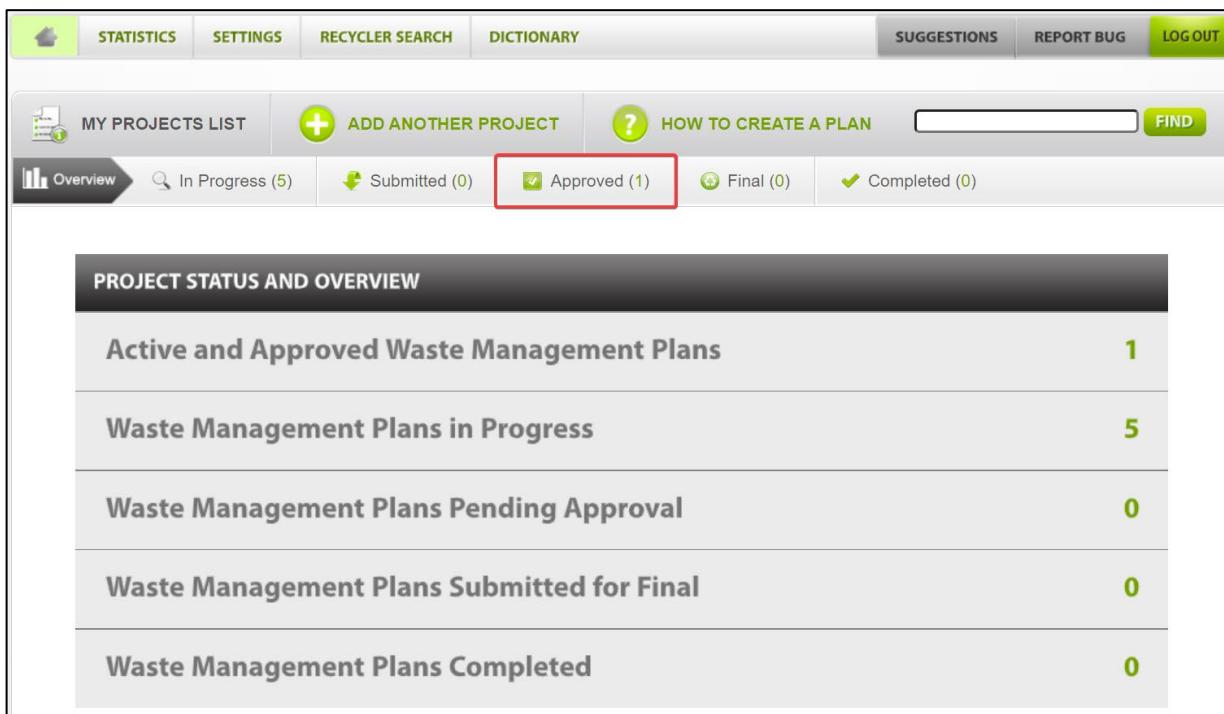


How to Upload Weight Tickets and Submit your Waste Log

All projects must demonstrate compliance with CALGreen's 65% waste diversion requirement. Upload all weight tickets/facility receipts for your project to Green Halo. These tickets will be your project's Waste Log. Submit your Waste Log in Green Halo within 30 days of project completion. Projects that fail to meet the 65% diversion rate requirement may be subject to fines for non-compliance.

To avoid penalties, ensure you bring the material to an appropriate recycling facility and that your receipt/ticket shows the material was recycled. Receipts for mixed C&D brought to the three certified mixed-C&D sorting facilities must be stamped “Sacramento County Certified C&D Sorting Facility” to receive diversion credit. Follow the steps below to upload your recycling facility tickets and submit your Waste Log in Green Halo:

Step 1. You will receive an email notification when the project is Approved. Once your project's Waste Management Plan is Approved, click the “Approved” tab.



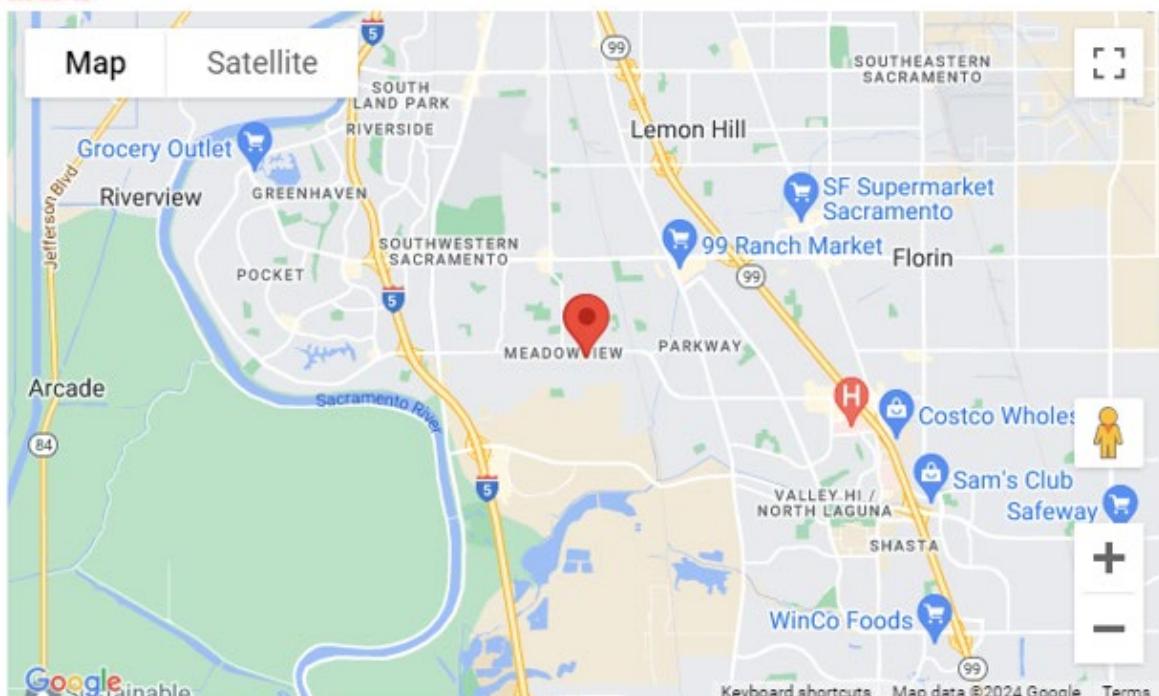
The screenshot shows the Green Halo web interface. At the top, there is a navigation bar with links for STATISTICS, SETTINGS, RECYCLER SEARCH, and DICTIONARY. On the right side of the bar are links for SUGGESTIONS, REPORT BUG, and LOG OUT. Below the navigation bar, there is a header with three buttons: 'MY PROJECTS LIST', 'ADD ANOTHER PROJECT', and 'HOW TO CREATE A PLAN'. To the right of these buttons is a search bar with a 'FIND' button. Below the header, there is a status bar with five categories: 'Overview' (selected), 'In Progress (5)', 'Submitted (0)', 'Approved (1)' (which is highlighted with a red box), 'Final (0)', and 'Completed (0)'. The main content area is titled 'PROJECT STATUS AND OVERVIEW' and contains the following data:

Category	Count
Active and Approved Waste Management Plans	1
Waste Management Plans in Progress	5
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

- **Note:** If the project is still “In Progress” please submit the WMP, then check if the WMP moved to the “Approved” tab. If not, it is still being reviewed. You may not upload weight tickets until your WMP has been approved.

Step 2. Scroll down below the map to find your project. Click ["Add Tickets"](#).

*Note: if your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance.



1 **Meadowview Renovation 2** ([map](#))
2812 Meadowview Rd, Sacramento, CA 95832
GH Tracking #: [GH378-711-2539](#) Permit #: [BL0test](#)

Contractor: RSW
Phone: 916-808-4808

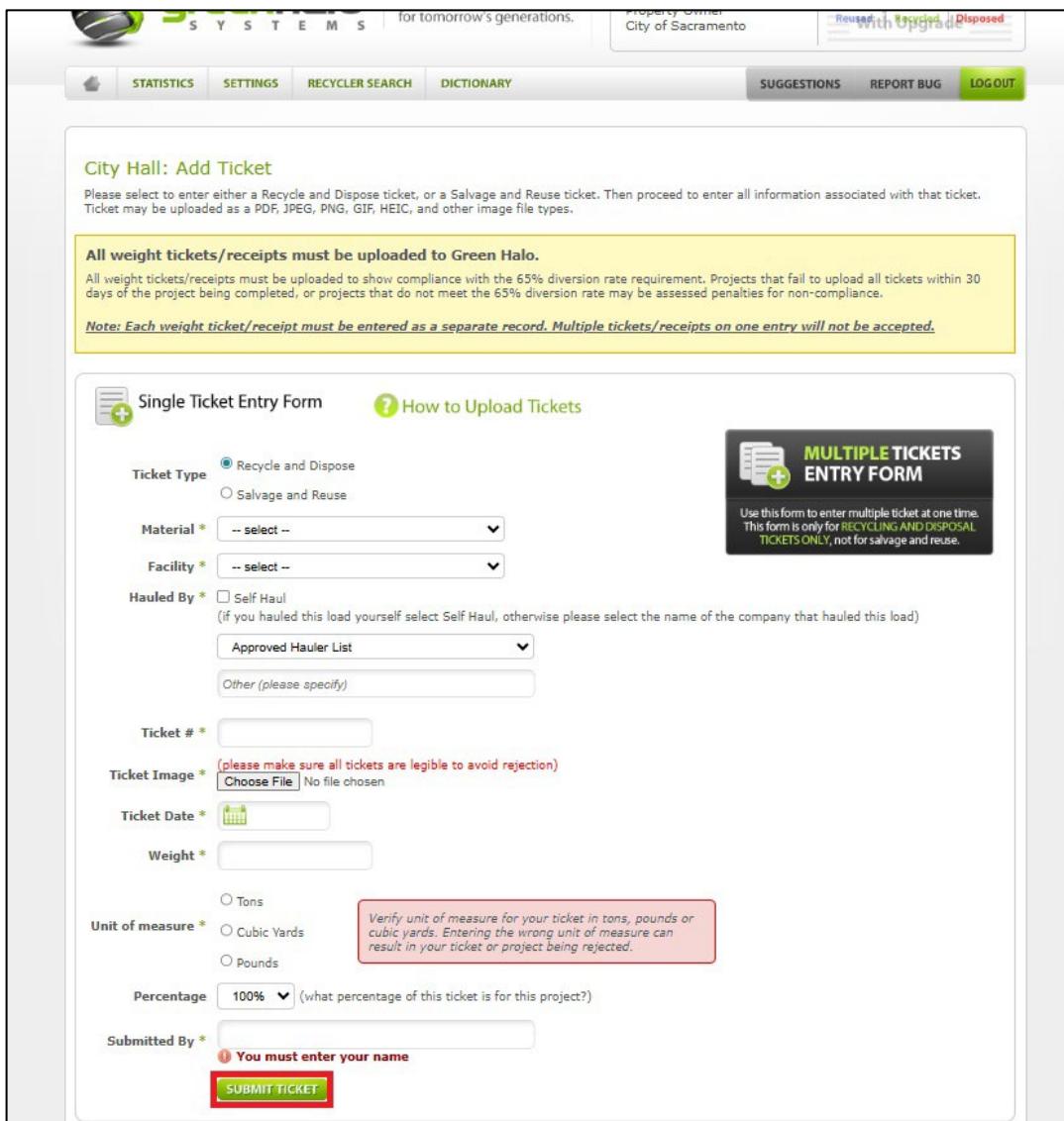
 0.00 Recycled Tonnage	 0.00 Disposed Tonnage	 0% Inert Recovery (required 0.00%)	 0% Non-Inert Recovery (required 0.00%)	 0% Overall Diversion (required 65%)
 Add Tickets (0)	 Order Service	 Post for Sale	 Functions	 Submit for Final

Status:  Approved  Messages (0) Date Created: 03/06/24 Date Approved: 05/22/24 Days Active: 161

Step 3. Fill out the Single Ticket Entry Form from top to bottom and upload a photo of the ticket. All details should be located on the weight ticket received from the recycling facility.

- **Note:** If all of the material on the ticket is for your project, put 100% in the “Percentage” field. If only some of the material is from your project, estimate the percentage of the load that is from your project.

When you are done filling out all the required fields, click “Submit Ticket”.



City Hall: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, PNG, GIF, HEIC, and other image file types.

All weight tickets/receipts must be uploaded to Green Halo.

All weight tickets/receipts must be uploaded to show compliance with the 65% diversion rate requirement. Projects that fail to upload all tickets within 30 days of the project being completed, or projects that do not meet the 65% diversion rate may be assessed penalties for non-compliance.

Note: Each weight ticket/receipt must be entered as a separate record. Multiple tickets/receipts on one entry will not be accepted.

Single Ticket Entry Form

MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

Ticket Type Recycle and Dispose Salvage and Reuse

Material *

Facility *

Hauled By * Self Haul
(if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
 No file chosen

Ticket Date *

Weight *

Unit of measure * Tons Cubic Yards Pounds
Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Percentage (what percentage of this ticket is for this project?)

Submitted By * **You must enter your name**

SUBMIT TICKET

Step 4. To view your diversion rate throughout the project, click on the “Facilities & Tickets” tab. Projects are required to divert at least 65% of the project material. Fines may be assessed for non-compliance.

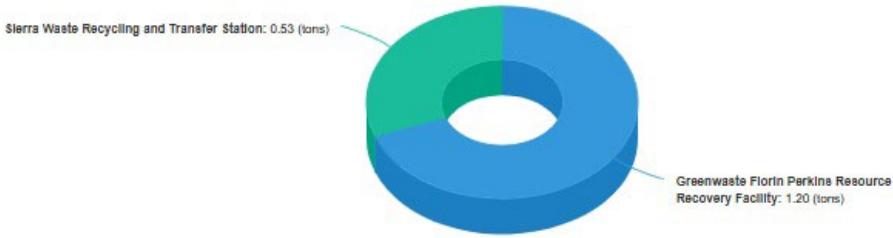
Project: GH130-997-2599 City Hall

[Add Tickets](#)

[Project Information](#) [Project Statistics](#) [Transporter Method](#) [Recovered Materials](#) [Facilities & Tickets](#) [Bid Sheet](#) [Data By Permit](#) [Project Files](#) [Messages & History](#) [Submit for Final](#)

Material Recovery by Facility [EXPORT WEIGHT TICKETS TO EXCEL](#)

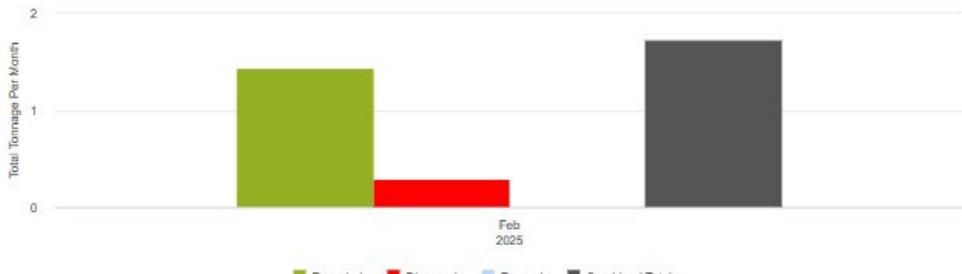
Material Recovery by Facility



Sierra Waste Recycling and Transfer Station: 0.53 (tons)

Greenwaste Florin Perkins Resource Recovery Facility: 1.20 (tons)

PROJECT RECOVERY VOLUME TRENDS



Total Tonnage Per Month

Feb 2025

Recycled Disposed Reused Combined Total

[FACILITIES AND TICKETS](#) [Find Ticket by #, Facility or Material](#) [FIND](#)

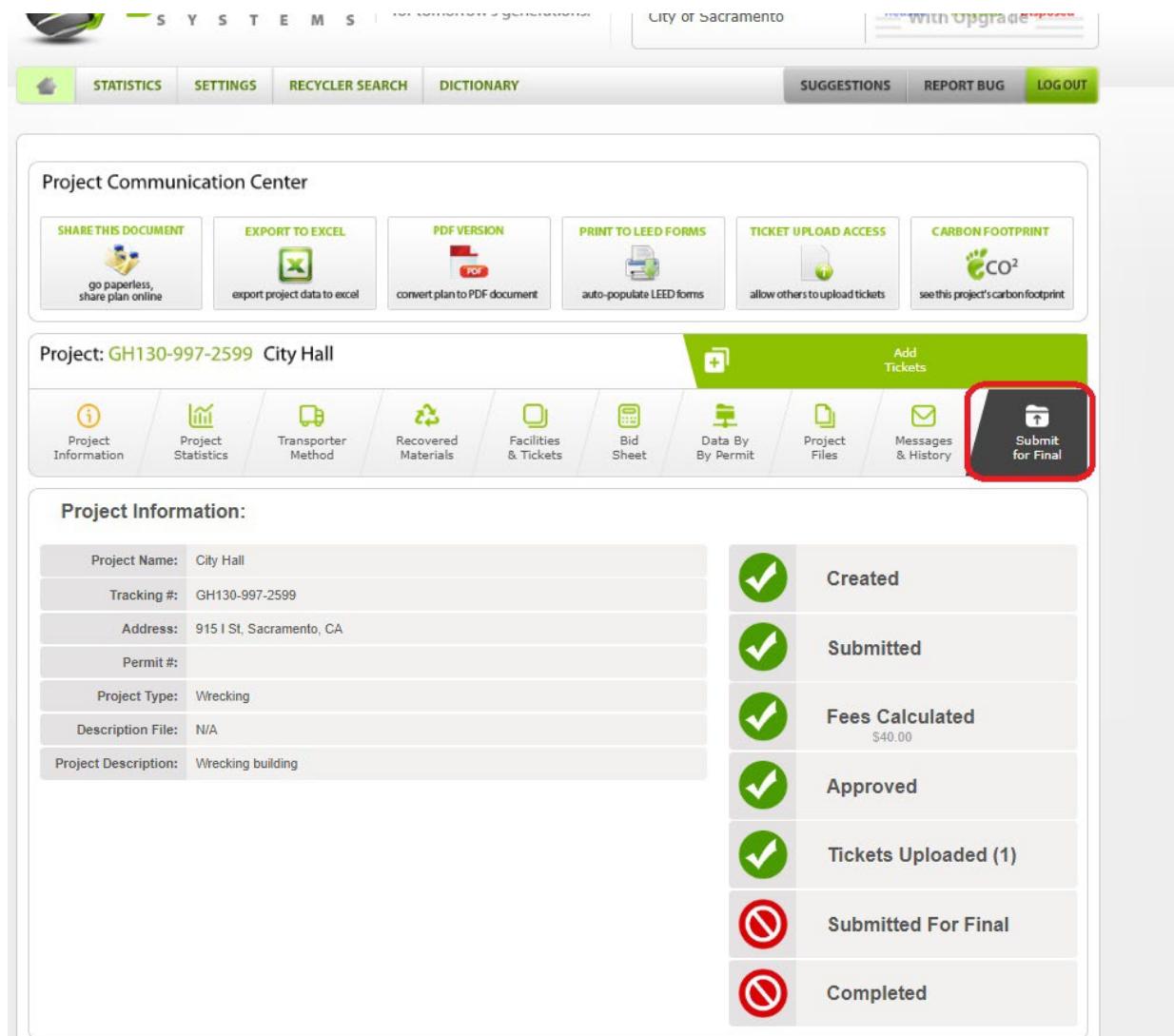
Current Recovery Rate for this Project: 83.08% * Material does not count towards Recycling Totals

1. Greenwaste Florin Perkins Resource Recovery Facility 4201 Florin Perkins Road, Sacramento, CA 95826 (map)

Tickets entered for this facility:	1	Tons taken to this facility:	1.2
Materials taken to this facility:	1	Tons recycled at this facility:	1.01

Material	Submitted By	Ticket	Weight	Recovery %	Recycled	Applied %	Date	View	Edit	Delete
1. Mixed C & D Debris	John Smith	12345	1.20	84	1.01	100	02/13/25	View	Edit	Delete

Step 5. When all tickets are uploaded for your project, click “Submit for Final” to submit your Waste Log for review. City staff will review the Waste Log for compliance with the 65% diversion rate.



The screenshot shows the City of Sacramento Recycling & Solid Waste System interface. At the top, there is a navigation bar with links for STATISTICS, SETTINGS, RECYCLER SEARCH, and DICTIONARY, along with buttons for SUGGESTIONS, REPORT BUG, and LOG OUT. The main content area is titled "Project Communication Center" and shows various document management options: SHARE THIS DOCUMENT (go paperless, share plan online), EXPORT TO EXCEL (export project data to excel), PDF VERSION (convert plan to PDF document), PRINT TO LEED FORMS (auto-populate LEED forms), TICKET UPLOAD ACCESS (allow others to upload tickets), and CARBON FOOTPRINT (see this project's carbon footprint). Below this is a section for the project "GH130-997-2599 City Hall". It includes a "Add Tickets" button and a row of project management links: Project Information, Project Statistics, Transporter Method, Recovered Materials, Facilities & Tickets, Bid Sheet, Data By Permit, Project Files, and Messages & History. The "Submit for Final" button is highlighted with a red box. The "Project Information" section displays the following details:

Project Name:	City Hall
Tracking #:	GH130-997-2599
Address:	915 I St, Sacramento, CA
Permit #:	
Project Type:	Wrecking
Description File:	N/A
Project Description:	Wrecking building

On the right, a vertical list of project status steps is shown with corresponding icons and status:

- Created (green checkmark)
- Submitted (green checkmark)
- Fees Calculated (\$40.00) (green checkmark)
- Approved (green checkmark)
- Tickets Uploaded (1) (green checkmark)
- Submitted For Final (red circle with slash)
- Completed (red circle with slash)