

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Adding Tickets

Step 1. Once the project is Approved, Click the "Approved" tab.

The screenshot displays the Sonoma County Green Halo Plan web application interface. At the top, there is a navigation bar with links: STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. Below this is a section for 'MY PROJECTS LIST' with options to '+ ADD ANOTHER PROJECT' and '? HOW TO CREATE A PLAN'. A search bar with a 'FIND' button is also present. The main navigation area shows several tabs: Overview, In Progress (5), Submitted (0), Approved (1), Final (0), and Completed (0). The 'Approved (1)' tab is highlighted with a red box. Below the tabs, a table titled 'PROJECT STATUS AND OVERVIEW' provides a summary of project counts:

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	1
Waste Management Plans in Progress	5
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

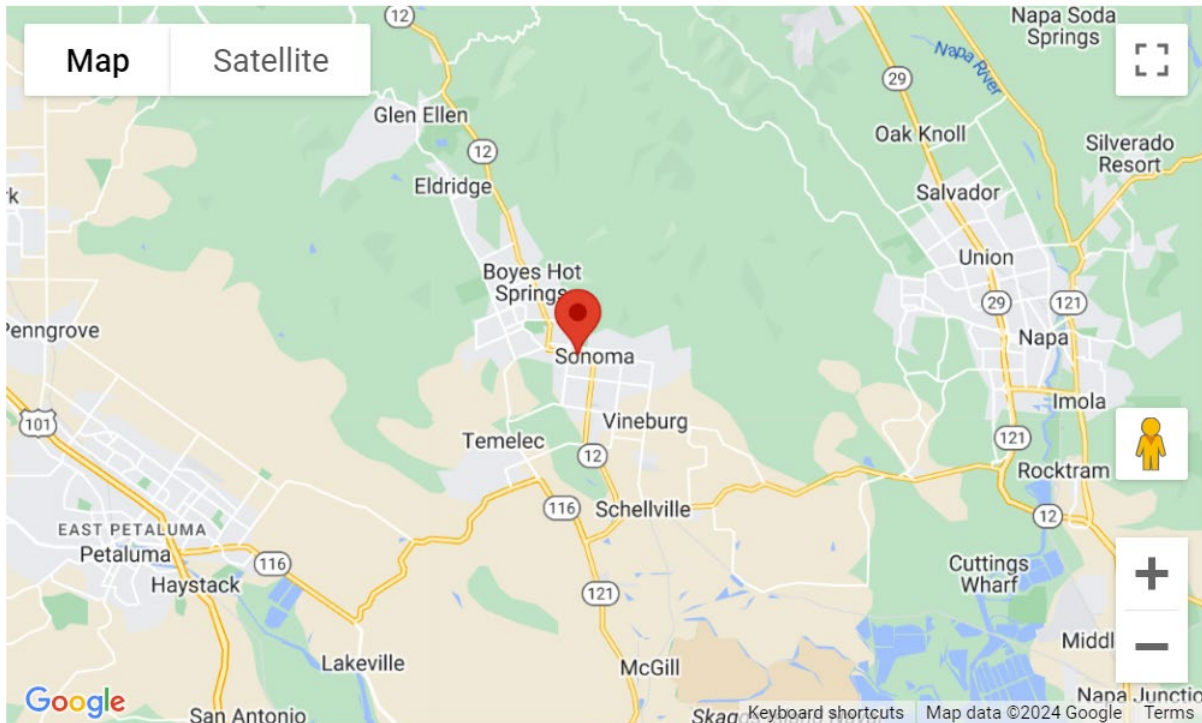
Note: If the project is still "In Progress" please submit the plan, then check if the plan moved to the "Approved" tab, otherwise it is still being reviewed by the Jurisdiction.

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Step 2. Scroll down, below the map, to find your project. Under the project details click "Add Tickets".

*Note: if your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance.



1

Sonoma ADU ([map](#))
345 W Napa St, Sonoma Unincorporated, CA 95476
GH Tracking #: [GH445-309-1688](#) Permit #: [BLD2024-XXXX](#)

Contractor: Santos Construction (Green Halo Test Account)
Phone: 650-555-4555


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


Status: **Approved** **Messages (0)** Date Created: 08/06/24 Date Approved: 08/07/24 Days Active: 1

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Step 3. Fill out the Single Ticket Entry Form from top to bottom. All details will be located on the weight ticket received from the recycling facility. When you are done filling out all the required fields, click on the "Submit Ticket" button at the bottom of the form.

 **Single Ticket Entry Form**

 **How to Upload Tickets**

PDF Image Separator

Ticket Type

☒ Recycle and Dispose
☐ Salvage and Reuse

Material *

Mixed C & D Debris

Facility *

Windsor Materials Recovery Facility

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 # *

28549990

Ticket Image

(please make sure all tickets are legible to avoid rejection)
Choose File 2854990.jpg

Ticket Date *

2024-06-04

Weight *

6.90

Unit of measure *

☒ Tons
☐ Cubic Yards
☐ Pounds


Percentage

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

Submitted By *

B Contractor

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.

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Step 4. Select "Salvage and Reuse" to select material(s) on your project that will be reused. Next, select the "Usage" of how the material(s) will be reused. After you select the usage option, fill out the rest of the required fields. When the form is complete click on the "Submit Ticket" button at the bottom of the form.

Enter Ticket Information

PDF Image Separator

Ticket Type

☒ Salvage and Reuse
☐ Recycle and Dispose

Choose *

☒ Appliances
☐ Cabinets
☐ Concrete
☐ Doors
☐ Furniture
☐ Molding
☐ Steel Beams and Framing
☐ Wood - Clean

☐ 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)

Facility *

Contra Costa Transfer & Recovery Station

Ticket # *

54321

Ticket Image *

Choose File

No file chosen

(Donation receipt only, upload supporting documentation below)

Ticket Date *

2023-03-03

Weight *

1.5

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.

Percentage

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

Description

Old Appliances

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 *

B Contractor

SUBMIT TICKET

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Step 5. Check the project to see if tickets are uploaded. The number next to “Add Tickets” is the number of tickets that have been uploaded.

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Contractor: Santos Construction (Green Halo Test Account)
Phone: 650-555-4555

 2.86 Recycled Tonnage	 1.41 Disposed Tonnage	 0% Inert Recovery (required 0.00%)	 67.05% Non-Inert Recovery (required 0.00%)	 67.05% Overall Diversion (required 65%)
 Add Tickets (2)	 Order Service	 Post for Sale	 Functions	 Submit for Final

Status:  **Approved**  Messages (0)

Date Created: 08/06/24 Date Approved: 08/07/24 Days Active: 1

Note: When all tickets are added to the project, click on the “Submit for Final” button to start the final review process (final review is done by the jurisdiction).