

C&D Waste Management Plan Step-by-Step Instructions Using Green Halo

The Public Works Recycling portion of your New Construction, Re-roofing, Remodel, Tenant Improvement or Demolition permit requires you to submit your waste plan as described below. If you are having difficulty proceeding through the steps below, please contact the Public Works Department at the City of Lakewood at (562) 866-9771 ext 2500.

If a page is malfunctioning or you are experiencing other issues with the website, please contact Green Halo Customer Service at 1 (888) 525-1301.

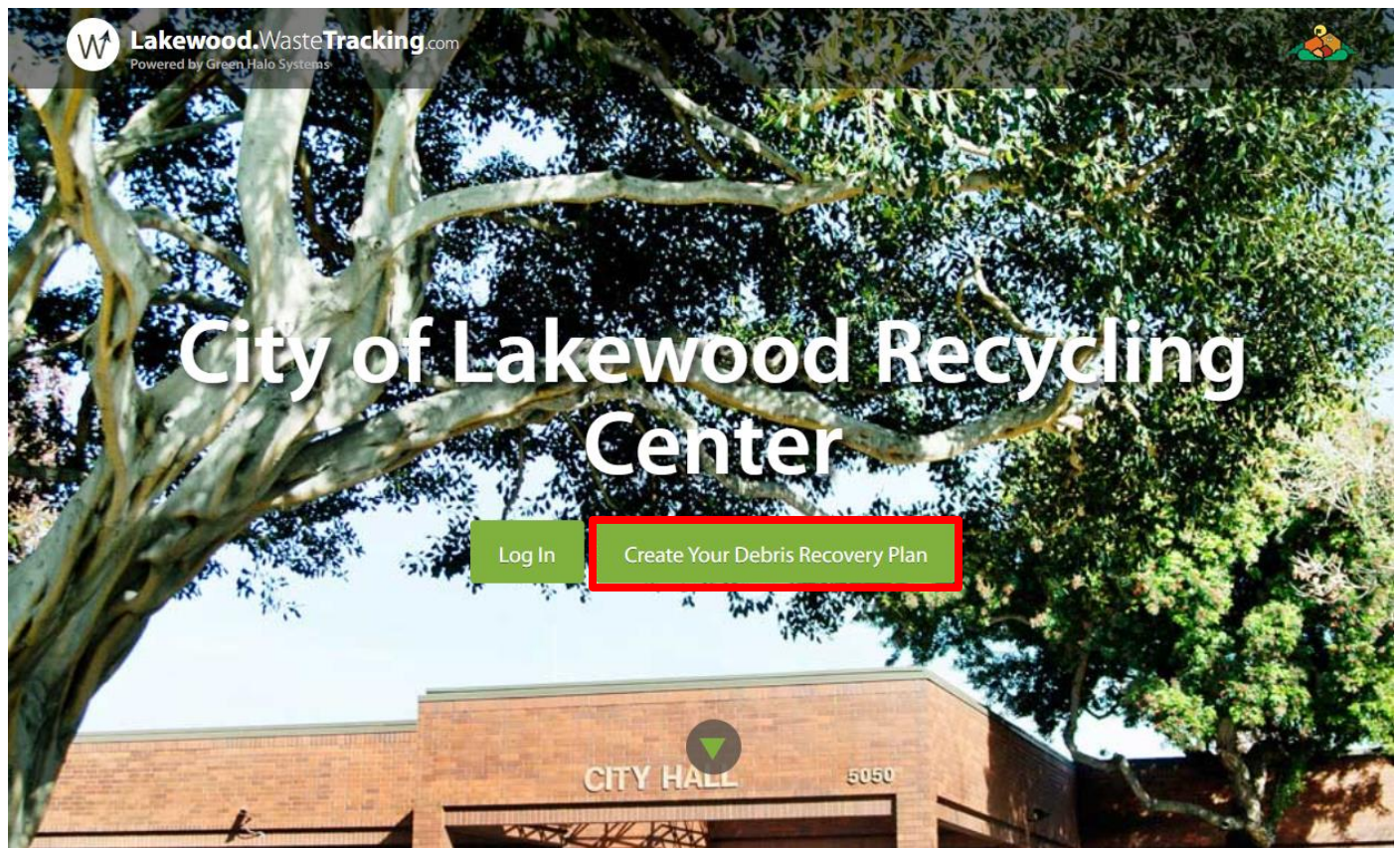
There are three main steps involved when creating your Construction Waste Management Plan (CWMP):

1. Create an account with the City's waste tracking software: <https://wastetracking.com/city/lakewood/> (pages 1-6)
2. Login to the waste tracking software and create and submit a CWMP. (pages 7-15)
 - a. Your CWMP application needs to be approved prior to building permit can be issued.
3. Prior to calling for finals inspection, upload weight tickets and submit for final review to complete the CWMP process. (pages 16-19)

*** CWMP is used interchangeably with "Debris Recovery Plan" ***

Step 1- Creating an Account (First Time Users)

1. **Click** on Create Your Debris Recovery Plan.



2. Enter Project Name, Street Address, and Zip Code of project. For the project name, you can enter a brief description of the project, such as "Bathroom Remodel".
3. Select "New Account"
4. Click "Create"

The screenshot shows the Lakewood.WasteTracking.com website. The background is a photograph of a large tree and a brick building labeled 'CITY HALL' with the address '5050'. The website header includes the logo 'Lakewood.WasteTracking.com Powered by Green Halo Systems' and a small recycling icon. The main heading is 'City of Lakewood Recycling'. A green modal form titled 'Create A Waste Management Plan' is centered on the screen. The form contains the following fields: 'Project Name', 'Street Address', and 'Select Project Zip Code' (a dropdown menu). Below these fields are two radio buttons: 'New Account' (selected) and 'Existing Account'. At the bottom of the form is a red-outlined 'Create' button. To the left of the form is a 'Log In' button, and to the right is a 'Plan' button.

5. Enter your email address and your password twice and **click** on "Create."

This screenshot shows the same website as the previous one, but the 'Create A Waste Management Plan' form is now in a different state. The 'Project Name', 'Street Address', and 'Select Project Zip Code' fields are still present. Below these, there are three input fields for user credentials: 'enter your email', 'enter password', and 're-enter password'. Below the password fields is a link that says 'Already have a login? click here →'. The red-outlined 'Create' button remains at the bottom of the form. The 'Log In' and 'Plan' buttons are still visible on either side of the form.

6. Select the **FREE** plan option (default). The click “Next Step.”

*** The charges listed on the free plan only apply to individuals who request that Green Halo upload weight tickets for them. All tickets uploaded solely by the individual will come at no cost.

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



FREE

\$29.00

+ \$24.00 for each active project

PER MONTH

☒

PROJECT TRACKER



\$29.00

+ \$24.00 for each active project

PER MONTH

☐

PROJECT TRACKER PREMIUM



\$129.00

+ \$19.00 for each active project

PER MONTH

☐

PROJECT TRACKER PROFESSIONAL



\$229.00

+ \$15.00 for each active project

PER MONTH

☐

PROJECT TRACKER ENTERPRISE

Features	FREE	PREMIUM	PRO	ENTERPRISE
Number of Projects	1	3	5	Unlimited
Number of Users	1	2	3	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	✓	✓	✓	✓
Multi City Dashboard	✓	✓	✓	✓
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

7. Fill in the required fields for your company info (noted with an asterisk *).

**** if you are the property owner, enter in your information as the property/home owner ****

The information under your "Log In Profile" should already be filled out. Unless you want to change your username or password, you can skip to the "User Profile" section.

1. Enter information on all required fields:
 - a. First/Last name
 - b. Position- (role in project- agent, contractor, property owner, permit runner)
 - c. Contractor company name
 - d. Contractor company website (if a property owner, check 'I do not have a website')
 - e. Contractor company address- in the address line 2, please enter the contractor company email
 - f. Contractor company zip code
 - g. Contractor company phone
 - h. How you heard about Green Halo- select "City, County or State"
 - i. **Click on "Next step"**

Create Your Account

1 SELECT PLAN

2 ENTER COMPANY INFO

3 ENTER PAYMENT INFO

4 CONFIRM & SUBMIT

BACKNEXT STEP

Please complete the following information to create your account.

Log In Profile

Email *

Enter your email address

Confirm Email *

Verify your email address

Password *

Confirm Password *

User Profile

First Name *

Last Name *

Position *

Selection Required

Company Name *

Company Website *

☐ I do not have a website

Address Line 1 *

Address Line 2 *

Zip *

Phone * - - ext

How you heard about us *

None Selected

BACKNEXT STEP

8. Review information for accuracy. If everything looks correct, **click** “Confirm.”

1 ✓

2 ✓

3 ✓

4

SELECT PLAN

ENTER COMPANY INFO

ENTER PAYMENT INFO

CONFIRM & SUBMIT

BACK

Complete Registration

CONFIRM

Company Name	Jane Roofing
Web Site	
First Name	Jane
Last Name	Doe
Position	Contractor
Email	@gmail.com
Phone Number	123-456-789
Address	5050 Clark Ave Roofing@email.com
Zipcode	90712
How you heard about us	City,County-or-State



FREE
PROJECT
TRACKER

Log In Profile

User Name @gmail.com

Password [view](#)

BACK

CONFIRM

9. Check your email for a confirmation email. If you do not receive an email within 10 minutes, check your spam folder. If you no email appears in either folder, contact Green Halo at 1 (888) 525-1301.

Welcome to Green Halo!



Thank you for creating your Green Halo Account!

To start using your Account, you must verify your Email Address. You should receive an Email from Green Halo within the next 10 minutes. Simply click on the link in the e-mail to activate your Account and start using Green Halo.

If you do not receive the Email within 10 minutes, [please click here](#) to send the e-mail again, or [contact Green Halo](#).

10. Activate Account

- Check your email. Once you have received the email from Green Halo Systems, you must verify your account by opening the message and **click** "Activate Account."

GREEN HALO REGISTRATION CONFIRMATION Inbox x



Green Halo Systems <no-reply@greenhalosystems.com>

to me ▾

GREEN HALO SYSTEMS

Recycling today's resources for tomorrow's generations

GREEN HALO REGISTRATION CONFIRMATION

CLICK HERE TO [ACTIVATE ACCOUNT](#)

If you do not see a link below or your link does not work, please call 1-888-525-1301.

Please contact Customer Service at 1-888-525-1301

Monday-Friday 8-5PT for assistance.

11. You will receive a "Congratulations" message from Green Halo. **Click** on "Start Using Green Halo Now!"

Congratulations on activating your account!

Please take the time to review our Settings section to further configure your account prior to commencing your project. These features will make creating any new plans easier and faster. Your Statistics functions and other functions do not activate until data is entered into the system and your plan(s) are Approved For Final.

The plan is completely editable until the time you submit your plan to the Jurisdiction. Once the plan is submitted to the Jurisdiction the plan is locked and cannot be edited, unless changes are approved by the Jurisdiction. The plan can be converted into a .pdf for printing or emailing. If you have any questions about these features click the Live Help button listed above or call customer service at 1-888-525-1301.

We thank you for the opportunity to work with you and we hope you find Green Halo a valuable tool in making your Green Building efforts easier and more productive.

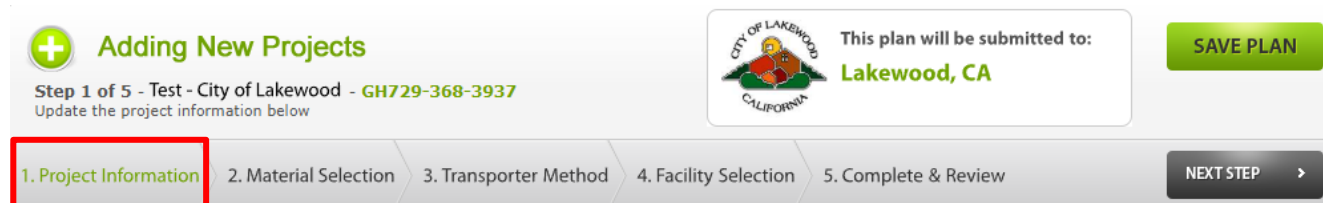
Thank you for using Green Halo!

The Green Halo Staff

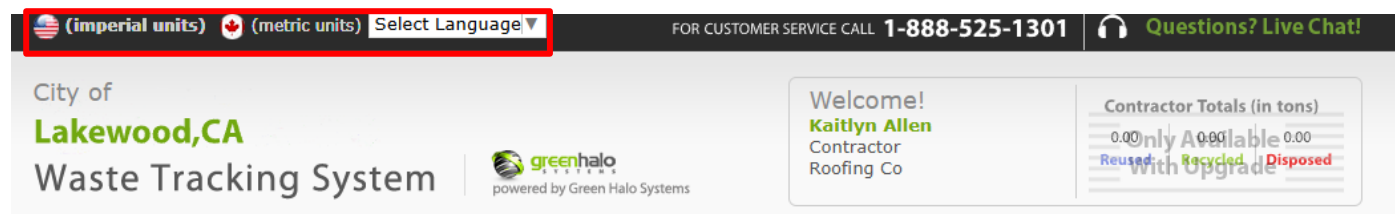
Start Using Green Halo Now! ▶

Step 2 - Login to the waste tracking software and create and submit a CWMP

1. If you clicked on “Start Using Green Halo Now!” It will direct you to the Adding New Projects screen where you will out the PROJECT INFORMATION section.



2. For text to be converted to other languages, click on the tip of the page under “Select Language” and select from the drop down menu.



3. If you have already started an application there will be a “1” under “Waste Management Plans in Progress” Click there.

**** If you already have a Green Halo account click “+ ADD ANOTHER PROJECT”**



4. To continue to add information and locate your project by the “GH Tracking #”, **click** on the link in **green**.

MY PROJECTS LIST
 ADD ANOTHER PROJECT

Overview
 In Progress (1)
 Submitted (0)
 Approved (0)
 Final (0)
 Completed (0)

*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.

Map

Satellite

Keyboard shortcuts Map data ©2025 Google Terms Report a map error

1

Test - City of Lakewood ([map](#))

5050 clark, ~~Lakewood~~, CA 90713

GH Tracking #: GH729-368-3937 Permit #:

Contractor: Public Works Department
Phone: 562-866-9771-2500

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%)
Start Here	Order Service	Post for Sale	Functions	Submit for Approval

Status: In Progress Messages (0)

Date Created: 01/25/25 **Date Approved:** N/A **Days Active:** 3

5. It will direct you to the Adding New Projects screen where you will out the PROJECT INFORMATION section.

+ Adding New Projects

Step 1 of 5 - Test - City of Lakewood - GH729-368-3937
Update the project information below

This plan will be submitted to:
Lakewood, CA

SAVE PLAN

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

NEXT STEP >

6. PROJECT INFORMATION SECTION

- Read ALL yellow boxes and check the “I agree to Terms and Conditions” box.

NEW WASTE REGULATION ENFORCEMENT SYSTEM

As of October 12, 2023, a new Waste Regulation Enforcement system was approved by Ordinance (Ord. 2023-6, Section 10-11) for Construction and Demolition (C&D) projects that violate the city requirements.

Financial penalties will be imposed for:

Weight tickets with an incorrect origin city; uploading weight tickets more than 10 days after project completion; switching the Transporter Method from EDCO to self-haul without notifying the department; and hauling debris to an unapproved facility.

Fines range from \$100-500 and increase with the number of violations that occur. Additional penalties also include prohibited to self-haul, suspension of the City of Lakewood Business License, and prohibited to conduct work in the city for an extended period of time.

Self-haul reminder

If you plan to self-haul your debris, be sure to upload the necessary documents in the '[Project Files](#)' tab before you submit your application:

- 1) a photo of the entire front end of the vehicle with the license plate visible
- 2) the contractor's current insurance for the vehicle which includes the VIN on the document and names of insured driver(s)
- 3) the contractor's current registration for the vehicle.

Self-haul debris must be taken to the facility you have chosen in this application.

Please obtain a copy of the weight receipt and make sure the origin says Lakewood before you leave the facility!

Weight receipts must be submitted into the Green Halo system no later than 10 days form the date of the receipt.

Please note that your application may take several additional days to process by choosing to self-haul rather than using EDCO.

☐ I agree to Terms and Conditions

7. Fill out all sections marked with a green asterisk (*). (Permit number is not required)

Project Information *required fields

(if available)
Permit#: Permit is for

Permit/Project # Square Ft.(optional): Notes:

[Add another permit](#)

Project Type *

Building Type *

Tract Number (optional)

Start Date *

End Date *

Project Value * \$

Square Footage *

Description *

NEW FEATURE

Set Target Recovery Rate for the Project (optional)

Target Recovery Rate 65%

This tool is great for projects that want to set the recovery bar even higher. Green Halo automatically defaults to jurisdictional minimum requirements to comply with local ordinances. With this feature, projects attempting to qualify for LEED points or meet company recovery policies may now set higher target recovery rates. This function is completely optional and will not affect or override any local ordinance which takes precedence.

8. Include the Project Manager for this project.

- **Click** “add/edit”
- If the project Manager’s information is already present, click the check mark to the left of their name and **click** “Save Selected Project Managers”.
- If there is an alternative Project Manager, refer to the Add Project Manager section and fill out the required fields. Once complete, **click** “Add User”.

My Project Managers

SAVE SELECTED PROJECT MANAGERS

Search

Name		Phone
1.	☒ Lakewood City Contractor kallenlakewood@gmail.com	Phone: 562-866-9771-2500 Cell:

SAVE SELECTED PROJECT MANAGERS

Add Project Manager

Name *

Position *

Email *

Mailing Address *

City *

State *

Zip Code *

Phone * - - ext

Cell - - ext

☒ send notification if plan is approved

☒ send notification if plan is closed

☒ send notification when a contractor message is received

ADD USER

9. Once all information has been entered in Project Information and you have checked the box in the yellow box, click Next Step on the top or bottom right corner.

NEXT STEP >

10. MATERIAL LIST SECTION

- For most projects, you will check the box for “Mixed C & D.” However, if you plan to separate materials and bring them to different facilities, indicate that by checking the appropriate boxes (Reuse, Recycle or Dispose). in the “Source Separated Materials” section. Most C & D materials are recyclable.
- Once you have selected all of your material, **click** “Next Step.”

****If you are using our Franchise Hauler, EDCO Disposal for a bin rental, you only need to check Mixed C&D Debris.****

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 >>](#)

Materials List

Materials

Reuse Recycle Dispose

Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, box, or truck.

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's 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



N/A

Source Separated Materials - Please identify any recyclable materials you will separate on-site for recycling.

Note: Separating any of the recyclable materials listed below from your Mixed C&D as clean materials will increase your recycling rate and your chances of complying with this jurisdiction's recovery requirements.

Appliances & Equipment

(All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)

☐

☐

N/A

Asphalt - Pavement & Grinding

(Pavement and asphalt grindings. *EXCLUDES roofing materials*)

☐

☐

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".*)

☐

☐

N/A

Bricks, Masonry & Stone Products

(Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)

☐

☐

N/A

Cardboard & Paper Products

(Corrugated cardboard, fiberboard, dunnage from packaging, shredded paper, and other paper materials.)

☐

☐

N/A

Carpet & Padding

(Carpet scraps, foam, and related materials.)

N/A

☐

N/A

Ceiling Tiles

(Unpainted acoustic tiles.)

N/A

☐

N/A

Concrete

(Clean concrete with or without rebar.)

☐

☐

N/A

Deconstructed & Reuse Items

(Reusable appliances, cabinets, doors, windows, fixtures, flooring, lumber & materials)

☐

N/A

N/A

Drywall - Clean/Unpainted

N/A

☐

N/A

11. TRANSPORTER METHOD SECTION - Select your hauling method (roll off service or self-haul) and agree to the Terms and Conditions (in the yellow box). **To self-haul you are required to submit additional documentation at a later step. If using box or roll-off service, only the city's franchise waste hauler, EDCO Disposal, can provide this service.**

Make sure to check both boxes for the method you are choosing and read all text. The click "Next Step."

NEXT STEP >

EDCO Disposal and Self-Haul Requirements

If you are using our franchise hauler EDCO Disposal's Debris Box/Roll-off Service:

It is your responsibility to contact EDCO Disposal for a waste bin. Additionally, you must ensure that EDCO is aware that you are contracting for "C&D Recycling Service" so that the material is properly handled and the debris achieves a 65% recovery rate.

For both EDCO and self-hauling, you must obtain weight tickets from one of the facilities on the list, indicating the type and weight of the material collected.

***** The weight receipt must show the debris originated in Lakewood *****

If you are self-hauling, you must upload the following documents into the 'Project Files' tab:

- 1) A photo of the entire front of the contractor's vehicle with includes the license plate
- 2) The contractor's current insurance for the vehicle which includes the VIN on the document and names of the insured driver(s)
- 3) The contractor's current registration for the vehicle
- 4) a letter of authorization (LOA) if you are representing the contractor or homeowner.

In order to comply with the requirements of this CWMP, I will submit the materials necessary for self-hauling or contract with the following hauler: EDCO Disposal (562)-531-3054.

***** The weight receipt must show the debris originated in Lakewood *****

If at anytime I wish to change the transporter method, I will contact the City immediately.

I understand that I am responsible for obtaining copies of any and all weight tickets from EDCO Disposal and/or all facilities which receive debris from this project.

☐ I agree to Terms and Conditions

Hauling, Trucking, Deconstruction, or Demolition Service

☒ Debris Box/Roll-Off Service: I will use a Debris Box/Roll-Off service for hauling my debris.

☒ Exclusive Franchise Agreement (The Hauler Listed Below is the Only Hauler Authorized to Provide Debris Box/Roll-Off Service in this Jurisdiction)

Franchise agreement: The City of Lakewood regulates the collection, removal and disposal of all solid waste and recycling materials generated within the City, as authorized by Lakewood Municipal Code. EDCO Disposal is the City's exclusive franchise collector for such materials and handles project's debris in such a way that complies with SB 1383 and/or CalGreen standards.

It is your responsibility to contact EDCO Disposal for a waste bin. You must ensure that EDCO Disposal knows you are contracting for "C&D Recycling Service" so that the material is properly handled and waste diverted. You need to obtain and submit weight tickets from EDCO Disposal indicating the type and weight of the material collected. The origin of the debris must say Lakewood

Please submit a Letter of Authorization (LOA) in the "Files" section if you are representing the contractor or homeowner.

EDCO Disposal
950 E 27th St
Signal Hill, CA 90755
562-531-3054

<https://lakewood.edcodisposal.com/>

I will be Self Hauling to an Approved Recycling Facility

☒ Self Haul: I will haul away the materials in accordance with this Jurisdiction's self haul rules and regulations.

☒ Self Haul Guidelines

If you are self hauling debris, you **MUST** submit the following materials under "Project Files" to the City of Lakewood:

proof of current car insurance;
proof of current registration;
photo of the entire vehicle (with the license plate visible) that will transport the debris and a letter of authorization (LOA) if you are representing the homeowner or contractor.

Your plan WILL NOT be approved until these actions are completed.

Self haul guidelines: Collection, removal, and disposal activity for construction or demolition work that generates salvageable items shall only be hauled by:

12. FACILITY SELECTION SECTION

- If you choose self-haul, check the Facilities where your material will be hauled. You are allowed to haul only to the listed facilities. Each type of material must be accounted for by choosing a facility for disposal, or if you plan to reuse or donate materials on other projects (such as dirt, appliances and other inert materials) then you would indicate that here as well.
- If you are using EDCO Disposal Debris Box/ Roll-off service, EDCO's facility should be automatically selected.
- Once you have selected the facility/facilities, **click "Next Step."**

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

< PREVIOUS STEP

NEXT STEP >

Facility Selection for Materials - Please select one or more facilities for each material.

If you have selected EDCO debris box/roll-off service & do not see EDCO Disposal's facility listed:

Go back to Step 2: Materials Selection

Select **only** Mixed C&D Debris

Move on to the next step

EDCO Disposal's facility should now be listed and auto selected

Mixed C & D Debris

Facilities Identified (1) ✓

Mixed C & D Debris (Disposition Classification: Recycled)

Available Registered Facilities - please identify one or more facilities your materials will be transported to

Facility	Carbon Footprint	Distance	Recycle Rate
☐ American Industrial Services 5626 Cherry Avenue Long Beach, CA 90805 562-272-8060	0.77 lbs	2.07 mi	73%
☐ Bel-Art 2501 E. 68th St. Long Beach, CA 90805 562-259-2872	0.93 lbs	2.51 mi	50%
☒ EDCO Recycling & Transfer - Signal Hill 2755 California Ave Signal Hill, CA 90755 562-597-0608	1.50 lbs	4.04 mi	65%
☐ Paramount Resource Recycling 7230 Petterson Ln. Paramount, CA 90723 562-602-6505	1.67 lbs	4.50 mi	65%

13. COMPLETE & REVIEW SECTION

- This is the final step. **If you have chosen to self-haul** and have the documents ready, **click** the “Project Files” tab to upload the required documents.
- If you have reviewed everything, read all the Terms & Conditions, and submitted the necessary documents, scroll to the bottom section that says “Acceptance & Signature.”

 **Adding New Projects**

Step 5 of 5 - Test - Kaitlyn - GH729-368-3937
Review all your project information below before submitting the plan to the jurisdiction.

 This plan will be submitted to:
Lakewood, CA

SAVE PLAN

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

< PREVIOUS STEP

Project: Test - Kaitlyn

 Project Information

 Project Statistics

 Transporter Method

 Recovered Materials

 Facilities & Tickets

 Bid Sheet

 Data By Permit

 Project Files

 Messages & History

 Submit for Approval



You Still Need To Submit Your Project for Approval By This Jurisdiction. Your Estimated Recovery Rate for this project complies with the requirements for this jurisdiction.

Green Halo recommends increasing material recovery to ensure that the project meets all requirements when completed. Consider:
1. Source separate recoverable materials from Disposal and Mixed C&D. (i.e. cardboard, clean wood, clean dirt, clean drywall, concrete, asphalt, metal, etc.)
2. Return to the planning stage and identify any additional materials that can be salvaged, donated, or reused.
3. Update the “Material Selection” tab with changes to the Demolition Debris Recovery Plan.

Project Notes and Comments: (optional) Please list any notes and comments you would like to communicate to the jurisdiction that are relevant to this project.

- Check the box that you have read and agree.
- Select your Title.
 - If you are a contractor, input your Contactor State License Number.
- If you would like text confirmations, you can check the box.
- **Click** the “Submit Project for Approval” button. A box will pop up with a message to confirm your submission; **Click** the “OK” box.
- City staff will review your plan within 2-5 business days. You will receive an email notification from Green Halo when your plan is accepted/approved. If further information is needed messages will be sent to you through the Green Halo email and can be found in the “Messages” tab within your project.

*required fields

Acceptance & Signature

* ☐ I have read and agree to the terms and conditions above

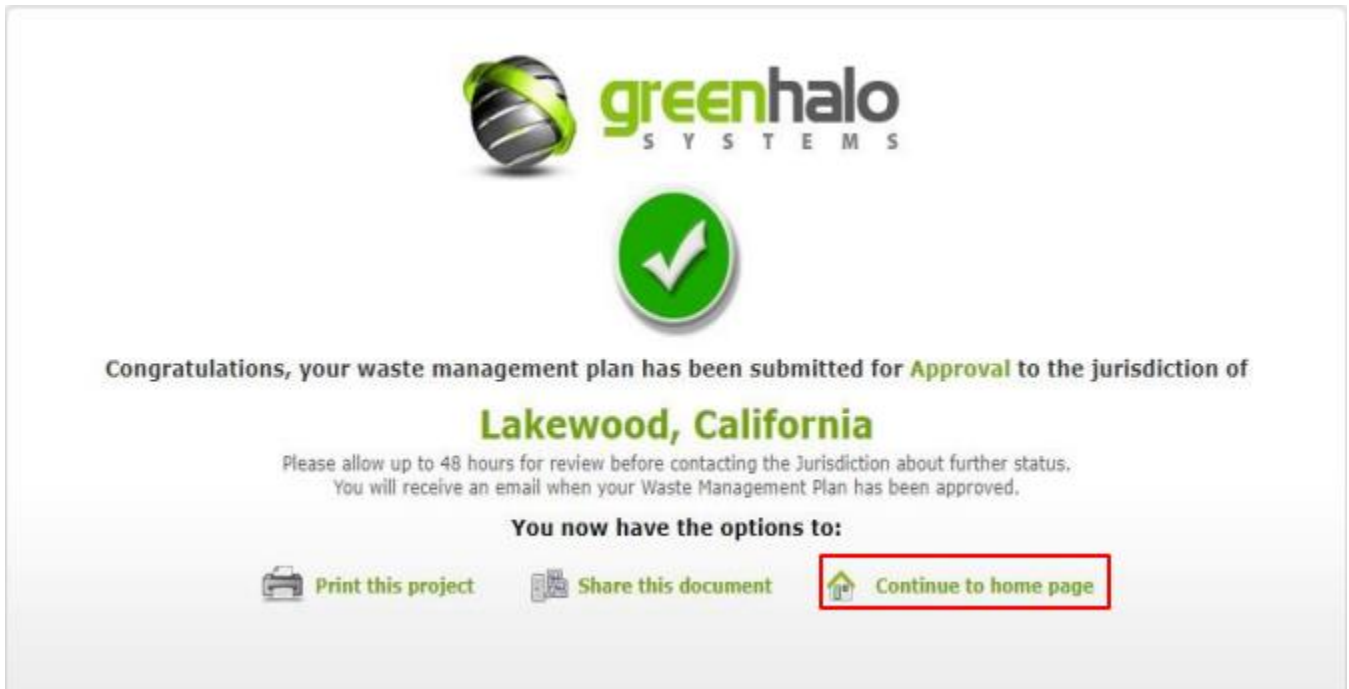
Your Name *

Title *

☐ Send me text confirmation to my Phone (optional)

SUBMIT PROJECT FOR APPROVAL

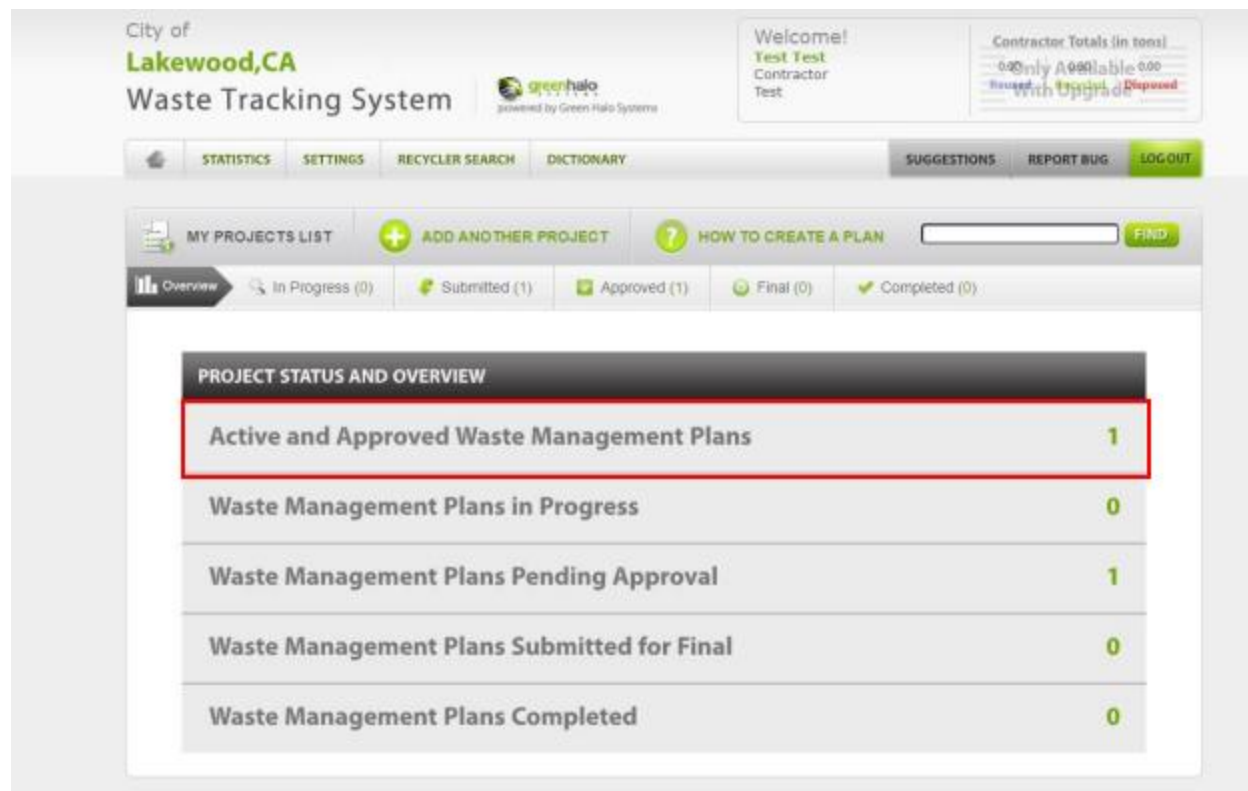
14. Once you submit your plan, the City will receive an email to review the application. You will see a “Congratulations” banner from Green Halo. **If you obtain a bin/container from EDCO**, you may close the window and **wait 2-5 business days** to receive an email notification from the City about whether your plan has been accepted/approved or denied. **If you are self-hauling**, you will need to submit the vehicle information—current vehicle registration, insurance and a photo of the vehicle (used to self-haul) with the license plate included. The City will not proceed with your application until these materials have been submitted. ****Please note that the vehicle used to self-haul must be owned by the contractor, and the individual providing the service must be the contractor himself, or an employee of the contractor.**
- You will need to keep all recycling and disposal facility weight tickets and records.
 - If your plan is not approved, you will be notified with an email from Green Halo. Log into your Green Halo account and click the link in the red text to read the reason why it was rejected and address the issues related to your project.



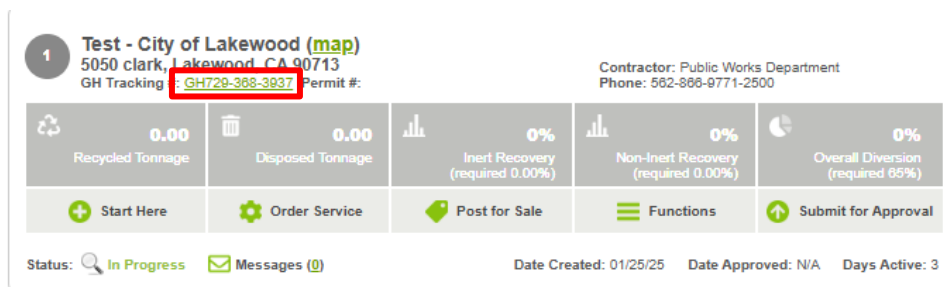
Step 3 - Upload weight tickets and submit for final review to complete the CWMP process.

After the work is done, you must upload copies of all weight tickets within 10 days of project completion for loads of debris related to your project to obtain final sign-off. You may receive either hard copies or digital PDF documents from the facility.

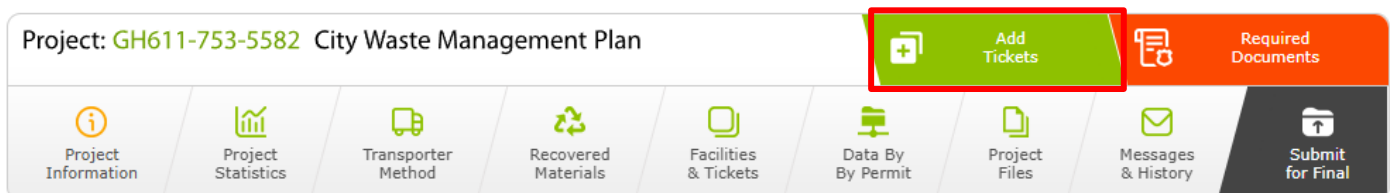
1. Log into <http://www.lakewoodwastetracking.com/> and click on “Active and Approved Waste Management Plans.”



2. Locate your project and click on the Green Halo Tracking #.



3. To add tickets, click on the green 'Add Tickets Button' located above all of the tabs.



4. Select 'Recycle and Dispose' and fill out all required fields with a green asterisk (*).

- With any option used, ensure the weight receipts/tickets are legible. All weight receipts must show the origin as Lakewood, the Net Weight (or load), and must be from an approved facility.
- **A PDF, scanned copy, or photo of the weight ticket is required in this section.** To upload a copy, **click** “Choose File,” then select the photo save on your phone or computer.
- **Percentage should stay the same** unless you allocating the same weight ticket for another project (ex: 50% for one project and 50% for another project).
- Review the information and ticket information to ensure they match and **click** “Submit Ticket”. We recommend that you save all original copies of your weight receipts until the project has been approved for final by the Public Works department.
- **IF YOU HAVE MORE THAN ONE TICKET, REPEAT THE PROCESS UNTIL ALL TICKETS ARE ENTERED.**

City Waste Management Plan: 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.

The weight receipt MUST show the debris originated in Lakewood

***** The weight receipt MUST show the debris originated in Lakewood *****

NO EXCEPTIONS! DO NOT COMINGLE DEBRIS FROM DIFFERENT JOBS!

Once you have submitted all weight tickets and the project has been completed, Use the **'Submit for Final'** tab to submit it to the City for final review.



Single Ticket Entry Form



How to Upload Tickets

Ticket Type

☒ Recycle and Dispose

☐ Salvage and Reuse

Material *

Mixed C & D Debris

Facility *

EDCO Recycling & Transfer - Signal Hill

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 *

Use net weight ONLY

Unit of measure *

☐ Tons

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.

☐ Cubic Yards

☐ Pounds

Percentage

100%

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

Submitted By *

City of Lakewood

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.

The weight ticket should resemble the photo below:

- All highlighted fields will be used when submitting your weight tickets.
- If your origin does not say 'Lakewood' the weight ticket will be rejected.
- If you are using and EDCO Disposal bin, it will state if it is a roll-off of if you self-hauled.
- Please note we do verify with EDCO Disposal, if a bin was rented. Renting an EDCO bin is not the same as self-hauling to EDCO's facility.

Facility: **EDCO Recycling & Transfer**
2755 California Ave
Signal Hill, CA 90755
(562) 997-1122

Ticket #: **1510**
Date: **01/11/25**

Customer: 380352 In: 13:40 Truck: 1117/1117
Out: 13:40 Container: 0077
Ticket: 638555
Origin: **114 Lakewood**

LAKEWOOD

Material Type: **REFUSE**

Commodity 30 ROLL OFF Units 7.75 Rate Net Weight: **15,500. lbs**
[Gross(In): 46,300. lbs Scl#1 Tare 30,800. lbs Stored

Extended Charge

JENNIFER G Driver

1432
638555
1117

5. Once you have submitted all weight tickets and the project has been completed. Use the 'Submit for Final' tab to submit it to the City for final review.

- If you are unable to submit your project for final due to Recovery Rate being below 65%. Enter a note in the comments section stating the reason. Or call 562-866- 9771 ext 2500 for assistance.

Project Information Project Statistics Transporter Method Recovered Materials Facilities & Tickets Data By Permit Project Files Messages & History **Submit for Final**

Submit

WARNING!

CURRENT PROJECT RECOVERY RATE OF 0.00% DOES NOT MEET JURISDICTION RECOVERY RATE OF 65.00%

This project will be submitted for Final Inspection to the Jurisdiction of Lakewood. 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 Lakewood 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 *

SUBMIT FOR FINAL

6. Once you submit for Final, the website will prompt you to confirm that you would like to continue to submit. You will not be able to make any changes to your application after this point. If you are satisfied with your application, **click “Yes”** to submit. You will then receive a “Congratulations” message from Green Halo.



Congratulations, your waste management plan has been submitted for Final to the jurisdiction of

Lakewood, California

Please allow up to 48 hours for review before contacting the Jurisdiction about further status,
You will receive an email when your Waste Management Plan has been approved.

You now have the options to:



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