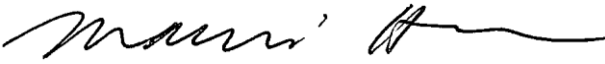


Title Waste Diversion Report Submittal Process	Number SW-405.2	Rev. no. 1
Responsibility Solid Waste Line of Business	Supersedes N/A	Pages 3
General Manager/CEO Approval  Mami Hara	Effective Date June 1, 2017	

1. PURPOSE

Seattle Municipal Code 21.36.089 prohibits recyclable materials from disposal in construction and demolition garbage containers and railhead intermodal containers, as well as at the City's transfer stations:

- Concrete, bricks and asphalt paving (effective 2012)
- Metal (both ferrous and non-ferrous), cardboard and new construction gypsum scrap (effective 2014)
- Unpainted and untreated wood (effective 2015)
- Tear-off asphalt shingles, carpet and plastic film wrap (effective July 2018)

The Ordinance also directs Seattle Public Utilities (SPU) through Administrative Rulemaking to establish a process for the submission of waste diversion reports, which must include, at minimum, the quantities and destinations of construction and demolition (C&D) materials delivered to qualified receiving and recycling facilities. As of January 1, 2014, construction and demolition projects are required to submit waste diversion reports of the quantities, types and delivery destinations of materials generated at construction and demolition projects within 60 days of final inspection approval by the Seattle Department of Construction and Inspections (SDCI).

2. DEFINITIONS

Construction and Demolition Project. As defined in SMC 21.36.089.F, a location or project site for which a person is required to obtain a permit from the City Department of Planning and Development (DPD) under Section 106 of the Building Code or Section R105 of the Residential Code.

Building-Permit Applicant. Primary applicant identified to SDCI as the person responsible for managing the building-permit application.

Final Inspection Approval. As defined in Seattle Building Code 108.9.8 and Seattle Residential Code R106.8.8, final inspection is to be made after the finish grading and the building is completed and before occupancy.

Financially Responsible Party: Individual or entity signing the SDCI “Statement of Financial Responsibility/Agent Authorization” form.

Owner: Any person, agent, firm or corporation having a legal or equitable interest in the property.

3. **RULE**

A. Waste Diversion Report

As of January 1, 2014, all building permit applicants will submit a waste diversion report for demolition, new construction or alteration_projects which received a building permit after that date. The report will be submitted to SPU within 60 days of receiving a project final inspection approval from the Seattle Department of Construction and Inspections (SDCI). SPU will send out electronic notifications to building permit applicants on record with SDCI once a permit is “finalized” that a Waste Diversion Report should be submitted to SPU within 60 days. The SPU and SDCI websites will have links to an electronic form for the Waste Diversion Report and instructions as to its submittal. A paper form will also be available online or at the SDCI Applicant Services Center which can be filled out manually and either physically mailed or scanned and e-mailed to SPU at wastediversionreport@seattle.gov.

- 1) The building permit applicant will need to provide the following information:
 - Project permit number
 - Project address
 - Type of project (demolition, new construction or addition/renovation)
 - Date of final inspection approval
 - Date of waste diversion report submittal
 - If an asbestos abatement was performed
 - Estimate of project square footage
 - Applicant/owner name, phone number and e-mail address
 - What materials for reuse, recycling, and disposal were generated on the job site (list individual materials or “mixed waste”)
 - How materials were collected (source separated recycling or commingled recycling)
 - Who hauled the materials (identify as self-haul or name a third-party hauler)
 - What facility received these materials
 - How many units/items, pounds, cubic yards, or tons of materials were delivered to each facility (based on facility weight slips and receipts which building permit applicants should keep for preparation of this report and possible audit)
- 2) Multiple demolition and construction permits may apply to the same address and if all work was conducted simultaneously using the same contractors, haulers and containers then one Waste Diversion Report can be filed provided that all applicable permits are listed.

B. Acceptable Alternative Waste Diversion Report Forms

A summary report of the final documentation for LEED’s waste diversion credits will be acceptable as an alternative to the SPU Waste Diversion Report form. The summary report should list materials, haulers, and facility destinations for reuse, recycling, beneficial use, and disposal as well as project SDCI permit number and identification as to the type of LEED project. It also should be submitted within 60 days of final inspection approval to the same physical or e-mail address as for SPU’s Waste Diversion Report Forms. Building

permit applicants are encouraged to have materials for reuse, recycling, and disposal delivered to facilities on the City's list of qualified receiving and processing facilities since LEED does not provide a similar list based on a facilities' permitting, reporting, and compliance with local flow control record and adherence to City landfill disposal ban requirements.

C. Exceptions

The submittal of a waste diversion report is not required for building permits which are for "site development," "grading" or "temporary" activities or where the permit value is either less than \$75,000 or the area of work is less than 750 square feet. This exception does not apply to demolition permits.

D. Audits of Waste Diversion Reports by SPU

SPU will randomly audit the Waste Diversion Reports to see if they have been submitted within the allowable time period post-final inspection approval, if they are complete, and if construction waste materials were delivered for processing to qualified receiving and recycling facilities in compliance with the City's disposal bans.

Audits of Waste Diversion Reports will take place within 30 business days of their submittal or in the case of non-submittals within 30 business days of when a report should have been submitted. Building permit applicants should keep the weight slips associated with any one project permit number for at least a month after submittal of their Waste Diversion Report in case they are contacted by SPU regarding report information.

In the case of reuse of materials on the construction site, photographs of such reuse activities are acceptable with volumetric estimates.

E. Civil Penalties

As of January 1, 2015, a civil fine of \$250 plus statutory assessments may apply if a Waste Diversion Report is not submitted or if materials were delivered for processing to facilities not on the City's qualified receiving and processing facility list and no documentation can be provided by the building permit applicant that shows such facilities are permitted, comply with local government flow control rules, report to the City and are in compliance with the City's landfill disposal bans.

4. AUTHORITY/REFERENCES

- SMC 21.36.089, Prohibiting Recyclable Material from Disposal in Construction and Demolition Garbage Containers
- SMC 21.36.089.E.2, Waste Diversion Reports