



INFORMATION SHEET

NO. GB-02

DATE : September 17, 2021

CATEGORY : Green Building

SUBJECT : **Material Reduction and Recovery Plan (MRRP)**

PURPOSE: : This Information Sheet outlines the process for complying with the construction waste management requirements set forth by the California Green Building Standards Code (CALGreen).

DISCUSSION : The 2019 California Green Building Standards Code (CALGreen) is part 11 of Title 24, California Code of Regulations. Section 4.408 and 5.408 of CALGreen requires owners/builder of construction projects to divert from landfill a minimum of 65 percent of the construction waste materials generated during the project.

The Material Reduction Recovery Plan (MRRP) is a program administered by the San Francisco Department of the Environment (SFE) using Green Halo Systems, a web-based waste management tracking system, to verify compliance with recycling of construction debris as required by CAL Green.

The Department of Building Inspection (DBI) will determine which building permit applications require MRRP and a final inspection may not be scheduled with DBI until SFE has approved the project’s MRRP.

REFERENCE : California Green Building standards Code, Section 4.408 and 5.408 AB-093 Implementation of Green Building Regulations

PROCEDURE :

A) Prior To Building Permit Issuance

1. Project types subjected to MRRP are listed in Table 1.

Table 1- Project Types Subjected To MRRP

Project Type	Effective Date
Form 1/2 - New Construction (Commercial and Residential)	February 3 , 2020
Form 3/8 - Commercial Addition (1000 sq.ft. or more)	February 3, 2020
Form 3/8 - Commercial Alteration (Valuation of \$200,000 or more)	February 3, 2020
All Municipal Projects impacted by construction waste management requirements set forth by CALGreen	January 1, 2021

2. DBI will stamp on the permit application “Green Halo Tracking Number Required.”
3. Prior to building permit issuance (including at site permit issuance), applicants are required to provide DBI-IPR/CPB with the ten-digit Green Halo Systems tracking number as well as noting the tracking number on the plan sets.
4. The Green Halo Systems tracking number can be obtained at <http://www.sf.wastetracking.com/>
IMPORTANT NOTE: Do NOT use the above link if the permit is related to a Municipal Project; Municipal Projects must secure a tracking number through the project’s assigned City Representative. Contact the assigned City Representative for further instructions.
5. Project types exempt from MRRP are listed in Table 2. The San Francisco’s Department of Environment (SFE) shall coordinate any future changes and updates to Table 1 and Table 2.

Table 2- Project Types Exempt from MRRP

Project Type
Form 3/8 – No Plans Permit
Form 3/8 – All Residential Group R Occupancies*
Form 4/7 – Signs
Form 5 - Grading
Form 6 - Demolition**

*Phase II to be implemented at a future date.

**SFDBI Information Sheet S-04 requirements apply

B) After Building Permit Issuance

6. Applicants must upload recycling receipts, invoices, photos, and other relevant documentation to Green Halo Systems throughout the duration of the project. Do not wait until the project is completed to begin documentation.
7. After project completion, applicants must finalize and submit the completed MRRP through Green Halo Systems online. Failure to complete this step may delay final inspection.
8. Once the completed MRRP is submitted to SFE through Green Halo Systems, representatives from San Francisco’s Department of the Environment (SFE) will review completed MRRP submissions within 5 business days

SFE will notify permit applicants and DBI that a completed MRRP has been approved or that additional documentation is required for an approval. Final inspection will not be scheduled by DBI until SFE has approved the MRRP.

San Francisco’s Department of the Environment is the administrator of the MRRP and can be contacted to address questions and/or concerns:

- By email: DebrisRecovery@sfgov.org
- By phone: (415) 355-3700

Deborah O. Raphael

9/17/2021

Deborah O. Raphael
 Director
 Department of the Environment

Date

Patrick O’Riordan
 Interim Director
 Department of Building Inspection

Date

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