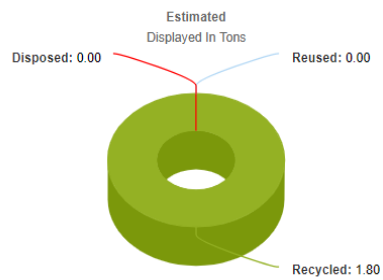
Material Statistics for Concrete

	reused	% of project	recycled	% of project	disposed	% of project
Estimated	0.00	0%	18.60	100%	0.00	0%
Actual	0.00	0%	30.00	100%	0.00	0%

Selected Facilities for Concrete (18.60 tons recycled)

Facility	Address	Phone
Brisbane Recycling Co INC.	(map) 5 Beatty Rd, Brisbane, CA 94005	415-467-5050

2. Mixed C & D Debris



Material Statistics for Mixed C & D Debris

	reused	% of project	recycled	% of project	disposed	% of project
Estimated	0.00	0%	1.80	100%	0.00	0%
Actual	0.00	0%	10.20	51%	9.80	50%

Selected Facilities for Mixed C & D Debris (1.80 tons recycled)

Facility	Address	Phone
Premier Recycle	(map) 260 Leo Avenue, San Jose, CA 95112	408-297-7910

Materials

* Material does not count towards Recycling Totals

Materials Selected (2)

- Concrete
- Mixed C & D Debris

Facilities selected for this material

- Brisbane Recycling Co INC. (18.60 tons recycled)
- Premier Recycle (1.80 tons recycled)

Materials Actually Used (2)

- Concrete
- Mixed C & D Debris

Facilities actually used

- Brisbane Recycling Co INC.
- Premier Recycle (LEED project – disqualifies ADC)

H. Click on **FACILITIES & TICKETS** to see the difference between the anticipated versus the actual Facilities used to receive materials. This section also summarizes the anticipated vs actual material types and amounts recovered.

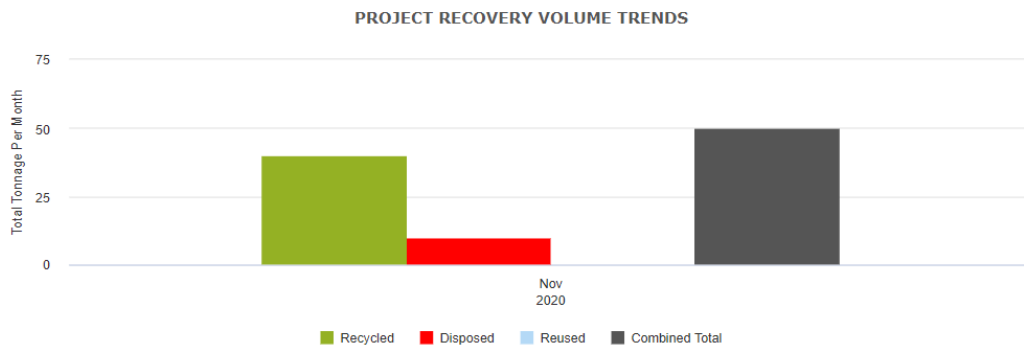
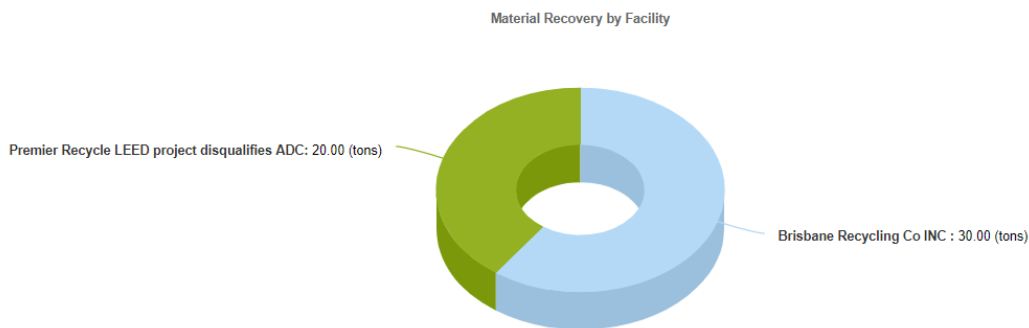
Note:

- Weight tickets are accessible from this section.
- Hazardous Materials Receipts, manifests, etc. do not belong in this section.

Project: Test Project **GH996-576-5435**

[PROJECT INFORMATION](#)
[PROJECT STATISTICS](#)
[TRANSPORTER METHOD](#)
[RECOVERED MATERIALS](#)
[FACILITIES & TICKETS](#)
[FILES](#)
[MESSAGES & HISTORY](#)
[ADDITIONAL REQUIREMENTS](#)
[PROJECT REJECT/APPROVE](#)

Material Recovery by Facility [EXPORT WEIGHT TICKETS TO EXCEL](#)



- To view a weight ticket, click on **View**. The window will expand to show the name of the Facility and Hauler, as well as an image of the scanned weight ticket.
- To reject a ticket because of an incorrect or illegible entry, click **Reject** and insert an explanation.

FACILITIES AND TICKETS

* Material does not count towards Recycling Totals

1. Brisbane Recycling Co INC. 5 Beatty Rd, Brisbane, CA 94005 (map)

Tickets entered for this facility:	2	Tons taken to this facility:	30
Materials taken to this facility:	1	Tons recovered by this facility:	30

Material	Submitted By	Ticket	Weight	Recovery %	Recycled	Applied %	Date	View	Edit	Reject
1. Concrete	Jane Doe	001	10.00	100	10.00	100	11/13/20	View	Edit	Reject
2. Concrete	Jane Doe	003	20.00	100	20.00	100	11/13/20	View	Edit	Reject

2. Premier Recycle (LEED project disqualifies ADC) 260 Leo Avenue, San Jose, CA 95112 (map)

Tickets entered for this facility:	1	Tons taken to this facility:	20
Materials taken to this facility:	1	Tons recovered by this facility:	10.2

Material	Submitted By	Ticket	Weight	Recovery %	Recycled	Applied %	Date	View	Edit	Reject
1. Mixed C & D Debris	Jane Doe	001	20.00	51	10.20	100	11/13/20	View	Edit	Reject

Material	Submitted By	Ticket	Weight	Recovery %	Recycled	Applied %	Date	View	Edit	Reject
1. Concrete	Jane Doe	001	10.00	100	10.00	100	11/13/20	View	Edit	Reject

Facility: Brisbane Recycling Co INC. Hauled by: Debris Transporter

zoom Close Image



FACILITIES AND MATERIALS

* Material does not count towards Recycling Totals

Facilities - Anticipated ()	Materials to be taken to this facility
1. Brisbane Recycling Co INC.	Concrete
2. Premier Recycle	Mixed C & D Debris

Facilities Actually Used ()	Materials taken to this facility
1. Brisbane Recycling Co INC.	Concrete
2. Premier Recycle (LEED project - disqualifies ADC)	Mixed C & D Debris

- I. Click on **FILES** to review attached files (if applicable).
- J. Click on **MESSAGES & HISTORY** to review messages (if applicable) and summary of project actions.
- K. Click on **ADDITIONAL REQUIREMENTS**. Review to confirm that additional requirements have been satisfied (if applicable).
- L. Click on **PROJECT APPROVE/REJECT**. Once all the elements have been reviewed, the City Representative determines if the Final MRRP is ready for approval or rejection. See below for an example of a final project approval. **Once a project is approved, it cannot be reopened.**

Project: Test Project GH996-576-5435

PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | FILES | MESSAGES & HISTORY | ADDITIONAL REQUIREMENTS | **PROJECT REJECT/APPROVE**

Close Project

Pre-Defined Messages: Pre-Defined Messages and Responses

Comments: Congratulations! Your project has been approved by the City and County of San Francisco, Department of Environment.

Add Files or Documents to be Sent to Client

APPROVE COMPLETED PROJECT | REJECT PROJECT

M. Once the City Representative has approved the project, the project stage of the MRRP transitions from Final to Completed.

STATISTICS | MESSAGES | ACCESS CODE | SETTINGS | RECYCLER SEARCH | DICTIONARY | SUGGESTIONS | REPORT BUG | LOG OUT

PROJECT LISTING | CREATE PLAN FOR CLIENT | Search All | FIND

Overview | Upcoming (8) | Pending (0) | Active (5) | Final (0) | **Completed (1)** | Plans for Client (10)

Step 8: Export Project Activity to Microsoft Excel

When the project is Active, Final, or Completed, project activity can be exported to Microsoft Excel.

- A. Click on **Active**, **Final**, or **Completed** to locate the project (See Step 2: Section 2).
- B. On the **Project Information** section, hover your cursor to **Project Communication Center** and click on **EXPORT TO EXCEL**.

STATISTICS | MESSAGES | ACCESS CODE | SETTINGS | RECYCLER SEARCH | DICTIONARY | SUGGESTIONS | REPORT BUG | LOG OUT

Project Communication Center

EXPORT TO EXCEL | PDF VERSION | TICKET UPLOAD ACCESS

export project data to excel | convert plan to PDF document | allow others to upload tickets

Project: Test Project GH079-941-2796

PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | FILES | MESSAGES & HISTORY | ADDITIONAL REQUIREMENTS | ADD TICKET | **SUBMIT FOR FINAL**

C. After the file finishes downloading to your computer, it can be opened using Microsoft Excel.

Appendix A: Crosswalk – Green Halo and Environment Code Chapter 7 Ordinance No. 204-11 SFE Regulation No. SFE13-03-GB Forms A-E

Form	Description	Green Halo Function	User Guide Page #
A	Request to send construction and demolition debris material directly to landfill	Review and Approve or Reject Initial MRRP – “Additional Requirement” and “Files”	See pages 18 - 20
B	Request to send construction and demolition debris material to biomass energy cogeneration facility	No longer required	n/a
C	Material Reduction and Recovery Plan, formerly known as the Construction and Demolition Debris Management Plan (CDDMP)	Assigning, reviewing, and approving a new Material Reduction and Recovery Plan (MRRP)	See pages 14 - 21
C	Construction and Demolition Debris Recovery Monthly Summary of Diversion	How to Export Project Activity to Microsoft Excel	See page 27
C	Construction and Demolition Debris Recovery Final Diversion Report	Review and Approve or Reject Final MRRP	See pages 21 - 27
D	Request to change Facilities or Transporters	No longer required	n/a
E	Construction and demolition debris material conversion rates (cubic yards to tons)	Performed automatically by Green Halo	n/a