# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About this User Guide</td>
<td>02</td>
</tr>
<tr>
<td>Keywords</td>
<td>02</td>
</tr>
<tr>
<td>Step 1: Create a Green Halo Systems Account</td>
<td>03</td>
</tr>
<tr>
<td>Step 2: Accept a Project Assignment</td>
<td>07</td>
</tr>
<tr>
<td>Step 3: Prepare and Submit an Initial MRRP</td>
<td>09</td>
</tr>
<tr>
<td>Step 4: Prepare and Submit a Final MRRP (and upload weight tickets)</td>
<td>15</td>
</tr>
<tr>
<td>Step 5: Export Project Activity to Microsoft Excel</td>
<td>28</td>
</tr>
</tbody>
</table>
About this User Guide

This document serves as a reference for general contractors 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 of a Municipal Construction Project for reuse, recovery, or disposal.

The User Guide is organized into four parts that together demonstrate how to create a MRRP and submit it to the City Representative for review and approval. By following the instructions described in this document, a general contractor will be able to:

- Create a Green Halo Systems account,
- Accept a MRRP assignment,
- Navigate Green Halo System’s dashboard, and
- Prepare and submit an Initial MRRP and Final MRRP.

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)*

Initial MRRP: The preliminary MRRP 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 debris recovery.

Final MRRP: The finished MRRP 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 debris recovery and the weight tickets.

MRRP: Material Reduction and Recovery Plan, formerly known as “Construction and Demolition Debris Management Plan (CDDMP)”. 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, building, or construction activity, including deconstruction, demolition, New Construction, Whole Building Major Renovation, Major Renovations, Tenant Improvements, or building additions performed either by a City Department at a Building, City-owned Facility, or City Leasehold, or by tenants at a City-owned Building or Facility. *(Environmental Code, Chapter 7)*
Step 1: Create a Green Halo Systems Account

Follow these steps to register for the “City and County of San Francisco Debris Tracking System” and to create a user account with Green Halo Systems.
Note: If you already have an existing Green Halo Systems account, then skip Step 1.

A. Check the email address you use to communicate with the City Representative of the Municipal Construction Project. You will find an email from Green Halo Systems stating that the City Representative has assigned a project to you.

B. In the “New Project Assigned” email, click on HERE (hyperlinked) to create your account and accept the project. You will be directed to the Green Halo Systems “Create Your Account” page.

C. There are four subscription options that you can choose.
   - **All** options will allow you to submit a MRRP to the City Representative.
   - Only the “PRO” and “ENTERPRISE” Accounts allow the user to export data to Microsoft Excel.
   - Some projects may require the contractor to submit activity summary reports (e.g., monthly, quarterly) to the City Representative; **It is the contractor’s responsibility** to select the subscription option that will allow them to satisfy requirements to submit activity summary reports. **Contact the City Representative assigned to your project to determine if activity summary reports will be required.**

D. The next steps under this section shows how create a Free Account in Green Halo Systems. Once a subscription is selected, the click on **Next Step**.
E. Enter your information and click on **Next Step**.
Note: Your email address will be pre-populated on the “Enter Company Info” page because it is linked to the email that was sent by the system.

F. Review the saved “Company Info” content. If it is correct, click on Confirm. Otherwise, click on Back to edit the information.

Note: Since the Free Account was selected, the “Enter Payment Info” page is skipped. However if you chose a paid subscription, then enter payment information under Step 3.
G. A message will appear confirming that your account has been created. To start using your account, the email address must be verified. Check your email to activate your account.

H. In the “Green Halo Registration Confirmation” email, click on Activate Account (hyperlinked). You will be directed to your Green Halo Systems home page. Click on Start Using Green Halo Now!
Step 2: Accept a Project Assignment

Note: This section is applicable to both new users and those with an existing account.

**Important Tip:**
- Be sure to log in via [www.sfgov.wastetracking.com](http://www.sfgov.wastetracking.com) (instead of www.greenhalosystems.com). This will direct you into the San Francisco municipal project portal.

A1. For **new users**: The project can be found in your Dashboard under **In Progress**.
A2. For **existing users**: Open the “New Project Assigned” email sent from Green Halo Systems and click on [HERE](hyperlinked).

You will be directed to the Green Halo Systems homepage and a pop-up box will appear stating “The Project has been accepted” and click on **OK**.
Step 3: Prepare and Submit an Initial MRRP

A. From your Dashboard, click on **In Progress**.

B. To access a project:
   - Click on **Start Here**; or
   - Click on the Green Halo Systems Tracking Number (**GH Tracking #**).

Note: There are five sections that the contractor **must** fill out.
- Project Information
- Material Selection
- Transporter Method
- Facility Selection
- Complete & Review

C. **Project Information** is the first section of an Initial MRRP. Review the contents and make changes if appropriate.

Note:
- The section **Upload Material Reduction and Recovery Plan** is where the general contractor uploads the detailed material management plan for the project. (For LEED projects, this is the same as the ‘Waste Management Plan’.)
- Much of the rest of this section is filled out by the City Representative, though they can request that the general contractor fills out certain portions.
- You can find your information listed under Designated Contacts. This makes you a point of contact for this project.
D. Click on **Upload Material Reduction and Recovery Plan** and attach the file containing the project’s detailed material management plan.

![Upload Project Description File](image)

**Important Tip:** If you cannot complete this section initially and have to upload the file at a later time, click on **SAVE PLAN** on the top right corner.

![Adding New Projects](image)

E. After uploading file, click on **NEXT STEP**.

F. **Material Selection** is the second section of an Initial MRRP. Report the types and estimated amounts of materials that are anticipated for this project.

Note: Select the unit of measure (cubic yards or tons) for the data being entered.

**Important Tip:** Under this section the general contractor reports non-recoverable material(s) (e.g., hazardous waste). Non-recoverable material does **not** impact the recovery rate.
## Identifying Hazardous Materials

Important: Reporting hazardous materials will NOT decrease project recovery rate. Attach all related manifests and/or abortation inspection reports under the "FILES" tab once your plan is approved. Account for any Hazardous Materials and Universal Waste at the bottom of this page.

### Materials List

Select unit of measure for entering data: 
- cubic yards
- tons

<table>
<thead>
<tr>
<th>Material</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed C &amp; D - Select Mixed C&amp;D if you are commingling multiple non-hazardous materials into one bin, debris box, or truck. Mixed C&amp;D debris taken to a San Francisco Registered Facility will be credited at the 3rd party verified recovery rate. Note: Commingling of multiple materials to be processed at Registered Facilities does not guarantee you will meet the recovery requirements. To ensure you comply with this jurisdiction's recovery requirements it is highly recommended that recyclable and/or reusable materials be sorted separately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mixed C &amp; D Debris (Waste that is not source separated, but can be recycled must be brought to an authorized registered facility.)</td>
<td>N/A</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Source Separated Materials - Please identify any materials you will source separate. Note: Source separated materials will increase your recovery rate and your chances of complying with this jurisdiction's recovery requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt - Pavement &amp; Grading (Pavement and asphalt grinnings, &quot;EXCLUDES roofing materials&quot;)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Asphalt - Roofing (Roofing, curbed, and asphalt shingles. For unvarnished wood shingles select &quot;wood-clean&quot;. For frame roof select &quot;Mixed C&amp;D Debris&quot;).</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Bricks, Masonry &amp; Stone Products (Bricks, masonry, and stone products, including tile, &quot;EXCLUDES ceramics&quot;)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Cardboard &amp; Paper Products (Cardboard and paperboard, cardboard storage from packaging, shredded paper, and other paper materials.)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Carpet &amp; Padding (Carpet, carpet foam, and related materials.)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Ceiling Tiles (Unidentified acoustic tiles.)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Concrete (Concrete, with or without rebar.)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Dirt/Soil Clean Fill &quot; (Dirt/Soil that is uncontaminated.)</td>
<td>cu. yds</td>
<td>cu. yds</td>
</tr>
<tr>
<td>Dirt/Soil-Contaminated Non-Hazardous &quot; (Dirt/Soil that is contaminated, but does not meet the Federal definition of hazardous contamination.)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Drywall - Clean/Unpainted (New and unpainted surfaces.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Glass Bottles &amp; Containers (Glass bottles, jars, and other glass containers.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Green Waste &quot; (Tree stumps and other vegetative matter resulting from land clearing and landscaping.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Metal (All scrap metal, aluminum, copper (in steel), etc.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Metal Drums, Barrels &amp; Buckets (Metal 55-gallon drums, barrels, buckets and other metal containers.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Plastic Drums, Barrels, Buckets, and Plastic Containers (Plastic 55-gallon drums, barrels, buckets and other plastic containers.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
<tr>
<td>Plastics &amp; Plastic Packaging Materials (Proprietary, plastic, packaging from packaging, bottle wrap, plastic sheets and tarps, and other plastic materials.)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Porcelain (Porcelain tile, tiles, tiles &amp; sinks.)</td>
<td>cu. yds</td>
<td>N/A</td>
</tr>
</tbody>
</table>
G. Click **NEXT STEP**.

H. **Transporter Method** is the third section of the Initial MRRP. Choose from the three options (multiple selections are possible):
   - Debris Box / Roll-off Service
   - Registered Transporter (Select from a list of companies allowed to haul mixed C&D material in San Francisco)
   - Self-Haul (Select if the general contractor is a Registered Transporter or the material generated is not mixed C&D debris, i.e., source-separated materials.)

I. Click **NEXT STEP**.

J. **Facility Selection** is the fourth section of the Initial MRRP. Select the anticipated Facility destination for each anticipated material selected in the previous section.

   **Important Tip:** A list of facilities will appear for each material. Mixed C&D material must be taken to a Third Party Verified Registered Facility. Contact the City Representative for a current list of Registered Facilities.
K. Click **NEXT STEP**.

L. **Complete & Review** is the fifth section of the Initial MRRP. Click **SUBMIT FOR APPROVAL**.

M. A pop-up box will appear stating that project is about to be submitted to the City Representative. Click **OK**.
N. You will be directed to a Green Halo Systems webpage with a message that the MRRP has been submitted for approval. Click **Continue to home page**.

![Green Halo Systems webpage](image)

O. At this stage, the project can be found under **Submitted** on your Dashboard until the City Representative reviews and approves (or rejects) the Initial MRRP.

![Dashboard](image)

Step 4: Prepare and Submit a Final MRRP (and upload weight tickets)

A. Once the City Representative approves the Initial MRRP, the general contractor will receive an email notification.
B. Log in to your account, and you will notice that project has moved from **Submitted** to **Approved** on your Dashboard. Click on **Approved**.

C. Find your project under **Approved** and click on it.

The relevant tabs in this section include:
- Project Information
- Project Statistics
- Transporter Method
- Recovered Materials
- Facilities & Tickets
- Files
- Messages & History
- (Additional Requirements)
- Add Ticket
- Submit For Final

(Bid Sheet is also a tab, but it is not accessible with the free account in Green Halo Systems.)

Note: The following MRRP example does not represent an actual project – it shows arbitrary scenarios.
D. The first tab is **PROJECT INFORMATION**. This section cannot be edited.

![PROJECT INFORMATION Tab](image)

E. The second tab is **PROJECT STATISTICS**. Here you can find metrics of a project’s performance based on its estimated and actual recovery rates. Since no weight tickets have been uploaded yet, the only data present is based on the estimated recovery rate.

![PROJECT STATISTICS Tab](image)

- Estimated Project Recovery Rate: 87.75%
- Current Project Recovery Rate: 0.00%

![Statistic Table](image)

**Estimated Project Recovery Rate**

| Reused | 0.00 | 0%
| Recycled | 35.10 | 87.75%
| Disposed | 4.90 | 12.25%
| Neutral | 0.00 | 0%

**Actual Project Recovery Rate**

| Reused | 0.00 tons | 0%
| Recycled | 0.00 tons | 0%
| Disposed | 0.00 tons | 0%
| Neutral | 0.00 tons | 0%

F. The third tab is **TRANSPORTER METHOD**. Here you can find the transporter methods selected in the Initial MRRP.

**Note:**
- Edits cannot be made to the selected transporter methods for the Initial MRRP.
- To update the Transporter Method, indicate the actual transporter under **ADD TICKET** (See Step 4L below).
G. The fourth tab is **RECOVERED MATERIALS**. Here you can find metrics for the actual materials and quantities generated compared to the anticipated types and estimated amounts (per the Initial MRRP). Since no weight tickets have been uploaded yet, the only data present is based on the Initial MRRP.
H. The fifth tab is **FACILITIES & TICKETS**. Here you can find the anticipated Facilities for each material selected in the Initial MRRP. The weight tickets will populate under this section once you start uploading tickets under **ADD TICKET** (See Step 4L below).
1. Skip the sixth tab (BID SHEET). The seventh tab is FILES. Here you can upload files and documents, such as manifests or hazardous materials report. The City Representative can request that the general contractor attach documentation under this section.
J. The eighth tab is **MESSAGES & HISTORY**. Here you can see communications between the general contractor and City Representative. Project Actions are also displayed in this section.

Note: Messages are viewable by the City Representative and general contractor. You will receive an email notification that a new message has been posted.
K. An optional tab called **ADDITIONAL REQUIREMENTS** will appear next in the lineup if the City Representative has added a project-specific mandatory action that the general contractor must comply with. The contractor will be able to view this requirement on the MRRP and an upload feature will be made available as seen in the example screenshot below.

L. The ninth tab in the standard lineup is **ADD TICKET**. If you have a free account, then you must upload each weight ticket individually.

**Important Tip:** Green Halo Systems provides detailed instructions on how to upload weight tickets. Click on **How to Upload Tickets** for an explanation.
M. **Assign to Permit**: Select which permit the weight ticket corresponds to.
N. **Material**: Select the appropriate option from the drop-down list.

O. **Facility**: Select the location where the material was taken from the drop-down list.
P. **Hauled By:** Input the name of the transporter that moved the material. The general contractor can also input “Self-hauling” if your company performed the task.

Q. **Ticket #:** Input the number on the receipt from the Facility.

R. **Ticket Image:** Upload a ticket image by clicking on **Choose File.** Make sure the ticket is legible and in a picture format (e.g., jpeg, png, tiff).

S. **Ticket Date:** Select the date by clicking on the green calendar icon.

T. **Weight:** Input the number printed on the ticket.

U. **Unit of Measure:** Select Tons, Cubic Yards, or Pounds, as indicated on the ticket.

V. **Percentage:** If any of the material recorded on the weight ticket should be attributable to another project, select the amount from this project from the drop-down list.

W. **Submitted by:** Input your first and last name.

X. After you have verified the data on the page, click on **SUBMIT TICKET.**

Y. Repeat Steps 4M-4V to upload another ticket.

Z. Once a project is complete and all weight tickets have been uploaded, click on **SUBMIT FOR FINAL.**
AA. A pop-up box will appear with the question, “Are you sure you want to submit this project?” Click Yes.
BB. You will be directed to a Green Halo Systems confirmation page that the MRRP was submitted for final approval. Click **Continue to home page**.

![Green Halo Systems Confirmation Page](image)

CC. Now that the project has been submitted for Final Approval, you will notice that the project has moved from **Approved** to **Final** on your Dashboard. The project will remain under **Final** until the City Representative reviews and approves (or rejects) the Final MRRP.

![Dashboard Screenshot](image)
DD. The general contractor will be notified immediately when the City Representative approves the Final MRRP. The email notification will look like this:

```
MRRP/DDRP PROJECT COMPLETED: TEST PROJECT, PERMIT#: 1234567

GREEN Halo Systems <no-reply@greenhalosystems.com>
Wed 11/25/2020
To: Jane.Doe@contractor.com

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

GREEN HALO SYSTEMS
Recycling today's resources for tomorrow's generations

Demolition Debris Recovery Plan (DDR) / Material Reduction and Recovery Plan (MRRP)

YOUR PROJECT Test Project has met the recovery requirements.
STATUS: Completed
ADDRESS: 123 Main St., City and County of San Francisco, San Francisco, CA
PERMIT #: 1234567
GREEN HALO TRACKING #: GH419-813-2551
MESSAGE FROM JURISDICTION: Congratulations! Your project has been approved by the City and County of San Francisco, Department of Environment.
APPROVED BY: John Doe

NOTE: PLEASE ALLOW 48 HOURS PRIOR TO CONTACTING THE DEPARTMENT OF BUILDING INSPECTION TO SCHEDULE THE FINAL BUILDING INSPECTION
LOGIN TO SEE MORE INFORMATION
IMPORTANT FILES AND DOCUMENTS SENT:
NONE
```

EE. Check your Green Halo Systems account and you will notice that project has moved from **Final** to **Completed** on your Dashboard. Click on **Completed** and search for the project to reference information in the future.

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**Step 5: Export Project Activity to Microsoft Excel**

Note: This feature is **only** available for the "**PRO**" and "**ENTERPRISE**" subscription accounts.

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

A. Click on **Approved**, **Final**, or **Completed** and locate the project.

B. On the **Project Information** section, hover your cursor **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.