



Green Halo Instructions

WHAT IS GREEN HALO?

Green Halo is an online system for recycling and waste diversion tracking. Through Green Halo, applicants can establish, monitor, and document their waste management plan using an online system.

In Green Halo you will submit your Waste Reduction and Recycling Plan and Final Recycling Report along with all your weight tickets related to your project.

WHAT DO I NEED TO CREATE A WASTE MANAGEMENT PLAN?

• Permit number	• Type of project (commercial/residential/multifamily)	• Start and end date
• Project value	• Type of material to be disposed, (e.g., mixed C&D, asphalt, roofing, carpet and padding, concrete, etc.)	• Square footage
• How debris will be hauled away?	• Hauler and/or Facility that will receive the debris (select from a list of approved haulers/facilities)	

HOW TO USE GREEN HALO?

Step 1	Go to http://LakeForest.wastetracking.com to create a Waste Management Plan. The site will provide instructions to set up your account and get started.
Step 2	Enter your project information.
Step 3	Save all weight tickets related to your project for submission with your final report.
Step 4	Upload all your weight tickets on Green Halo.
Step 5	Submit your Final Recycling Report to the City on Green Halo.

WEIGHT/TONNAGE TICKET VALIDATION

Ensure your weight tickets have the following information listed below, otherwise they will not be approved, and your recycling deposit will not be refunded (see below for example of good and bad weight tickets).

1. Recycling Type must state "C&D". Tickets that display "MSW" or "Waste" as the material will not be accepted.
2. Origin of work must state: "Lake Forest"
3. Hauler and/or Facility used must be on the City's 2020 C&D Approved Haulers and Recycling Facility List

