



City of Oakland
Construction & Demolition Debris Recycling Program
Waste Reduction And Recycling Requirements

Detailed Instructions For Completing
Waste Reduction & Recycling Plan (WRRP) and
C&D Debris Recycling Summary Report Forms

Provided here are line-by-line instructions for completing the Waste Reduction & Recycling Plan (WRRP) and Construction and Demolition (C&D) Debris Recycling Summary Report (Summary Report) forms required for all Affected Projects. See the C&D Waste Reduction and Recycling Requirements Packet for an overview of the process for submitting and reviewing your WRRP and Summary Report.

Affected Projects

- *All New Construction (non-residential & residential)*
- *Demolition (non-residential and apartment houses with 3 or more units)*
- *Addition/Alteration (non-residential and apartment house) with construction valuation \$50,000 or more*

Reminder: Each project that requires a building permit will require its own WRRP and Summary Report.

Waste Reduction & Recycling Plan (WRRP), page 1

Application/permit number: Include the application or permit number (which starts with the letter(s) “B” or “RB”) issued at the Building Permit Counter when applying for a permit.

Contact Information: Fill out the contact information box completely. The Contact Name should be the project manager, or the person City staff should contact with questions about information provided in the WRRP. Please include your email address (if available).

Questions 1-3: Check one only box for each question regarding project and building types.

Question 4: State square footage of the project. For additions and alterations, list the work area only. For example, if alterations are being made to 10,000 square feet of a 100,000 square foot building, list 10,000 square feet for Size of Project. The Project Valuation should be the same as that listed in the building permit application. It does *not* refer to permit fees.

Question 5: Include estimated start and completion dates for the project.

Questions 6: Provide *specific* information about how you will ensure that waste materials are reused, salvaged or recycled. Describe the types of containers that will be used, how employees and subcontractors will handle materials, and how they will be informed of the established procedures.

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Column A The “Total Quantity Discarded” column is an *estimate* of the **total quantity of discarded materials** (by material type) that will be generated from all phases (i.e. demolition and construction) of the project. Quantities must be listed in tons. If quantities are only available in yards or square feet, use the *Materials Conversion Worksheet* in your packet to convert material volume to tons.

Column B Use Column B (Salvage or Reuse) for materials that are in **usable condition only**. List materials that will be reused or taken to a salvage facility for reuse. Examples include wood from foundation forms that will be reused on other jobs, usable lighting fixtures, windows, doors, lumber, cabinets, etc.

Column C Column C (Recycling) is for materials that will not be reused in their present form but **will** be re-processed into a new product. Examples include scrap metal, untreated and unpainted wood scrap, cardboard, drywall cut-offs, etc.

Column D Column D (Disposal) is used for materials that will not be reused or recycled. Examples include unusable painted wood debris, insulation, hazardous materials, and food packaging.

Note: When filling out columns B, C & D, indicate quantities (in tons) for each material. The quantities listed in Columns B, C, and D must add up to the quantity for that material listed in Column A. For example, if your project will generate 20 tons of concrete debris and you are planning on recycling half and using half as backfill on site, you would list 20 tons in Column A, then put 10 tons in Column B and 10 tons in Column C.

Column E List the facility or service provider you intend to use for reusing, recycling or disposing of each material generated from your project. The example on page 2 of the WRRP form shows how to handle instances where more than one facility will be used for a single material. Use the *Builder’s Guide To Reuse & Recycling* to locate an appropriate facility.

Column Totals Add up quantities listed in each column and indicate totals at the bottom.

Mixed Debris Recycling

This line refers to debris generated **in addition to** the separated materials listed in the table above. In order to receive credit for recycling Mixed Debris, you must use a facility or service provider that the City recognizes as qualified to sort materials for recycling (see Instructions & Worksheet for Mixed Debris Recycling in your C&D Packet for a list of local facilities).

The percentage of the Mixed Debris load that can be counted towards your recycling requirement varies, depending on the facility you select. A list of facilities that provide mixed C&D debris recycling services and their material recovery rates is provided in your packet. This information is also available on the City’s website at www.oaklandrecycles.com (click During Construction).

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Question 7: Fill in the blanks using the quantities of C&D debris listed at the bottom of each column (Column Totals) to determine the percentage of waste reused or recycled.

Question 8: If the percentage reused or recycled is 50% or more, check the box marked "Yes". If the sum is less than 50%, check the box marked "No". Briefly explain the specific reason(s) why the goal was not achieved and attach documentation.

Applicants who indicate in their WRRP that they will not be recycling or salvaging 50% or more of the waste generated from their project must briefly explain on their WRRP why they cannot comply with the City's Waste Reduction and Recycling Requirements. Applicants may also be asked to submit additional information regarding the specific reasons why salvaging or recycling debris from the project is not feasible. If economic hardship is claimed, applicants must include a written comparison of extra costs that would be incurred as a result of recovering materials for reuse, salvage, or recycling as opposed to disposal.

Question 9: **Print your name. Sign and date the WRRP.**

Summary Report

The process of filling out the Summary Report is similar to the WRRP, except that the Summary Report documents *actual* quantities and facilities or service providers used, rather than estimates. Summary Report quantities listed must be based on verifiable data gathered throughout the project (e.g. weight tags, gate receipts, etc.). For instructions on how to fill out Questions 1-5 and Questions 7-9, see the instructions for filling out the WRRP. Question 6 is your opportunity to communicate information, ideas, or concerns about this program to the City.

Note: Applicants who fail to recycle or reuse 50% or more of the debris from their project must briefly explain on the Summary Report form why they did not meet the City's requirement. In addition, Applicants may be asked to provide a more detailed explanation of why at least 50% of the materials could not be recovered for salvage or recycling. The explanation must include specific reasons (e.g. asbestos contamination, non-recyclable, etc.) why recovering the materials was not feasible. If economic hardship is claimed, Applicants must include a written comparison of extra costs that would have been incurred as a result of recovering materials for reuse, salvage, or recycling as opposed to disposal.