



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

London N. Breed
Mayor

Deborah O. Raphael
Director

Demolition Debris Recovery Plan (DDRP): Electronic Submission Instructions

Before you begin any full demolition work you must submit a completed Demolition Debris Recovery Plan (DDRP) to the Department of the Environment for approval before the Department of Building Inspection will issue a demolition permit.

The Department of the Environment tracks compliance by utilizing Green Halo Systems for all DDRPs. Green Halo Systems is a fully integrated web-based management system that provides the necessary tools for owners, contractors, project managers and others to transparently comply with these requirements at no charge.

This online software resource allows you to upload weight tickets and pictures and follow projects in real time with precision and accountability, again at no cost to you. The system is simple, intuitive and designed to save you time and money in this process. The construction and demolition debris reduction and recovery requirements for the City of San Francisco, and the material recovery rates of most facilities, are pre-loaded in the software to help you to deliver a compliant report every time.

There are five steps for completing Demolition Debris Recovery Plans (DDRPs) online:

Step 1 – Add **SF.Wastetracking.com** to your email safe sender list to prevent messages being treated as junk.

Step 2 – Log on to <http://www.sf.wastetracking.com/> to submit a new recycling plan. To create a profile, first activate your account, then follow the link in the email you receive from Green Halo to start a new project.

Step 3 - Complete and submit a DDRP online prior to issuance of building permit.

Step 4 – Upload receipts, invoices, photos, or other relevant documentation as you go. *Do not wait to finish the project prior to uploading documents.*

Step 5 – At project completion, click “Submit for Final” to deliver the Final DDRP Summary Report, prior to contacting the Department of Building Inspection (DBI) to schedule Final Inspection. *Failure to do so may result in delays in scheduling.*

For assistance, contact the San Francisco Department of the Environment at (415) 355-3700