



CITY OF HAWTHORNE
CONSTRUCTION AND DEMOLITION
DEBRIS DIVERSION PROGRAM

RECYCLING REPORT

MANDATORY MINIMUM DIVERSION 65%

INSTRUCTIONS FOR CONTRACTORS

1. At completion of the project, prepare the Contractor's Diversion and Disposal Report (ATTACHMENT B – back of this page). Using this format standardizes data and allows for clarity of information received from contractors.
3. *Attach weight tickets from waste haulers, recycling centers, landfills, transfer stations, and other sites to which materials are taken. If such documentation is unavailable, contractor will be required to submit a signed letter detailing quantities, processing and transportation of materials.*
4. Submit completed reports and backup documents (i.e. weight slips, verification letter) to the Department of Public Works upon completion of the demolition, and prior to getting a final on the demolition.
5. The Department of Public Works will review submittals. If reports and documentation are satisfactory, *Construction and Demolition Reporting* checklist will be completed and plans will proceed towards final approval.
6. If reports are not satisfactory to the City, the contractor will be requested to submit additional information or final approval will be denied.
7. When applying for a certificate of occupancy, provide a copy of the completed C&D reports and documentation, to demonstrate that the C&D reports have been satisfactorily completed for the project for which the certificate of occupancy is being requested.

CONTACTS AND AVAILABLE RESOURCES

Contractors may contact the Department of Public Works at (310) 349-2987 with questions about the C&D Debris Diversion Program.

