

Recycling and Reuse Summary Report/ Deposit Refund Request

This report is to be completed and submitted to the City of Pomona's Building and Safety Division within 60 days following the completion of your construction project, and, again, within 60 days following the completion of your demolition project.

The purpose of this report is to confirm that you diverted from landfilling at least 50% of the material generated by your construction or demolition project as is required by Ordinance #3987.

Complete this report, attach all receipts and weight tags from recycling facilities, deconstruction contractors, salvage companies, and landfills, and submit to:

City of Pomona
Building and Safety Division
505 South Garey Avenue
Pomona, CA 91766

► Expect your refund within six weeks from the date you submit this report.

Building Permit # _____ Project Completion Date _____

Job Site Address _____

Applicant's Name _____ Title _____

Company _____ Phone # _____

Type of project: new construction demolition renovation

Type of building: non-residential residential multi-family residential

Square Footage of Project _____ Construction Valuation \$ _____

I, the undersigned, have complied to the maximum extent practicable with the City Code regarding construction and demolition debris diversion. I hereby attest that the information in this report is true and accurate, and that at least 50% of all C&D waste was taken to legitimate recycling, reuse, or salvage facilities as confirmed by the attached receipts.

Applicant signature _____ Date _____

**For assistance with this Report, contact the
Building and Safety Division at 909-620-2274.**

FOR CITY USE ONLY		
<input type="checkbox"/> Disapproved		
<input type="checkbox"/> Approved		
Reviewed by _____	_____	_____
print name	signature	date

Use your weight receipts to fill in the table below. If any material was measured in units of volume (for example - cubic feet, cubic yards, etc.), convert it to tons using the conversion factors provided. Note: 1 ton = 2,000 lbs.

Example using conversion factors: $\frac{5 \text{ tons (recycled)} + 9.5 \text{ tons (reused)}}{24.5 \text{ tons (generated)}} = \frac{14.5 \text{ tons}}{24.5 \text{ tons}} = 59\%$

Material	Recycled		Reused		Disposed (tons)	Total Quantity Generated	Facility Used/Destination
	volume	weight	volume	weight			
Example: Dirt 10yd ³ = 18,900lbs	NA	5 tons	10 yd ³	9.5 tons	10 tons	24.5 tons	Recycle – Azusa Land Reclamation Reuse – on job site for grading Dispose – Puente Hills Landfill
Asphalt 1yd ³ = 1,380lbs							
Brick 1yd ³ = 3,024lbs							
Building Materials (ceiling tile, windows, fixtures, etc.)							
Cardboard, paper 1yd ³ = 100lbs							
Carpet/Carpet Padding 1yd ³ = 84.4lbs							
Concrete 1yd ³ = 1,855lbs							
Dirt 10yd ³ = 18,900lbs							
Glass 1yd ³ = 2,160lbs							
Green Waste 40yd ³ = 4,320lbs							
Gypsum/Dry Wall 1yd ³ = 3,834lbs							
Metals 1yd ³ = 906lbs							
Mixed C&D (commingled, recyclable)							
Plastic 1yd ³ = 22.55lbs							
Rock 1yd ³ = 2,570lbs							
Roofing 1yd ³ = 418.5lbs							
Tile (ceramic) 1yd ³ = 1,214lbs							
Wood (lumber, doors, etc.) 1yd ³ = 329.5lbs							
Refuse	NA	NA	NA	NA			
Other:							
Totals							

Fill in the following blanks to determine if you have diverted at least 50% of the material generated by your project:

Total Recycled _____ + Total Reused _____ = _____ ÷ Total Quantity Generated _____ x 100 = _____ %

In June 2003, the City of Pomona adopted a new ordinance that affects all large construction and demolition projects that occur within the City's limits. The ordinance requires that at least 50% of all the material generated during a construction/demolition project be diverted from landfilling (i.e. recycled or reused). This ordinance was adopted in response to the California Integrated Waste Management Act of 1989 (AB 939). AB 939 requires that every city and county in the State divert from landfills at least 50% of all waste generated, or face potential fines for non-compliance. The goal of the Construction and Demolition ordinance is not only to assist the City in fulfilling AB 939, but also to help alleviate the continuing problem of diminishing landfill space. The City requests the cooperation of all contractors and builders doing business in Pomona in its endeavor to fulfill its State diversion goals.

The City of Pomona will collect a deposit, and refund it in full upon completion of your construction/demolition project and verification of 50% diversion. This booklet will guide you through the process and help you to determine the applicability of the requirements to your project, and if applicable, the amount of your deposit and fee.

Step 1 - PAY YOUR DEPOSIT

Unless specifically exempted, all projects requiring a building permit (under chapter 12 of the City Code) also require a deposit. Compare your project to the following three criteria to identify the deposit that you will need to pay: 1) project type, 2) project value, and 3) project square footage.

1) Project Type

The following is a list of projects for which a deposit must be paid:

- new construction projects, residential (of 2 units or more) and non-residential
- demolition projects, residential (of 2 units or more) and non-residential
- renovation projects, residential (of 2 units or more) and non-residential
- public agency funded projects, residential and non-residential

The following is a list of projects that are categorically exempt from the deposit:

- work for which only a plumbing, electrical, or mechanical permit is required
- seismic tie-down projects
- projects in which no structural building modifications are required (examples - painting, carpeting, etc.)
- single family homes
- all projects under \$100,000 in value, see #2 below
- all projects under 1,000 square feet, see #3 below

2) Project Value

All construction and demolition projects of less than \$100,000 in value are exempt from the deposit, regardless of square footage. Do not add the cost of hazardous waste disposal (such as asbestos, lead paint, and contaminated soil removal) in your valuation.

3) Project Square Footage

All construction and demolition projects of 1,000 square feet or more will require a deposit. Deposits will be calculated as follows:

Square Footage	Total Deposit	Minimum Valuation
1,000 to 2,999	\$1,000	\$100,000
3,000 to 9,999	\$5,000	\$100,000
10,000 to 19,999	\$10,000	\$100,000
20,000 and greater	\$15,000	\$100,000

Administrative Fee

If you are required to pay a deposit, you must also pay an administrative fee to the City. The purpose of the administrative fee is to compensate the City for all expenses incurred in administrating the construction and demolition program, including site inspections. The fee is non refundable and will be calculated as follows:

Square Footage	Administrative Fee	Square Footage	Administrative Fee
1,000 to 2,999	\$100	11,000 to 12,999	\$600
3,000 to 4,999	\$200	13,000 to 14,999	\$700
5,000 to 6,999	\$300	15,000 to 16,999	\$800
7,000 to 8,999	\$400	17,000 to 18,999	\$900
9,000 to 10,999	\$500	19,000 and greater	\$1,000

Deposit payments and administrative fee payments can be made in the form of: cash, checks, cashier's checks, or money orders.

Payment should be made to:

City of Pomona
 Building and Safety Division
 505 South Garey Avenue
 Pomona, CA 91766

A single payment can be issued to the City for both the deposit and the administrative fee.

Step 2 - DIVERT C&D DEBRIS THROUGH RECYCLING OR REUSE

Decide how you intend to assure that 50% of the material that your project generates will be diverted from landfilling. The estimated disposal tonnage that you included on your building permit application will be the basis for determining the amount of material that constitutes 50%. Fact: since disposal cost is based on the tonnage of material delivered to landfills, diverting waste from landfills will help you reduce your disposal cost. Wood, asphalt, concrete, metal, glass, drywall, ceramic, and brick are all readily recyclable. You can consider collecting each recyclable material into separate containers on the job site (job site separation). Or you can deliver loads of mixed material to a sorting facility for separation. You may also reuse items on the job site, or send usable material to salvage companies. A list of local recyclers has been included in this booklet for your convenience. Be sure to keep all weight receipts issued by these facilities. Also keep track of the amount of material reused on the job site or sent to salvage companies (you may convert volume to weight using the conversion factors provided in this booklet). In rare situations, there may be extenuating circumstances that do not allow for 50% diversion. To qualify for a full or partial refund in such occurrences, you must demonstrate to the City's satisfaction that every effort has been made to divert construction and demolition waste to the maximum extent practicable.

CONSTRUCTION FOCUS:

Where does waste originate in construction and how much is typically generated?

FAQ: Almost half of all building waste comes from demolitions; and renovations generate most of the rest. Only 8% comes from new construction.

FAQ: According to a recent study, demolition waste consists of about 25% wood, 25% roofing materials, 15% concrete/brick, 10% drywall, and 25% other.

Step 3 - APPLY FOR DEPOSIT REFUND

Your deposit will be refunded to you in full once you verify to the City that you have diverted from landfilling at least 50% of the material that was generated by your project. If you fail to meet the 50% diversion, but do meet at least 25%, a proportionate share of the deposit will be returned. [Your diversion percent divided by 50%, multiplied by the deposit amount, equals your partial refund. As an example, if you deposited \$1,000 and achieved the minimum 25% diversion, you would calculate as follows: $25/50 \times \$1,000 = \500 partial refund.]

You must apply for your refund within 60 days from the date of project completion. To apply for your deposit refund you must submit two things: 1) a Recycling and Reuse Summary Report, and 2) weight receipts from recycling facilities, material recovery facilities (MRF's), landfills, and/or transfer stations.

1) Recycling and Reuse Summary Report

Complete this report in its entirety, indicating the tonnage of material recycled, reused, salvaged, and disposed. A Recycling and Reuse Summary Report is included in this booklet. Please note that within 60 days following the completion of a construction and demolition project, you must submit a completed Recycling and Reuse Summary Report.

2) Weight Receipts from Recycling Facilities, MRF's, Landfills, and/or Transfer Stations

Attach all appropriate receipts to your Recycling and Reuse Summary Report. Photocopies will be accepted. This includes receipts and weight tags or other records of measurement from recycling facilities, deconstruction contractors, salvage companies, and landfills.

A properly completed Recycling and Reuse Summary Report, and all receipts, must be submitted to the City's Building and Safety Division prior to refund of deposit. The City will determine if all or any of the deposit will be refunded in the event that 50% diversion is not achieved but a good faith effort was made to comply.

A deposit refund will be issued for any project for which a building permit was withdrawn or cancelled before any work was begun.