



## Instructions and Frequently Asked Questions Construction and Demolition Waste Management Plans (WMP)

As of January 1, 2011, the new California Green Building Standards Code (California Code of Regulations, Title 24, Part 11) went into effect. Section 5.408 now requires **all new** construction projects to file and implement a Construction and Demolition Waste Management Plan (**WMP**).

### **Who must file a Construction and Demolition Waste Management Plan (WMP)?**

The **WMP** must be filed for all new residential, commercial and mixed-use construction projects within the City of Ventura after January 1, 2011. The **WMP** must be submitted and approved as part of the plan check process before a building permit can be issued.

### **What is a WMP?**

Construction and Demolition (C&D) projects often generate large amounts of solid waste. However, many of these materials can be reused and/or recycled keeping them out of the landfill, reducing waste and landfill fees. The **WMP** is a way to identify the materials at the beginning of the project that can be diverted generating the least amount of waste possible. Careful planning when ordering, protecting materials to reduce breakage and damage and reusing materials whenever possible are part of the waste management strategy.

### **How is the WMP used?**

The **Construction and Demolition Waste Management Plan (WMP)** is used as a guideline for diversion of materials from the landfill for the entire project. Once the plan has been approved, a copy of the **WMP** must be kept on site or with the project manager. The project must meet or exceed the diversion requirements approved in order for a Certificate of Occupancy to be issued.

### **How and when is the WMP filed?**

The City of Ventura provides a **WMP Worksheet** (green) that must be filled out and filed with the rest of the plans for the construction project. City staff will review the **WMP** during the plan check process to be sure it meets the Green Building Code standards. It must be approved before a building permit will be issued. The approved worksheet then becomes the **WMP** for the project.

### **What diversion rate must be achieved?**

The new California Green Building Standards Code currently requires a minimum of **50%** diversion of all non-hazardous construction materials from the landfill (Sec 5.408.3). Excavated soil and other land clearing debris such as tree, stumps, rocks and associated vegetation and soils resulting primarily from land clearing must be reused or recycled at **100%** diversion (Sec. 5.408.4).

### **How is the plan filled out?**

- On the green **WMP** worksheet, find the materials listed that will be used in the project. Add any anticipated materials that may be missing under "Other."
- Check whether each material will be put into one bin and commingled and sorted off site or source separated in multiple bins on site.
- Fill in the projected diversion rate for each material type that applies to the project.

### **Does the Plan apply to Subcontractors?**

Yes. All subcontractors who work on the project must see or be given a copy of the **WMP** and agree to comply with the plan for their part of the project. The Foreman for each Subcontractor must sign an **Acknowledgement Form** (yellow) provided by the City, confirming that they have received a copy of the **WMP** and agree to follow the procedures. Documentation of any materials that were self-hauled by the subcontractor must be given to the contractor for submission at the

end of the project. The **Acknowledgement Form** must be turned into Environmental Services at the completion of the project before the Certificate of Occupancy can be issued.

#### **What if there are no subcontractors on the project?**

If there were no subcontractors used on the project, the Contractor of record checks the box at the bottom of the yellow **Acknowledgement Form** that says all work was done solely by the contractor and sign the form. This completed form is then submitted at the end of the project.

#### **Material Separation and Hauling**

The contractor has two options for handling waste and recyclable or divertible materials:

1. The contractor may use E. J. Harrison & Sons, the only authorized franchised waste hauler in the City of Ventura to handle all waste materials. When ordering service, the contractor should let Harrison know that their project is covered under a **WMP**. They will keep track of the weights and materials diverted from the project. At the end of the project, a **Construction and Demolition Letter of Documentation** will be supplied by Harrison to meet the **WMP** requirements. The Letter of Documentation is then filed with the City.
  
2. The second option is to self-haul the materials. Self-haul of Construction and Demolition material **is allowed only when a licensed contractor uses his/her own employees and equipment** as an incidental part of the total service (City Ordinance Code Article 2, Section 6.500.230.5). If the contractor does not have his/her own bins and hauling equipment and employees for self-haul, the contractor is **required** to use E. J. Harrison & Son for all waste services. With the self-haul option, the contractor is responsible for:
  1. Keeping track of all waste and diverted materials.
  2. Retaining and submitting all weight tags and other documentation that show the amount of disposal and diversion of the materials listed in the **WMP**.
  3. Assuring the project meets the **WMP** diversion requirements as approved.
  4. Filing a **Self-Haul Option -Construction and Demolition Letter of Documentation Form** (white) along with all supporting documentation within one week of the completion of the project. The Certificate of Occupancy can be denied or revoked if the **Self-Haul Option -Construction and Demolition Letter of Documentation Form** and proper documentation are incomplete or not submitted in a timely manner.

#### **What if I have questions or need help filling out the forms?**

For questions, additional information or help filling out the forms, please call (805) 652-4526 or e-mail [rguzman@cityofventura.net](mailto:rguzman@cityofventura.net).