



**CITY OF LOS ANGELES  
CERTIFIED CONSTRUCTION AND DEMOLITION WASTE PROCESSOR -  
APPLICATION/RENEWAL APPLICATION FORM**

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**INSTRUCTIONS**

**GENERAL INFORMATION**

1. New applicants applying for certification as a City Certified Construction and Demolition Waste (C&D) processor must submit a **completed** Application/Renewal Form, all required auxiliary documents, and Diversion Reports for the six (6) previous months.
2. Certified Processors applying for certification renewal must submit a **completed** Application/Renewal Form and include all required auxiliary documents by **October 1st** each year through the Accela Citizen Access portal.
3. This program only applies to processors that are permitted by the Local Enforcement Agency and/or CalRecycle to handle construction and demolition debris. This program is not designed for recyclers handling primarily source-separated material.
4. Neither the processing facility nor the parent company needs to be located within the City of Los Angeles to become certified.
5. City staff will perform site inspections to verify information in the Application/Renewal Form.
6. The City will calculate a recycling (diversion) rate for C&D waste processing at each certified processing facility. The recycling rate will be determined by the City of Los Angeles using this formula:

$$\frac{(\text{Weight of mixed C\&D waste taken in at the facility}) - (\text{Weight of waste taken from facility to landfill or transfer station})}{(\text{Weight of mixed C\&D waste taken in at the facility})} = \text{Recycling Rate}$$

**APPLICATION (New Applicants)**

1. Submit a **completed** Application/Renewal Form including all required auxiliary documents, and submit a separate Diversion Report for each of the six (6) previous months. Be sure to date each separate report.
2. The information in the Diversion Report includes not only City of Los Angeles C&D material but **all** C&D material collected by the facility, **regardless** of the city of origin and will be used by the City of Los Angeles to develop a facility-wide recycling rate for Mixed C&D.
3. Sections I. and II. of the Diversion Report shall only reflect material with a point of generation within the boundaries of the City of Los Angeles.
4. Section III. Of the Diversion Report shall reflect **all** material processed, **regardless** of its point of generation.
5. Upon requested, submit a monthly inbound & outbound report or equivalent for your facility or market/outlet that shall include inbound tonnage received per day and/or outbound tonnage per day.
6. Inbound and outbound tonnage per day shall be detailed to the material type level which includes but is not limited to mixed C&D, mixed inerts, ADC, residual, wood, metal, and concrete.

7. The Application/Renewal Form and Diversion Report can be found under the “AB939 Processor Certification Program” at <https://www.lacitysan.org> by searching “waste hauler permit program” or by contacting SRCRD staff at (213) 485-1374.
8. In addition to the required Diversion Reports and inbound & outbound reports, new applicants must provide the following information:
  - i. A complete list of commodity/material codes
  - ii. A copy of one (1) weight ticket for each inbound material type
  - iii. A copy of one (1) weight ticket for each outbound material and the destination documentation (weight ticket, invoice, or payment) for that specific load

**RENEWAL (Existing Certified Processors)**

1. Certified Processors applying for certification renewal must submit a **completed** Application/Renewal Form and include all required auxiliary documents by **October 1st** each year through the Accela Citizen Access portal.

## **DEFINITIONS**

1. **C&D Waste** – “C&D Debris” shall mean solid waste that results directly from construction, remodeling, repair, cleanup, demolition, or deconstruction of buildings and other structures, does not contain hazardous waste (as defined in California Code of Regulations, Title 22, Section 66261.3, *et seq.*), and contains no more than one percent (1%) putrescible wastes, by volume, calculated on a monthly basis and the putrescible wastes do not constitute a nuisance, as determined by the Enforcement Agency.
2. **California Department of Resources Recycling and Recovery or CalRecycle** – is a department within the California Environmental Protection Agency. CalRecycle administers and provides oversight for all of California’s state-managed non-hazardous waste handling and recycling programs.
3. **Inert Material** – “inert debris” shall mean solid waste and recyclable materials that are source separated or separated for reuse and do not contain hazardous waste (as defined in CCR, Title 22, section 66261.3 *et. seq.*) or soluble pollutants at concentrations in excess of applicable water quality. Inert debris may not contain any putrescible wastes. Gravel, rock, soil, sand and similar materials whether processed or not, that have never been used in connection with any structure, development, grading or other similar human purpose, or that are uncontaminated, are not inert debris. Such materials may be commingled with inert debris.
4. **Local Enforcement Agency or LEA** – an enforcement agency designated by the governing body of a county or city and, upon certification by CalRecycle, are empowered to implement delegated CalRecycle programs and locally designated activities.
5. **Point of Generation** – shall mean the location where the material was generated by a customer and picked up by the hauler prior to delivery to any processing facility.
6. **Putrescible Wastes** – shall mean solid wastes that are capable of being decomposed by micro-organisms with sufficient rapidity as to cause nuisances because of odors, vectors, gases or other offensive conditions, and include materials such as, but not limited to food wastes, offal and dead animals. The Local Enforcement Agency shall determine on a case-by-case basis whether or not a site is handling putrescible wastes.
7. **Solid Waste** – shall mean waste that the Department of Resources Recycling and Recovery (CalRecycle) has deemed acceptable for disposal at a Class III Landfill, including C&D Waste, and shall not include Source-Separated Material or Co-Mingled Recyclables.
8. **Source Separated Material** - shall mean material that has been separated or kept separate from the solid waste stream at the point of generation and has not been commingled with other solid waste or recyclable materials. To qualify as Source-Separated Material, each type of material must be transferred in a separate container to a recycling center. Source-Separated Materials includes, but is not limited to, Construction and Demolition Waste such as clean wood, clean concrete, or metals.



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CERTIFIED PROCESSOR - APPLICATION/RENEWAL**

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- ☐ New Application – New applicants must also submit Diversion Reports and inbound & outbound reports for the previous six (6) months as part of the application. The Application/Renewal Form and Diversion Report can be found under the “AB 939 Processor Certification Program” at <https://www.lacitysan.org> (type “waste hauler permit program” in the search box) or by contacting SRCRD staff at (213) 485-1374.
- ☐ Annual Renewal – Currently certified processors must annually renew their certification; **Completed** Application/Renewal Forms are due **October 1<sup>st</sup>**.

**SECTION I. COMPANY/OWNER INFORMATION**

1. Company/Corporate Name: \_\_\_\_\_
2. List all names under which the business operates (DBA): \_\_\_\_\_  
\_\_\_\_\_
3. Company Owner/President’s Name: \_\_\_\_\_
4. Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SECTION II. FACILITY/OPERATOR INFORMATION**

1. Facility Name: \_\_\_\_\_
2. Facility Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Facility Contact Person & Title: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cellular Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. Days and Hours of Material Delivery: \_\_\_\_\_
5. Days and Hours of Material Processing: \_\_\_\_\_

6. Are there any active modifications at this Facility? ☐ Yes ☐ No – If yes, provide a detailed description of what the facility is modifying and the anticipated modification completion date. Provide an attachment if additional space is required: \_\_\_\_\_

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7. Are there any planned modifications at this Facility? ☐ Yes ☐ No – If yes, provide a detailed description of what the facility is modifying and the anticipated modification completion date. Provide an attachment if additional space is required: \_\_\_\_\_

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8. City of Los Angeles Business Tax Registration Certificate (BTRC) Number: \_\_\_\_\_

### **SECTION III. MINIMUM REQUIREMENTS**

1. List the Facility's CalRecycle Solid Waste Information System (SWIS) Number: \_\_\_\_\_

SWIS Permit Review Due Date(s): \_\_\_\_\_

2. List the Facility's Waste Type(s), as permitted by CalRecycle: \_\_\_\_\_

Indicate the CalRecycle Regulatory Permit tier under which the facility operates:

☐ EA Notification ☐ Registration ☐ Full

3. List the Facility's permitted maximum tonnage or cubic yards per operating day:

\_\_\_\_\_ ☐ tons or ☐ cubic yards

- 4(a). List the Facility's Daily Operational Capacity (Throughput) for the material type(s) processed at the facility:

\_\_\_\_\_ ☐ tons or ☒ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

4(b). What tonnage is the facility currently processing per day (on average) by material type (material type must match those listed in 4a)?

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

\_\_\_\_\_ ☐ tons or ☐ cubic yards

5. Does the Facility have a Weigh Scale onsite certified by the Department of Weights and Measures operating in the County in which the facility is located? ☐ Yes ☐ No

If not, explain how the facility plans to meet this requirement: \_\_\_\_\_

\_\_\_\_\_

If yes, list how many scales the facility has onsite and the device registration certificate ID number(s) for each: \_\_\_\_\_

\_\_\_\_\_

Issue date(s): \_\_\_\_\_ Expiration date(s): \_\_\_\_\_

Scale location(s): \_\_\_\_\_

Note that a copy of the certificate will be required for the application to be processed. If a certificate is not issued by the local jurisdiction, provide the most recent copy of scale certificate inspection.

6. Does the facility currently have a Weighmaster License issued by the California Department of Food and Agriculture, Division of Measurement Standards? ☐ Yes ☐ No

If yes, list license number: \_\_\_\_\_

Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

A copy of the Weighmaster License will be required for the application to be processed.

7. Does the Facility currently track *incoming* tonnages by **hauler**? ☐ Yes ☐ No

8. Does the Facility currently track *incoming* tonnages by **material type**? ☐ Yes ☐ No

9. Does the Facility currently track *outgoing* tonnages by **material type**? ☐ Yes ☐ No

10. Provide the name of the manufacturer and a detailed description of the processing equipment used at the Facility, if any (attach additional pages if necessary): \_\_\_\_\_

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11. Provide a process flow diagram that includes the final destination of material for C&D debris processing.

12. Is the Facility current with all issued permits? ☐ Yes ☐ No – If not, indicate which permits are not current and how the Facility plans to meet this requirement: \_\_\_\_\_

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13. Has the facility received any Notices of Violation (NOV) or Areas of Concern (AOC) with ANY regulatory agency, i.e. the LEA, CalRecycle, AQMD, RWQCB, etc. in the past six months?  
☐ Yes ☐ No

If yes, list each NOV or AOC separately, the regulatory agencies involved, the date of issuance, the compliance issue in question, the mitigation efforts to remedy the compliance issue(s), and the current state of compliance (attach additional pages if necessary): \_\_\_\_\_

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#### **SECTION IV. OPERATING/REGULATORY PERMITS**

The Facility must possess all current applicable State, Local, and applicable permits, licenses, and filings, if applicable. **If “YES” is marked to any question below, the Facility must provide a copy of the applicable documents and permits to LASAN at the same time the application is submitted. The application will not be processed if the documents are not submitted with the application at time of filing.**

1. Wastewater Permit(s) issued by the local municipality: ☐ Yes ☐ No; Permit Number(s): \_\_\_\_\_

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2. Does the facility operate under Waste Discharge Requirements? ☐ Yes ☐ No

Permit Number: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

3. Local Air Quality Management District Permit(s) or Alternative Odor Management Plan: ☐ Yes ☐ No; Permit Number(s) (List all): \_\_\_\_\_

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Permit Expiration Date(s): \_\_\_\_\_

4. Stormwater Permit: ☐ Yes ☐ No

☐ General    ☐ Industrial    ☐ Municipal    ☐ Construction    ☐ Other

Permit Number: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

5. Department of Toxic Substances Control Permit(s), i.e. Hazardous Waste ID (EPA ID) or State ID Number, etc.: ☐ Yes ☐ No; Permit Number(s) (List all): \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

6. Certified Unified Program Agency (CUPA – Hazardous Materials/Waste Storage) Permit(s): ☐ Yes ☐ No; Permit Number(s) (List all): \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

7. Fire Compliance Permit(s): ☐ Yes ☐ No; Permit Number(s) (List all): \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

8. Jurisdictional Planning Department (Conditional Use Permit): ☐ Yes ☐ No; Name and Permit Number: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

9. List any other applicable permits: \_\_\_\_\_



## **SECTION V. TERMS AND CONDITIONS**

1. Application. New applicants applying for certification as a City Certified Construction and Demolition Waste (C&D) processor must submit a **completed** Application/Renewal Form, all required auxiliary documents, and Diversion Reports for the six (6) previous months.
2. Renewal. Certified Processors must submit a **completed** Application Renewal Form in full and include all required auxiliary documents and information by **October 1st** of each year through the Accela Citizen Access portal.
3. Expiration. Certifications are valid from the date of issuance to the expiration date as stated in the certification letter.
4. Failure to properly renew will result in expiration of your City C&D Certification.
5. Processor Requirements:
  - a. Certified scale
  - b. A separate processing area for C&D Waste
  - c. The C&D Waste must be kept separate from materials of different waste types such as mixed solid waste and food waste
  - d. The commodities and residual waste processed from C&D Waste must be kept separate until after materials are weighed
  - e. Each incoming load must have the following information collected and the documentation kept at the facility, in a retrievable form for a minimum of three (3) years:
    - i. Date and time
    - ii. Name of hauler company
    - iii. Vehicle license plate number
    - iv. City of Origin
    - v. Weight of each load
    - vi. Type of material in the load
    - vii. Pictures of rejected load and copies of rejection slips issued
  - f. Each outgoing load needs the following information collected and the documentation kept at the facility in a retrievable form:
    - i. Date and time
    - ii. Destination name and facility address
    - iii. Weight
    - iv. Description (glass, metal, drywall, wood waste, pallets, cardboard, plastics, residual, asphalt, concrete, etc.)
  - g. Rejection Slips. Each permitted hauler load of mixed C&D that is rejected by the certified processor, regardless of whether the load is taken over the scale, must have the following information collected and documented. The documentation must be kept at the facility in a retrievable form and given to the permitted hauler in the form of rejection slips. A picture needs to be taken of the load and a copy of the photograph and the load information sent immediately to SRCRD.
    - i. Date and time of rejection
    - ii. Weight of the truck if it went over the scale
    - iii. Name of hauler company

- iv. Vehicle license number
  - v. City of origin
  - vi. Type of material that was rejected
  - vii. Reason for rejection (brief detailed statement)
  - viii. Photograph of the rejected load
6. Reporting Requirements:
- a. Monthly Diversion Reports and inbound & outbound reports (upon request) must be submitted to the City of Los Angeles within twenty (20) days of the end of each calendar quarter. E.g. monthly reports for January, February, and March must be submitted by the 20<sup>th</sup> of April.
  - b. Certified Processors are to submit monthly reports through the Accela Citizen Access portal. Reports are to consist of the following information:
    - i. Tonnage received by City of Los Angeles permitted and non-permitted haulers categorized by material type (i.e. mixed C&D, source-separated material, inert material, and roofing material).
    - ii. **All** incoming materials (regardless of the city of origin) and outgoing residual/commodities/recyclables accepted and processed by your facility.
    - iii. Upon requested, a monthly inbound & outbound report or equivalent for your facility or market/outlet that shall include inbound tonnage received per day and/or outbound tonnage per day. These reports are due twenty (20) days after the request.
  - c. Roofing Material. Certified C&D Processors must accept and process all loads of roofing material from City of Los Angeles Permitted Haulers unless they are legally required to reject the load as a condition of their CalRecycle Permit or Notification. Such conditions could include contamination of the load by hazardous waste or excess putrescible waste. If the material is rejected, a rejection slip must be issued to the hauler and a copy kept at the facility.
    - i. Certified C&D Processors shall track and report the tonnage of roofing materials loads received from the City of Los Angeles.
7. Mandatory Minimum Recycling Rate. Certified construction and demolition waste processors must maintain a minimum recycling rate of **70%**.
8. Recycling (Diversion) Rate. The City shall calculate the recycling/diversion rate for mixed C&D at the processing facility based on but not limited to Diversion Reports, inbound & outbound reports, site inspections, and verification of records. The calculated recycling rate shall be valid until certification expiration or until the City modifies the rate. The City reserves the right at any time, at its sole discretion, to modify the facility recycling rate based on audits, inspections, and other information.
9. Local and State Permits. Processors must possess, be current with and maintain all Local, State, and other applicable permits, licenses, and filings necessary to process C&D Waste. Failure to do so will result in immediate decertification.
10. Facilities with more than five (5) LEA Inspection Violations in a six (6) month period may be decertified.
11. Audit/Inspection. The Director of LA Sanitation & Environment or the Director's designee shall have the right at any time during normal business hours to inspect a Certified Processor's records, facility, and equipment. Upon request, the processor must submit detailed reports of hauler transactions. These reports will be due twenty (20) days after requested.

12. Approval. Should the City determine that your application/renewal meets the requirements for Certification, and should the City grant Certification, the City will calculate a recycling (diversion) rate for C&D waste processing based on the City's review of reports, facility records, site inspections, etc.
13. Provisional Certification.
- i. New processor applicants that meet the C&D certification requirements and terms and conditions are provisionally certified. During the six (6) month provisional certification, the processor must continue to comply with the requirements, terms and conditions which includes maintaining a minimum recycling rate of 70%. Failure to do so may result in an extension of the provisional certification or decertification. The processor will be issued a full certification with a calculated recycling rate after demonstrating compliance with the requirements and terms and conditions for at least six (6) months.
  - ii. Certified Processors that fail to comply with any of the requirements, terms and conditions may be issued a provisional certification and the processor's recycling rate will be assigned as 70%. During the six (6) month provisional certification, the processor must correct the non-compliance(s) in order to be issued a full certification and continue with the C&D certification program. Failure to do so will result in an expiration of the certification or decertification.
14. Decertification. The City reserves the right to decertify the processor if the processor fails to comply with any of the requirements or terms and conditions specified in this application, including, but not limited to, reporting requirements. Violations of other Los Angeles Municipal Code sections or applicable laws shall constitute just cause for decertification. The processor may correct non-compliances and reapply for certification.

## **SECTION VI. FACILITY CERTIFICATION**

I certify that the information provided on this form is true and correct and accept all terms and conditions contained herein. The City of Los Angeles has the right to audit the information provided on this form. Any changes to the information provided herein shall be the Facility's responsibility to submit to the City. By signing below, I attest to the information provided and understand and agree to abide by the terms and conditions.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

All documentation must be submitted as Word, Excel, or Acrobat (.pdf) files.

### Application Checklist

In order for the Facility Certification Application to be considered complete, submit all of the following items. All items must be current.

Applications submitted without required attachments will not be processed until such required items are received.

- ☐ City of Los Angeles Business Tax Registration Certificate (BTRC) (if applicable)
- ☐ CalRecycle SWIS Permit
- ☐ Scale Device Registration Certificate ID
- ☐ Weighmaster License
- ☐ Detailed Description of Equipment Used at the Facility
- ☐ Process Flow Diagram
- ☐ Diversion Reports (if applicable)
- ☐ Wastewater Permit (if applicable)
- ☐ Air Quality Management District Permit(s) (if applicable)
- ☐ Alternative Odor Management Plan (if applicable)
- ☐ Stormwater Permit
- ☐ Department of Toxic Substances Control Permit(s), i.e. Hazardous Waste ID
- ☐ Certified Unified Program Agency (CUPA) Permit(s) (if applicable)
- ☐ Fire Compliance Permit(s) (if applicable)
- ☐ Conditional Use Permit (if applicable)
- ☐ Any other applicable permits
- ☐ Report of Facility Information (RFI) Document: CDI Debris Processing Facility Report, CDI Debris Processing Facility Plan, Transfer/Processing Report (TPR), Operation Plan, Joint Technical Document (JTD), etc
- ☐ Section VI signed and dated