

# Construction & Demolition Debris Recovery Program

Ordinance No. 015-2020 established Pitkin County's [Construction and Demolition Debris Recovery Program](#), requiring the County to collect a refundable deposit on building and demolition permits and refund deposits upon project completion based on compliance with certain waste diversion requirements.

## Step 1: Before Permit Issuance

1. Once the pre-application submittal is accepted, applicants receive an automated email from “no-reply@greenhalosystems.com” to set up the project's waste tracking account. The permit applicant or designated project manager is responsible for setting up the project's Construction Waste Management Plan (CWMP). **Note the GH tracking number assigned to your project (GHXXX-XXX-XXXX).**
2. Pitkin County Solid Waste Center (SWC) staff person provides the Recoverable Materials Diversion Acknowledgement (RMDA) form which includes calculating the Diversion Compliance Deposit amount.
3. Submit the RMDA form to SWC staff for sign-off.
4. Submit the Diversion Compliance Deposit to the Building Department at permit issuance.

## Step 2: During the Project

1. Educate all contractors, sub-contractors, and employees about managing the C&D debris on the project site.
2. Organize your project site to accommodate salvage and recycling of the C&D debris at start of project.
3. Retain receipts related to waste disposal, recycling or reuse and track waste totals using Green Halo. Materials will automatically track to the project Green Halo account if hauled to the SWC and weight tickets must be entered manually for materials brought to other waste facilities.

**IMPORTANT:** Your Green Halo tracking number should be provided to any parties hauling debris from the job site to the SWC to ensure accurate tracking to your project account.

## Step 3: Before Final Building Inspection

Prior to scheduling the final inspection of your project, make sure:

1. All debris waste receipts and evidence of reuse or salvage is uploaded to Green Halo, then
2. Submit the Diversion Report for review by SWC staff by clicking the “Submit for Final” button

### **Diversion Report Review:**

Once the project is submitted for final, SWC staff will typically review the CWMP and any additional documentation for compliance with the ordinance within 24 to 48 hours.

### **Approved Projects (“Cleared for Final”):**

If your project has met the debris diversion requirements, you will be notified by email that you have successfully complied with the program. Communicate with Community Development to schedule any remaining inspections.

## Diversion Report REJECTED:

If insufficient or incomplete documentation has been provided, you will be notified by SWC staff and asked to provide additional information to bring your project into compliance. Once you have obtained and uploaded any additional documentation, resubmit the Diversion Report by clicking the green “Submit for Final” button in your Green Halo account.

## Diversion Compliance Deposit Refund Policy

- **Full Refund** - A *minimum* of 25% of total project related waste (by weight) is diverted from trash and 100% of “Recoverable Materials” listed below are diverted from trash.
  - Concrete & porcelain
  - Asphalt
  - Rock and dirt
  - Metal appliances
  - Scrap metal
  - Organics
  - Corrugated cardboard
  - Untreated (no composite, paint, or chemical treatment) lumber and pallets
- **Partial Refund (50% of deposit returned)** - If at least 20% of total waste (by weight) is diverted from trash but any Recoverable Materials are sent to the trash.
- **No Refund** - If less than 20% of the total waste (by weight) produced is diverted from trash.

### Ordinance Amendment No. 008-2023 Adopted April 11, 2023

The original Ordinance No. 015-2020 was amended to update minimum waste diversion rates required for full, partial and no refunds on April 11, 2023 under Ordinance No. 008-2023. Permit applications submitted on or after April 11, 2023 are subject to the new waste diversion rates.

	Original	Updated
Full Refund	≥25%	≥35%
Partial Refund	>20%	>25%
No Refund	<20%	<25%

### Tips before and during project kick-off:

1. Write compliance with recycling requirements into contracts with subcontractors
2. Establish a Construction Waste Management Plan with more detailed information about waste management practices, bin placement, signage, subcontractor responsibilities and other elements
3. At project kick-off, explain recycling program to all subcontractors and employees
4. Designate a staff person on the job site to be responsible for executing the waste management plan

### Supplemental Documents in this Packet

- **Green Halo – Getting Started:** Basic guide for setting up and maintaining your project’s CWMP
- **C&D Program Intro Letter for Subcontractors:** Subcontractors play a big role in ensuring compliance. This letter can be supplied to any contractors/subcontractors entering the job site.
- **Green Halo Tracking # Cards:** Print, fill in and cut out these cards for any individuals hauling debris to the SWC so they can show them at the scale house for accurate tracking.