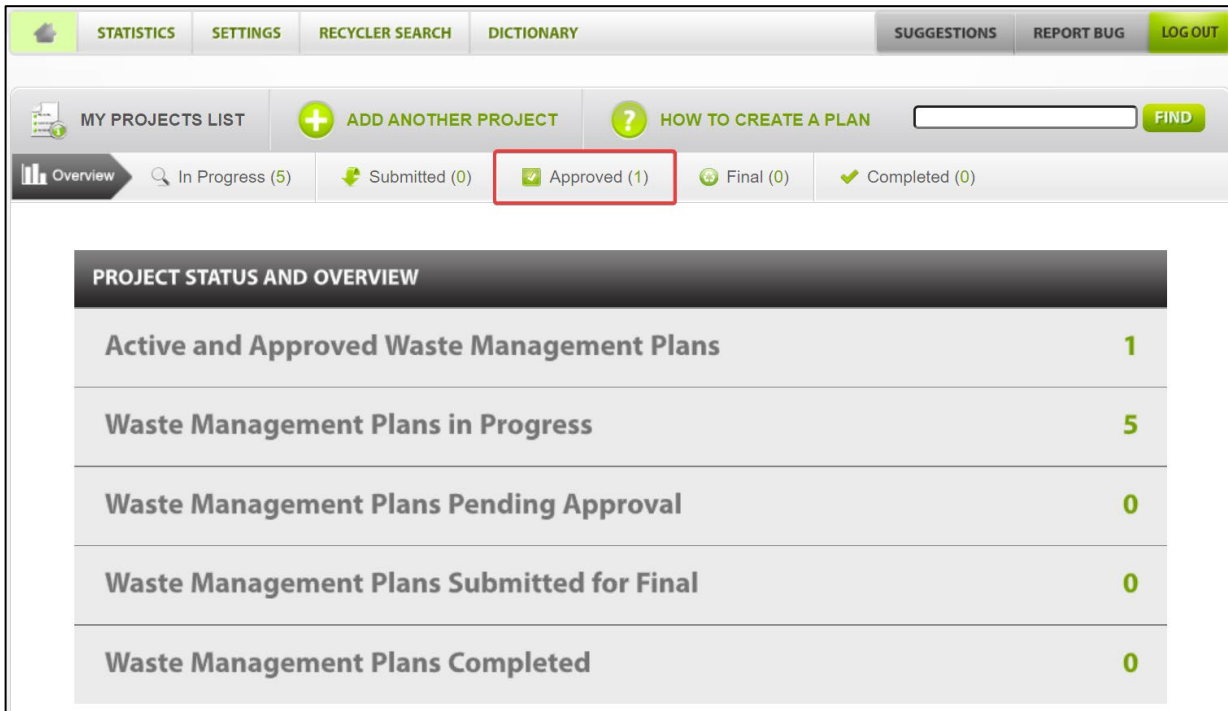


How to Upload Weight Tickets and Submit your Waste Log

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.



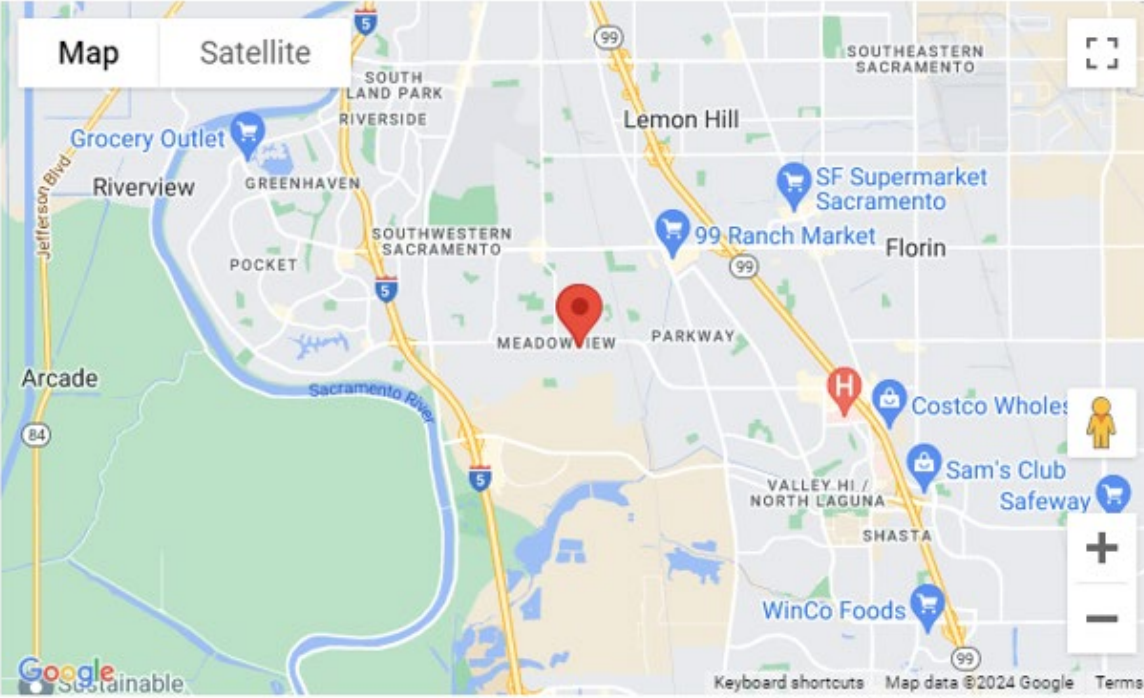
The screenshot shows the Green Halo web application interface. At the top, there are navigation tabs: STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. Below these is a section for 'MY PROJECTS LIST' with buttons for 'ADD ANOTHER PROJECT' and 'HOW TO CREATE A PLAN'. A search bar with a 'FIND' button is also present. Below the search bar, there are tabs for project status: Overview, In Progress (5), Submitted (0), **Approved (1)** (highlighted with a red box), Final (0), and Completed (0). Below the tabs is a table titled 'PROJECT STATUS AND OVERVIEW'.

PROJECT STATUS AND OVERVIEW	
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 #: [GH376-711-2539](#) Permit #: [BLDtest](#)

Contractor: RSW
Phone: 916-808-4808

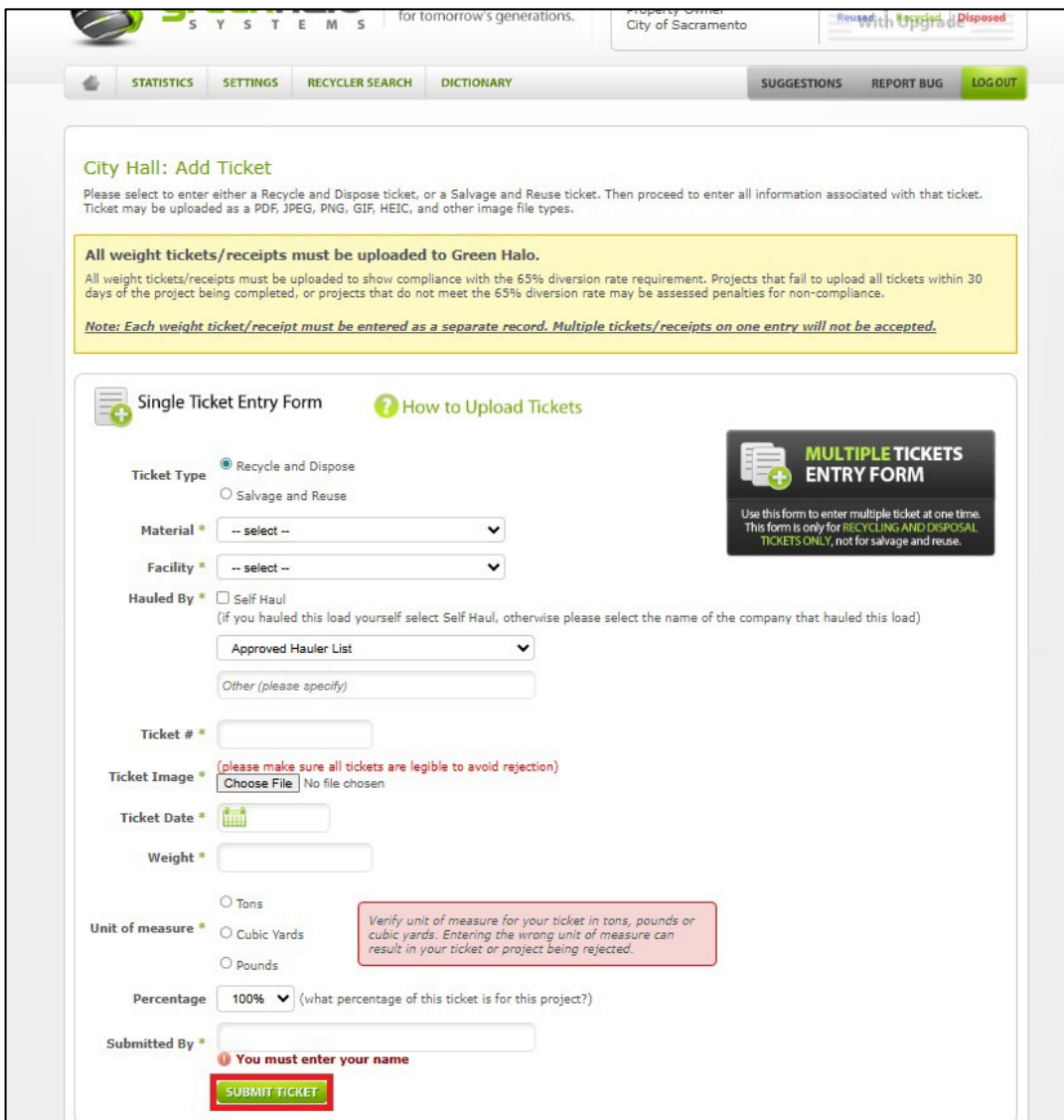
0.00 Recycled Tonnage	0.00 Disposed Tonnage	0% Inert Recovery (required 0.00%)	0% Non-Inert Recovery (required 0.00%)	0% Overall Diversion (required 65%)
Add Tickets (0)	Order Service	Post for Sale	Functions	Submit for Final

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 [How to Upload Tickets](#)

Ticket Type ☒ Recycle and Dispose ☐ Salvage and Reuse

Material * -- select --

Facility * -- select --

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)

Approved Hauler List

Other (please specify)

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
Choose File 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 100% (what percentage of this ticket is for this project?)

Submitted By *

You must enter your name

SUBMIT TICKET

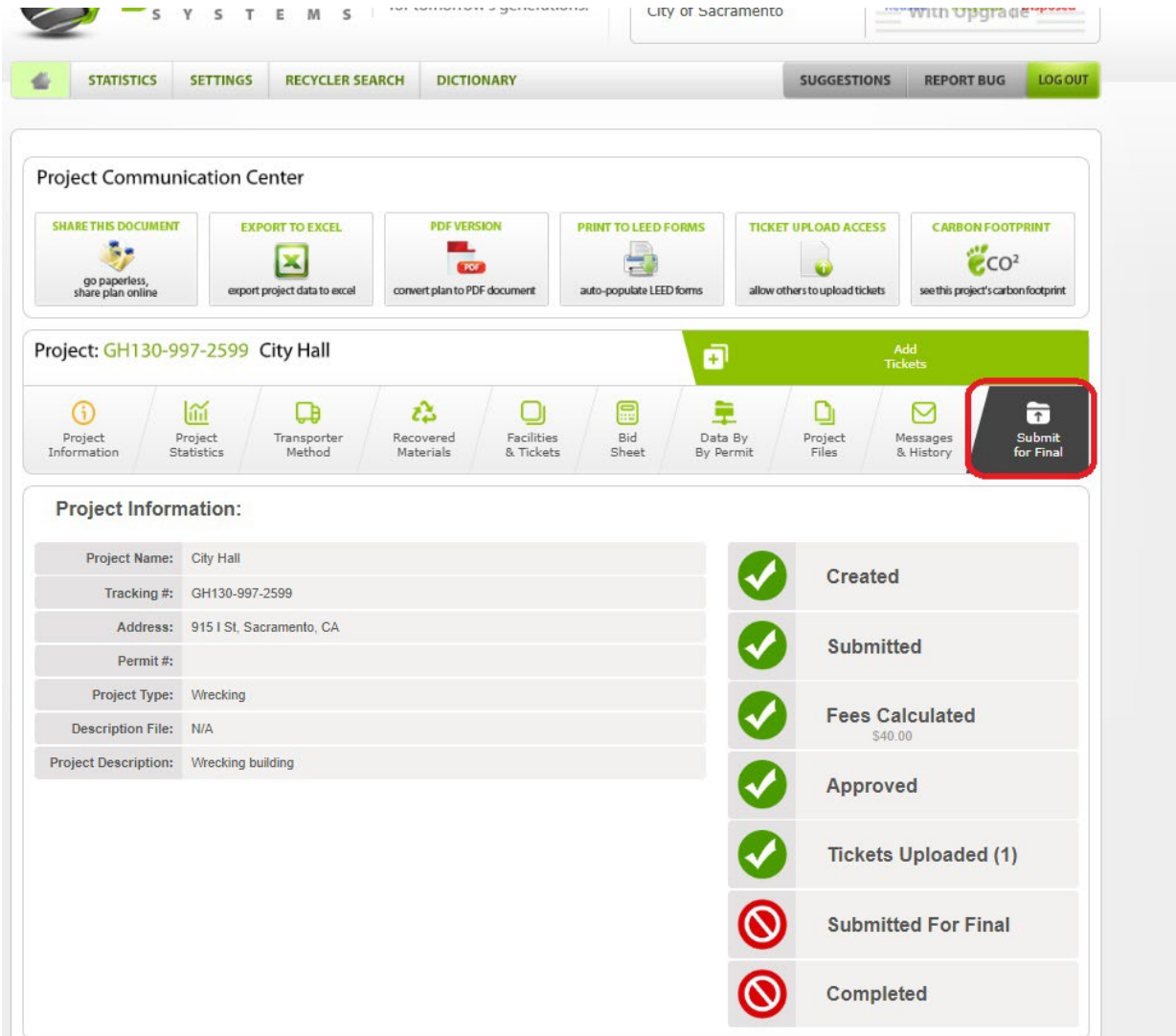
MULTIPLE TICKETS ENTRY FORM

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.

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.



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.



Project Communication Center

- 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
- CARBON FOOTPRINT**
see this project's carbon footprint

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**

Project Information:

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

✓	Created
✓	Submitted
✓	Fees Calculated \$40.00
✓	Approved
✓	Tickets Uploaded (1)
✗	Submitted For Final
✗	Completed