Construction Policy Bulletin

CPB 06-8 **Solid Waste Disposal and Recycling Report**

References:	*Construction Manual*	Section 7-109, "Solid Waste Disposal and Recycling Report,"
	California State Auditor	Report 2005-135, July 2006
Effective Date:	November 30, 2006	

Approved: ROBERT PIEPLOW
Chief,
Division of Construction

Approval Date: November 29, 2006

Background

Sections 42920–42926 of the Public Resources Code require Caltrans to divert at least 50 percent of the solid waste it generates from landfill disposal through source reduction, recycling, and composting activities as of January 1, 2004. It further requires Caltrans districts to submit an annual waste management report by April 1st to the California Integrated Waste Management Board (Board). In response, Caltrans developed a standard special provision and Section 7-109, "Solid Waste Disposal and Recycling Report," of the *Construction Manual.* The standard special provision is now included in all Caltrans' projects. Contactors must provide solid waste recycling data using Form CEM-2025, "Solid Waste Disposal and Recycling Report."

A recent state audit indicated that Caltrans' performance in this effort needs improvement.

http://www.bsa.ca.gov/pdfs/reports/2005-135.pdf

http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&group=42001-43000&file=42920-42926

Existing Procedure

The contractor submits completed Form CEM-2025, "Solid Waste Disposal and Recycling Report," to the resident engineer by January 15th of each year. The resident engineer reviews the report for completeness and then forwards it to the district recycling coordinators and sends a copy to the statewide recycling coordinator in the Division of Design. A deduction of $10,000 (ten thousand dollars) is made from payment to any contractor who does not comply. Each district recycling coordinator submits an annual report to the Board by April 1st of the same year.

New Procedure

The form number CEM-2025 above is being changed by this bulletin to Form CEM-4401 to make it consistent with Caltrans' category numbers in the filing system. A new category 44 with the title, "Recycle Materials and Diversion of Solid Waste" will be introduced to the filing system and updated in the *Construction Manual*. In addition to the existing procedure above, the following new requirements are added and initiated by the resident engineer:

- Discuss the use of the Form CEM-4401 with the contractor during the preconstruction conference
- Review, sign and forward Form CEM-4401 to the district recycling coordinators, no later than February 1st, or within 15 working days after receiving the final report
- Send a copy of Form CEM-4401 to the district construction office

A copy of Form CEM-4401 is attached.

New Features in Form CEM-4401, "Solid Waste Disposal and Recycling Report"

Form CEM-4401, "Solid Waste Disposal and Recycling Report," replaces existing Form CEM-2025 with modifications that make it more user-friendly. The modifications are:

- The form is now divided into three sections
  1. project information
  2. data section, and
  3. resident engineer section
- Reporting period is now "report for calendar year" for the data collected
- Check boxes are added for ongoing report (annual) or final report (last calendar year)
- Check columns are added to show whether address is a landfill or recycling facility
- Data column is added for the amount of material generated and then reused on the job
- Rows are added for explaining "Others" for activity and material

Form CEM-4401 Review by the Resident Engineer

The resident engineer reviews the form for completeness and ensures that the contractor includes the following information:

- Project information
- The calendar year for the data in the report
- Amount of solid waste taken to landfills
- Amount of solid waste diverted from landfills to recycling facilities
- Amount of recycled solid waste generated and then reused on the project
- The name, title and signature of contractor's representative
- The address of the disposal facility is checked as either a landfill or recycler, and

- The date of the report

The resident engineer signs the form to demonstrate that the document has been reviewed for completeness and accuracy.

If the contractor fails to provide the above minimum information, the report will be considered incomplete and the required $10,000 (ten thousand dollars) deduction, per project, must be made.

If you have any questions or comments concerning this bulletin, please contact Jack Ezekiel at (916) 651-8254, the statewide recycling coordinator in the Division of Design or Ericson Ugbo, Division of Construction at (916) 227-7013.

Attachment