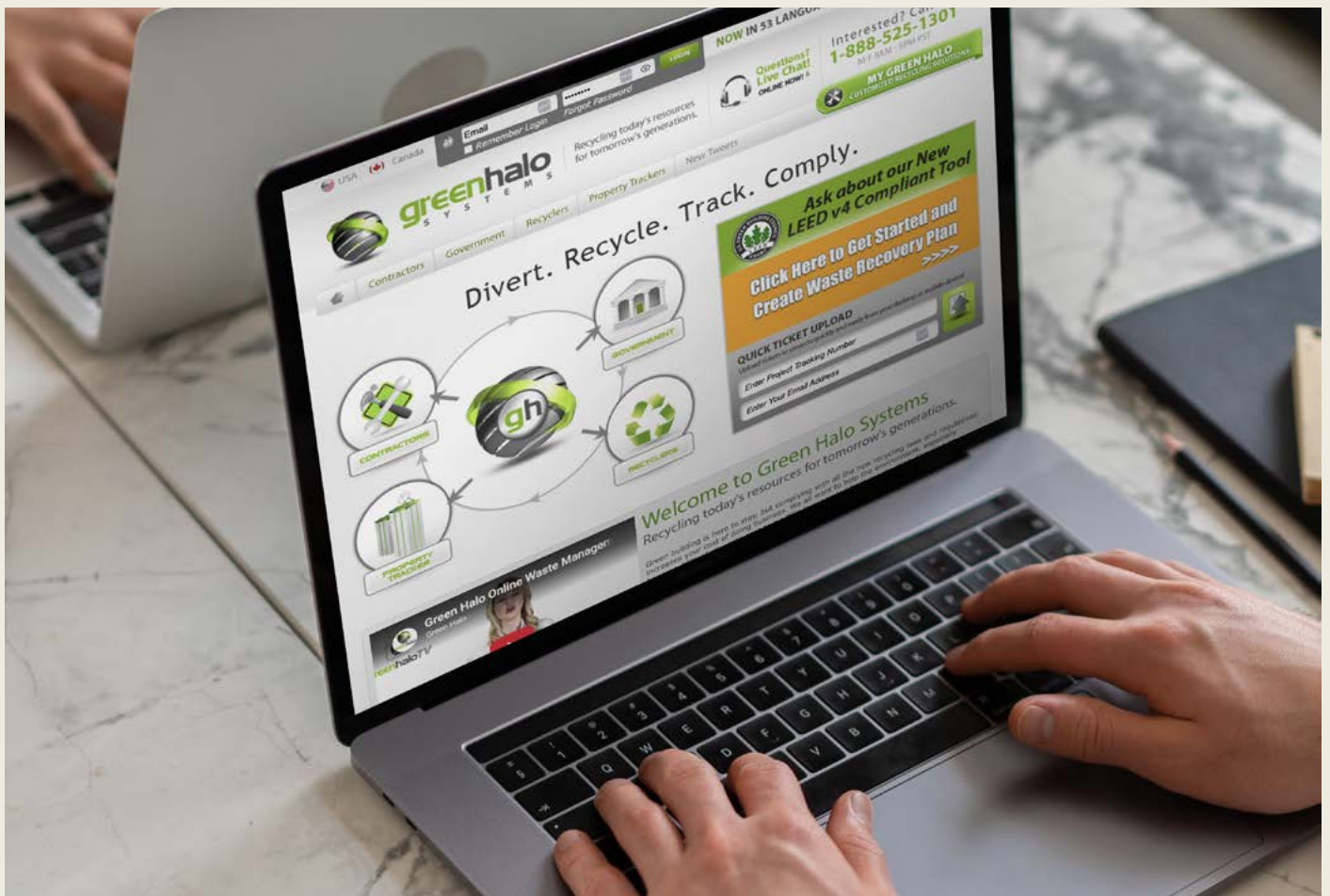


GREEN HALO TRACKING SYSTEM

User Guide



This User Guide helps permit applicants and their assigned project managers learn how to register and use the Green Halo Tracking System to submit a Waste Management Plan and track project debris.

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GETTING STARTED WITH GREEN HALO

The primary contact on the building permit application will receive an email from “**Green Halo Systems.**” If you did not receive a link, please check your spam/junk folder and the email on file with your building permit. For questions or concerns, please email WasteLog@SacCounty.gov.

IMPORTANT: Do not submit any projects through Green Halo unless you have received an email with your project link.

From: **Green Halo Systems** <no-reply@greenhalosystems.com>
Date: Thu, Jun 25, 2026 at 11:01 AM
Subject: GREEN HALO REGISTRATION CONFIRMATION

GREEN HALO SYSTEMS
Recycling today's resources for tomorrow's generations

A WASTE MANAGEMENT PLAN HAS BEEN STARTED FOR YOU BY THE JURISDICTION OF Sacramento County

TRACKING #: GH879-124-0654
PROJECT ADDRESS: 123 Street
PERMIT #: CBNC202X-0000X
CLICK HERE TO [ACTIVATE PROJECT](#)

IF YOU ARE NOT GOING TO BE THE PRIMARY MANAGER OF THIS ACCOUNT, [CLICK HERE TO RE-ASSIGN THIS PROJECT](#)

STEP 1: IDENTIFY WHO WILL BE SUBMITTING THE WASTE MANAGEMENT PLAN

- a) Select “**ACTIVATE PROJECT**” if you are responsible for filling out the Waste Management Plan.
- b) Select “**CLICK HERE TO RE-ASSIGN THIS PROJECT**” to have the email resent to the responsible party.

STEP 2: REGISTER FOR AN ACCOUNT

If you already have a Green Halo account, log in and proceed to Completing Your Waste Management Plan ([see page 6](#)). If not, you must create a Green Halo account.

STEP 3: SELECT YOUR PLAN

Only a free account is required. It lets you create unlimited Waste Management Plans and upload unlimited weight tickets. If your project requires LEED documentation or advanced reporting options, additional account options are available.

Create Your Account

1 SELECT PLAN 2 ENTER COMPANY INFO 3 ENTER PAYMENT INFO 4 CONFIRM & SUBMIT

BACK NEXT STEP

Please select your plan
4 Month Minimum Subscription

Plan	Price	Additional Cost	Per Month
FREE	FREE		
PREMIUM	\$29	+ \$24 for each active project	PER MONTH
PRO	\$129	+ \$19 for each active project	PER MONTH
ENTERPRISE	\$329	+ \$15 for each active project	PER MONTH

STEP 4: ENTER YOUR LOG IN AND USER PROFILE INFORMATION

All sections with an asterisk* are required fields to proceed. Once complete, click “NEXT STEP.”

Create Your Account

1 SELECT PLAN 2 ENTER COMPANY INFO 3 ENTER PAYMENT INFO 4 CONFIRM & SUBMIT

BACK NEXT STEP

Please complete the following information to create your account.

Log In Profile

Email*

Confirm Email*

Password*

Confirm Password*

User Profile

First Name*

Last Name*

STEP 5: CONFIRM THE INFORMATION IS CORRECT

- If any fields look incorrect, click **“BACK”** to edit your information.
- If the information is correct, click **“CONFIRM”** to complete your registration.

Create Your Account

1 SELECT PLAN

2 ENTER COMPANY INFO

3 ENTER PAYMENT INFO

4 CONFIRM & SUBMIT

BACK

Complete Registration

CONFIRM

Company Name	Green Halo Systems
Web Site	greenhalosystems.com
First Name	Green
Last Name	Test
Position	Contractor
Email	greentestyes@gmail.com
Phone Number	888-525-1301
Address	12345 Green Test
Zipcode	12345
How you heard about us	City,County-or-State



FREE
PROJECT
TRACKER

Log In Profile

User Name greentestyes@gmail.com

Password view

BACK

CONFIRM

STEP 6: VERIFY YOUR EMAIL ADDRESS

You will receive a verification link from no-reply@greenhalosystems.com. Activate your account using the link provided. If you do not receive an email, please check your spam/junk folder before following the other instructions listed in Green Halo.

Welcome to Green Halo!



Thank you for creating your Green Halo Account!

To start using your Account, you must verify your Email Address. You should receive an Email from Green Halo within the next 10 minutes. Simply click on the link in the e-mail to activate your Account and start using Green Halo.

If you do not receive the Email within 10 minutes, [please click here](#) to send the e-mail again, or [contact Green Halo](#).

COMPLETING YOUR WASTE MANAGEMENT PLAN

Log into your Green Halo account and select the **“START HERE”** link for your project to fill out the online form.

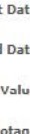
STEP 1: PROJECT INFORMATION

Fill out all required fields (see example below).



Adding New Projects

Step 1 of 5 - County Demo - CH244-320-6035
Update the project information below



This plan will be submitted to:
Sacramento County, CA

SAVE PLAN

1. Project Information 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review

NEXT STEP >

General Information *required fields

Project Name *

County Demo

Street Address *

45 Prandy St

Apt/Suite #

Jurisdiction

Sacramento County

State

CA

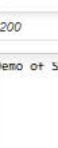
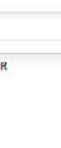
Zipcode

94254

County

SACRAMENTO

Upload Pictures of Your Project (Optional)



Do Not Upload Tickets Here

Project Information *required fields

Permit #

Test XX 2025

Demolition/Deconstruction

Permit/APN Number *

Square Ft. (optional):

Note:

Add another permit

Project Type *

Demolition/Deconstruction

Building Type *

Residential

Tract Number

(optional)

Start Date *

2025-06-02

End Date *

2025-07-07

Project Value *

\$ 11,000

Square Footage *

3,200

Description *

Demo of SFR

NEW FEATURE

Set Target Recovery Rate for the Project (optional)

Target Recovery Rate

65%

This tool is great for projects that want to set the recovery bar even higher. Green Halo automatically defaults to jurisdictional minimum requirements to comply with local ordinances. With this feature, projects attempting to qualify for LEED points or meet company recovery policies may now set higher target recovery rates. This function is completely optional and will not affect or override any local ordinance which takes precedence.

Project Managers - *add/edit

1. Belynda Contractor

Contractor

O: 650-555-5555

C: belynda@ghs.com

Notifications:

STEP 2: ADD PROJECT MANAGERS & SUBCONTRACTORS

Identify any haulers or contractors doing work on the project that should be added as an additional program manager.

Add Project Manager

Name *

Position *

Email *

Mailing Address *

City *

State *

Zip Code *

Phone * - - ext.

Cell - - ext.

☒ send notification if plan is approved

☒ send notification if plan is closed

☒ send notification when a contractor message is received

ADD USER

If applicable, identify each subcontractor doing work on the project.

My Sub Contractors

 Add New

No sub contractors.

Add Sub Contractor

Company Name *

Contact Name

Phone - - ext.

Email *

Address Information

Mailing Address *

City *

State *

Zipcode *

ADD SUB CONTRACTORS

STEP 3: MATERIAL SELECTION

Only check the box(s) for the materials that you will recycle, reuse, and/or dispose from your project.

IMPORTANT: Fields marked with an asterisk(*) in the **“Hazardous Materials”** section are optional. Complete this section only if your project **will** generate hazardous materials.

 **Adding New Projects**

Step 2 of 5 - County Demo - GH344-329-6035
Please select the materials to be reused, recycled, or disposed of in your project.



This plan will be submitted to:
Sacramento County, CA

SAVE PLAN

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review



Does your Project need to comply with LEED?
[Learn more >>](#)

Materials List

Materials	Reuse	Recycle	Dispose
Mixed C & D - Select Mixed C&D if you are commingling multiple non-hazardous materials into one bin, box, or truck. Note: Commingling of multiple materials to be processed at registered facilities does not guarantee you will meet the recovery requirements. To ensure you comply with this jurisdiction's recovery requirements it's highly recommended that recyclable and/or reusable materials be source separated.			
Mixed C & D Debris (Mixed debris that is not source separated, but can be recycled must be brought to an authorized registered facility.)	N/A	☒	N/A
Source Separated Materials - Please identify any recyclable materials you will separate on-site for recycling. Note: Separating any of the recyclable materials listed below from your Mixed C&D as clean materials will increase your recycling rate and your chances of complying with this jurisdiction's recovery requirements.			
Appliances & Equipment (All non-functional appliances, HVAC units, air handlers and restaurant equipment *freon must be evacuated*)	☐	☐	N/A
Asphalt - Pavement & Grinding (Pavement and asphalt grindings. *EXCLUDES roofing materials*)	☐	☐	N/A
Asphalt - Roofing (Built up, torched down, and asphalt shingles. *For untreated wood shingles select "wood-clean". For foam roof select "Mixed C&D Debris".*)	☐	☐	N/A
Bricks, Masonry & Stone Products (Bricks, masonry, and stone products, including tile. *EXCLUDES ceramics*)	☐	☒	N/A
Cardboard & Paper Products (Corrugated cardboard, fiberboard, dunnage from packaging, shredded paper, and other paper materials.)	N/A	☐	N/A

STEP 4: TRANSPORTER METHOD

Select one or more options for how your debris will be hauled.

- a) **Debris Box/Roll-Off Service:** A [Sacramento County Commercial Franchised Hauler](#) will provide waste container(s) and haul the debris to a permitted facility.
 1. Read and check the “**Non-Exclusive Franchise Agreement**” box.
 2. Identify one or more specific Franchised Haulers that will be used.
- b) **Self Hauling:** The permit holder, contractor or subcontractor who is doing work on the project will haul the debris to a permitted facility.
 1. Read and check the “**Self Haul Guidelines**”.

IMPORTANT: Inform your waste hauler that your project is covered under CALGreen Code and must have a minimum of 65% of project debris recycled or salvaged for reuse. To receive diversion credit, you must retain all weight tickets/receipts.

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

< PREVIOUS STEP

NEXT STEP >

Hauling, Trucking, Deconstruction, or Demolition Service

☐ **Debris Box/Roll-Off Service:** I will use a Debris Box/Roll-Off service for hauling my debris.

I will be Self Hauling to an Approved Recycling Facility

☒ **Self Haul:** I will haul away the materials in accordance with this Jurisdiction’s self haul rules and regulations.

☒  **Self Haul Guidelines**

Only the permit holder, general contractor, or a subcontractor who is doing work on the project can haul their own waste materials for recycling or disposal. Note that a jobsite cleanup crew is not doing other work on the project and is not self-hauling. Jobsite cleanup crews must be franchised in order to haul Mixed C&D debris and garbage away. Otherwise you must contract with a franchised waste hauler.

NEXT STEP >

STEP 5: FACILITY SELECTION FOR MATERIALS

Choose the facility or facilities you plan to use from the Authorized Facilities List. Mixed C&D debris must be taken to a Sacramento County Certified Sorting C&D Facility and weight tickets must be stamped to receive diversion credit.

 **Adding New Projects**
Step 4 of 5 - County Demo - GH344-329-6035
Select the facilities to be used for this project.

 This plan will be submitted to:
Sacramento County, CA

SAVE PLAN

1. Project Information 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review

< PREVIOUS STEP NEXT STEP >

Facility Selection for Materials - Please select one or more facilities for each material.

 **Mixed C & D Debris**

Facilities Identified (1) 

Mixed C & D Debris (Disposition Classification: Recycled)

Available Registered Facilities - please identify one or more facilities your materials will be transported to

Facility	Carbon Footprint	Distance	Recycle Rate
☒ Greenwaste Florin Perkins Resource Recovery Facility 4201 Florin Perkins Road Sacramento, CA 95826 916-443-5120	1.35 lbs	3.64 mi	87%
☐ Sierra Waste Recycling and Transfer Station 8260 Berry Ave Sacramento, CA 95828 916-388-8320	1.45 lbs	3.92 mi	81%
☐ L and D Landfill 8635 Fruitridge Road Sacramento, CA 95826 916-737-8640	1.48 lbs	3.98 mi	85%

STEP 6: SUBMIT PROJECT FOR APPROVAL

Review the Terms and Conditions and complete the required fields. If you need to make changes to your plan, click the **“PREVIOUS STEP”** button near the top of the page. When ready, click the **“SUBMIT PROJECT FOR APPROVAL”** button.

Once approved, the Waste Management Plan Required condition on your building permit will be released and you will receive an email notification.

 **Adding New Projects**

Step 5 of 5 - County Demo - GH344-329-6035
Review all your project information below before submitting the plan to the jurisdiction.

 This plan will be submitted to:
Sacramento County, CA

SAVE PLAN

1. Project Information

2. Material Selection

3. Transporter Method

4. Facility Selection

5. Complete & Review

< PREVIOUS STEP

Project: County Demo

 Project Information

 Project Statistics

 Transporter Method

 Recovered Materials

 Facilities & Tickets

 Bid Sheet

 Data By By Permit

 Project Files

 Messages & History

 **Submit for Approval**



You Still Need To Submit Your Project for Approval By This Jurisdiction. Your Estimated Recovery Rate for this project is well above the requirements for this jurisdiction.

Thank you for working with Green Halo to make the world a greener place.

Project Notes and Comments: (optional) Please list any notes and comments you would like to communicate to the jurisdiction that are relevant to this project.

Read the Terms and Conditions

- Per CALGreen, Building Standards Code, a minimum of 65% of nonhazardous construction and demolition debris must be recycled or salvaged for reuse.
- Your approved Waste Management Plan must be kept on the jobsite and available for review for the duration of the project.
- County staff may enter the jobsite to inspect construction & demolition (C&D) debris collection areas.
- Mixed debris must be recycled at a Sacramento County Certified C&D Sorting Facility to receive recycling diversion credit.
- All mixed C&D must be hauled by a County Franchised Waste Hauler or by the person who generated the material.
- C&D debris may not be burned or dumped illegally.
- C&D debris must be contained in a manner to prevent blowing or scattering.

Acceptance & Signature

 ☒ I have read and agree to the terms and conditions above

Your Name *

Title *

I am the Contractor

☒ Send me text confirmation to my Phone (optional)

SUBMIT PROJECT FOR APPROVAL

***required fields**

UPLOADING WEIGHT TICKETS/RECEIPTS

After each load is taken to a facility, upload your weight tickets to your project in Green Halo.

STEP 1: NAVIGATE TO THE “ADD TICKETS” PAGE

1. Log into Green Halo and click on the “**APPROVED**” tab to find your project.
2. Click the “**ADD TICKETS**” option.

 0.00 Recycled Tonnage	 0.00 Disposed Tonnage	 0% Inert Recovery (required 0.00%)	 0% Non-Inert Recovery (required 0.00%)	 0% Overall Diversion (required 65%)
 Add Tickets (0)	 Order Service	 Post for Sale	 Functions	 Submit for Final

STEP 2: SELECT THE “TICKET TYPE”

- a) **Recycle and Dispose:** The debris was hauled to a permitted facility for recycling or disposal.
- b) **Salvage and Reuse:** The debris was donated, reused on-site, or reused on another project.

 Single Ticket Entry Form

 How to Upload Tickets

Ticket Type
☒ Recycle and Dispose
☐ Salvage and Reuse

STEP 3: INPUT REQUIRED INFORMATION

Complete all fields marked with an asterisk (*) based on the **“TICKET TYPE.”** Refer to the [Weight Receipt Guide](#) for help with reading and interpreting weight tickets correctly.

RECYCLE AND DISPOSE (SEE EXAMPLE BELOW):

Single Ticket Entry Form

How to Upload Tickets

Ticket Type

☒ Recycle and Dispose
☐ Salvage and Reuse

Material *

Mixed C & D Debris

Facility *

GreenWaste Florin Perkins Resource Recovery

Hauled By *

☒ Self Haul
(if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)
Approved Hauler List
Other (please specify)

Ticket # *

1234678

Ticket Image *

(please make sure all tickets are legible to avoid rejection)

Choose File

No file chosen

Ticket Date *

2026-06-18

Weight *

4.36

Unit of measure *

☒ Tons
☐ Cubic Yards
☐ Pounds

Percentage

100%
(what percentage of this ticket is for this project?)

Submitted By *

FIRST LASTNAME

SUBMIT TICKET

MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

IMPORTANT: If you used a [Franchised Hauler](#) and received a diversion report, follow these steps:

1. Create a separate **“Ticket”** entry for each ticket number listed in the diversion report.
2. Set the **“Ticket Type”** to **Recycle and Dispose**.
3. Enter the ticket number in the **“Ticket #”** field.
4. Complete all other required fields.
5. Select **“Choose File”** to upload the diversion report.
6. Click the **“SUBMIT TICKET”** button.
7. Repeat these steps for each ticket number included in the diversion report.

SALVAGE AND REUSE (SEE EXAMPLE BELOW):

If you cannot obtain an exact weight for salvaged material, provide an estimated weight and include a brief explanation of how the estimate was determined in the **“Description”** field.

Enter Ticket Information

Ticket Type

☒ Salvage and Reuse
☐ Recycle and Dispose

Choose *

☐ Appliances
☐ Cabinets
☐ Concrete
☐ Doors
☐ Furniture
☐ Molding
☐ Steel Beams and Framing
☒ Wood / Lumber

☐ Architectural Feature
☐ Carpet Padding/Foam
☐ Counter Tops
☐ Electrical Equipment
☐ Hardwood Flooring
☐ Rock, Sand, Gravel & Inerts
☐ Tile and Stone
☐ Other

☐ Bricks - Masonry Blocks
☐ Ceiling Tiles
☐ Dirt- Clean Fill
☐ Fixtures and Hardware
☐ Light Fixtures
☐ Sinks, Toilets, and Tubs
☐ Windows

Usage *

☐ Donated
☒ Reused OnSite
☐ Salvaged for Reuse (for reuse elsewhere on another project)

Weight *

5

Unit of measure *

☒ Cubic Yards
☐ Tons
☐ Pounds

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Description *

I used the wood to build a chicken coop.
Add a description of how the materials were salvaged

Documentation

Choose File

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Choose File

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Choose File

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Choose File

No file chosen (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Submitted By *

FIRST LASTNAME

SUBMIT TICKET

STEP 4: UPLOAD FILES

For the **Recycle and Dispose** ticket type, upload a photo of the weight ticket/receipt by clicking **“Choose File.”** All uploaded tickets must clearly show:

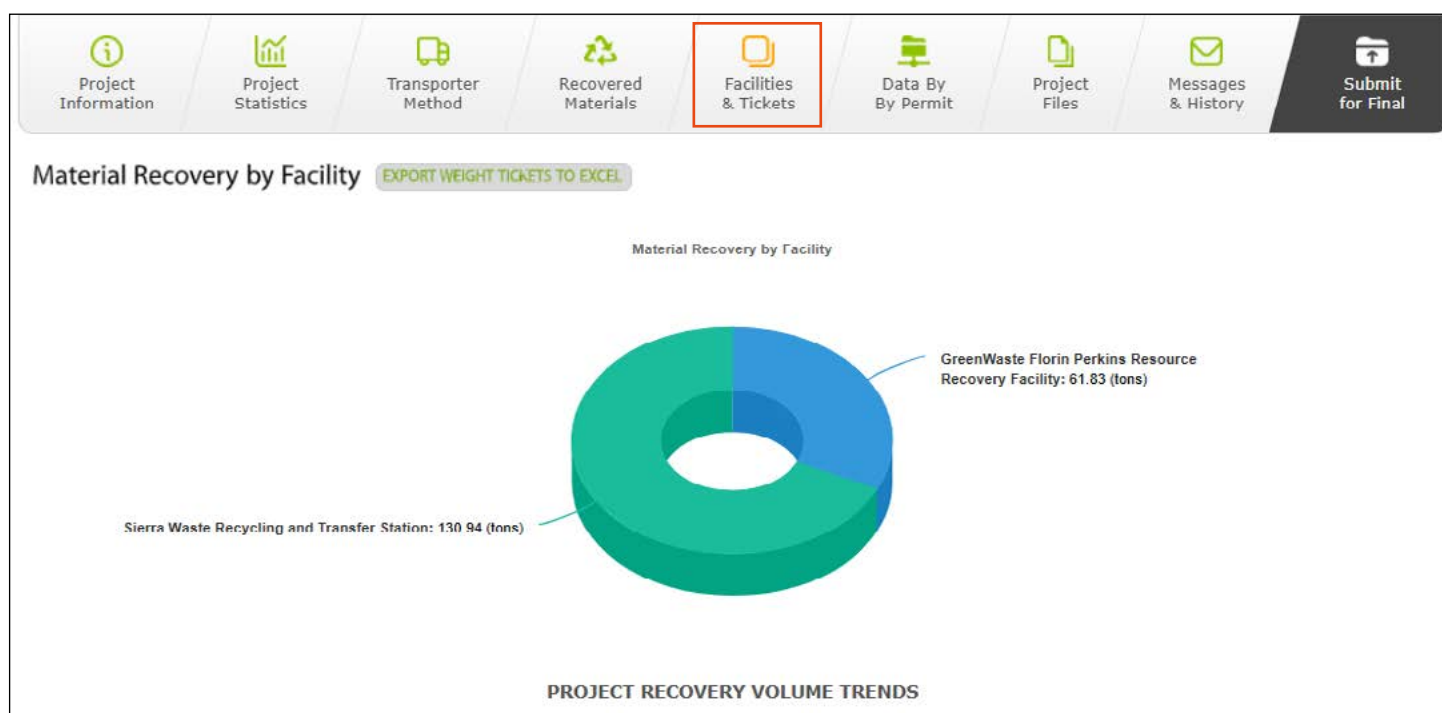
- Material type
- Amount diverted or disposed
- Facility location
- Date

For the **Salvage and Reuse** ticket type, upload photo(s) of the materials being reused or donated by clicking **“Choose File.”**

Once all files are uploaded, click **“SUBMIT TICKET.”**

STEP 1: ENSURE ALL WEIGHT TICKETS ARE SUBMITTED

1. Log into Green Halo and review the weight tickets already uploaded. To view your tickets, click the “**GH Tracking #**” for the project, then go to the “**Facilities & Tickets**” tab located under the “**Project Communication Center**.”
2. Confirm all hauling activity is captured, including:
 - Self-hauling trips
 - Hauling performed by subcontractors
 - Hauling performed by a Franchised Hauler or jobsite clean-up crew



IMPORTANT: All construction and hauling activity must be complete before submitting the project for approval. Any tickets provided after the final submittal will not be accepted. Confirm all weight tickets and other required documentation have been added before moving to Step 2.

STEP 2: SUBMIT FOR FINAL

After all weight tickets and supporting documentation have been uploaded, click **“SUBMIT FOR FINAL.”**

 0.00 Recycled Tonnage	 0.00 Disposed Tonnage	 0% Inert Recovery (required 0.00%)	 0% Non-Inert Recovery (required 0.00%)	 0% Overall Diversion (required 65%)
 Add Tickets (0)	 Order Service	 Post for Sale	 Functions	 Submit for Final

Based on your **projected** diversion rate, you will see a notification:

CONGRATULATIONS YOU JUST HELPED THE ENVIRONMENT!



**YOUR PLAN MEETS THE JURISDICTION RECOVERY RATE OF 65.00%
WITH A PROJECT RATE OF 80.37%**

WARNING!



**CURRENT PROJECT RECOVERY RATE OF 0.00%
DOES NOT MEET JURISDICTION RECOVERY RATE OF 65.00%**

If the **projected** diversion rate is below 65%, you must provide an explanation in the comments before submitting.

Comments *	
	Please give a reason why this project does not meet the Jurisdiction's required recovery rate
Submitted By *	
	 You must fill out your name

When ready, click the **“SUBMIT FOR FINAL”** button.

STEP 3: FINAL HOLD CLEARANCE

The Construction and Demolition Debris Program staff will review your submittal and calculate the final diversion rate based on the weight tickets and supporting documentation you provided.

IMPORTANT: *You will receive messages through Green Halo from C&D Debris Program staff if any documentation is missing or if clarification is needed.*

If 65% or more of project debris was recycled and/or salvaged for reuse:

1. The project will be approved in Green Halo.
2. The **“Submit Weight Receipts Prior to Final”** condition on your permit will be released.

If **less than 65%** of project debris was recycled and/or salvaged for reuse:

1. Your project will be placed under **Review for Enforcement**, and you will receive a message from C&D Debris Program staff.
2. A recycling shortfall penalty will be invoiced and must be paid through the [Citizen Access Portal \(CAP\)](#).
3. Once paid, the condition will be released.

After the condition has been released, you may coordinate with your Building Inspector for any remaining requirements and to schedule your final inspection.

The completed project will remain viewable in Green Halo, under the **“COMPLETED”** tab.