

# FINAL REPORT

**CITY OF MISSION VIEJO**  
**CONSTRUCTION AND DEMOLITION PROGRAM**  
**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.

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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

<b>COLUMN A</b>	List actual quantities of waste generated for each material type (in tons). To convert yards to tons, use the Materials Conversion Worksheet.
<b>COLUMNS B, C, &amp; D</b>	List actual quantities of material re-used, recycled, or disposed based on Column A quantities.
<b>COLUMN E</b>	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.
<b>COLUMN TOTALS</b>	Add up all material quantities for each column.
<b>SECTION F</b>	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					
<b>Column Totals</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	

**F. ACTUAL DIVERSION:**

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