![SF Environment logo]

Municipal Green Halo Systems User Guide
for a General Contractor

March 2021

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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**.

Create Your Account

1 SELECT PLAN 2 ENTER COMPANY INFO 3 ENTER PAYMENT INFO 4 CONFIRM & SUBMIT

BACK   NEXT STEP

Please select your plan
4 Month Minimum Subscription

Features	PROJECT TRACKER FREE	PROJECT TRACKER PREMIUM $29 + $24 for each active project PER MONTH	PROJECT TRACKER PROFESSIONAL $129 + $19 for each active project PER MONTH	PROJECT TRACKER ENTERPRISE $329 + $15 for each active project PER MONTH
Number of Users	1	3	5	Unlimited
Green Halo Scan and Ticket Upload Service	$5 per ticket, $20 min. $5 add'l ticket	10 free tickets/mo. $3 add'l ticket	40 free tickets/mo. $3 add'l ticket	100 free tickets/mo. $3 add'l ticket
Create Waste Management Plan	✓	✓	✓	✓
Upload Waste and Recycling Receipts	✓	✓	✓	✓
Realtime Project Statistics	✓	✓	✓	✓
Anywhere Anytime Access from Mobile Devices	✓	✓	✓	✓
Project Data Storage	✓	✓	✓	✓
Live Chat Support	✓	✓	✓	✓
Submit Plans Directly to Participating Cities	✓	✓	✓	✓
Live Phone Support	✓	✓	✓	✓
Share Project Data		✓	✓	✓
Convert Plans to PDF		✓	✓	✓
Multiple Ticket Upload		✓	✓	✓
Ticket Upload Access for Subcontractors		✓	✓	✓
Opt in/Opt out Promotional Offers			✓	✓
Add Company Logo to Reports			✓	✓
View Overall Company Recycling Profile			✓	✓
Export Data to Excel			✓	✓
Convert Plans to LEED Forms			✓	✓
View Company and Project Carbon Footprint			✓	✓
Priority Support Access			✓	✓
Personal Data Entry Assistant				✓

BACK   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!**

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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** (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**.
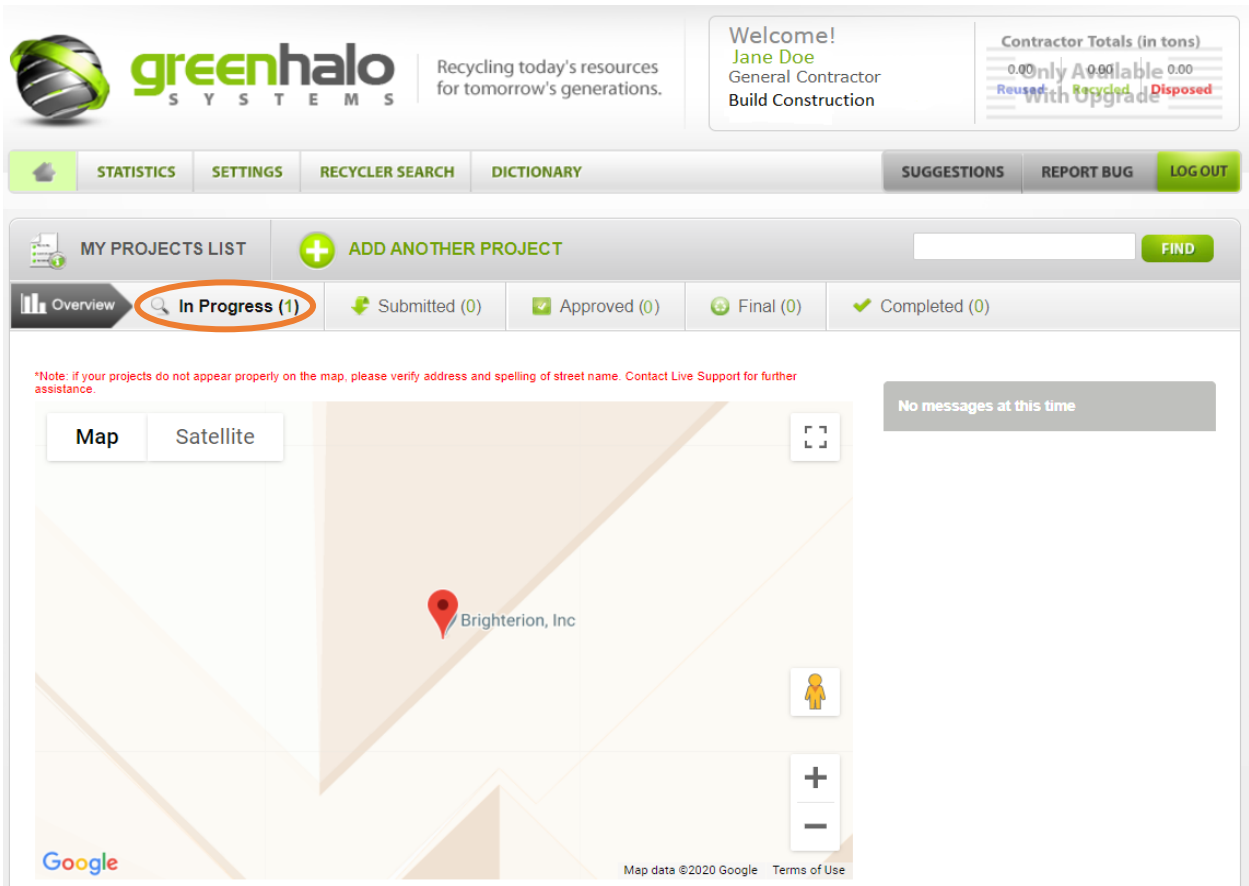
A2. For **existing users**: Open the "New Project Assigned" email sent from Green Halo Systems and click on **HERE** (hyperlinked).
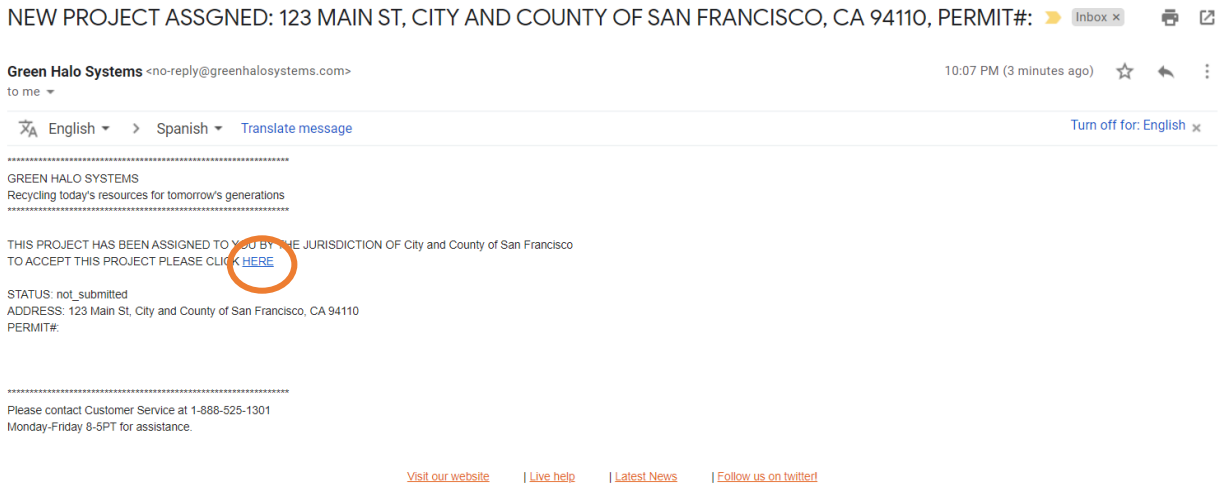
You will be directed to the Green Halo Systems homepage and a pop-up box will appear stating "The Project has been accepted" and click on **OK**:

Request Confirmation

The Project has been accepted.

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
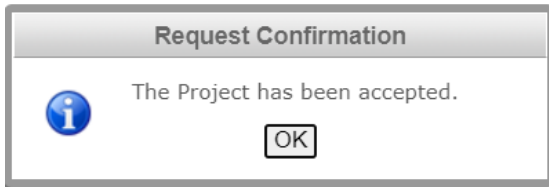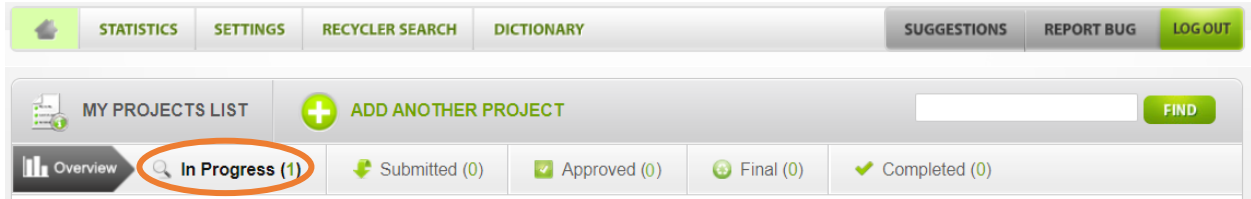- Click on the Green Halo Systems Tracking Number (**GH Tracking #**).

To have a Project deleted from your Account, please call 1-888-525-1301

Note: There are five sections that the contractor <u>must</u> 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.
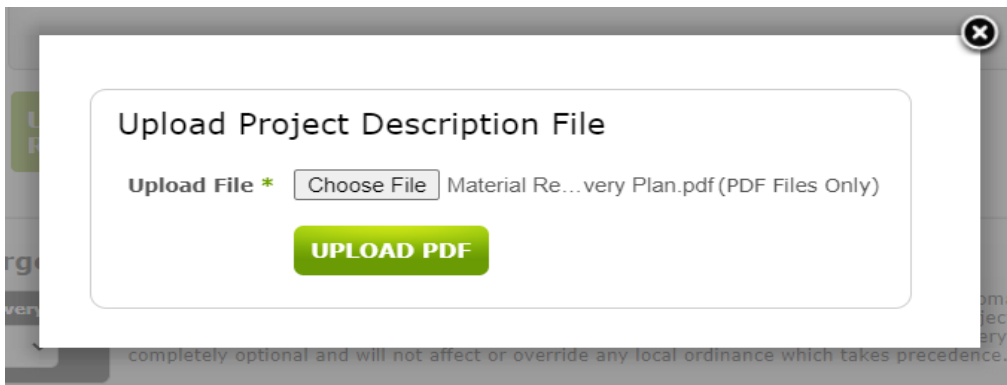
Important Tip: If you cannot complete this section initially and have to upload the file at a later time, click on **SAVE PLAN** on the top right corner.
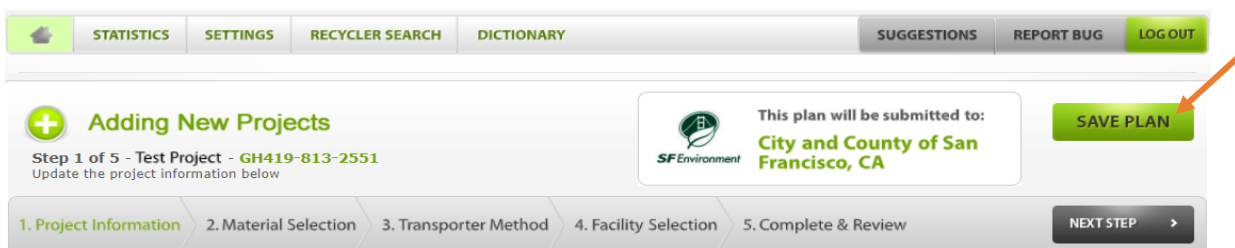
E. After uploading file, click on **NEXT STEP**.

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 <u>not</u> impact the recovery rate.

| 1. Project Information | 2. Material Selection | 3. Transporter Method | 4. Facility Selection | 5. Complete & Review |

‹ PREVIOUS STEP   NEXT STEP ›

Does your Project need to comply with LEED?
Learn more >>

Identifying Hazardous Materials
Important: Reporting hazardous material will NOT decrease project recovery rate. Attach all related manifests and/or abatement 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

* Material does not count towards Recycling Totals

Materials	Reuse	Recycle	Dispose
Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, debris box, or truck. Mixed C&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 source separated.			
Mixed C & D Debris (Mixed debris that is not source separated, but can be recycled must be brought to an authorized registered facility.)	N/A	[ ] cu. yds.	N/A
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.			
Asphalt - Pavement & Grinding (Pavement and asphalt grindings. *EXCLUDES roofing materials*)	[ ] cu. yds.	[ ] cu. yds.	N/A
Asphalt - Roofing (Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&D Debris".*)	[ ] cu. yds.	[ ] cu. yds.	N/A
Bricks, Masonry & Stone Products (Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)	[ ] cu. yds.	[ ] cu. yds.	N/A
Cardboard & Paper Products (Corrugated cardboard, fiberboard, dunnage from packaging, shredded paper, and other paper materials.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Carpet & Padding (Carpet scraps, foam, and related materials.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Ceiling Tiles (Unpainted acoustic tiles.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Concrete (Clean concrete with or without rebar.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Dirt/Soil-Clean Fill * (Dirt/Soil that is uncontaminated.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Dirt/Soil-Contaminated Non-Hazardous * (Dirt/Soil that is contaminated, but DOES NOT meet the Federal definition of hazardous contamination.)	N/A	N/A	[ ] cu. yds.
Drywall - Clean/Unpainted (New and unpainted scraps.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Glass Bottles & Containers (Glass bottles, jars, and other glass containers.)	N/A	[ ] cu. yds.	N/A
Green Waste * (Tree stumps and other vegetative matter resulting from land clearing and landscaping.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Metal (All scrap metal, aluminum, copper, tin, steel, etc.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Metal Drums, Barrels & Buckets (Metal 55-gallon drums, barrels, buckets and other metal containers.)	[ ] cu. yds.	[ ] cu. yds.	N/A
Plastic Drums, Barrels, Buckets, and Plastic Containers (Plastic 55-gallon drums, barrels, buckets and other plastic containers.)	[ ] cu. yds.	[ ] cu. yds.	[ ] cu. yds.
Plastics & Plastic Packaging Materials (Visqueen, shrink, dunnage from packaging, bubble wrap, plastic sheets and tarps, and other plastic material.)	N/A	[ ] cu. yds.	N/A
Porcelain (Ceramic tile, toilets, tubs & sinks.)	[ ] cu. yds.	[ ] cu. yds.	N/A

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 Inial MRRP. Select the anticipated Facility destination for each anticiapted 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 Regsistered Facilties.

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**.

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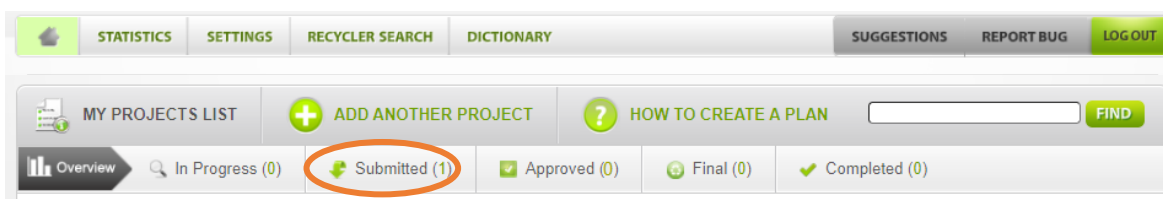
Step 4: Prepare and Submit a Final MRRP (and upload weight tickets)

A. Once the City Representative approves the Initial MRRP, the general contractor will receive an email notification.

MRRP/DDRP NEW PROJECT APPROVED: TEST PROJECT, PERMIT#: 1234567

Green Halo Systems <no-reply@greenhalosystems.com>
Tue 11/24/2020 8:09 PM
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 (DDRP) / Material Reduction and Recovery Plan (MRRP)

MRRP/DDRP New project approved: Test Project, Permit#: 1234567

THE WASTE MANAGEMENT PLAN FOR YOUR PROJECT **TEST PROJECT** HAS BEEN APPROVED. YOU MAY NOW BEGIN TO UPLOAD TICKETS TO YOUR PROJECT.

STATUS: Approved

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. As a reminder, keep all weight tickets received for any debris transported from the job site as they will need to be submitted for final approval. To ease the process, it is recommended to upload weight tickets as they are received, rather than at the end of the project.

APPROVED BY: James Slattery , C&D Debris Recovery Assistant Coordinator - 415-355-3767

LOG-IN TO SEE MORE INFORMATION

IMPORTANT FILES AND DOCUMENTS SENT:

NONE

APPROVED FACILITY LIST:
(Materials identified in your waste management plan must be taken to an approved facility. If you receive a Ticket from a facility that is NOT approved it will not count towards your recycling totals.)

Concrete - View Approved Facility List
Mixed C & D Debris - View Approved Facility List

B. Log in to your account, and you will notice that project has moved from **Submitted** to **Approved** on
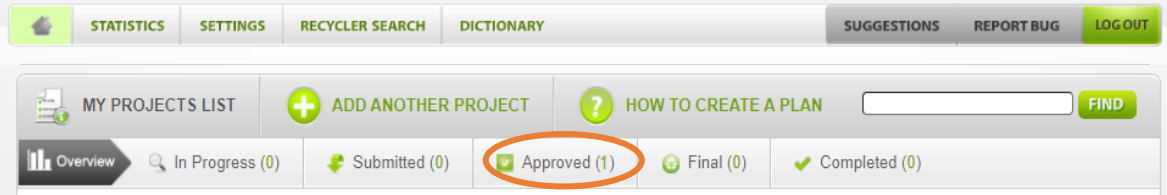
your Dashboard. Click on **Approved**.

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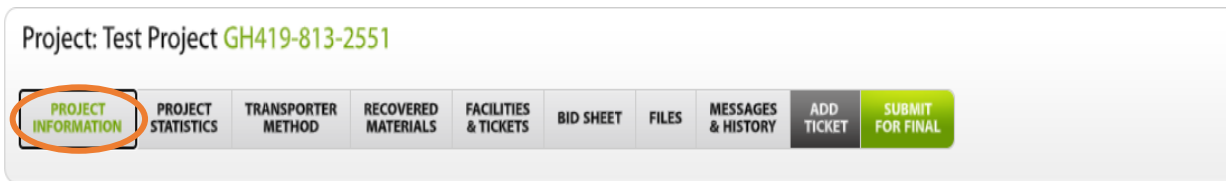
E. The second tab is **PROJECT STATISTICS**. Here you can find metrics of a project's performance based on its estimated and actual recovery rates. Since no weight tickets have been uploaded yet, the only data present is based on the estimated recovery rate.

Estimated	Tons	% of project
Reused	0.00	0
Recycled	35.10	87.75
Disposed	4.90	12.25
Neutral	0.00	0

Actual	Tons	% of project
Reused	0.00 tons	0.00
Recycled	0.00 tons	0.00
Disposed	0.00 tons	0.00
Neutral	0.00 tons	0
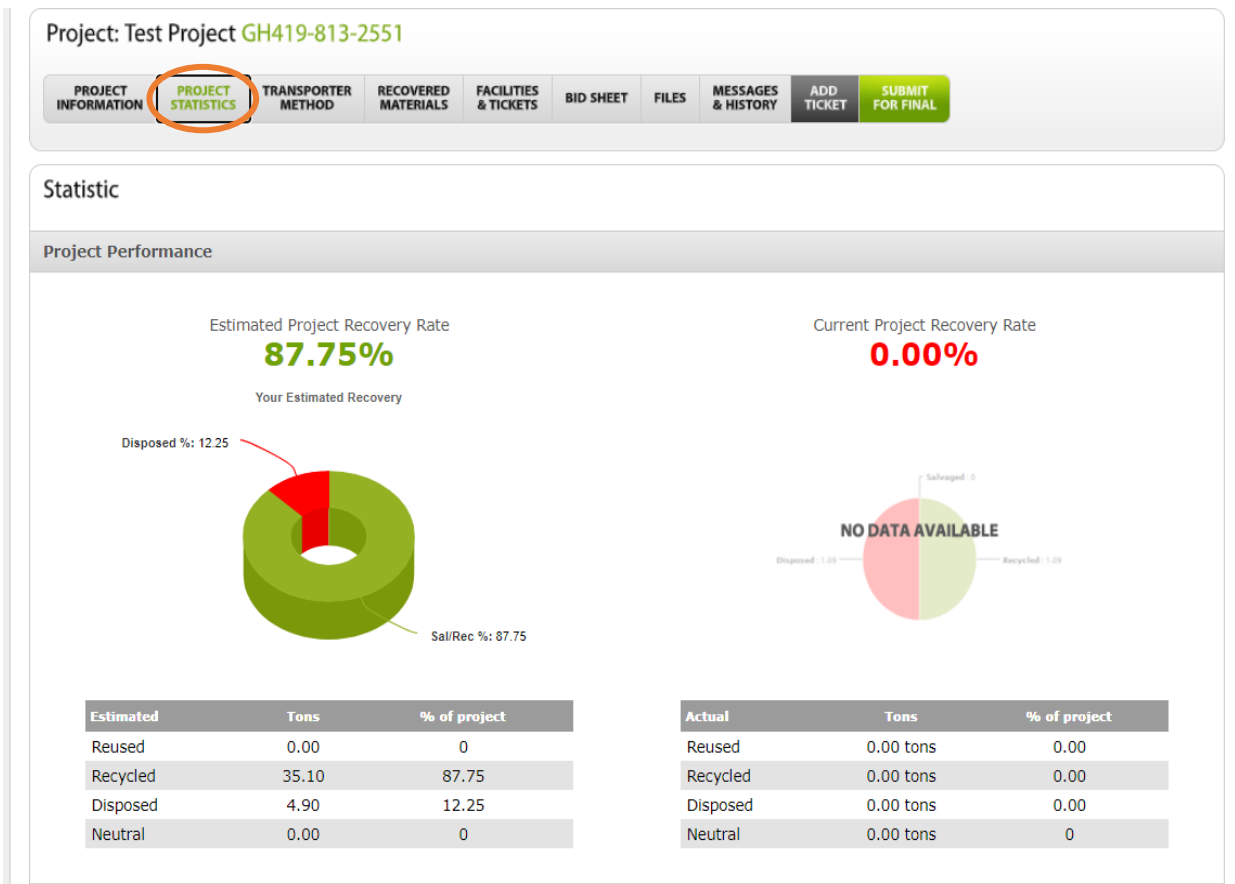
F. The third tab is **TRANSPORTER METHOD**. Here you can find the transporter methods selected in the Initial MRRP.

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.

Project: Test Project GH419-813-2551

PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | BID SHEET | FILES | MESSAGES & HISTORY | ADD TICKET | SUBMIT FOR FINAL

Transporter Method: Self Haul

You have agreed to comply with the self haul guidelines.

✓ 🚚 **Self Haul Guidelines**

By selecting self-haul I am agreeing that my organization has a valid Transporter Registration with the City and County of San Francisco or will contact debrisrecovery@sfgov.org to obtain a valid Transporter Registration. For more information on the City and County of San Francisco's self-haul rules and regulations click on the link: https://sfenvironment.org/construction-demolition-requirements

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.

Project: Test Project GH419-813-2551

PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | BID SHEET | FILES | MESSAGES & HISTORY | ADD TICKET | SUBMIT FOR FINAL

Total Actual Materials Recovered   * Material does not count towards Recycling Totals

Salvaged : 0
NO DATA AVAILABLE
Disposed : 1.00 — Recycled : 1.00

1. Concrete - add a ticket

Estimated
Displayed In Tons
Disposed: 0.00   Reused: 0.00

Actual

Salvaged : 0
NO DATA AVAILABLE
Disposed : 1.00 — Recycled : 1.00

Recycled: 30.00

Material Statistics for Concrete

	reused	% of project	recycled	% of project	disposed	% of project
Estimated	0.00	0%	30.00	100%	0.00	0%
Actual	0.00	0%	0.00	0%	0.00	0%

Selected Facilities for Concrete (30.00 tons recycled)

Facility	Address	Phone
Brisbane Recycling Co INC.	(map) 5 Beatty Rd, Brisbane, CA 94005	415-467-5050

2. Mixed C & D Debris - add a ticket

Estimated
Displayed In Tons

Disposed: 0.00   Reused: 0.00

Recycled: 10.00

Actual

Salvaged : 0

NO DATA AVAILABLE

Disposed : 1.00   Recycled : 1.00
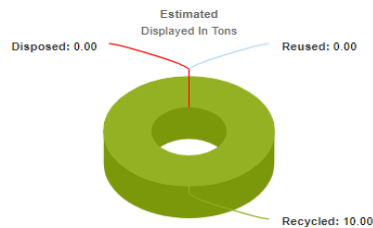
Material Statistics for Mixed C & D Debris

	reused	% of project	recycled	% of project	disposed	% of project
Estimated	0.00	0%	10.00	100%	0.00	0%
Actual	0.00	0%	0.00	0%	0.00	0%

Selected Facilities for Mixed C & D Debris (10.00 tons recycled)

Facility	Address	Phone
Premier Recycle (LEED project – disqualifies ADC)	(map) 260 Leo Avenue, San Jose, CA 95112	408-297-7910

Materials   * Material does not count towards Recycling Totals

Materials Selected (2)	Facilities selected for this material
1. Concrete	Brisbane Recycling Co INC. (30.00 tons recycled)
2. Mixed C & D Debris	Premier Recycle (LEED project – disqualifies ADC) (10.00 tons recycled)

Materials Actually Used (0)	Facilities actually used
	No facilities

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).

Project: Test Project GH419-813-2551

| PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | BID SHEET | FILES | MESSAGES & HISTORY | ADD TICKET | SUBMIT FOR FINAL |

Material Recovery by Facility

Salvaged : 0

NO DATA AVAILABLE

Disposed : 1.09   Recycled : 1.09

PROJECT RECOVERY VOLUME TRENDS

FACILITIES AND TICKETS

* Material does not count towards Recycling Totals

FACILITIES AND MATERIALS

* Material does not count towards Recycling Totals

Facilities - Anticipated (2)	Materials to be taken to this facility
1. Brisbane Recycling Co INC.	Concrete
2. Premier Recycle (LEED project – disqualifies ADC)	Mixed C & D Debris

Facilities Actually Used (0)	Materials taken to this facility

No facilities

I.   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.

Files & Documents

Upload support documentation other than weight tickets (e.g. reports, permits, documentation, etc.) These files are considered to be part of the final Demolition Debris Recovery Plan and will be visible to the jurisdiction and individuals given access to this project in Green Halo. (Acceptable file formats: .JPG, .DOC, .XLS, .PDF)

Upload Files & Documents

File *   Choose File No file chosen   .JPG, .DOC, .XLS or .PDF

UPLOAD FILE

Files & Documents

No Uploaded Files.

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.

Messages - sent and received

☐ Urgent Message

Type a message to a representative from the Jurisdiction and County of City and County of San Francisco. Representative will be notified when message is sent.

SEND MESSAGE

Project Notes - confidential notes and remarks, only viewable by yourself

ADD NOTE

Project History

Plan Status: Approved
Permit Number: 1234567
1234567   11/10/20
Date Start: 11/10/20
Date Submitted for Approval: 11/10/20 19:46:58
Created and/or Submitted by: Jane Doe , Contractor
Date Approved: 11/10/20 20:09:15
Approved by: John Doe , City Representative

Project Actions   Number of Times Project Re-Assigned to Others: 1

Note
1. This project was assigned by John Doe to Jane.Doe@sfgov.org by John.Doe@sfgov.org on 11/10/20
2. This project was accepted by Jane Doe by Jane.Doe@sfgov.org on 11/10/20
3. ✔ Contractor has read and agreed to Self Haul Guidelines on 11/10/20   Read More
4. ✔ Contractor has read and agreed to the Jurisdiction's Terms and Conditions on 11/10/20   Read More

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.

Project: Test Project GH079-941-2796

| PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | BID SHEET | FILES | MESSAGES & HISTORY | ADDITIONAL REQUIREMENTS | ADD TICKET | SUBMIT FOR FINAL |

Aditional Requirements

The Jurisdiction has requested you provide the following information for this project. If you have any questions, please contact the Jurisdiction through the messaging system.

Project Requirements

Additional Requirement	Description	Status	View	Upload
Hazardous Waste Additional Requirement	Disposal receipt or manifest of the hazardous material must be attached to the this section for your plan to be approved. If you have any questions or concerns, please contact a representative of the City and County of San Francisco through Green Halo.	Not Uploaded	N/A	

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.

Test Project : 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, or GIF.

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 is 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**.

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San Francisco Department of the Environment
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March 2021

Project: Test Project GH419-813-2551

| PROJECT INFORMATION | PROJECT STATISTICS | TRANSPORTER METHOD | RECOVERED MATERIALS | FACILITIES & TICKETS | BID SHEET | FILES | MESSAGES & HISTORY | ADD TICKET | SUBMIT FOR FINAL |

Submit

CONGRATULATIONS YOU JUST HELPED THE ENVIRONMENT!

✓

YOUR PLAN MEETS THE JURISDICTION RECOVERY RATE OF **65.00%**
WITH A PROJECT RATE OF **82.50%**

Note: If your project contains a large volume of tickets, project review time may take longer.

This project will be submitted for Final Inspection to the Jurisdiction of City and County of San Francisco. Please review the plan and verify that all tickets that apply to this plan have been entered. Once this plan is submitted no editing, changes or additions can be made to this plan. If your plan does not comply with the Jurisdiction of City and County of San Francisco recovery rate of 65.00% please provide an explanation in the field listed below. You may also use this field to provide comments, notes or other issues specifically related to the completion of this project for review by the jurisdiction official.

Final Image [Choose File] No file chosen   (DO NOT UPLOAD RECYCLING RECEIPTS HERE)

Comments [   ]

Submitted By * [Jane Doe]

[SUBMIT FOR FINAL]

AA. A pop-up box will appear with the question, "Are you sure you want to submit this project?" Click **Yes**.

⚠ Are you sure you want to submit this project?

[Yes] [No]
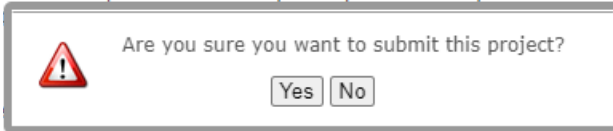
BB. You will be directed to a Green Halo Systems confirmation page that the MRRP was submitted for final approval. Click **Continue to home page**.
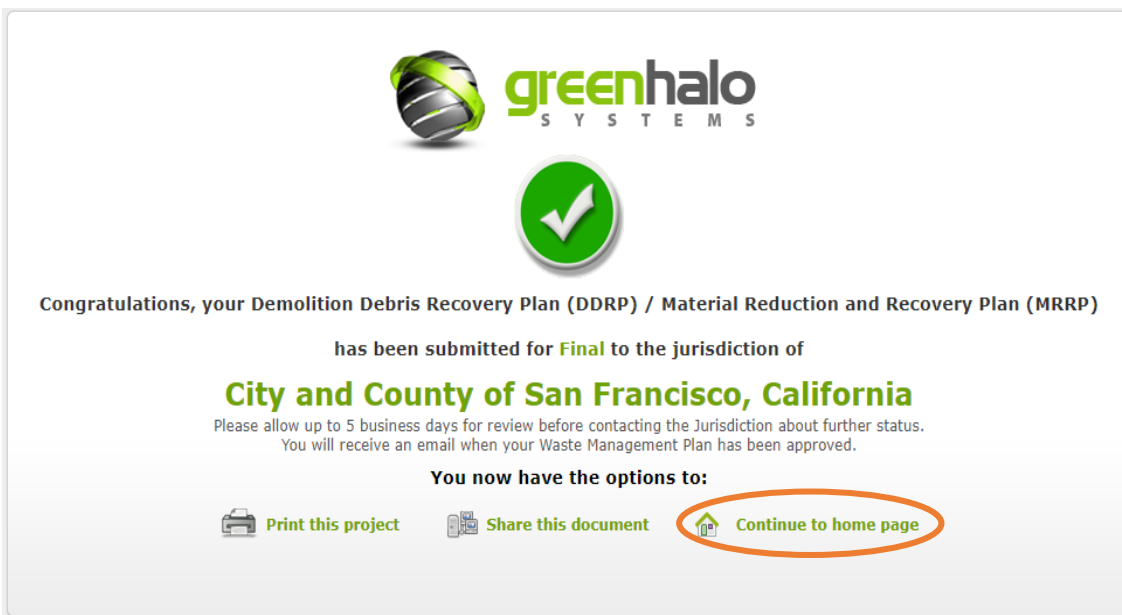
CC.   Now that the project has been submitted for Final Approval, you will notice that the project has moved from **Approved** to **Final** on your Dashboard. The project will remain under **Final** until the City Representative reviews and approves (or rejects) the Final MRRP.
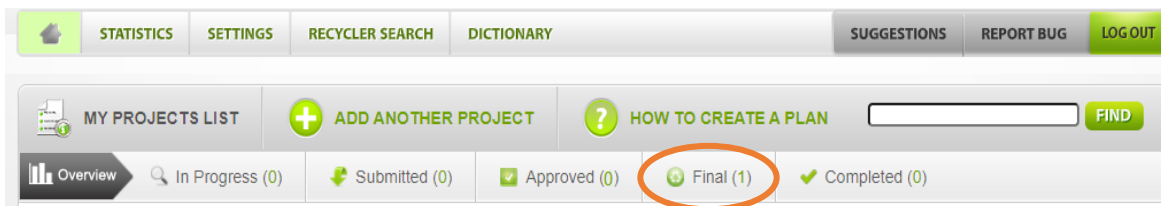
DD. The general contractor will be notified immediately when the City Representative approves the Final MRRP. The email notification will look like this:

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 (DDRP) / Material Reduction and Recovery Plan (MRRP)
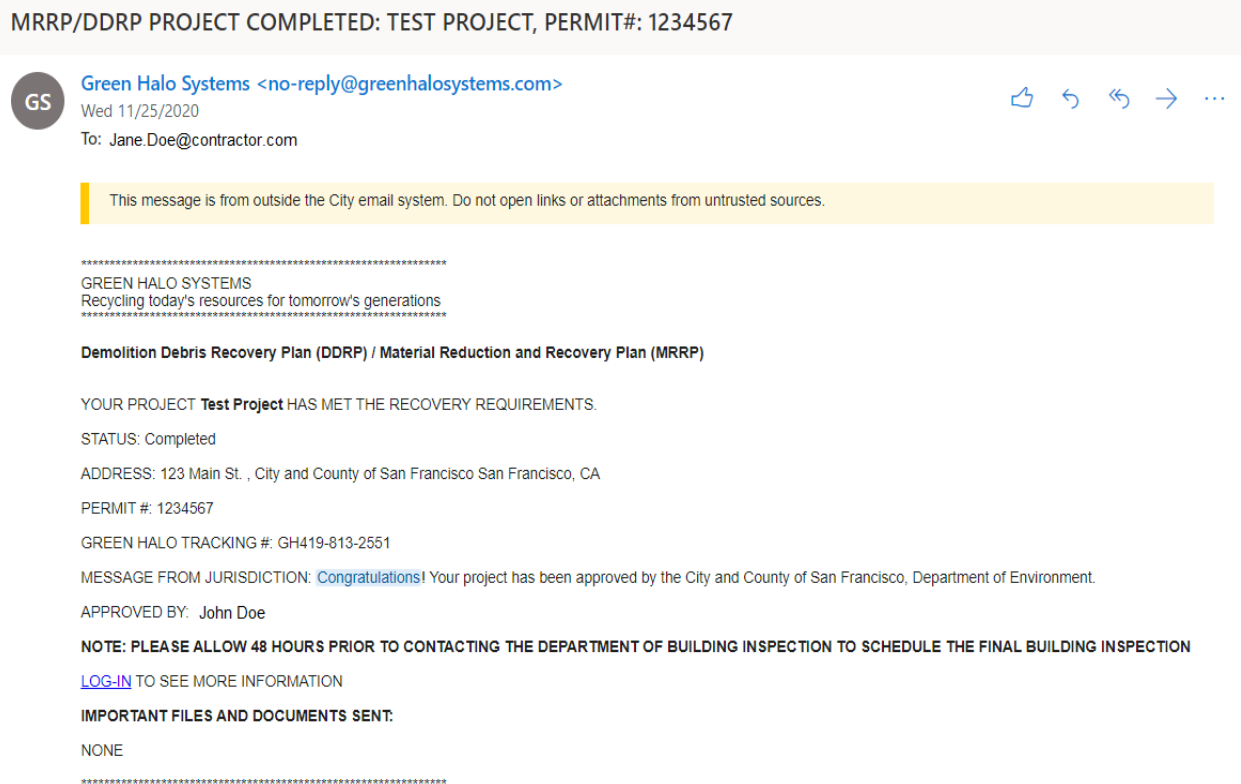
YOUR PROJECT **Test Project** HAS MET THE RECOVERY REQUIREMENTS.

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

LOG-IN 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.
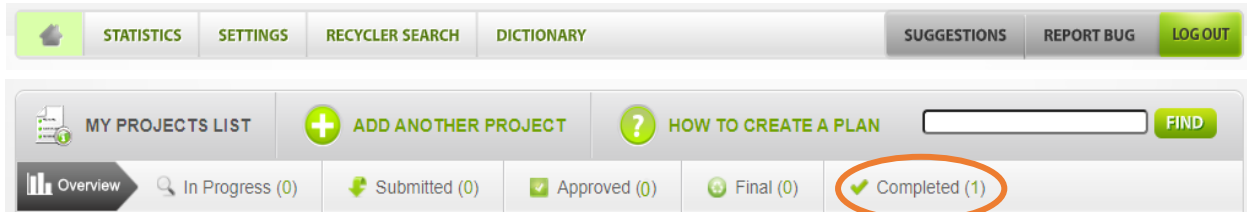

Step 5: Export Project Activity to Microsoft Excel

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**.
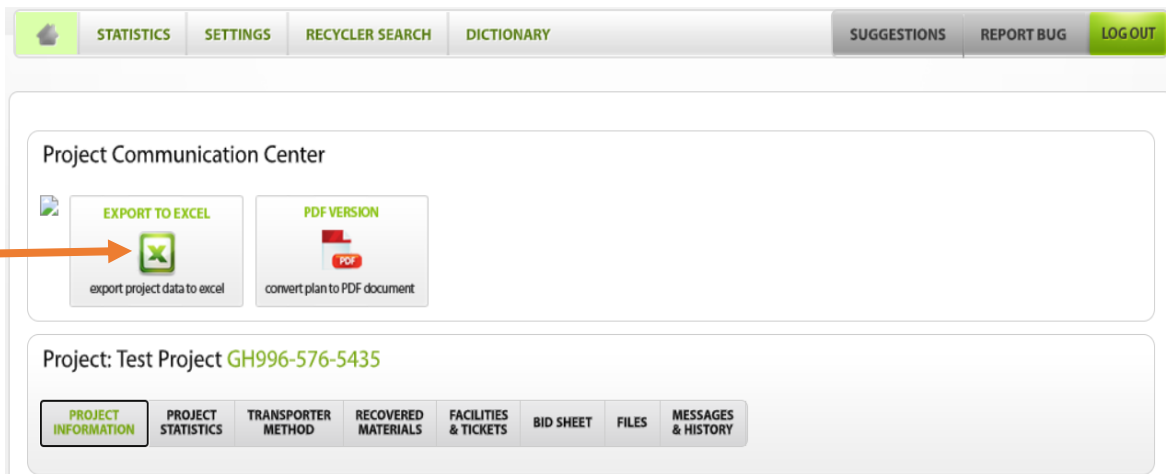
C. After the file finishes downloading to your computer, it can be opened using Microsoft Excel.