

**SF Environment**

Our home. Our city. Our planet.

A Department of the City and County of San Francisco



**FORM A**  
**REQUEST TO SEND CONSTRUCTION & DEMOLITION DEBRIS MATERIAL**  
**DIRECTLY TO LANDFILL**

City and County of San Francisco

Environment Code 7; Ordinance No. 204-11; SFE Regulation No. SFE13-03-GB

Environment Code Chapter 7 Section 708(a)(3) states that a contractor is prohibited from sending any Construction & Demolition (C&D) debris material directly to a landfill without submitting a request to and receiving approval from the Department of the Environment. This request form must demonstrate that all reuse and recycling options for the material have been evaluated and determined to be not possible.

<b>Section 1: Project Information</b>		<b>City Department:</b>	
1. Project Name:		2. Project/Job Number:	3. Reporting Period:
4. Project Street Address:		5. City & County (if not in SF):	
6. Contractor's Company Name:			
7. Contractor's Address:		8. City, State, Zip Code:	
9. Contractor's Contact:		10. Contact's Title:	
11. Office Phone:	12. Cell Phone:	13. e-mail:	

<b>Section 2: Request Information</b>
15. <u>Type of Request</u> (please check):  _____ Initial Request. Submit to the City Representative with the Construction & Demolition Debris Management Plan (CCDMP), and send a copy to the Department of Environment for review and possible approval.  _____ Request due to unforeseen circumstances occurring during the project affecting disposition of the material. Send to City Representative and to the Department of Environment for review and possible approval.
16. <u>Material Description</u> :  Type of Material:  Approximate Tons:  Why can't this material be reused or recycled?   What landfill do you intend to use (Name & Location)
17. Provide a comprehensive & detailed description of all efforts you (and/or your subcontractors) have made to find a location to take this material for reuse or recycling. List must include names and locations of all facilities contacted to take the material, name of person(s) you spoke with, date of conversation, and why the material was refused. <b><u>If the material was deemed hazardous after the project commenced</u></b> , please provide official documentation from an independent professional (See Env Code Chapt 7, Sec 708(a)(6) for complete requirements). Attach an additional sheet if necessary.

18. Provide information and attach documentation on how this material will be used at the landfill. Your request must demonstrate that the material will be used for beneficial reuse, if possible, before any material is used as alternative daily cover (ADC), and that material is used as landfill disposal only as a last resort if necessary. Please include documentation such as a written statement by the landfill operator that the material will be used as designated.

19. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING AND INFORMATION IN ALL ATTACHMENTS ARE TRUE AND CORRECT AND THE MATERIAL DESCRIBED WILL BE HANDLED AS NOTED IF THIS REQUEST IS APPROVED.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Instructions:**

**Initial Request:** Submit completed and signed form to the City Representative with the Construction & Demolition Debris Management Plan (CCDMP) and send a copy to the Department of Environment for review and possible approval.

**Request due to unforeseen circumstances occurring during the project affecting disposition of the material:** Send completed and signed form to City Representative and to the Department of Environment for review and possible approval.

Submit completed and signed form to: Department of the Environment, 1455 Market St, Suite 1200, San Francisco, CA 94103. Attention: C&D Landfill Request. Or email: [mary.williams@sfgov.org](mailto:mary.williams@sfgov.org)

For questions regarding completion of this request, please call the Department of the Environment at (415) 355-3700.

**FOR OFFICIAL CITY USE ONLY**

DATE REQUEST RECEIVED \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_