

**CITY OF MILLBRAE  
PUBLIC WORKS DEPARTMENT  
GENERAL CONDITIONS OF APPROVAL (Excerpts)**

**General Requirements**

7. Develop, implement, and maintain a comprehensive waste prevention and recycling program into the project. The program should include, but not be limited to, implementing waste prevention activities, providing adequate containers for recyclable materials, and purchasing recycled content materials. The program should be coordinated and reviewed by the City's Recycling Coordinator.

**Design**

21. Trash enclosures with recycling area(s) must be provided and be completely covered; no other facilities shall drain onto this area. Drains in any wash or process area shall not be discharged to the storm drain system. Drains should connect to the sanitary sewer.
24. Building materials and components containing recycled material shall be incorporated and used in the design of the project to the maximum extent possible.
25. All plans and drawings for new commercial construction, new construction of apartment buildings with five units or more, or renovation of commercial and apartment complexes that involve at least 30% of the total square footage of the building, are subject to the City's space allocation requirements. The plans and drawings shall include sufficient and accessible space and signage for storage and collection of recyclables and shall include notations indicating use of the space (e.g. containers, baler). For additional information regarding appropriate sizing of space for recycling use, contact the City's Recycling Coordinator at (650) 259-2444.

**Construction and/or Demolition Reuse and Recycling Requirements**

36. The City of Millbrae conducts recycling programs in compliance with State law AB939, which require all California cities to reduce the amount of garbage placed in landfills by 50% by the end of the year 2000 and to maintain this level thereafter. Therefore the applicant and contractor(s), including subcontractor(s), shall maximize the reuse and recycling of construction and demolition waste materials to the greatest extent possible.
37. The City of Millbrae has literature, including the "Construction Site Recycling Guide," and offers technical assistance to aid in the reuse and recycling of materials from construction and demolition projects, including information on recycling service companies. For more information, please contact the City's Recycling Coordinator at (650) 259-2444.
38. Specifically, the following measures shall be implemented:
  - a. Using the City's Guide, applicant and contractor(s), including subcontractor(s), shall specifically investigate opportunities to salvage materials for reuse prior to the start of demolition or remodeling activities, and will provide a minimum of two (2) weeks lead time in the demolition or remodeling schedule for the salvage activities to take place. A listing of salvage companies is attached. Demolition permits will be issued upon proof of salvage activities or submittal of written documentation of why salvaging cannot take place.
  - b. All written bids for construction and/or demolition services for the project (including subcontractors) shall indicate the City's goal to maximize the reuse and recycling of construction and demolition waste materials from the project.
  - c. Applicant shall prepare and submit for approval a Solid Waste Management Plan that details the anticipated reuse, recycling, and disposal of materials from the project (See Attachment A). The Plan shall be in accordance with guidelines and forms provided by the City, and shall be submitted to and approved by the City's Recycling Coordinator prior to the approval of a building permit. At a minimum, the Plan shall estimate the total waste to be generated by the project and shall describe the methods and facilities to be used

for reuse, recycling, and disposal of these materials. **Applicant shall achieve and document a recycling rate of at least 50% of all waste generated for the project by weight, with at least 25% achieved through reuse and recycling of materials other than source separated dirt, concrete and asphalt.**

- d. Applicant shall submit a Recycling and Reuse Report monthly and one final Report on disposal and reuse and recycling activities in a format and schedule provided by the City (See Attachment B). The reports shall detail recycling rates and activities and summarize all tonnages disposed, reused, and recycled, and shall include receipt documentation from disposal, reuse and recycling facilities. If a facility is used that sorts mixed C&D (Construction and Demolition) loads for recycling, the receipt must identify the load as construction and demolition debris and that the load will be sorted for recycling, and include the total weight of the load. These reports shall be submitted to and reviewed and approved by the City's Recycling Coordinator prior to deposit reimbursement. If there are questions about a facility's mixed waste recycling activities, contact the City's Recycling Coordinator.

**Notes:**

Solid waste and recycling services in the City of Millbrae are under an exclusive franchise contract to South San Francisco Scavenger Company. There are only two exceptions to this exclusive franchise contract: 1. Only South San Francisco Scavenger Company can be paid for reuse and recycling collection services; however, if reuse and recycling collection services are offered for free or if customers are paid for recyclables, then any company may be used for the collection of reusable and recyclable materials; and 2. Contractors and subcontractors are allowed to self-haul their own garbage and recyclables ("self-haul" means hauling done by a company in their own truck and with their own employees, and which is incidental to their primary business function, e.g., roofer, plumber, etc).

South San Francisco Scavenger Company can recycle mixed construction and demolition loads from their debris boxes. If a total of 50% cannot be achieved from debris box sorting at Scavenger's facility, other reuse and recycling activities must take place in addition to meet the 50% recycling requirement.

**Attachments:**

C&D Reuse and Recycling Planning and Reporting Process  
C&D Solid Waste Management Plan (Attachment A)  
C&D Recycling and Reuse Final Report (Attachment B)

## 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 by 50%. General Conditions of Approval for Construction and Demolition (C&D) projects have been developed to help the City achieve, maintain, and exceed this goal.

### Check List

- a. **Plan:** You must completely fill out the *Construction and Demolition Solid Waste Management Plan* form. **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!**
- b. **Salvage:** Allow at least 2 weeks before you start demolition so that you have time to salvage reusable materials (e.g., hardwoods, structural materials (lumber, steel), 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 the other side of this sheet for information on local salvage and deconstruction companies).
- c. **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
- d. **Recycling Procedures:** Make sure that you arrange for discards generated by your project to be recycled. Obtain copies of the *Construction Site Recycling Guide* and *Roofing Directory* from the Community Development Department or Recycling Coordinator for listings of recycling companies.
- e. **Facility Receipts:** You must submit copies of all facility receipts documenting how much material is salvaged, reused, recycled and disposed with your Report form(s).
- f. **Monthly Reports:** A completed *C&D Recycling and Reuse Report* form, along with copies of facility receipts documenting all materials salvaged, reused, and recycled must be submitted to the Millbrae Recycling Coordinator at the end of each month until the project is completed. If it is a short-term project, only one final report will be needed.
- g. **Final Report:** Upon completion of your project, a completed *C&D Recycling and Reuse Report* form, along with copies of facility receipts documenting all materials salvaged, reused, recycled and disposed, must be submitted to and approved by the Millbrae Recycling Coordinator.

Deliver, FAX (650-697-8158), or mail the completed Plan and Report forms to the Millbrae Recycling Coordinator 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. 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
<b>Beyond Waste</b> Cotati	(707) 792-2555	X			
<b>Berkeley Architectural Salvage</b> Berkeley (Pre-1950's)	Alan Goodman (510) 655-2270		X	X	X
<b>Building Resources</b> San Francisco	Matthew Levesque (415) 285-7814			X	X
<b>Caldwell Building Wreckers</b> San Francisco	Robert Caldwell (415) 550-6777	X	X	X	X
<b>Chris Hammond Demolition</b> San Pablo	Chris Hammond (510) 412-4466	X			
<b>C&amp;K Salvage &amp; Aldo S. Allen, Co.</b> Oakland	Charles Allen (510) 569-2070	X		X	X
<b>Omega Salvage</b> Berkeley	Mike Stromberg (510) 843-7368		X	X	X
<b>Project Teamwork</b> Walnut Creek	John Single (510) 612-6523 (925) 974-6804	X			
<b>Savvy Salvage</b> Oakland	Beverly Duhon (510) 655-8877		X	X	X
<b>The Reuse People</b> San Leandro	Ted Rife (510) 567-8525	X	X		X
<b>The Reusable Lumber Company</b> Mountain View	Jim Steinmetz (650) 529-9122	X	X		
<b>The Sink Factory</b> Berkeley	(510) 540-8193				X
<b>This and That</b> San Pablo	Thomas Rascon (510) 232-1273		X	X	X
<b>Randazzo Enterprises</b> Castroville	Bill Lynch (800) 633-9039	X	X		X




**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 source separated materials at 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 will be taken- please list <i>names</i> of recycling facilities, transfer stations, landfills, etc.)	Method of Transport (Self Haul or Debris Box?)
<b>Mixed Materials</b>						
Mixed Structural C&D Materials						
Mixed Inerts						
<b>Separated Materials</b>						
Asphalt						
Brick						
Concrete						
Dirt/Clean Fill						
Lumber						
Roofing Materials						
Metals						
Yard Trimmings						
Sheetrock						
Salvaged Items (e.g., fixtures, lumber, etc.)**						
<b>Other Materials (list) ***</b>						
<b>Totals:</b>						

\* 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: \_\_\_\_\_

<b>Check each conversion being used</b>				
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 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.

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**Please remember to submit this form with your Plan! *City of Millbrae*  
C&D RECYCLING AND REUSE FINAL REPORT**

Project Address \_\_\_\_\_

Date \_\_\_\_\_

Prepared by (Print) \_\_\_\_\_

Phone \_\_\_\_\_

Reporting Period \_\_\_\_\_ to \_\_\_\_\_ (i.e., July 1, 2007 to July 31, 2007)

### Total Amounts Reused, Recycled, and Disposed

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

1. Recycling of source separated materials at 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 Debris Box?)
<b>Mixed Materials</b>						
Mixed Structural C&D Materials						
Mixed Inerts						
<b>Separated Materials</b>						
Asphalt						
Brick						
Concrete						
Dirt/Clean Fill						
Lumber						
Roofing Materials						
Metals						
Yard Trimmings						
Sheetrock						
Salvaged Items (e.g., fixtures, lumber, etc.)**						
<b>Other Materials (list)***</b>						
<b>Totals:</b>						

\*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 date order.**

# Construction and Demolition Recycling and Reuse Report

## Conversion Tables

<b>Check each conversion being used</b>				
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

<b>Salvaged Items</b>	<b>Estimated Pounds</b>	<b>÷ 2000</b>	<b>=</b>	<b>Tons</b>
i.e., Cabinets	100	÷ 2000	=	.05
		÷ 2000	=	
		÷ 2000	=	
		÷ 2000	=	
		÷ 2000	=	
		÷ 2000	=	
		÷ 2000	=	
<b>Total Estimated Tons Salvaged</b>			<b>=</b>	

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.

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