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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**.

![Image of City & County of San Francisco Debris Tracking System](image-url)
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**.

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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**.

![Green Halo Systems homepage](image1)

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**.

![Search All text box](image2)

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).
### Upcoming Plans Search Results (4)

1. **123 Airport Dr** *(map)*
   - **SFO Test**
   - **Permit**: GH330-933-3664
   - **Tracking**: GH330-933-3664
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94111**

2. **679 N. McDonnell Road** *(map)*
   - **SFO AirTrain Extension and Improvements (Guideway)**
   - **Permit**: GH916-306-7267
   - **Tracking**: GH916-306-7267
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**

3. **P.O. Box 8097** *(map)*
   - **AirTrain**
   - **Permit**: GH332-944-6412
   - **Tracking**: GH332-944-6412
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**

4. **1 Airport Way** *(map)*
   - **SFO Test by Manny**
   - **Permit**: GH848-714-8528
   - **Tracking**: GH848-714-8528
   - **Status**: Upcoming
   - **City and County of San Francisco, CA**

### Pending Plans Search Results (0)

### Active Plans Search Results (4)

1. **San Francisco International Airport** *(map)*
   - **SFO Runway 10L-28R Rehabilitation**
   - **Permit**: 11586
   - **Tracking**: GH759-939-0902
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**

2. **797 S. Airport Boulevard** *(map)*
   - **SFO AirTrain Extension Long Term Parking AirTrain Station (Lot DD)**
   - **Permit**: 19006 / 10504
   - **Tracking**: GH512-837-9787
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**

3. **59 S. McDonnell Road** *(map)*
   - **SFO AirTrain Extension Hotel Airtrain Station**
   - **Permit**: 18139 / 10504
   - **Tracking**: GH964-984-5427
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**

### Final Plans Search Results (0)

### Completed Plans Search Results (1)

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

### Plans for Clients Search Results (2)

1. **123 Airport Dr** *(map)*
   - **SFO Test**
   - **Permit**: GH330-933-3664
   - **Tracking**: GH330-933-3664
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94111**

2. **P.O. Box 8097** *(map)*
   - **AirTrain**
   - **Permit**: GH332-944-6412
   - **Tracking**: GH332-944-6412
   - **Status**: Upcoming
   - **City and County of San Francisco, CA 94128**
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).

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.
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.

- 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 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.

- **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%.

**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).

Enter POC information.
- Name
- Company
- Position
- Email
- Primary Phone Number
- Cell-Phone Number
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.

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**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.

![Email Example]

B. Log in to your City Representative account via [www.sfgov.wastetracking.com](http://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**.

![Dashboard Example]

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

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.
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.

![Project Statistics](image1)

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

![Transporter Method](image2)
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.
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](image)

**Material Recovery by Facility**

![No Data Available](image)

**PROJECT RECOVERY VOLUME TRENDS**

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**FACILITIES AND TICKETS**

* Material does not count towards Recycling Totals

**FACILITIES AND MATERIALS**

* Material does not count towards Recycling Totals

<table>
<thead>
<tr>
<th>Facilities - Anticipated</th>
<th>Materials to be taken to this facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brisbane Recycling Co INC.</td>
<td>Concrete</td>
</tr>
<tr>
<td>2. Premier Recycle</td>
<td>Mixed C &amp; D Debris</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities Actually Used</th>
<th>Materials taken to this facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>No facilities</td>
<td></td>
</tr>
</tbody>
</table>

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

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.
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.

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

<table>
<thead>
<tr>
<th></th>
<th>Reused</th>
<th>% of Project</th>
<th>Recycled</th>
<th>% of Project</th>
<th>Disposed</th>
<th>% of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated</td>
<td>0.00</td>
<td>0%</td>
<td>18.60</td>
<td>100%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Actual</td>
<td>0.00</td>
<td>0%</td>
<td>30.00</td>
<td>100%</td>
<td>0.00</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### Selected Facilities for Concrete (18.60 tons recycled)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisbane Recycling Co INC.</td>
<td>(map) 5 Beatty Rd, Brisbane, CA 94005</td>
<td>415-467-5050</td>
</tr>
</tbody>
</table>

### 2. Mixed C & D Debris

#### Material Statistics for Mixed C & D Debris

<table>
<thead>
<tr>
<th></th>
<th>Reused</th>
<th>% of Project</th>
<th>Recycled</th>
<th>% of Project</th>
<th>Disposed</th>
<th>% of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated</td>
<td>0.00</td>
<td>0%</td>
<td>1.80</td>
<td>100%</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Actual</td>
<td>0.00</td>
<td>0%</td>
<td>10.20</td>
<td>51%</td>
<td>9.80</td>
<td>50%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier Recycle</td>
<td>(map) 260 Leo Avenue, San Jose, CA 95112</td>
<td>408-297-7910</td>
</tr>
</tbody>
</table>

### Materials

- **Material does not count towards Recycling Totals**

<table>
<thead>
<tr>
<th>Materials Selected (1)</th>
<th>Facilities selected for this material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Concrete</td>
<td>Brisbane Recycling Co INC. (18.60 tons recycled)</td>
</tr>
<tr>
<td>2. Mixed C &amp; D Debris</td>
<td>Premier Recycle (1.80 tons recycled)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials Actually Used (1)</th>
<th>Facilities actually used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Concrete</td>
<td>Brisbane Recycling Co INC.</td>
</tr>
<tr>
<td>2. Mixed C &amp; D Debris</td>
<td>Premier Recycle (LEED project – disqualifies ADC)</td>
</tr>
</tbody>
</table>
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.

![Material Recovery by Facility](image)

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

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.

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

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