

City of Phoenix Aviation Department

WASTE DIVERSION PLAN CHECKLIST

Prior to NTP, submit the Construction Waste Diversion Plan to the Aviation Project Manager/Building Manager. Typically, submittal of a Waste Diversion Plan is required during the Pre-Construction Meeting concurrent with submittal of the project SWPPP.

The submittal includes:

1. Complete the Materials Handling Estimate Worksheet for all applicable project waste streams.
2. Mark a project site map with the recycle materials collection points and attach it to the Plan.
3. Briefly describe your recycling goal communication plan for employees and subcontractors.
4. At project completion, submit an updated Material Handling Worksheet with the final amounts of materials landfilled and amount diverted, attaching copies of Recycling Receipts and/or Weight Tickets.
5. Failure to submit this information shall render the project incomplete and may delay payment.

To fill out the Materials Handling Worksheet and develop the Construction Waste Diversion Plan:

Analyze project waste streams

Estimate types and quantities of waste the project will generate at different stages

Check to see what can be recycled/reused onsite (wood, soil, rock, concrete, etc.)

Decide how you will recycle

Can you arrange the job site to accommodate several containers?

How will materials get to the recycler?

Do you have the equipment to self haul?

How often might you need your containers picked up?

Research recycling options

Call recyclers and ask them:

What materials do you accept?

Is co-mingled recycling available?

What are my collection options & costs?

Can you provide receipts to track recyclables?

Can you set up the recycling containers and provide training?

If I self-haul, where do I drop off, and how do I get tipping receipts?

Determine your costs

Compare the cost of disposing waste with the cost of recycling

Fill out the Material Handling Estimate Worksheet by adding

Which materials will be salvaged or reused (diverted from the landfill) on site

Which materials will be recycled, salvaged or reused (diverted) off site

Set up and monitor

Clearly designate recycling bins

Post list of what is recyclable and what is not

Keep bins near where waste is generated, but not in traffic pattern

Provide recycling hauler and project crew with site plan showing recycled waste bins

Name responsible crew members/team to oversee the Waste Diversion Plan

Check recycling bins daily for contamination

Check garbage dumpsters daily for misplaced recyclables

Call for pick up before boxes are full

Require quantity and cost tickets or receipts to track results and savings

Make your program work

Start early: Incorporate a recycling program from the start to guarantee success

Communicate your waste management plans to crew, subcontractors and suppliers as they come on-site

Include recycling requirements in subcontracts and purchase orders

Post quantities of materials reused and recycled from the project

Track your savings

Encourage suggestions from supervisors and crew

Reward employees

Make use of available waste diversion resources and directories

City of Phoenix - Aviation Department
MATERIAL HANDLING ESTIMATE WORKSHEET

COLUMN A	List estimated quantities of waste generated for each material type from the project. Convert yards or pounds to tons.
COLUMN B	List estimated quantities of materials to be salvaged, re-used or recycled ("diverted from landfill"), based on Column A quantities.
COLUMN C	List quantities to be landfilled.
COLUMN D	List the name of all vendors or facilities planned for the re-use, recycle, or disposal of each material listed. See example below for cases where more than one facility was used for a particular material type.
COLUMN TOTALS	Add up all estimated material quantities for each column.
SECTION E	Calculate the estimated diversion percentage in the section at the end of this worksheet.

Materials	A Total Waste Generated	B "Diverted" Salvage, Re-Used or Recycled	C Disposal (Landfill)	D Proposed Destinations
Example: <i>Cardboard</i>	2 tons	1.5	0.5	XYZ Recycling Facility (recycle) 27 th Ave Transfer Station (disposal)
Asphalt				
Concrete				
Brick/Masonry/Tile				
Cardboard				
Wood				
Ferrous Metals				
Non-Ferrous Metals				
Landscape Debris (do not include soil)				
Soil				
Garbage/Trash				
Porcelain Plumbing Fixtures (convert to tons)				
Glass (convert to tons)				
Plastic (convert to tons)				
Gypsum Board (convert pounds to tons)				
Lighting/Fixtures				
Paint (gal)				
Insulation (convert pounds to tons)				
Other (Describe)				
Other (Describe)				
Column Totals	A	B	C	

E. Diversion Percentages Estimate:

$$\begin{array}{r}
 \div \\
 \hline
 \text{Column B} \\
 \text{Column A} \\
 \hline
 = \qquad \qquad \qquad \% \text{ Reused or Recycled} \\
 \hline
 \end{array}$$

City of Phoenix
Aviation Department

CONSTRUCTION AND DEMOLITION WASTE DIVERSION PLAN

Project Title / Number: _____

Contractor: _____

Contractor's Contact Name: _____

Contractor's Telephone #: _____

Aviation Project Manager: _____ Phone #: _____

Prepared by: _____ Date Submitted: _____

Approximate Square Footage of Project: _____

Demolition Dates Start: _____ End: _____

Construction Dates Start: _____ End: _____

Will this project require the use of subcontractors? Yes: _____ No: _____

If yes, briefly explain how you plan to inform the subcontractor(s) of the requirements of the project's compliance with the Construction and Demolition Waste Diversion Plan.

Communication Plan: (Subcontractors, etc.)

If an exception from compliance with the diversion requirement is requested, please explain why all of the following circumstances apply: (1) there are exceptional circumstances or conditions applicable to the project that do not apply generally to similar projects, (2) granting the exception will not constitute a grant of special privilege inconsistent with limitations imposed on like projects, and (3) cost of strict compliance with the requirements is not the primary reason for granting the exception.

*Attach Waste Management Plan

VERIFICATION

To the best of my knowledge, the tonnage diversion percentage estimates reported on this form are my best estimate of the disposition of the construction and demolition materials generated at this project site.

Signature: _____ Date: _____

Print Name: _____