



Construction and Demolition Recycling Requirements and Deposit Refund Instructions

A “C&D” deposit is required to ensure the proper recycling of construction and/or demolition debris. The deposit will be refunded (minus the administrative fee) after proper documentation is submitted.

Requirements to Have Your Full Deposit Refunded:

- Ø Recycle, reuse and/or salvage at least 60% of the total estimated debris.
- Ø A maximum of 35% of the recycled material can be concrete, asphalt, rock, or brick.
- Ø Submit weight tags from recycling facilities where material was delivered, which indicate an address of origin within Menlo Park.
- Ø Weight tags for the construction portion of the job must be submitted separately from the demolition portion.
- Ø Original (or carbon copies) of weight tags will only be accepted for refund requests. **No** photocopies or faxes of tags will be accepted.
- Ø In some cases, a partial deposit may be refunded.
- Ø The \$150 administrative fee is non-refundable.

The Construction and Demolition Recycling Ordinance can be viewed at www.menlopark.org (see Menlo Park Municipal Code Chapter 12.48 - Recycling and Salvaging of Construction and Demolition Debris).

Information on How to Salvage and Recycle Debris:

Two pamphlets provide useful information on recycling and salvage services and facilities, and how to dispose of hazardous materials:

- “Construction Site Recycling (A Guide for Building Contractors)”
- “Construction and Demolition Recycling Pocket Guide” (in English & Spanish)

Both are available on the website www.recycleworks.org/publication.html or in the City Administration Building lobby, or call 650-330-6704.

Recycling and Salvage Credit:

Credit for project debris is based upon the end use of the material.

- **Salvaging** (reuse of material) = 100% recycling credit
- **Recycling** = Recycling credit dependent upon facility and material (up to 100%)
- **Landfill Disposal** (garbage, solid waste or MSW) = No recycling credit

Recyclable debris can be separated on the job site and taken to a recycling facility, often for a lower fee than if mixed together, and receive as much as 100% recycling credit for it. Visit www.recycleworks.org for information on where to recycle these items. Examples of separated categories are: metal, clean wood and plant materials, cardboard and paper, concrete, asphalt.

Recyclable debris can also be placed into a “**mixed debris recycling**” container. Appropriate recycling credit is given based upon the diversion rate for the facility that accepts it. See reverse for recycling rates for “mixed debris boxes.”

Mixed Debris Recycling Facilities:

As a general guideline, the following recycling rates will be used for facility receipt tags specifically marked "mixed construction and demolition," if the facility complies with other requirements of the ordinance. Debris used as alternative daily cover (ADC) at a landfill does not qualify as an acceptable recycling practice. It is the applicant's responsibility to ensure that the facility they use meets the C&D Ordinance requirements.

• Davis Street Transfer Station, 2615 Davis Street, San Leandro:	76%
• GreenWaste Recovery, 625 Charles Street, San Jose:	77%
• Premier Recycle Company, 260 Leo Ave, San Jose	82%
• Newby Island Landfill, 1661 Dixon Landing Road, Milpitas:	77%
• San Bruno Transfer Station, 101 Tanforan Avenue, San Bruno:	82%
• Shoreway Disposal Center, 225 Shoreway Road, San Carlos:	90%
• Zanker Materials Processing Facility, 705 Los Esteros Road, San Jose:	62%
• Zanker Road Landfill, 705 Los Esteros Road, San Jose:	96%

Deposit Refund Procedure:

It is very important that you fill out the Deposit Request Form accurately in its entirety. You are responsible for obtaining the proper documentation from the salvage or recycling facility. Submit original weight tickets from all facilities that receive the material.

Requirements for Weight Tags:

- Each weight tag must list Menlo Park as the city of origin.
- Original weight tags (or carbon copies) will only be accepted – **NO** photocopies or faxes of weight tags will be accepted for credit.
- The material weight must be on each ticket or tag. If a weight is not designated, your tag will not be accepted. Tags submitted for reuse credit (such as the reuse of 5 doors) will be accepted without a weight as long as the quantity and description of items are clearly stated.
- A separate weight tag is required for each job site. To receive recycling credit, debris from separate project addresses cannot be in delivered to the recycling facility in the same truck. If loads from more than one job site are combined, the weight tag will be invalidated.
- Facility tags (and deposit request forms) must be submitted separately for each deposit at a property.
- Qualifying facilities may not use material for alternative daily cover (ADC) at a landfill.

If you have questions about how to fill out the deposit form, please contact the Building Department at 330-6704. For more information on how the deposit is refunded or an example of the deposit system, visit the City of Menlo Park website at www.menlopark.org/departments/dep_building.html.

Deadlines for Submission of Deposit Refund Forms and Documentation:

Demolition Projects:

After the completion of the demolition portion of project, the applicant must submit the required documentation within **60 days**.

Construction Projects:

As a condition prior to final inspection, and for approval of final inspection, the contractor must submit a Deposit Request Form showing all tonnage recycled or salvaged and original or certified receipts of weight tags from recycling facilities confirming recycling of materials.

Deposits will be forfeited if the applicant does not submit required form and proper documentation within the timeline specified above.

Frequently Asked Questions

Salvaging Materials

- Q. Why does my demolition project have a seven day waiting period between the day that the demolition permit is issued and the date that demolition work can begin?
- A. This is to encourage property owners and contractors to salvage materials from the job site. Salvaging is the controlled removal of reusable materials from C&D debris, for the purpose of recycling, reuse or storage for later recycling or reuse. An average weight is assigned to all salvaged items (see the table on the opposite side).

Recycling Information

- Q. Where can I find information on where to recycle construction debris?
- A. Contact San Mateo County RecycleWorks at **1-888-442-2666** or visit their searchable database at **www.recycleworks.org**. Two pamphlets on this topic are also available in the City Administration Building lobby titled “Construction Site Recycling” and “Construction and Demolition Recycling Pocket Guide”.
- Q. Do the locations suggested on the RecycleWorks website or any City of Menlo Park documents provide a guarantee of being an acceptable recycling facility?
- A. No, the applicant must ensure that each facility meets the Ordinance requirements (see page one and two for specific requirements).

Original Tag Requirement

- Q. A sub-contractor was used for the construction/demolition job. The contractor needs the original tags for tax purposes. How can I still receive recycling credit for the recycled material?
- A. The original tags must be submitted to the City of Menlo Park that fulfills the Ordinance requirements. The original should be submitted directly to the Planning Counter of the Administration Building located at 701 Laurel Street. After reviewing your deposit request form and original tags, staff will return the documents to your office. Please include a self-addressed stamped envelope with your tags for the return of these documents.

Salvaging Weights

Material Type	Number or Dimensions	Conversion Factor	Total Pounds
Appliances			
Air Conditioner (room)		64.2	
Bathtub, Cast Iron		300 lbs.	
Bathtub, Steel		75 lbs.	
Clothes Dryer		130 lbs	
Dishwasher		100 lbs.	
Cook Top		30 lbs.	
Freezers		193 lbs	
Microwave Oven		50 lbs	
Oven (Single)		75 lbs.	
Refrigerator		267 lbs.	
Sink, Cast Iron		50 lbs.	
Sink, Porcelain		20 lbs.	
Toilet		40 lbs.	
Washer (Clothes)		177 lbs	
Water Heater 30 gal.		50 lbs.	
Water Heater 40-50 gal.		75 lbs.	
Water Heater (1 unit)		131 lbs	
Building Materials			
Asphalt		Cu. yds. x 1.3 = TONS	
Brick		Sq. ft. x 35 lbs./sq. ft.	
Ceiling Tile, loose cubic yard (6x6)		1,213.93 lbs	
Ceiling Tile Whole		Sq. ft x .0003/2000	
Clean Dirt (off-haul)		Cu. yds. x 1.6 = TONS	
Concrete		Cu. yds. x 1.2 = TONS	
Doors, Hollow		24.5 lbs each	
Doors, Hollow Core		30 lbs. each	
Doors, heavy		66.2 lbs each	
Doors, Solid Core		80 lbs. each	
Drywall (Sheetrock)		Sq. ft. x 2 lbs./sq. ft.	
Flooring, Carpet		Sq. ft. x 0.5 lbs./sq. ft.	
Flooring, Tile		Sq. ft. x 3 lbs./sq. ft.	
Flooring, Wood		Sq. ft. x 2 lbs./sq. ft.	
Glass, broken		1 cubic foot=80-100lbs	
Glass, plate		1 cubic foot=172 lbs	
Glass, window		1 cubic foot=157 lbs	
Green Waste		Cu. yds. ÷ 5 = TONS	
Metal Framing Studs		0.370 lbs. per linear ft	
Roofing, Concrete/Clay Tile		Sq. ft. x 10 lbs./sq. ft.	
Roofing, Decking		Sq. ft. x 1.5 lbs./sq. ft.	
Roofing, Wood Shingle/Shake		Sq. ft. x 2 lbs./sq. ft.	
Scrap Metal, cubic yard		Cubic yardsx.453/2000	
Sheetrock scrap, loose		1 cubic yard=393.5	
Siding, Stucco		Sq. ft. x 8 lbs./sq. ft.	
Siding, Wood		Sq. ft. x 3 lbs./sq. ft.	
Stormdoor		61.6 lbs	
Windows, Double Pane, Alum.		Sq. ft. x 1.5 lbs./sq. ft.	
Windows, Double Pane, Steel		Sq. ft. x 3 lbs./sq. ft.	
Windows, Double Pane, Wood		Sq. ft. x 2.25 lbs./sq. ft.	
Windows, Single Pane, Alum.		Sq. ft. x 1 lb./sq. ft.	
Windows, Single Pane, Steel		Sq. ft. x 2 lbs./sq. ft.	
Windows, Single Pane, Wood		Sq. ft. x 1.5 lbs./sq. ft.	
		TOTAL POUNDS	

Total Pounds/2000 lbs. = tons of debris

For more conversion factors, please refer to the California Integrated Waste Management Board's website at www.ciwmb.ca.gov/ConDemo/