



City of Millbrae Public Works Department

Construction and Demolition Reuse and Recycling PLANNING AND REPORTING PROCESS

The General Conditions of Approval for reusing and recycling construction and demolition materials applies to Planning Commission approved projects and all demolition projects. Please refer to the Public Works Conditions of Approval for reuse and recycling requirements and the reporting forms.

The City of Millbrae conducts recycling programs in compliance with State law AB939, which requires all California cities to reduce the amount of garbage placed in landfills. The General Conditions of Approval for Construction and Demolition (C&D) projects have been developed to help the City achieve, maintain, and exceed the State's requirements.

Check List

- Plan:** Please completely fill out the *Construction and Demolition Solid Waste Management Plan* form (See Attachment B) and submit prior to obtaining building permits. **If the project involves both demolition and construction, you should fill out a separate Plan form for each phase. Important: be sure to carefully read the guidelines in the attached documents.**

Make sure that you arrange for discards generated by your project to be reused and recycled and include this information in the *Construction and Demolition Solid Waste Management Plan*. Obtain copies of the *Construction Site Recycling Guide* and *Roofing Directory* from the Community Services Department or Public Works Department for listings of recycling companies.

- Salvage:** Allow at least 2 weeks before you start demolition so that you have time to salvage reusable materials (e.g., hardwoods, structural materials such as lumber, steel etc., bricks, fixtures, tiles, cabinets, etc.) from the building. Demolition permits will be issued upon proof of salvage activities or submittal of written documentation of why salvaging cannot take place. See Attachment B. (Also see the other side of this sheet for information on local salvage and deconstruction companies).
- Deposit:** Obtain a Remittance Advice/Check Request Form from Public Works and make payment to the Finance Department. Finance will stamp the form, which is then returned to Public Works for filing. Upon completion of project and submittal of Report form(s) and facility receipts, deposits will be returned. The fees are as listed: projects \$10,00 or less = \$300; projects more than \$10,000 but less than \$50,000 = \$750; projects over \$50,000 and less than \$100,000 = \$1,000; projects over \$100,000 = \$2,500
- Acknowledgment and Information Verification Form:** Complete and submit an *Acknowledgment and Information Verification Form* (See Attachment D) identifying the company that will provide Debris Box/Dumpster or Roll-off Bin services.
- Facility Receipts:** You must submit copies of all facility receipts documenting how much material is salvaged, reused, recycled and disposed with your Final Report to receive your deposit.
- Monthly Reports:** Larger projects may require monthly or interim reports along with copies of facility receipts. If the project is short-term, only one Final Report will be needed.
- Final Report:** Upon completion of your project, a completed *C&D Recycling and Reuse Final Report* (See Attachment C) along with copies of facility receipts documenting all materials salvaged, reused, recycled and disposed, must be submitted to and approved by Millbrae's Recycling & Waste Prevention Program staff.
- Submit Forms:** Deliver, Fax (650) 697-8158, e-mail sreider@ci.millbrae.ca.us or mail the completed Plan, Final Report, Receipts and Acknowledgment and Information Verification forms to Millbrae Recycling & Waste Prevention Program at 621 Magnolia Avenue, Millbrae, CA 94030. Call (650) 259-2444 if you have any questions.

IMPORTANT: Please read the attached Conditions of Approval for vital details of what is outlined above.

Deconstruction and Salvage Companies

The following organizations perform deconstruction and salvage work in San Mateo County. This list is provided for your convenience, but is not necessarily comprehensive. The inclusion or inadvertent exclusion of an organization in no way constitutes a recommendation by the City of Millbrae.

There are four levels of service that companies provide:

- Full Service:** Bid on demolition contracts and performs deconstruction and demolition.
- Partial Service:** Work with your demolition contractor to perform deconstruction and salvaging.
- Collection:** Collect materials that have been removed from the structure by contractor and may also remove materials under special circumstances.
- Drop-Off:** Accept materials dropped-off at their warehouse during business hours. *Call first.*

Company	Contact	Service			
		Full	Partial	Collection	Drop-Off
A Better Earth Deconstruction San Mateo	www.abettereearthsite.net (650) 593-7799	X	X		
Bay Area Custom Homes San Carlos	www.bayareacustomhomes.com (650) 802-8846	X	X		
Beyond Waste Cotati	(707) 792-2555	X			
Building Resources San Francisco	www.buildingresources.org (415) 285-7814			X	X
Greenworx Burlingame	www.greenworxusa.com (888) 714-7444	X	X	X	
Ohmega Salvage Berkeley	www.ohmeegasalvage.com (510) 204-0767		X	X	X
PlaceMakers Inc. Redwood City	www.placemakersinc.com (650) 303-7530	X	X	X	
The Reuse People San Leandro	www.thereusepeople.org (888) 588-9490	X	X	X	X
The Reusable Lumber Company Woodside	www.reusablelumber.com (650) 529-9122	X	X		
The Sink Factory Berkeley	www.sinkfactory.com (510) 540-8193				X
This and That San Pablo	(510) 232-1273		X	X	X
TNT Demolition, Inc. San Carlos	www.tntdemo.com (650) 341-9423	X	X	X	
Randazzo Enterprises Castroville	www.randazzoenterprises.com (800) 633-9039	X	X		X
Urban Ore Berkeley	urbanore.ypguides.net (510) 841-7283			X	X
Whole House Building Supply East Palo Alto	www.driftwoods salvage.com (650) 856-0634		X	X	X





City of Millbrae
CONSTRUCTION AND DEMOLITION (C&D)
Solid Waste Management Plan

Please complete and submit this form with your building permit application.

For more information and questions, please call the City of Millbrae
Environmental Programs Manager at (650) 259-2444 or e-mail sreider@ci.millbrae.ca.us.

Form with fields for Date, Project(s) (Demolition, New Construction, Alteration, Addition), Project Square Footage, Project Site Address, Prepared by (print) (Contractor, Owner, Other), Mailing Address, Phone, and FAX.

1. Please name the Salvage/Deconstruction company that will remove reusable items prior to demolition. If "None", explain:

2. Please list the items that will be salvaged:

- Checkboxes for: doors, windows, jambs, casing; toilets, sinks, other fixtures; hardwoods; wood siding; cabinets and shelving; carpet and pad; other items (please list); bricks; acoustical ceiling; lights, fans, etc.; ceramic roof tiles; structural materials (e.g., lumber)

3. Please note any on-site reuse activities planned for this project. For example, reuse of wood forms from other projects for concrete; on-site crushing of concrete for on-site use; use of reusable containers for material deliveries, etc.:





City of Millbrae Solid Waste Management Plan

Estimation of Amounts That Will Be Reused, Recycled, and Disposed

Types of Reuse/Recycling/Disposal Activities (please indicate by number in the table below):

1. Recycling of separated materials taken to a recycling facility.
2. On-site concrete and asphalt crushing for re-use on-site (counts as recycling).
3. Recycling of mixed debris.
4. Recycling of material as landfill alternative daily cover.
5. Reuse of salvageable items.
6. Delivery of dirt or mixed inerts to an inert landfill or other fill use.
7. Disposal at a landfill or transfer station.
8. Other (please describe): _____

Type of Material	Type of Activity (Use code number from above)	Quantities (In Tons)*	Total Recycled (In Tons)*	Total Disposed (In Tons)*	Facility Used (Where material will be taken- please list names of recycling facilities, transfer stations, landfills, etc.)	Method of Transport (Self Haul or SSF Scavenger Debris Box)
Mixed Materials						
Mixed Structural C&D Materials						
Mixed Inerts						
Separated Materials						
Asphalt						
Brick						
Concrete						
Dirt/Clean Fill						
Lumber						
Roofing Materials						
Metals						
Yard Trimmings						
Sheetrock						
Salvaged Items (e.g., fixtures, lumber, etc.)**						
Other Materials (list)***						
Totals:						

* See Conversion Table attachment to convert cubic yards to tons. Use conversions if scales are not available at the identified facility.

** Estimate in pounds where necessary and convert to partial tons (see Conversion Tables and Form attachment).

*** e.g., carpet, carpet padding, ceiling tiles, etc.

Total Estimated Tons Disposed and Recycled: _____

Estimated Recycling Rate: _____%

(Tons recycled divided by total tons disposed and recycled, then convert to a percentage)

Important: You must submit facility receipts/documentation with your final report.





Construction and Demolition Solid Waste Management Plan

Conversion Tables and Form

Project Address: _____

✓	Check each conversion being used			
	Mixed Structural C&D Materials	1 cubic yard	=	500 pounds
	Mixed Inerts	1 cubic yard	=	2,000 pounds
	Dirt, Brick, Concrete, Asphalt (separated from other materials)	1 cubic yard	=	2,000 pounds
	Loose Lumber	1 cubic yard	=	150 pounds
	Asphalt Shingles	1 cubic yard	=	419 pounds
	Asphalt/Tar Roofing	1 cubic yard	=	2,919 pounds
	Wood Shake Shingle Roofing	1 cubic yard	=	435 pounds
	Metals	1 cubic yard	=	906 pounds
	Yard Trimmings	1 cubic yard	=	108 pounds
	Sheetrock	1 cubic yard	=	394 pounds

Salvaged Items

Salvaged Items	Estimated Pounds	÷ 2000	=	Tons
i.e., Cabinets	100	÷ 2000	=	.05

Note

With the exception of salvaged items, conversions should only be used if a facility does not have scales or if the load is so small that the facility charges a flat rate instead of weighing it.

If you believe you have justification for using a different conversion than above, please explain below.

Please submit this form with your Plan.





City of Millbrae
C&D RECYCLING AND REUSE FINAL REPORT
 (submit upon completion of project with receipts)

Project Address _____ Date _____
 Prepared by (Print) _____ Phone _____
 Reporting Period _____ to _____

Total Amounts Reused, Recycled, and Disposed

Types of Reuse/Recycling/Disposal Activities (please indicate by number in the table below):

1. Recycling of separated materials taken to a recycling facility.
2. On-site concrete and asphalt crushing for use on-site (counts as recycling).
3. Recycling of mixed debris.
4. Recycling of material as landfill alternative daily cover.
5. Reuse of salvageable items.
6. Delivery of dirt or mixed inerts to an inert landfill or other fill use.
7. Disposal at a landfill or transfer station.
8. Other (please describe): _____

Type of Material	Type of Activity (Use code number from above)	Quantities (In Tons)*	Total Recycled (In Tons)*	Total Disposed (In Tons)*	Facility Used (Where material was taken- please list <i>names</i> of recycling facilities, transfer stations, landfills, etc.)	Method of Transport (Self Haul or SSF Scavenger Debris Box)
Mixed Materials						
Mixed Structural C&D Materials						
Mixed Inerts						
Separated Materials						
Asphalt						
Brick						
Concrete						
Dirt/Clean Fill						
Lumber						
Roofing Materials						
Metals						
Yard Trimmings						
Sheetrock						
Salvaged Items (e.g., fixtures, lumber, etc.)**						
Other Materials (list)***						
Totals:						

*See Conversion Table on back to convert cubic yards to tons. Use only if weight is not available!
 **Estimate in pounds where necessary and convert to partial tons (see Conversion Tables on other side).
 ***e.g., carpet, carpet padding, ceiling tiles, etc.

Total Tons Disposed and Recycled: _____
Recycling Rate: _____ %
 (Tons recycled divided by total tons disposed and recycled, then convert to a percentage)

Important: You must submit facility receipts/documentation with this report, organized by material type and in chronological order. Deposits will be reimbursed after receiving report and receipts.





Construction and Demolition Recycling and Reuse Report

CONVERSION TABLES

✓	CHECK EACH CONVERSION BEING USED			
	Mixed Structural C&D Materials	1 Cubic Yard	=	500 Pounds
	Mixed Inerts	1 Cubic Yard	=	1 Ton
	Dirt, Brick, Concrete, Asphalt (separated from other materials)	1 Cubic Yard	=	1 Ton
	Loose Lumber	1 Cubic Yard	=	150 Pounds
	Asphalt Shingle Roofing	1 Cubic Yard	=	419 Pounds
	Asphalt/Tar Roofing	1 Cubic Yard	=	2,919 Pounds
	Wood Shake Shingle Roofing	1 Cubic Yard	=	435 Pounds
	Metals	1 Cubic Yard	=	906 Pounds
	Yard Trimmings	1 Cubic Yard	=	108 Pounds
	Sheetrock	1 Cubic Yard	=	394 Pounds

SALVAGED ITEMS

SALVAGED ITEMS	ESTIMATED POUNDS	÷ 2000	=	TONS	
i.e., Cabinets	100	÷ 2000	=	.05	
		÷ 2000	=		
		÷ 2000	=		
		÷ 2000	=		
		÷ 2000	=		
		÷ 2000	=		
		÷ 2000	=		
		÷ 2000	=		
TOTAL ESTIMATED TONS SALVAGED				=	

Note
With the

exception of salvaged items, conversions should only be used if a facility does not have scales or if the load is so small that the facility charges a flat rate instead of weighing it.

If you believe you have justification for using a different conversion than above, please explain below.

Please submit this form with your Final Report.





CITY OF MILLBRAE PUBLIC WORKS/ENGINEERING DIVISION

Dumpster/Roll-off Acknowledgement and Information Verification Form

Project Address:

Name of Responsible Property Owner and/or Contractor (Specify):

Telephone Number of Responsible Property Owner and/or Contractor: _____

Name/Address/Phone of Contractor (if different from above):

California State Contractor or Other State License Number: _____

We are providing you with this Acknowledgment and Information Verification Form to inform you of your responsibilities and possible risk you may incur with respect to garbage and/or recycling serviced in the City.

Please read and sign below to signify you understand this information.

1. The City has an exclusive franchise agreement for garbage/recycling services, including hauling and Dumpster or Roll-off Bin services with the South San Francisco Scavenger Company and intends to enforce this Agreement.
2. The City of Millbrae adopted an Ordinance amending Chapter 6.15 of its Municipal Code to enforce and take action on the placement of illegal Dumpster or Roll-off Bins. Dumpster or Roll-off Bins deemed illegal by the City will be subject to removal pursuant to the provisions in the code.
3. If a Dumpster or Roll-off Bin is deemed illegal, the City will place a notice on each suspected debris box that if the box is not removed within the notice period of 24 hours, the box will be confiscated and impounded, and that it will not be released until all charges for removal and storage have been paid to the City.
4. The charges would cover all City costs including the pick up and delivery of the box to the City's storage yard, City staff costs, and storage costs. The City will also issue a citation under existing authority in the Millbrae Municipal Code for violation of City law (which is a warning for the first offense, \$100 for the second, \$200 for the third and \$500 for the fourth). The estimated charges and fines could total as much as \$1,000 per incident.
5. The only allowed exception in the Code for Dumpster or Roll-off Bins is when a licensed demolition or construction contractor is using its own employees and equipment as an incidental part of a comprehensive service offered by that contractor rather than as a hauling service or other exceptions specified in the exclusive contract. If you are in doubt about whether your project may qualify, contact the City at 650.259.2444. If your project does qualify, the City requires a business license from the Finance Department be obtained by your contractor.
6. If you desire to place any debris box in the City's Right of Way (e.g. the street), you must obtain an encroachment permit from the Public Works Department and pay the applicable fees in advance of having the dumpster/bin delivered.

Name of Company Providing Dumpster/Roll-off Bin:

Property Owner or Contractor's Signature: _____

Date: _____

