

Procedures for Recovery Facility Certification

To be certified, a construction and demolition (C&D) debris diversion recovery facility must complete the following steps:

1. Application for Certification

Recovery Facility owners/operators must:

- a) complete and submit a Preliminary Application Form (attached).
- b) submit a written description of the C&D processing operation(s):
 - 1) designation of incoming loads
 - 2) tipping areas
 - 3) processing, by sort line
 - 4) materials types recovered
 - 5) designation of outgoing loads
- c) provide materials flow diagrams showing:
 - 1) total incoming tonnages with overall type of material to be processed
 - 2) processing steps and tonnages (by material type) from each step
 - 3) tonnages and destination of material (by type) from the processing line

2. Permits

The Applicant shall submit copies of all applicable permits with the Preliminary Application Form.

3. Application Review.

The City staff, or City's Consultant, shall:

- a) verify the accuracy of the permit information.
- b) schedule a date to review the materials flow records with the Applicant. Records to be reviewed include:
 - 1) weight tags & load records
 - 2) number of loads for each category of materials received
 - 3) records of material movement on site (cover and ADC)
 - 4) records of materials moved off site ('product' sold)
 - 5) disposition of residue from processing

4. On-site Observation

The City staff, or City's Consultant, shall conduct an on-site observation of operation to verify capabilities of processing equipment.

5. Quantitative Review

If necessary, the City staff, or City's Consultant, may conduct a quantitative review of Applicant's records relating to the recovery of C&D materials.

6. Certification

Based on complete review of the Applicant's information, the City will certify the Recovery Facility.

7. List of Certified Facilities

The City will publish a current list of CDDD-Certified Facilities. This list shall be provided to each person requiring a CDDD clearance before applying for a City building permit.

Background

Certification is granted by the City to Recovery Facilities that divert a significant percentage of the incoming C&D waste stream. The certification is not exclusive, and is available to all Recovery Facilities that divert 50% or more of the incoming C&D wastes. The City may consider increasing the percent diversion required on specific materials for continued certification depending on best practices. Materials used as Alternate Daily Cover (ADC) at landfills will count as 50% diversion through June 30, 2002; 25% diversion from July 1, 2002 through June 30, 2004; and will not be counted toward the diversion rate after June 30, 2004.

Certification

The facility operators must file an application for Certification of a recovery facility to be included in the City's CDDD program. The City shall complete its evaluation of the application within 90 days of receipt of all of the required documents. Certification will be based on incoming materials groupings, processing lines, and diversion rate. The City may certify a facility for some or all types of C&D materials processed at the site.

In addition to the Application requirements, to maintain their certification, Recovery Facility operators will be required to:

1) provide C&D customers, upon request, a receipt that provides the City sufficient information to track materials flow and diversion. The form of the receipt used by the Certified Processor must be acceptable to the City.

Specifically, for each load generated within San Jose, the receipt must provide:

- a) the processors receipt number
- b) the Permit Number (provided by the truck driver)
- c) the type of material in the load
- d) the weight, if available, or volume of the load
- e) the name of the hauling company (if applicable)
- f) other data as desired by processor, or as requested by City

2) post a notice at the gate or scale house stating that they are a CDDD-Certified Recovery Facility and that certain information about loads generated in San Jose will be required of the generator so that the Processor can provide accurate data for the City.

3) provide the City with Reports, as described below.

Reporting Requirements

Reports will be required of all CDDD-Certified Recovery Facilities. The City will prepare and distribute a template report format to all CDDD-Certified Recovery Facilities. The reports will identify any significant changes in the C&D materials handling operations of the facility since the prior report, and the effect of those changes on the Facility Diversion Rate.

Reporting Frequency

- 1 During the first three months of certification, reports of operation must be filed monthly (within 10 working days of the end of the month).
- 2 During the first three months after any major change in the operation, reports of operation must be filed monthly (within 10 working days of the end of the month). A change is considered to be major when new processing equipment is installed, or the percent diversion rate increases or decreases by more than 5%, or when the diversion rate drops below the certification requirement for that period (i.e., 50%).
- 3 Otherwise, once every six months the facility must file a statement that there have been no significant changes.

CDDD-Certified Recovery Facilities are subject to audit by the City to verify the accuracy of the data submitted.

Re-Certification

The facility must file an application for re-certification at least once every 2-years, and within 30 days of a significant change in the operation of the facility. The application for re-certification will require information **ONLY** about changes which have occurred in the operation since the last Certification by the City.

CDDD Facility Certification Preliminary Application Form

<i>Name of Facility</i>	<i>Name of Owner or Operator</i>	<i>Name of Applicant</i>
<i>Address of Facility</i>	<i>Contact Person</i>	<i>Contact Phone</i>
<i>Applicable Permits</i> (attach copies of all applicable permits) <input type="checkbox"/> SWFP [CIWMB] # _____ <input type="checkbox"/> BAAQMD # _____ <input type="checkbox"/> NPDES # _____ <input type="checkbox"/> SFRWQCB # _____ <input type="checkbox"/> Land use: CUP # _____ <input type="checkbox"/> Environmental Services (water discharge) <input type="checkbox"/> Environmental Health <input type="checkbox"/> Fire Department <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	<i>Material Types Accepted & Processing Lines</i> <input type="checkbox"/> Mixed Waste <input type="checkbox"/> Mixed C&D <input type="checkbox"/> Mixed Inerts <input type="checkbox"/> Segregated C&D Materials <input type="checkbox"/> Reusable Building Materials	<i>Materials to be Recovered</i> <input type="checkbox"/> Metals <input type="checkbox"/> Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gypsum <input type="checkbox"/> Corrugated <input type="checkbox"/> Carpet <input type="checkbox"/> Foam <input type="checkbox"/> Textiles <input type="checkbox"/> Building Materials for Reuse <input type="checkbox"/> Other _____
<i>Facility Type</i> <input type="checkbox"/> Reuse Operation <input type="checkbox"/> Single Material Processor <input type="checkbox"/> Multi-Materials Processor <input type="checkbox"/> Landfill	<i>Diversion Rate Calculation</i> _____ Tons received _____ Tons of residue _____ Tons diverted off-site _____ Tons to ADC _____ % diversion	<i>Other Facility Information:</i>
	Facility Certification #	_____ - _____ - _____

Certification

By my signature below, I certify that the information provided on this Construction and Demolition Materials Recovery Facility Application is true and correct to the best of my knowledge.

Signed: _____

Date: _____