



MUNICIPAL RECOVERY CERTIFICATION

What is a Facility Certification?

The State of California has introduced a number of regulatory requirements with the goal of reducing waste. The State has made local government responsible for implementing and monitoring measures that will meet these requirements. One requirement is 65% diversion of construction & demolition (C&D) waste per construction project. Local government is required to enforce this requirement. One way to help contractors and property owners comply with 65% diversion is to require C&D waste disposal at local facilities that are able to process and recover C&D waste materials for reuse or recycling.

Solano County, Sonoma County Waste Management Agency, and RecycleSmart (Contra Costa County) are certifying facilities for their ability to recover C&D waste, ideally at 65% or more.

How does my facility benefit from this?

This will be a 3rd party certification of your facility operation and diversion rate which means it is objective and unbiased in its review, and will establish achievement of higher diversion as compared to other non-certified facilities. It also means that C&D waste from participating jurisdictions will be directed to facilities possessing 3rd party certification, which will include your facility. Finally, the certifying evaluators are familiar with local LEA and State facility permit requirements and can suggest ways to make sure that your facility remains in compliance with these requirements.

How does my facility become certified?

This certification procedure has been designed to be simple, minimally impactful to facility operations, and accurate. It uses four (4) steps to achieve certification. These steps are:

- 1 Providing the requested facility information in the "Applicant Checklist",
- 2 Complete the online certification application,
- 3 Complete the Facility Line\Process Line Report,
- 4 Complete a Facility Site Assessment.

Additional reference information is provided to assist facility staff, including Facility Size Classifications and CalRecycle reference information. With assistance from a 3rd party evaluator, you are asked to provide this requested information for analysis and completion of the certification.

Who are the current sponsoring Government Agencies for this certification procedure?

Solano County, Sonoma County Waste Management Agency, and RecycleSmart. Other public agencies are welcome to join as a sponsoring agency or adopt MRC results.

CERTIFICATION PROCEDURE AND MENU

- 1 APPLICANT CHECKLIST**
Description of requested information and format for submission
- 2 ONLINE APPLICATION**
Facility contact information and general facility information
- 3 FACILITY REPORT**
Facility-wide recovered tonnage by material type
- 4 PROCESSING LINE REPORT**
Processing line descriptions & recovered tonnage by line and material type
- 5 REFERENCE: FACILITY SIZE CLASSIFICATION**
Reference only
- 6 REFERENCE: CALRECYCLE TYPE OF FACILITY AND FACILITY SIZE TIERS**
Reference only
- 7 APPLICATION SUBMISSION**
Reference only

CHECKLIST FOR CERTIFICATION SITE VISIT

	Description of Requested Information	Format of Submittal for Review
1	List and copies of all current permits	PDF format
2	Summary of facility input tonnage data, by material type, for past 12 months	In MS Excel format
3	Summary of facility input tonnage for hard to handle materials, by material type, for the past 12 months (include criteria and examples of how loads are determined to be "hard to handle")	In MS Excel format
4	Summary of facility input tonnage data, by material type of MRF residuals received for secondary processing, by material type, for the past 12 months	In MS Excel format
5	Summary of facility out tonnage data, by material type, for past 12 months (including residual)	In MS Excel format
6	Market end destination by tonnage and material type, including end market destination/facility name, for past 12 months (including residual)	In MS Excel format
7	Facility Site Layout Plan	PDF format
8	Facility and Equipment Drawings (Plan view)	PDF format
9	For Facility Self-Generated Diversion Rates – Description and examples of how overall facility diversion rate is calculated, include example of data used for calculation	In MS Excel format
10	Example of calculations of how the recovery rate for each process line is calculated, include example of data used for calculation	In MS Excel format
11	Provide written description of waste characterization protocols utilized (including definitions of material type classifications). Provide copy of completed waste characterization study/studies and copies of associated data entry sheets	Submit waste characterization report in PDF. Examples of material recovery efficiency calculations in MS Excel format
12	Starting in 2019. Provide most recent two quarters of AB 901 reporting forms submitted to CalRecycle	PDF copies of AB 901 submissions
13	Describe unusual or unique circumstances at your facility that the certification evaluator should take into consideration (provide written explanation/pictures)	PDF format
14	Provide photos of facility (that you wish to be posted for the promotion of your facility)	JPEG format (high resolution when possible minimum of 300 dpi)



APPLICATION FOR FACILITY CERTIFICATION

Facility Name: SWIS #:
(if applicable)

Operator/Owner Name:

Facility Address:

City: Zip Code: Phone:

Mailing Address:
if different from above

City: Zip Code:

Contact/Facility Manager Name:

Office Phone: Cell Phone:

E-Mail:

Type of Facility / Activity:

Regulatory Status: Total Area (Square Feet):

Days of Week Open for Operations: Operational Hours:

Maximum Daily Permitted Facility Throughput (Tons per Day):

Current Average Throughput (Tons per Day):

General Facility Description:

APPLICATION FOR FACILITY CERTIFICATION

Types of materials accepted at this facility (check all that apply):

Appliances & Equipment	Drywall - Clean/Unpainted	Paper Materials (non-shred)
Asphalt	Dunnage	Plastics
Batteries	Drywall - Demo & painted	Porcelain
Bottles & Cans (CRV)	Glass Plate or Tempered	Rock, Sand, Gravel & other inerts
Bricks, Masonry & Stone Products	Green Waste - Yard/Landscape	Roofing Asphalt
Cardboard	High-Density Polyethylene (HDPE)	Textiles
Carpet & Padding/Foam	Low-Density Polyethylene (LDPE)	Tires
Ceiling Tiles	Metal	Wood - Clean
Concrete	Mixed C & D	Wood Pallets
Deconstructed & Reuse Items	Mixed Recyclables	
Dirt/Soil-Clean Fill	Molded Fiberboard	
Drums, Barrels & Buckets		

Additional materials not listed above:



2 continued

PROCESSING LINES: Describe in simple terms your types of processing lines. If a single processing line is operated in multiple modes, please describe each different mode as a separate processing line, and please specify.
Description Example: 1) Mixed C&D Processing, 2) Wood Waste Processing Line, 3) Mixed Waste Processing Line, etc.

Description of Processing Line #1 (*required*):

Description of Processing Line #2:

Description of Processing Line #3:

Description of Processing Line #4:

Description of Processing Line #5:



TONS PER DAY: If your facility has only a single processing line, but operates in different modes, each operational mode is considered a separate processing line. The tonnage should be reported for each operational mode.

Current Average Throughput (Tons per Day) Processing Line #1 *(required)*:

Current Average Throughput (Tons per Day) Processing Line #2:

Current Average Throughput (Tons per Day) Processing Line #3:

Current Average Throughput (Tons per Day) Processing Line #4:

Current Average Throughput (Tons per Day) Processing Line #5

Type of Facility and Facility Size Tiers for C&D Certification Project

Regulatory Facility Description	Feedstock Limitation
SMALL SIZE	
CDI Recycling Center (less than 750 tons per day)	Receives materials that have been separated at the point of generation, and receives only Type A inert debris that is source separated or separated for reuse. (<1% putrescible)
Limited Volume Transfer Operations (less than 60 cy or 15 tons per day)	Mixed Municipal Solid Waste (MSW)
Small Volume C&D Wood Debris Chipping and Grinding Operations (less than 200 tons per day)	Receives less than 200 tons per operating day of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminants and <1% putrescible requirement)
Small Volume Construction and Demolition/Inert Debris Processing Operations (less than 25 tons per day)	Receives less than 25 tons of any combination of C&D debris and Type A inert debris per operating day for the purposes of storage, handling, transfer, or processing. (Must meet <1% putrescible)
Inert Debris (Type A) Processing Operations (less than 750 tons per day)	Receives less than 1500 tons per operating day of only Type A inert debris for storage, handling, transfer, or processing (Must meet <1% putrescible)
MEDIUM SIZE	
CDI Recycling Center (more than 750 tpd to less than 1500 tons per day)	Receives materials that have been separated at the point of generation, and receives only Type A inert debris that is source separated or separated for reuse. (<1% putrescible)
Medium Volume Transfer/Processing Facilities (more than or equal to 60 cy or 15 to 100 tons per day)	Mixed Municipal Solid Waste (MSW)
Medium Volume C&D Wood Debris Chipping and Grinding Facilities (200 to 500 tons per day)	Receives at least 200 tons per operating day and less than 500 tons per operating day of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminants and <1% putrescible requirement)
Medium Construction and Demolition/Inert Debris Processing Facilities (25 to 175 tons per day)	Receives at least 25 tons per operating day and less than 175 tons per operating day of any combination of C&D debris and Type A inert debris for the purposes of storage, handling, transfer, or processing. The amount of residual in the C&D debris and type A inert debris shall be less than 40% of the amount of such material by weight. (Must meet <1% putrescible requirement)
Inert Debris (Type A) Processing Operations (750 to 1,500 tons per day)	Receives less than 1500 tons per operating day of only Type A inert debris for storage, handling, transfer, or processing (Must meet <1% putrescible)
LARGE SIZE	
CDI Recycling Center (more than 1500 tons per day)	Receives materials that have been separated at the point of generation, and receive only Type A inert debris that is source separated or separated for reuse. (<1% putrescible)
Large Volume Transfer/Processing Facilities (more than or equal to 100 tons per day)	Mixed Municipal Solid Waste (MSW)
Large Volume C&D Wood Debris Chipping and Grinding Facilities	Receives 500 tons per operating day or more of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminant and <1% putrescible requirement)
Large Construction and Demolition/Inert Debris Processing Facilities (more than or equal to 175 tons per day)	Receives 175 tons or more of any combination of C&D debris and Type A inert debris per operating day for the purposes of storage, handling, transfer, or processing. (Must meet <1% putrescible requirement)
Inert Debris (Type A and/or Type B) Processing Facilities (more than or equal to 1,500 tons per day)	Receives 1500 tons or more per operating day of any combination of Type A and Type B inert debris, or any amount of Type B inert debris, for storage, handling, transfer, or processing. (Must meet <1% putrescible requirement)

POTENTIAL TYPES OF FACILITIES PROCESSING CONSTRUCTION AND DEMOLITION MATERIALS APPLYING FOR CERTIFICATION

Regulatory Facility Description	Permit Requirement	Feedstock Limitation	Diversion Requirement
Recycling Facilities (Not a Solid Waste Facility)			
Recycling Center	None	Receives materials that have been separated at the point of generation, and receive only materials that are source separated or separated for reuse. (<1% putrescible)	90%+ (Form CIWMB 607)
Transfer/Processing Facilities (Transfer Station / Materials Recovery Facilities)			
Emergency Transfer/Processing Operations (All)	EA Notification	Mixed MSW, Case by case determination	None
Limited Volume Transfer Operations (less than 60 cy or 15 tons per day)	EA Notification	MSW	None
Medium Volume Transfer/Processing Facilities (60 cy or 15 to 100 tons per day)	Registration Permit	MSW	None
Large Volume Transfer/Processing Facilities (more than or equal to 100 tons per day)	Full Permit	MSW	None
Regulatory Classification of Construction & Demolition / Inert Debris and Transfer/Processing Facilities			
CDI Recycling Center	None	Receives materials that have been separated at the point of generation, and receive only Type A inert debris that is source separated or separated for reuse. (<1% putrescible)	90%+ (Form CIWMB 607)
Emergency Construction and Demolition/Inert Processing Operations (All)	EA Notification	Mixed C & D, Case by case determination	None
Small Volume C&D Wood Debris Chipping and Grinding Operations (less than 200 tons per day)	EA Notification	Receives less than 200 tons per operating day of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminants and <1% putrescible requirement)	99%+
Small Volume Construction and Demolition/Inert Debris Processing Operations (less than 25 tons per day)	EA Notification	Receives less than 25 tons of any combination of C&D debris and Type A inert debris per operating day for the purposes of storage, handling, transfer, or processing. (Must meet <1% putrescible)	NA
Inert Debris (Type A) Processing Operations (less than 1,500 tons per day)	EA Notification	Receives less than 1500 tons per operating day of only Type A inert debris for storage, handling, transfer, or processing (Must meet <1% putrescible)	NA
Medium Volume C&D Wood Debris Chipping and Grinding Facilities (200 to 500 tons per day)	Registration Permit	Receives at least 200 tons per operating day and less than 500 tons per operating day of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminants and <1% putrescible requirement)	99%

Regulatory Facility Description	Permit Requirement	Feedstock Limitation	Diversion Requirement
Medium Construction and Demolition/Inert Debris Processing Facilities (25 to 175 tons per day)	Registration Permit	Receives at least 25 tons per operating day and less than 175 tons per operating day of any combination of C&D debris and Type A inert debris for the purposes of storage, handling, transfer, or processing. The amount of residual in the C&D debris and type A inert debris shall be less than 40% of the amount of such material by weight. (Must meet <1% putrescible requirement)	60%+
Large Volume C&D Wood Debris Chipping and Grinding Facilities	Full Permit	Receives 500 tons per operating day or more of C&D mulch feedstock for purposes of processing it into C&D mulch. (Must meet <1% contaminant and <1% putrescible requirement)	99%+
Large Construction and Demolition/Inert Debris Processing Facilities	Full Permit	Receives 175 tons or more of any combination of C&D debris and Type A inert debris per operating day for the purposes of storage, handling, transfer, or processing. (Must meet <1% putrescible requirement)	NA
Inert Debris (Type A and/or Type B) Processing Facilities (more than or equal to 1,500 tons per day)	Full Permit	Receives 1500 tons or more per operating day of any combination of Type A and Type B inert debris, or any amount of Type B inert debris, for storage, handling, transfer, or processing. (Must meet <1% putrescible requirement)	NA

Type A Inert debris includes but is not limited to concrete (including fiberglass or steel reinforcing bar embedded in the concrete), fully cured asphalt, glass, fiberglass, asphalt or fiberglass roofing shingles, brick, slag, ceramics, plaster, clay and clay products. Type A inert debris is waste that does not contain soluble pollutants at concentrations in excess of water quality objectives and has not been treated in order to reduce pollutants. CalRecycle, upon consultation with the State Water Resources Control Board, will determine on a case-by-case basis whether materials not listed in this subdivision qualify as Type A inert debris.

Type B inert debris is solid waste that is specifically determined to be inert by the applicable Regional Water Quality Control Board (RWQCB), such as treated industrial wastes and de-watered bentonite-based drilling mud, but excluding Type A inert debris.

APPLICATION PROCESS

Submit complete and signed application, by e-mail or mail, with all attachments to:

E. Tseng and Associates, Inc.

30023 Rainbow Crest Drive
 Agoura Hills, CA 91301
 Email: etseng@aol.com
 Phone: (818) 889-8628

Once your application has been submitted, an Associate will follow-up to complete your **Facility Line Report/Diversion Report** and schedule your facility assessment. Upon review of all documentation and facility assessment, your facility will be notified of the Certification status.

FEE STRUCTURE

Assessment Level	Fee Amount	Comment
Site Assessment, Diversion Rate, Small Facility	\$1,750	Mixed Waste Facility (Less than 25 TPD)
Site Assessment, Diversion Rate, Medium Facility	\$2,250	Mixed Waste Facility (25 TPD to 175 TPD)
Site Assessment, Diversion Rate, Large Facility	\$2,750	Mixed Waste Facility (More than 175 TPD)
On-site / In-Person Visit	\$500	Optional and added to site assessment fee if required

CONFIDENTIALITY OF APPLICATION INFORMATION

(a) If a facility seeking certification believes that any information required to be reported or disclosed by this MRC application and certification process contains a trade secret, the person shall provide the information to [person] and shall notify [person] in writing of that belief, detailing the basis of the belief as to each specific item of information the facility claims is a trade secret. For purposes of this application, "trade secret" shall have the same meaning as it has under state law. The person designating information as a trade secret shall specify a name and street address for notification purposes and shall be responsible for updating such information. The [person] shall not disclose any properly substantiated trade secret which is so designated by a person except as required by this MRC application and certification process or as otherwise required by law.

(b) Information designated as trade secret may be disclosed to an officer or employee of the [members of MRC], the State of California, or the United States of America for use in connection with the official duties of such officer or employee acting under authority of law for the protection of health, without liability on the part of the MRC agencies.

(c) When the [person] or other agency official or employee receives a request for information that has been designated as, or which the agency determines may be, a trade secret, the agency shall notify the person or business of the request. The agency may request further evidence or explanation from the person as to why the information requested is a trade secret. If the agency determines that the information does not constitute a trade secret, the agency shall notify the person or business of that conclusion and that the information will be released by a specified date in order to provide the person or business the opportunity to obtain a court order prohibiting disclosure.

(d) The agencies do not intend the MRC application and certification process to authorize or require the disclosure to the public of any trade secrets protected under the laws of the State of California.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature _____

Date _____

Print Name _____

Date _____