C&D Recycling Plan Step-by-Step Instructions Using Green Halo

The Public Works Recycling portion of your New Construction, Tenant Improvement, Remodel, Addition or Demolition permit requires you to submit your waste plan as described below. It will be approved after review.

There are three steps to completing your plan.
1. Create an account with the City’s waste tracking software (Go to STEP 1);
2. Login to the waste tracking software and create and submit a waste management plan (Go to STEP 2);
3. AFTER your job has been completed, upload the weight tickets you were given at your disposal site (Go to STEP 3).

STEP 1: Create Your Account (First Time Users)


1.2. Click “Create a Waste Management Plan”

1.3. Enter project name, street number and street name. Do not enter city, state or zip.
Select “New Account” and click “Create.”

1.4. Enter email address and create a password. Then Click ‘Create’
1.5. Select the FREE plan option (default). (Then “Next Step”)

1.6. Enter email address and password information. Enter information in all of the required fields, including your first and last name, your position, company name, and company website URL. If you don’t have a company website, click the box “I do not have a website”. Enter your company address, phone number, and for “How you heard about us”, select “City, County or State”. Then click “Next Step”.
1.7. If everything looks correct, click “Confirm.”

The welcome screen appears asking you to verify you created the account by checking your email for a confirmation email. If you don't receive this email within 10 minutes, click the link in this screen or contact Green Halo. Be sure to check your Spam folder first.
STEP 2: Create Your Plan

2.1. Verify that you are logged into ThousandOaks.WasteTracking.com using your email address and password. Click on “In Progress (1)” to complete your recycling plan. Returning account holders should login and skip to Step 2.4 to add new projects.

1.8. A confirmation email will be sent to verify your email address. Click the link in your email message to activate your account.

You can now create your Waste Plan.

1.9. Click on “Start Using Green Halo Now!” NOTE: YOU NEED TO GO TO STEP 2 NOW AND CREATE YOUR PLAN.
2.2. Click on the project link as shown and complete the required fields.
2.3. Enter the Project Zip Code (US), click “Find Zip Code” and then click “Verify” and skip to Step 2.5.

2.4. If you already have a Green Halo account click “Add Another Project”.
2.5. Enter Project Name, Street Address, Permit or Plan Check number, etc. A permit number was assigned to your project by the Building Division. If you have not yet received one, you must begin your application process with Building before you submit your Waste Management (Recovery) Plan. To do this, call 805-449-2500, ext 0, or email building@toaks.org

At any time, you may click “Save Plan” to save the information you entered and later come back to complete.

2.6. Complete Project Information.

Enter the Permit or plan check number and choose the permit type in the drop down menu next to the permit number field. If your project involves multiple permits that require recycling plans, click “add another permit” to add each one if you will be combining the waste from all the projects together. Start and end dates, valuation and square footage are all estimates. Choose project type and building type in the drop down menus. For building type choose whichever captures the primary scope of the project. For multiple permits, each should reflect its own scope (demo, TI, new construction, etc.). Keep the Target Recovery Rate set at 65% to ensure you meet the recycling mandates and have the most facility options to choose from.
2.7. Click ‘add/edit’. Check the box next to your name to add yourself as Project Manager. Click “Save Selected Project Managers”. To add additional project managers, click “Add New”. You may add also subcontractors in the next field but this is optional.

Then click “Next Step”.

2.8. Identify Materials.

For most projects, check “Mixed C&D”. However, if you plan to separate materials and bring them to different facilities, indicate that by checking the appropriate boxes (Reuse, Recycle or Dispose) in the “Source Separated Materials” section. Keep in mind that most C&D materials are recyclable and the facility, or facilities, you select in Step 2.10 will determine what materials may be recycled, so you need only select the “Recycle” option.
2.10. Check the Facility (ies) where your material will be hauled. Each type of material must be accounted for by choosing a facility for disposal, or if you plan to reuse or donate materials on other projects (such as dirt, appliances and other inert materials) then you would indicate that here as well.
2.11. The “Submit for Approval” screen will appear. After reviewing the terms and conditions, check the box and provide your electronic signature by typing your name and selecting your title (role in this project) from the drop down menu. If you would like to receive a text message in addition to an email confirming submission of your plan, check the box and provide your mobile phone number. Once finished, click “Submit Project For Approval”. A box will pop up; click the blue “OK” box.

You will then see this screen. You can logoff or continue to the home screen to view your submitted plan.
City staff will review your plan within a business day. You will receive an email notification from Green Halo when your plan is approved. You will need to keep all recycling and disposal facility weight tickets and records. If your plan is not approved, you will be notified with an email from Green Halo. Log into your Green Halo account and click the link in the red bar to read the reason why it was rejected and address the issues related to your project.
Step 3: Adding Weight Tickets

After the work is done, you must upload copies of all weight tickets for loads of debris related to your project to obtain final sign-off. You may receive either hard copies or digital PDF documents from the facility.

3.1. Log in to ThousandOaks.WasteTracking.com and click on “Approved (1)”

3.2 A new page will open. Click on “Add Tickets”

3.3. Click on “Add Ticket”

3.4. Upload PDFs or images of weight tickets from the facilities by:

1) If you received tickets from the facility in PDF format, you can upload them to your Green Halo account.

2) For hard copies of tickets, scan using a personal scanner and upload them to Green Halo using your computer, or,

3) Take sharp photos of the tickets with your phone and upload them to the website using your phone.
3.5. Select the ticket type and enter all required information associated with that ticket. Upload a copy of the weight ticket you prepared in step 3.4.

3.6. Review the information and ticket information to ensure they match and click “Submit Ticket”.

3.7. After all tickets have been entered, click on green “Submit for Final” button. City staff will review your tickets and when approved, you will receive an email confirmation from Green Halo.
The warning message pictured below will display on your final project submittal page if your project does not meet the minimum recovery requirement of 65%. This may be due to data entry error of weight tickets, or your loads may not meet the diversion requirement. Please review all weight ticket entries. Log into your account to make corrections, and then click on “Submit for Final”. If you have questions or if you did not meet the recycling requirements, call 805-449-2439 for assistance.