## Construction & Demolition Debris Processing Facility Registration Application

## Purpose and Intent

Approved construction, demolition, and deconstruction projects within the West Valley Solid Waste Authority (Authority) Service Area will only work with Authority approved facilities to reach State, Member Agency, and Authority C&D Debris Diversion goals. To become an Authority approved facility, facilities must complete the following registration form and comply with its requirements. There are two types of approvals: Mixed or Source-Separated C&D Debris Processing Facility. Facilities can only register as one type.

This application must be completed in its entirety and shall be evaluated by the Authority as to the qualifications and capabilities of the applicant to be listed as an Authority approved mixed or source-separated C&D Debris Processing Facility.

### Type 1: Mixed C&D Processing Facility

Facilities that accept mixed C&D for processing must obtain a third-party facility certification. A third-party verifier may include private certifications (e.g., Recycling Certification Institute, etc.) or public agency certifications (e.g., City of San Jose, San Francisco Dept of Environment, etc.). This registration form must be submitted to the Authority once the facility has obtained at least one such third-party verified certification. The facility is required to maintain its certification by adhering to the certifying entity’s requirements. Failure to maintain these requirements may result in revocation of the Authority’s approval to use the facility.

### Type 2: Source-Separated C&D Facilities

Facilities that accept source-separated C&D debris (e.g., metal, aggregate, wood) must divert 90% or more of each material type delivered to it. Facilities that have a full solid waste facility permit must register as a Mixed C&D Processing Facility.

## Application Preparation and Submittal Instructions

To apply to be listed as an Authority approved Mixed or Source-Separated C&D Debris Processing Facility in the Authority Service Area complete and submit this application by email to the Authority at: wvswma@hfh-consultants.com and mail the application fee, accompanied by a letter that identifies the company that is being registered, date the application was submitted to the Authority, and the company business address, to:

**West Valley Solid Waste Management Authority**

**1821 South Bascom Ave, #405,**

**Campbell, CA, 95008**

In order to be processed, this application must be accompanied by an application fee in the amount of $1,000.00, which shall be in the form of a check, or money order payable to West Valley Solid Waste Management Authority to pay the costs of studying, investigating and otherwise processing such application, and which shall be in consideration thereof and not returnable or refundable in whole or in part.

The application consists of five (5) sections. Use the checklist provided below to ensure that your application is complete. If a question is not applicable to your facility, please indicate by writing “N/A.”

### Application Checklist

[ ]  Facility Information: This section requires general information about the facility including, but not limited to, contact information, operating hours, location, SWIS identification number, and insurance information.

[ ]  Qualification Information: This section assesses eligibility by reviewing third-party certifications, weights and scales, and accepted materials.

[ ]  Operations Information: This section requires information on processing lines and details about how materials are handled once they are delivered to and generated in the facility from an Authority service area.

[ ]  Terms and Conditions: Signed and completed Terms and Conditions acknowledging facility’s duties, including payment of the non-refundable application fee, requirement to maintain certification, compliance with and diversion and operation standards including, but not limited to, utilization of certified weighmaster scales, hard copy submission of scale tickets, and usage of Green Halo.

Attachments: Please include the following attachments with your application. The Authority requires applicants to submit all attachments listed below. Applicants may include additional attachments and should list all attachments in the space provided.

[ ]  Copy of the non-refundable application fee mailed to the Authority.

[ ]  Proof of Facility Registration with the State of California.

[ ]  Insurance Documentation.

[ ]  Copies of all Permits and Licenses.

[ ]  Proof of third-party C&D Certification.

[ ]  Proof of scale and other weighing apparatus’ approval by the California Division of Measurements Standards approved apparatus for each apparatus.

[ ]  Facility Map.

[ ]  Other Please Specify: Click or tap here to enter text.

### Facility Information

#### C&D Facility Registration

|  |  |
| --- | --- |
| [ ]  Mixed C&D Processing Facility  | [ ]  Source-Seperated C&D Processing Facility  |
| [ ]  First Registration  | [ ]  Renewal |
| Date of first Registration Approval: Click or tap here to enter text. |
| Registration Expiration Date: Click or tap here to enter text. |
| Registration Number: Click or tap here to enter text. |

#### Facility Contact Information

|  |
| --- |
| Facility Name: Click or tap here to enter text. |
| Operator/ Owner Name: Click or tap here to enter text. |
| Street Address: Click or tap here to enter text. |
| Administrative Address: Click or tap here to enter text.*(If different from above)* |
| Contact/Facility Manager Name: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| Website: Click or tap here to enter text. |

#### Facility Operations Information

|  |  |
| --- | --- |
| SWIS Identification Number: Click or tap here to enter text. | Insurance Information: Click or tap here to enter text. |
| Days of Operation: Click or tap here to enter text. | Operational Hours: Click or tap here to enter text. |
| Regulatory Facility Description *(Include information about size, feedstock limitations, Transfer/Processing/MRF, etc.)*  Click or tap here to enter text. |
| Maximum Daily Permitted Facility Throughput (Tons per day): Click or tap here to enter text. |
| Current Average Throughput (Tons per day): Click or tap here to enter text. |
| Total Area (Square Feet): Click or tap here to enter text. | Number of Processing Lines: Click or tap here to enter text. |
| General Facility Description: Click or tap here to enter text. |

### Facility Qualification Information

#### Facility Certification Information

|  |
| --- |
| Has this Facility been Certified by an Independent C&D Certification Body? [ ]  Yes [ ]  No |
| Name of Certifying Body: Click or tap here to enter text. | Contact Person: Click or tap here to enter text. |
| Street Address: Click or tap here to enter text. | City: Click or tap here to enter text. | Zip: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | Contact Number: Click or tap here to enter text. |
| Liscense/ Registration/ Certification Number: Click or tap here to enter text. |
| Certification Date: Click or tap to enter a date. | Certification Expiration Date: Click or tap here to enter text. |
| Other Independent C&D Certifications (If this facility has multiple third-party certifications from other verifying bodies, please provide all necessary information including certification expiration dates): Click or tap here to enter text. |

#### Weights and Measurement Apparatus:

Please list the types of weights, scales, and measurements used to measure load weight. All scales, permanent or temporary, must be approved by the California Department of Weights and Measures.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scale Type** | **Scale Serial Number** | **Is this scale approved? (Y/N)** |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **6** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **7** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **8** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **9** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **10** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

#### Types of Accepted Materials at this Facility (check all that apply):

[ ]  Appliances & Equipment

[ ]  Asphalt

[ ]  Batteries

[ ]  Bottles & Cans (CRV)

[ ]  Bricks, Masonry, & Stone Products

[ ]  Brass

[ ]  Cardboard

[ ]  Carpet & Padding/ Foam

[ ]  Ceiling Tiles

[ ]  Concrete

[ ]  Deconstructed & Reuse Items

[ ]  Dirt/ Soil – Clean Fill

[ ]  Drums, Barrels, & Buckets

[ ]  Drywall – Clean/ Unpainted

[ ]  Dunnage

[ ]  Drywall – Demo & Painted

[ ]  Ferrous Metals

[ ]  Glass Plate or Tempered

[ ]  High-Density Polyethylene (HDPE)

[ ]  Landfill

[ ]  Low-Density Polyethylene (LDPE)

[ ]  Metal

[ ]  Mixed C&D

[ ]  Mixed Recyclables

[ ]  Molded Fiberboard

[ ]  Paper Materials

[ ]  Other Plastics

[ ]  Porcelain

[ ]  Rock, Sand, Gravel, & other inserts

[ ]  Roofing Asphalt

[ ]  Stainless Steel

[ ]  Sheet Rock

[ ]  Shingles

[ ]  Textiles

[ ]  Tin

[ ]  Tires

[ ]  Wood – Clean

[ ]  Wood Pallets

[ ]  Other (*Please Specify):* Click or tap here to enter text.

### C&D Debris Facility Processing Information

#### Processing Lines

1. **Facility Maps.** Please include a Facility Map as an attachment listed in the Attachment Checklist.
2. **Processing Lines.** Provide a brief description of the processing lines. If applicant has any single processing lines that are operated in multiple modes, please describe each different mode as a separate processing line.

 Click or tap here to enter text.

1. **Staffing.** Provide a list of the number of staff by job classification and equipment used for C&D Debris processing.

Click or tap here to enter text.

1. **Processing Operations.** Explain how C&D loads are handled and processed at the facility. Provide information on C&D Debris handling and processing below.
2. Where does C&D Debris go after leaving the scale house?

Click or tap here to enter text.

1. What specific manual and/or mechanical methods are used to process C&D loads?

Click or tap here to enter text.

1. What happens to residue from processing operations?

Click or tap here to enter text.

1. Is the residue weighed prior to disposal?

Click or tap here to enter text.

1. **Mixed C&D Debris.** Explain how Mixed C&D Debris are handled and processed at the facility.
2. Describe applicant’s policies and procedures used to ensure that all mixed C&D loads are processed?

Click or tap here to enter text.

1. What happens to the various materials that applicant recovers from mixed C&D loads after processing?

Click or tap here to enter text.

### Terms and Conditions Acknowledgement

The applicant hereby acknowledges and agrees to the following Terms and Conditions:

1. Diversion Requirement. As an Authority approved mixed or source-separated C&D Debris Processing Facility, applicant must meet or surpass CALGreen, Member Agency, and the Authority’s C&D Debris processing requirements. Applicant must operate effectively to meet the sixty-five percent (65%) project diversion levels.
2. Facility Visits and Audits. The Authority and its designated representative(s) may: (i) enter, observe, and inspect any of the Authority Approved C&D Processing Facilities at any time during the operating hours of the facility; and, (ii) may meet with the facility manager(s) or their representatives upon at least seventy-two (72) hours’ advance request, provided that the Authority and its representatives comply with the facility’s reasonable safety and security rules and do not interfere with the facility operations. The purpose of site visits and any data reviews is to confirm that reported data is true and adheres to industry standard C&D Debris diversion methods. Sites rules or workload may not prevent any Authority representative from conducting these reviews.
3. Reporting. Applicant facility will use Green Halo to record and submit all C&D processing and diversion data to the Authority. Applicant shall ensure customer signs the data, which must include, at a minimum, scanned copies of weight tags identifying tonnage, origin, and unit rate. Other information, such as the amount or weight by material type classification, is required where relevant. The applicant acknowledges and agrees to upload relevant information into Green Halo within ten (10) working days of material delivery and processing.
4. Operating Hours. The applicant facility will publicly post its operating hours including days of closure and gate rates for each accepted material on their website. The applicant shall update this information within seventy-two (72) hours of any changes.
5. Scale Operation.
6. Applicant will maintain at least two (2) California Division of Measurements Standards certified vehicle scales in accordance Applicable Law. Applicant will link all scales to a centralized computer recording and billing system that will be compatible with Applicant’s systems and account for tracking all incoming and outgoing materials. The contractor will operate those scales during load receiving hours. Applicant will provide Authority with access to weighing information through Green Halo and upon request.
7. When an Authority Approved C&D Hauler places new vehicles into service, Applicant will promptly weigh the new vehicle and determine its unloaded (“tare”) weight(s). The contractor will record tare weight, hauler name, and vehicle identification number. Within ten (10) Working Days of weighing, Contractor will provide Authority (through Green Halo) and hauler with a report listing vehicle tare weight information. Applicants will have the right to request re-determination of tare weights of vehicles two (2) times per Calendar Year. If there is reasonable suspicion or evidence that tare weights are not accurate, the Approved C&D Hauler may request re-determination of tare weights, in which case applicant will promptly re-determine tare weights for vehicles in question up to four (4) times per Calendar Year. Applicant may update tare weights (at its own initiative) more frequently.
8. If any scales are inoperable or otherwise unavailable, the applicant will use reasonable business efforts to weigh vehicles on the remaining operating scales. To the extent that all scales are inoperable or otherwise unavailable, applicant will substitute portable scales until the permanent scales are replaced or repaired. The applicant will arrange for any inoperable scale to be repaired as soon as possible and, in any event, within seventy-two (72) hours (excluding Holidays) of the failure of the permanent scale. If the contractor anticipates that repairs to the permanent scale may take more than twelve (12) hours, applicant will immediately obtain a temporary substitute scale(s).
9. All scales, permanent or temporary, must be approved by the California Department of Measurement Standards.
10. Third-Party Certification. Proof of at least one (1) third-party Mixed C&D Processing Certification from at least one (1) Authority-approved certification body has been submitted with this application. The applicant facility shall inform the Authority of any changes to facility certification, including procurement of any additional certifications, changes to the renewal cycle, or changes to facility operations. The applicant facility shall, at all times, maintain the standards and procedures required by the facility’s designated third-party certification bodies.
11. Penalties. Any violation of Authority standards will result in the Authority revoking its approval for the subject facility to accept C&D Debris generated in the Authority service area and delivered to the facility.
12. Fees. The applicant agrees to pay a $1,000.00 non-refundable registration or re-registration fee, and any other fees that it may incur resulting from violations and corrective action measures imposed by the Authority.

By signing this application, the signatory certifies possession of the authority to agree to the terms and conditions of the application on behalf of the applicant and does hereby bind applicant to the terms and conditions of the application as included herein. The signatory further certifies that the information provided in the application is true and complete.

Date Signed: Click or tap to enter a date.

Signatory Name: Click or tap here to enter text. Signatory Title: Click or tap here to enter text.

Signatory Email: Click or tap here to enter text. Signatory Phone Number: Click or tap here to enter text.