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 a Waste Management Plan using an online system.

You will submit your Waste Management Plan and Final Recycling Report along with all your weight tickets related to your project in Green Halo

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?	• Choose either CR&R to haul away the debris or select a facility from the Approved Facilities List to self-haul the debris.	

HOW TO USE GREEN HALO?

Step 1	Go to http://LakeForest.wastetracking.com to create a Waste Reduction and Recycling 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 Recycling 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 material must state: "**Lake Forest**"
3. The facility used must be on the City's Approved C&D Recycling Facilities List or hauled by CR&R.