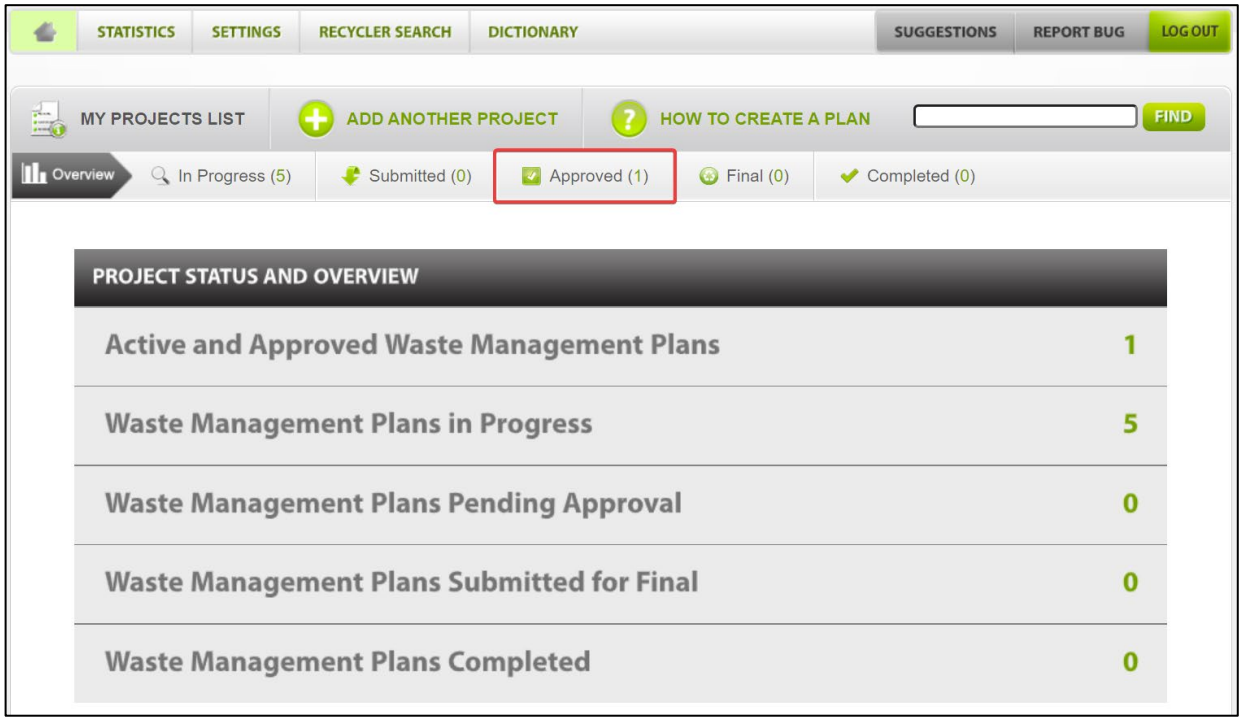
How to Upload Weight Tickets and Submit your Waste Log

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.

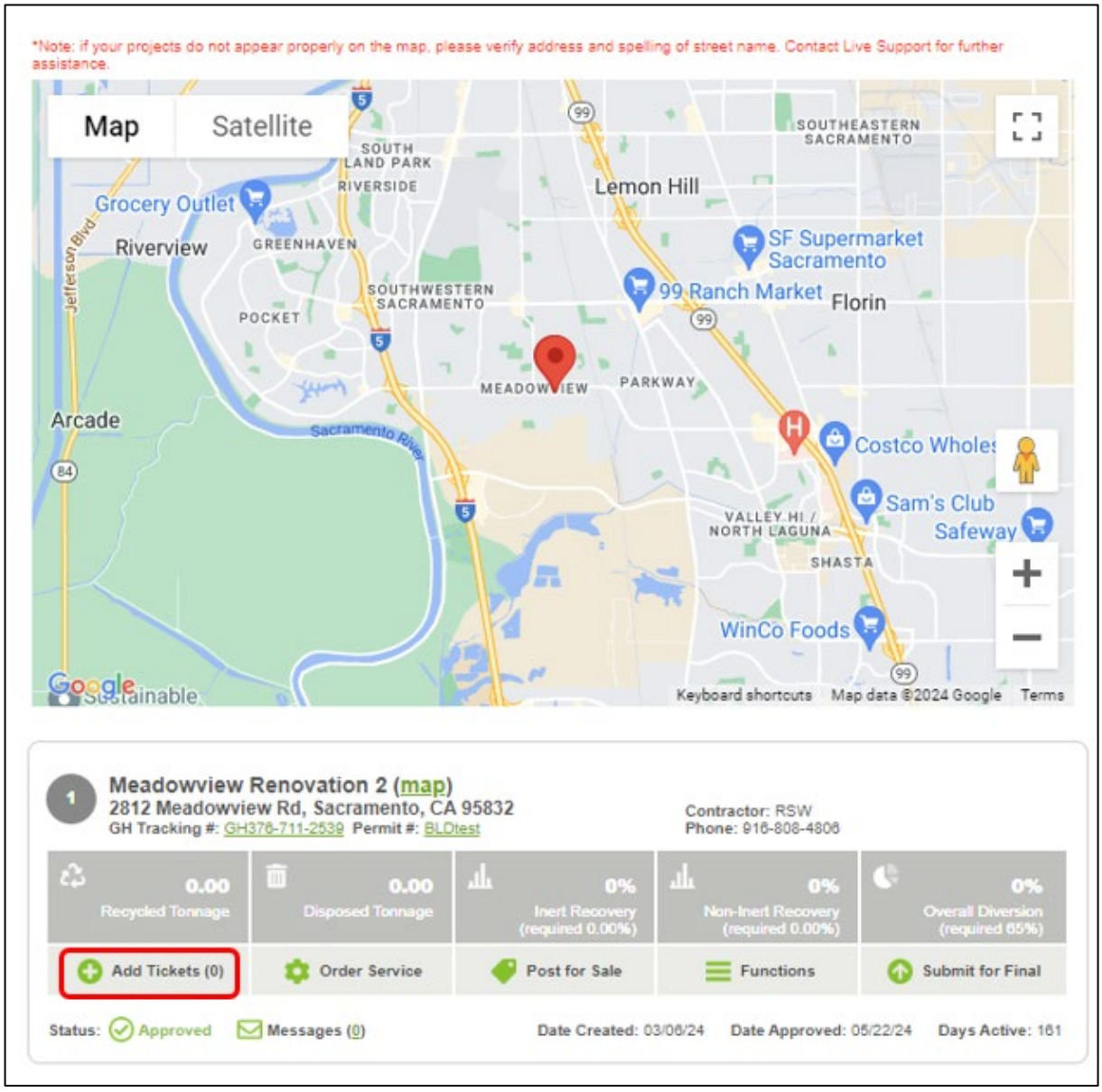
To avoid penalties, ensure you bring the material to an appropriate recycling facility and that your receipt/ticket shows the material was recycled. Receipts for mixed C&D brought to the three certified mixed-C&D sorting facilities must be stamped "**Sacramento County Certified C&D Sorting Facility"** 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.



- **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.

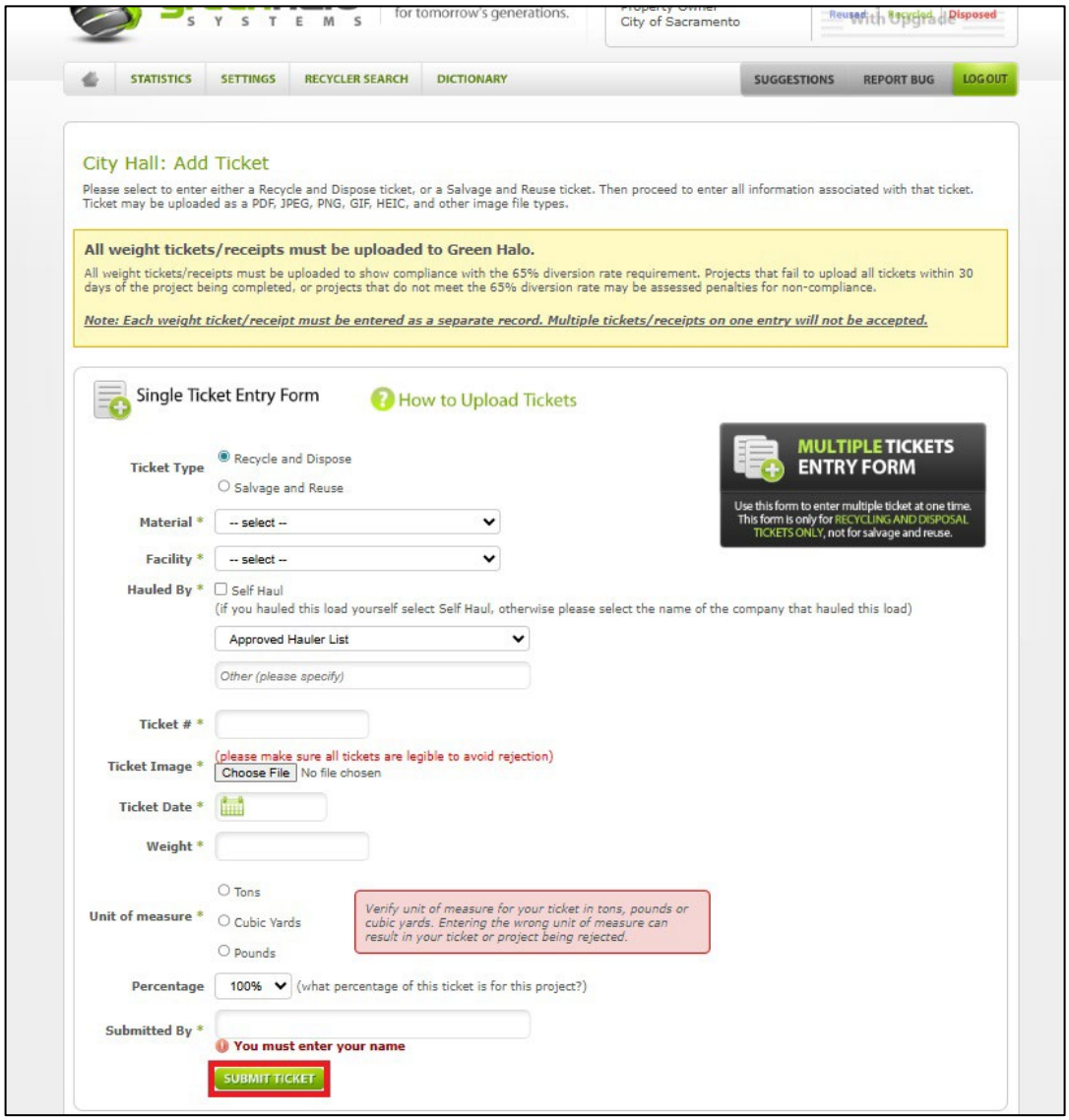
Step 2. Scroll down below the map to find your project. Click "Add Tickets".



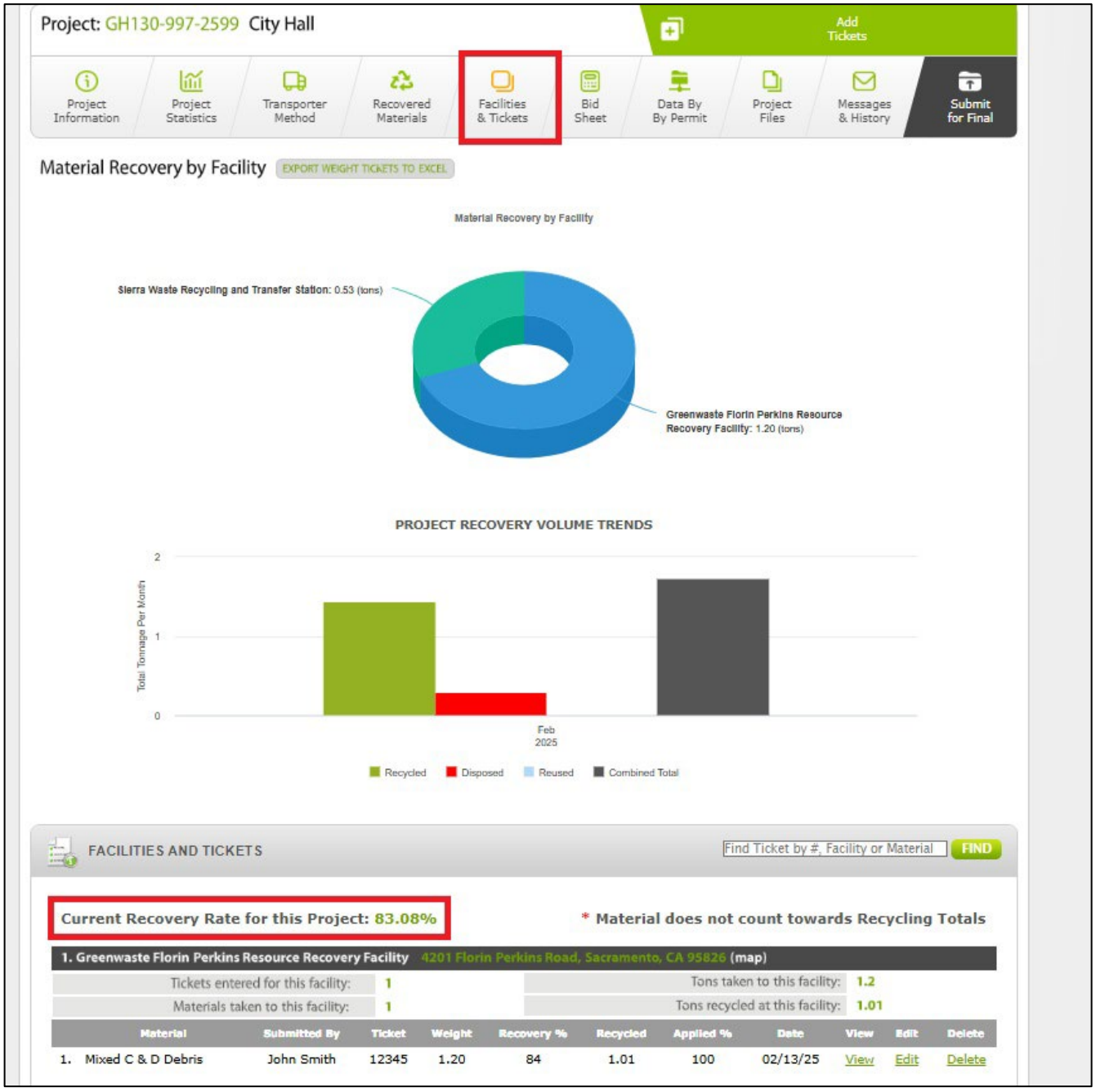
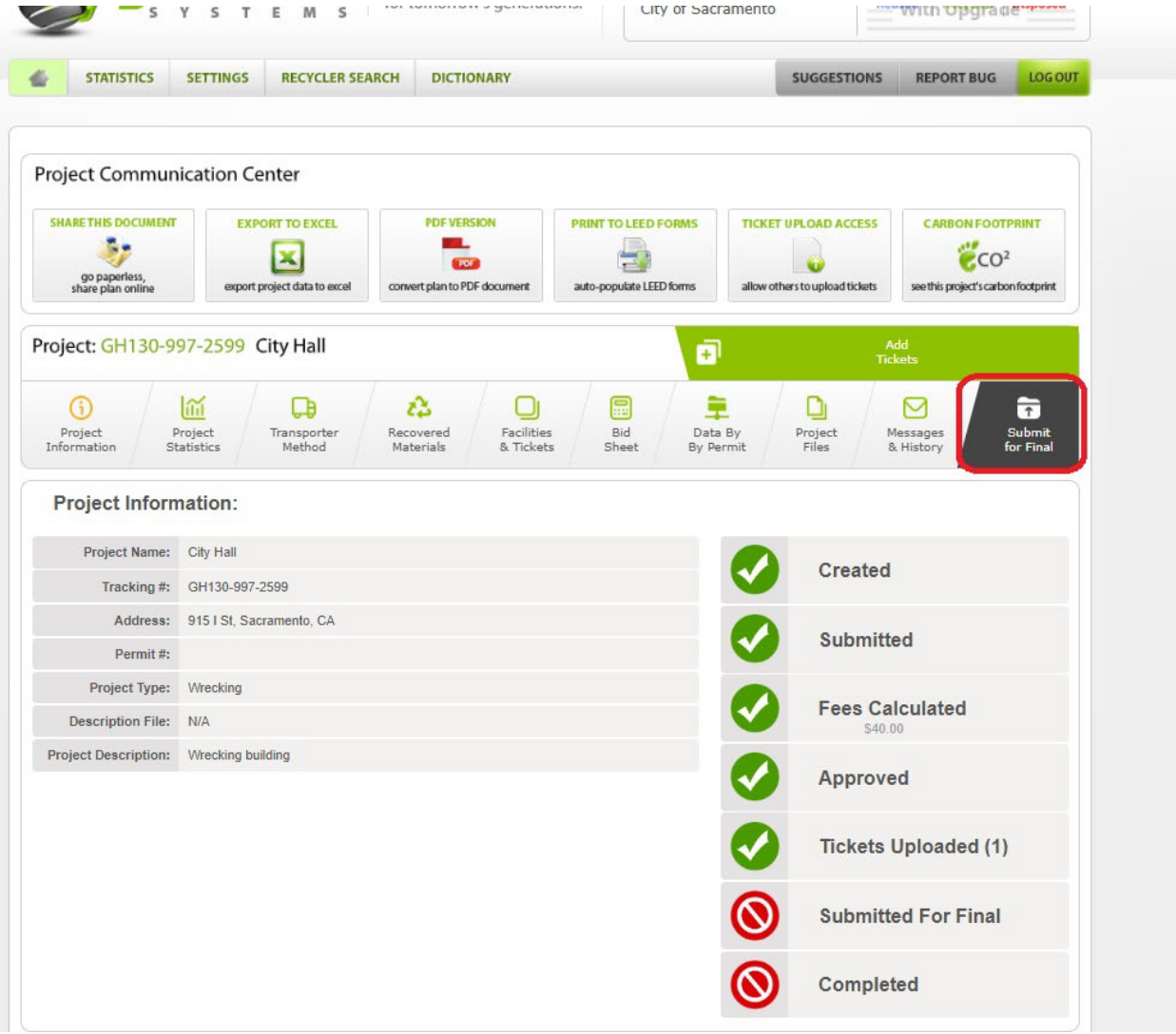
Step 3. Fill out the Single Ticket Entry Form from top to bottom and upload a photo of the ticket. All details should be located on the weight ticket received from the recycling facility.

- **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".



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.