



City of Agoura Hills, 30001 Ladyface Ct., Agoura Hills California

## **Construction and Demolition (C&D) Debris Re-use and Recycling Program**

### **What is the Construction and Demolition Debris Re-use and Recycling Program?**

State law, AB 939, requires the City to divert 50% of all solid waste generated from the landfill through the use of waste prevention, recycling and re-use. To meet this law, City of Agoura Hills Green Building Code & AB 939 requires permit applicants working on construction, remodeling and/or demolition projects within City limits to practice waste prevention; re-use, recycle or salvage; and, least preferred, landfilling.

### **Waste Reports / Thresholds for Reporting –**

The thresholds for planning and reporting job site waste diversion are:

- Commercial and residential additions or alterations that require a building permit and are greater than 1,000 square feet;
- Demolition of any structure requiring a permit, greater than 1,000SF.
- All New Construction (pursuant to the Green Building Code)

### **Reporting Forms –**

For all projects within the City limits meeting or exceeding the above listed thresholds, submission of the following reporting forms are required: 1) Form A: Certificate of Implementation 2) Form B: Post Construction Waste Reduction and Recycling Report.

#### **Form A: Certificate of Implementation**

- ✓ Submitted prior to the issuance of building permits;
- ✓ Identifies project type and permit number;
- ✓ Certifies the implementation of a C&D Recycling program.

#### **Form B: Post Construction Waste Reduction/Recycling Summary Report (WRRS)**

- ✓ Submitted five (5) days prior to final inspection;
- ✓ Reports actual quantities of waste generated;
- ✓ Original weight tickets or receipts to verify solid waste material diversion.

## **Landfill Diversion Requirement –**

City of Agoura Hills Municipal Code Section 50.141 requires a minimum of 50% (by weight) diversion, through recycling, re-use or salvaging solid waste materials generated at all City project sites meeting or exceeding the reporting thresholds as identified herein.

Local Landfills:

- Calabasas Landfill - 5300 Lost Hills Rd., Agoura Hills, CA 91301
- Simi Valley Landfill - 2801 N. Madera Rd., Simi Valley, CA 93065

## **Solid Waste Haulers –**

The following companies are solely permitted to provide construction and demolition debris collection.

- A-Concrete Washout Systems (818) 991-3004
- Anderson Rubbish (805) 526-1919
- Consolidated Disposal (800) 299-4898
- Grounds Maintenance Service (805) 498-4945
- Interior Removal Specialist (323) 357-6900
- J&L Hauling and Disposal, Inc. (888) 565-4634
- Magnum Land Clearing (818) 887-9222
- Metropolis Disposal (818) 901-2020
- Reel Waste and Recycling (877) 588-7335
- Rock N Roll Off (818) 991-2323
- Universal Waste Systems (800) 631-7016
- Waste Management (805) 955-4346
- Zaccaro Roll-off (805) 983-1122

**Use of non-permitted solid waste collectors is not authorized.**



## **Getting Started with your Affidavit and Certification to Implement a Waste Reduction and Recycling Summary Report (WRRS)**

### **Step 1 - Complete and Submit Form A: Certificate of Implementation**

**Where to get the forms:** Agoura Hills City Hall Public Counter or City website:  
[www.ci.agoura-hills.ca.us/index.aspx?page=177](http://www.ci.agoura-hills.ca.us/index.aspx?page=177).

**Where to submit forms:** Submit a signed Certificate of Implementation to the Planner assigned to the project. Applications can be submitted to the City Hall staff located at, 30001 Ladyface Ct., Agoura Hills, CA. For Over the Counter permitted jobs, submit signed forms to Planning staff. Keep a copy for your records.

**Who should fill out the Certificate of Implementation:** The Applicant (e.g., architect, owner, contractor etc.) is responsible for submitting the Certificate of Implementation, indicating their intent to carry out a C & D Program with their Building Permit application and construction processes.

**Subcontractor participation:** If subcontractors are required to remove debris from the job site, they can play a key role in helping you meet the City's recycling requirements. Inform subcontractors of your C & D Program Plan and what is required of them early in the project. The applicant must provide documentation for any materials subcontractors are hauling. Documentation must include types, quantities and destination of materials, and specify amount salvaged or recycled. We strongly recommend including C & D in the specifications or other language for recycling and/or reuse in your contracts. Informing your sub-contractors of your requirements up front, helps eliminate confusion and delays later.

**Where to take materials:** The Builders' Recycling Resource List is available on line at: <http://www.calrecycle.ca.gov/ConDemo/Recyclers/RecyclerSearch.aspx>. This lists local facilities and the materials they accept.

### **Step 2 - Gather Data for Your Summary Report**

After your Building Permit is issued and you are ready to begin work, you will need to start recording information for your Summary Report. You are required to keep all weight tags, gate receipts, and/or invoices necessary to document actual quantities of materials generated, reused, recycled, and/or disposed of throughout the project, as well as facilities or service providers used.

It is **the applicants responsibility** to obtain written receipts from subcontractors and other parties removing debris from your site. Notify subcontractors/hauler(s) of this requirement before work begins.

City staff is available to help you with this process. Please call 818-597-7314 or 805-495-7521 and speak with the City staff person assigned to your project.

**Important: The City may review weight tags or other related documents at any point in the project to insure the project is achieving compliance with the plan.**

### **Step 3 - Complete and Submit Your Summary Report : Form B**

A completed Form B: Post Construction Waste Reduction and Recycling Summary Report (WRRS) must be submitted for review and approval by the City prior to sign-off at Final Inspection and issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy. The Summary Report requires actual quantities and destinations of materials. Quantities must be verifiable, based on weight tags or other sufficient documents.

If less than 50% of the C&D debris from the project was diverted from landfill disposal, the applicant must submit documentation with your Summary Report and include an explanation. With additionally, an explanation of why the minimum 50% diversion was not achieved. This must be detailed on Form B-1 explaining/demonstrating that a "good faith" effort was made to achieve the 50% waste reduction goal.

**Due Date:** Summary Reports are due 5 (five) days prior to requesting Final Inspection. Reports must be submitted to the Project Planner. Be sure to keep a copy for your records.

**Review Process:** After Final Inspection, and prior to issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, the **Summary Report** will be reviewed to determine if the applicant met or exceeded the reuse and recycling goals. The City will sign off on the Summary Report indicating that the project is in compliance with all "Solid Waste Conditions" (AB 939).



**Form A: Certificate of Implementation  
City's Implementation of State Law:**

Construction and Demolition (C&D) Debris Recycling Program  
Pursuant to Integrated Waste Management Act of 1989 (Assembly Bill: AB 939)

*California AB 939 states: "Requires each city or county plan to include an implementation schedule which shows: diversion of 50 percent of all solid waste by January 1, 2000 through source reduction, recycling, and composting activities." The City has therefore implemented a mandatory Construction and Demolition (C&D) Debris Recycling Program to divert at least 50% of these highly recoverable materials from the landfill in accordance with AB 939. This Program shall apply to residential and non-residential projects within the City.*

Address	Project Number (e.g. CDP, APR, OC, Permit)
Owner/Developer Name	Phone#
	E-mail address

Proposed Solid Waste Hauler : \_\_\_\_\_  
 \* A change in hauler is permitted as long as applicant notifies City in writing.

**AFFIDAVIT OF PROJECT TYPE:** (check one)

- The project involves new construction.** A Summary Report shall be submitted to the Planning Counter detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.
- The project involves a demolition of 1,000 square feet or greater.** A Summary Report shall be submitted to the Planning Counter detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.
- The project involves commercial/residential addition/alteration of 1,000 square feet or greater.** A Summary Report shall be submitted to the Planning Counter detailing how a 50% or greater diversion **was met** to comply with AB 939. Sign both the Affidavit and Certification below.
- The project involves addition/alteration or demolition of less than 1,000 square feet.** Summary Report not required. Sign the Affidavit only.

Signature	Printed Name	Date
<input type="checkbox"/> Property Owner/ Authorized Agent (circle which) <input type="checkbox"/> Licensed Contractor, License No. _____		

**CERTIFICATION OF IMPLEMENTATION: C&D DEBRIS RECYCLING PROGRAM**

This is to certify a C&D Recycling Program for the above-referenced address will be implemented to divert a minimum of 50% and a Summary Report (detailing how the diversion was met) shall be submitted to the Planning Counter upon project completion, prior to obtaining a Certificate of Occupancy.

I declare that I have read and understand the requirements of the City's C&D Debris Recycling Program and that the foregoing is true and correct.

Signature	Printed Name	Date
<input type="checkbox"/> Property Owner/ Authorized Agent (circle which) <input type="checkbox"/> Licensed Contractor, License No. _____		



## Form B: WRRS Post-Construction Waste Reduction & Recycling Summary Report

This form must be completed for the following types of projects:

- Demolition projects greater than 1,000 SF
- All New Construction (non-residential & residential)
- Additions/Remodels greater than 1,000 square feet

NOTE: Completed WRRS Reports shall be submitted to the City of Agoura Hills Planning Counter 5 days prior to Final Inspection and issuance of Certificate of Occupancy or Temporary Certificate of Occupancy. If you have questions, please call: 818-597-7314.

Building Permit#: \_\_\_\_\_

Project Address (Include floor, suite, etc.): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. Type of Project:       New Construction       Addition/Alteration       Demolition
2. Type of Building:       Commercial       Single Family Residence       Apartment/Condominium
3. Tenant Improvement:       Yes       No
4. Size of Project: \_\_\_\_\_ sq. ft. Construction Valuation \$ \_\_\_\_\_
5. Project Completion Date: \_\_\_\_\_
6. Briefly state how solid waste material was handled on your job site to ensure salvage/reuse or recycling.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please do not write below this line

Plan approved by: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AB 939 Goal Requirement: Reduce quantity of materials disposed at landfills by 50% or more.**

Column A: List actual quantities of waste for each material type (in tons). To convert yards to tons, use the Materials Conversion Worksheet provided in your packet.

Columns B, C, D: List actual quantities reused, recycled, or disposed.

Column E: State the name of all vendors or facilities used to reuse, recycle or dispose of material listed. See example below for cases where more than one facility was used for a particular material type.

Column Totals: Add up all quantities listed in Column A. Do the same for Columns B, C and D.

Building Permit#: \_\_\_\_\_ Project Address: \_\_\_\_\_

**Waste Reduction & Recycling Summary REPORT (WRRS Report)**

Material Handling Methods - Indicate quantities (in tons only) for each material listed.					
Material Type	<u>A</u> Total Tons Generated (A=B+C+D)	<u>B</u> Quantity Salvaged or Reused	<u>C</u> Recycling	<u>D</u> Disposal	<u>E</u> Actual Destination(s) (R): Recycled (D): Disposal
Example: Cardboard	2 tons		1.5	.5	(R) Looney Bins (D) Toland Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Building Materials (doors, windows, fixtures, etc.)					
Carpet					
Carpet padding/Foam					
Cardboard					
Ceiling tile (acoustic)					
Dirt					
Drywall (used)					
Drywall (new, unpainted sheets or scrap)					
Landscape Debris (brush, trees, stumps, etc.)					
Scrap metal					
Unpainted Wood and Pallets					
Garbage/Trash					
Other					
Recycled mixed debris					
Column Totals					

7. To determine if the required 50% project waste reduction was met, complete the following with the Column Totals:

$$(B \text{ _____} + C \text{ _____}) \div A \text{ _____} = \text{_____} \times 100 = \text{_____}\%$$

8. Is the percentage listed in #7 greater than or equal to 50%?  YES  NO - If "NO" please explain why:

9. Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



Form B-1: WRRS  
NON ATTAINMENT OF 50% DIVERSION  
EXPLANATION

Permitted Hauler Used: \_\_\_\_\_

1. Explain the good faith effort made to divert 50% diversion

2. What do you contribute to failure to achieve the required 50% diversion?

*This information is true to the best of my knowledge. I understand that future failure to obtain the required 50% diversion in future projects submitted, could result in additional conditions applied my project to ensure compliance.*

Applicant Signature \_\_\_\_\_

Applicant Name (Print) \_\_\_\_\_

## MATERIALS CONVERSION WORKSHEET - SEPARATED MATERIALS<sup>1</sup> (Total Tons Generated)

This worksheet lists materials typically generated from a construction or demolition project and provides formulas for converting common units (i.e. cubic yards, square feet and board feet) to tons. It can be used for preparing your WRRS and Summary Report, which require that quantities be provided in tons. Step 1 - For your WRRS, enter estimated quantity for each applicable material in Column I, based on units of cubic yards (cy), cubic foot (cu ft), square feet (sq ft), or board foot (bd ft). For your Summary Report, use the actual quantities, based on weight tags, gate receipts, or other documents. Step 2 - Multiply by Tons/Unit figure listed in Worksheet Column II. Enter the result for each material in Column III. Step 3 - Enter quantities for each separated material from Column C on the Worksheet into the corresponding section of Column A of your WRRS or Summary Report.

<u>Material Category</u>	<u>Column I Volume</u>	<u>Units</u>	<u>x</u>	<u>Column II Tons/unit</u>	=	<u>Column III Tons</u>
<b>Asphalt/Concrete</b>	Asphalt (broken)	_____	cy	x	.7	= _____
	Concrete (broken)	_____	cy	x	.9	= _____
	Concrete (solid slab)	_____	cy	x	1.2975	= _____
<b>Brick/Masonry/Tile</b>	Brick (broken)	_____	cy	x	.7	= _____
	Brick (whole, palletized)	_____	cy	x	1.512	= _____
	Masonry Block (broken)	_____	cy	x	.6	= _____
	Tile	_____	sq ft	x	.00175	= _____
<b>Building Materials</b> (doors, windows, cabinets, etc.)	_____	cy	x	.15	= _____	
<b>Cardboard (flat)</b>	_____	cy	x	.05	= _____	
<b>Carpet</b>	(by square foot)	_____	sq ft	x	.0005	= _____
	(by cubic yard)	_____	cy	x	.3	= _____
<b>Carpet Padding/Foam</b>	_____	sq ft	x	.000125	= _____	
<b>Ceiling Tiles</b>	(whole - palletized)	_____	sq ft	x	.0003	= _____
	(loose)	_____	cy	x	.0875	= _____
<sup>1</sup> <b>Dirt</b>	_____	cu ft	x	.3852	= _____	
<b>Drywall (new or used)</b>	1/2" (by square foot)	_____	sq ft	x	.0008	= _____
	5/8" (by square foot)	_____	sq ft	x	.00105	= _____
<b>Drywall (demo/used)</b>	(by cubic yard)	_____	cy	x	.25	= _____
<b>Garbage/Trash</b>	_____	cy	x	.175	= _____	
<b>Landscape Debris</b> (brush trees, etc.)	_____	cy	x	.15	= _____	
<b>Scrap Metal</b>	_____	cy	x	.453	= _____	
<b>Unpainted Wood &amp; Pallets</b>	(by board foot)	_____	bd ft	x	.001375	= _____
	(by cubic yard)	_____	cy	x	.15	= _____
<sup>2</sup> <b>Other</b>	_____		x		= _____	
<hr/>						
<i>cy = cubic yards    cu ft= cubic foot    sq ft = square foot    bd ft = board foot</i>						<b>Total Tons</b> = _____

Sources:

<sup>1</sup> CalRecycle (factor averaged between 5 different types of dirt and converted to tons for consistency)

<sup>2</sup> For additional conversion factors go to <http://www.calrecycle.ca.gov/ConDemo/Recyclers/RecyclerSearch.aspx>