

FINAL REPORT

**CITY OF MISSION VIEJO
CONSTRUCTION AND DEMOLITION
WASTE RECYCLING AND DISPOSAL REPORT SUMMARY
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
(949) 470-3054**



1. PROJECT AND APPLICANT INFORMATION

Owner's Name: _____ Date: _____

Project Address: _____

Owner's Telephone No.: _____

Contractor: _____

Contractor's Contact Name: _____

Contractor's Telephone No.: _____

Approximate Square Footage of Project: _____

Demolition Dates: Start: _____ End: _____

Construction Dates: Start: _____ End: _____

2. DESCRIPTION OF DIVERSION PLAN

Briefly state how waste materials were handled at your job site to ensure salvage/re-use or recycling.

Please check all waste reduction activities that were practiced at this project site:

- | | |
|--|--|
| <input type="checkbox"/> Use of prefabricated components | <input type="checkbox"/> Reduced packaging |
| <input type="checkbox"/> Re-use of materials on site | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Accurate material estimates | |

3. MATERIAL HANDLING SUMMARY

Please complete the Material Handling Summary Worksheet to identify the types of materials, quantities, and how the waste materials were reduced, recycled, or disposed of at your project site. For this summary report, use the actual quantities, based on weight tags, gate receipts, or other documentation. Material quantities should be calculated in tons, and use the Materials Conversion Worksheet for conversion factors. Fill in the diversion percentage calculated in Section F of the Material Handling Summary Worksheet on line 3A below.

3A. Diversion Percentage Actual from Section F: _____ %

3B. Is the percentage listed in 3A above greater than or equal to 75%? ☐ YES ☐ NO

3C. If NO, explain why: _____

4. VERIFICATION

Attach original weight slips or other records of measurement from recycling companies that show actual tonnage of diverted materials.

To the best of my knowledge, the reported tonnage and diversion percentage reported on this form are an accurate representation of the disposition of the construction and demolition materials generated and diverted from this project site. I understand the City may audit disposal and recycling documentation related to this survey.

Signature: _____ Date: _____

Print Name: _____

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CITY USE ONLY

REPORT SUMMARY APPROVAL STATUS:

- ☐ Approved
- ☐ Good Faith
- ☐ Further explanation needed (see attached)
- ☐ Denied

SECURITY DEPOSIT:

- ☐ Full Refund
- ☐ No Refund
- ☐ Partial Refund Amount: \$ _____

Comments: _____

Reviewed By: _____

Signature: _____

Date: _____

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MATERIAL HANDLING SUMMARY WORKSHEET

COLUMN A	List actual quantities of waste generated for each material type (in tons). To convert yards to tons, use the Materials Conversion Worksheet.
COLUMNS B, C, & D	List actual quantities of material re-used, recycled, or disposed based on Column A quantities.
COLUMN E	State the name of all vendors or facilities used to re-use, recycle, or dispose of materials listed. See example below for cases where more than one facility was used for a particular material type.
COLUMN TOTALS	Add up all material quantities for each column.
SECTION F	Calculate the actual diversion percentage in the section at the end of this worksheet and enter the percentage on line 3A of the Report Summary.

Materials	A Total Waste Generated	B Salvage or Re-Use	C Recycle	D Disposal (Landfill)	E Actual Destinations
Example: <i>Cardboard</i>	<i>2 tons</i>		<i>1.5</i>	<i>0.5</i>	<i>XYZ Recycling Facility (recycle) Prima Deschecha Landfill (disposal)</i>
Asphalt/Concrete					
Brick/Masonry/Tile					
Cardboard					
Wood					
Metals					
Landscape Debris (do not include dirt)					
Dirt					
Garbage/Trash					
Other					
Other					
Column Totals	A	B	C	D	

F. ACTUAL DIVERSION:

		Column B			
+		Column C			
=					
÷		Column A			
=					
x		100			
=		%	ENTER THIS PERCENTAGE AMOUNT TO LINE 3A ON REPORT SUMMARY		