



Municipal Green Halo Systems User Guide for a Generic Agency Account

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About this User Guide

This document serves as a reference for administrators of a Generic Agency Account in Green Halo Systems, an online platform, to oversee and initiate a Material Reduction and Recovery Plan (MRRP) that will track building materials leaving the construction site for reuse, recovery, or disposal.

The User Guide is organized into five parts that together demonstrate how to set-up a MRRP and monitor progress for an individual project or across past and present activity. By following the instructions described in this document, an administrator using the Generic Agency Account will be able to:

- Change a Password
- Initiate MRRPs in Green Halo Systems,
- Navigate Green Halo System's dashboard,
- Add a User, and
- Export project reports to Microsoft Excel.

Keywords

Assign Project: A function in Green Halo Systems that allows a City Representative to send a MRRP to the general contractor of the Municipal Construction Project.

City Representative: The employee of the City and County of San Francisco who oversees the process for a Municipal Construction Project and is responsible for ensuring that the general contractor complies with all aspects of the contract documents. (*Environment Code, Chapter 7*)

Generic Agency Account: The city agency's administrative login and email password for Green Halo Systems (e.g., ENV.MRRP@sfgov.org). This account is primarily responsible for initiating a MRRP for a City Representative to enter project information and for monitoring overall performance.

Initial MRRP: The preliminary Plan submitted by the general contractor to the project's City Representative for approval or rejection. The Initial MRRP identifies the following: anticipated material recovery rate, anticipated material Transporter(s), anticipated recovered materials, and anticipated Facilities for material recovery.

Final MRRP: The finished Plan submitted by the general contractor to the project's City Representative for approval or rejection. The Final MRRP is the completed report which details the following: Project's material recovery rate, hired material Transporter(s), actual recovered materials, and actual Facilities used for material recovery and the weight tickets.

MRRP: Material Reduction and Recovery Plan, formerly known as "Construction and Demolition Debris Management Plan". The intent of the MRRP is to ensure that the project team is maximizing the highest and best use of building materials. An optional review of the MRRP by the Department of the Environment is available upon request.

Municipal Construction Project: Includes any planning, design, or construction activity, including deconstruction, demolition, New Construction, Whole Building Major Renovation, Major Renovation, Tenant Improvement, or building addition performed either by a City Department at a site, Building, City-Owned Building, or City Leasehold, or by tenants at a City-Owned Building. (*Environment Code, Chapter 7*)

Step 1: Change a Password

Green Halo Systems have created a temporary password for each Generic Agency Account. The temporary password will be provided to each administrator. This section shows how to **Change Password**, which (at a minimum) should be done when the administrator logs in for the first time.

This section shows how an administrator can **Change Password**, which (at a minimum) should be done when the administrator logs in for the first time.

- A. Open your internet browser (recommended: Chrome or Edge).
- B. Type "www.sfgov.wastetracking.com" in the search bar.
- C. Once on the webpage, click on **Log In** and type in the designated email for the Generic Agency Account (e.g., "ENV.MRRP@sfgov.org") and current password.



- D. On the home page go to the horizontal main menu bar. Hover your cursor over **SETTINGS**. Then, click on **Change Password**.

The screenshot shows a web application interface. At the top, there is a navigation bar with buttons for 'STATISTICS', 'MESSAGES', 'ACCESS CODE', 'SETTINGS', 'RECYCLER SEARCH', 'DICTIONARY', 'SUGGESTIONS', 'REPORT BUG', and 'LOG OUT'. The 'SETTINGS' button is circled in red. Below the navigation bar, there is a 'PROJECT LISTING' section with a '+ CREATE PLAN' button. A dropdown menu is open from the 'SETTINGS' button, listing various options: 'Recovery Rates', 'Terms & Conditions', 'Franchise Agreements', 'Materials List', 'Facilities List', 'Vendors', 'Permits & Tickets', 'Classifications', 'Required Documents', 'Checklist', 'Files & Documents', 'Tips & Messages', 'Upload Logo', 'Users', and 'Change Password'. The 'Change Password' option is circled in red. In the background, there is a table with columns for 'Last 30 Days', 'Last 6 Months', 'This Year', and 'All Time'. The table contains data for various categories, with some cells highlighted in green.

	Last 30 Days	Last 6 Months	This Year	All Time
	0	0	0	0
	4	6	6	6
	0	0	0	0
	4	13	13	13
	1	2	2	2
	15	28	28	28
	0	4	4	4
	4	7	7	7
	4	7	7	7
	4	6	6	6

E. The administrator will then be prompted to enter the current (a.k.a. "Old") Password, New Password, and Verify (new) Password. Then, Click on **CHANGE PASSWORD**.

The screenshot shows a 'Change Passwords' form. The form has a title 'Change Passwords' and a subtitle 'Change your password by entering your old password, then a new password twice to verify.' Below the subtitle, there is a section titled 'Set New Password' with three input fields: 'Old Password *', 'New Password *', and 'Verify Password *'. The 'Verify Password *' field has a note '(type your password again)'. At the bottom of the form, there is a green button labeled 'CHANGE PASSWORD'. An orange arrow points to the button.

Step 2: Initiate a Material Reduction and Recovery Plan (MRRP)

Follow these next steps when creating a MRRP using a Generic Agency Account (e.g., "ENV.MRRP@sfgov.org").

A. Click on **CREATE PLAN FOR CLIENT**.



B. Enter project's zip code and click on **CREATE**.

C. You will be redirected to the **Project Information** section. Input as much project information you feel is needed prior to handing off the project to the City Representative. At a minimum, input the following where prompted (as indicated with arrows in the screenshot below):

- Project Name
- Street Address

Project Information *required fields

Permit/Project # * Select Project Type

Building Type * -- select --

Sponsoring Agency * -- select --

Project Block/Lot # * Find Block/Lot #

Start Date *

End Date *

Project Cost * \$

Square Footage *

Description *

Upload File **Upload Material Reduction and Recovery Plan** No File Uploaded (PDF Files Only)

NEW FEATURE **Set Target Recovery Rate for the Project (optional)**

Target Recovery Rate

This tool is great for projects that want to set the recovery bar even higher. Green Halo automatically defaults to jurisdictional minimum requirements to comply with local ordinances. With this feature, projects attempting to qualify for LEED points or meet company recovery policies may now set higher target recovery rates. This function is completely optional and will not affect or override any local ordinance which takes precedence.

Designated Contact - *add/edit

No Designated Contact.

NEXT STEP

D. Click on **SAVE PLAN**. A pop-up message will appear stating that the MRRP has been saved. Click on **OK**.

City & County of San Francisco Debris Tracking System

greenhalosystems.com says
Your plan has been saved.

OK

Jurisdiction Totals (in tons)
0.00 Reused | 10,512.27 Recycled | 0.00 Disposed

STATISTICS MESSAGES QUESTIONS REPORT BUG LOG OUT

Adding New Projects
Step 1 of 5 - Test Project - GH079-941-2796
Update the project information below

This plan will be submitted to:
City and County of San Francisco, CA

SAVE PLAN

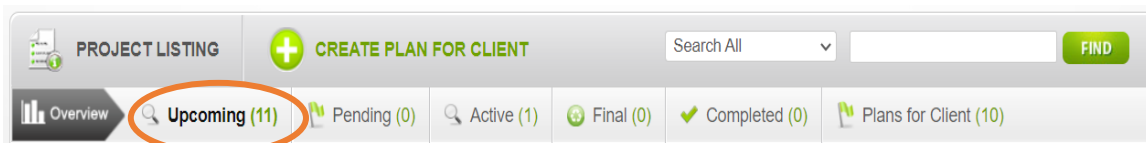
1. Project Information 2. Material Selection 3. Transporter Method 4. Facility Selection 5. Complete & Review

NEXT STEP

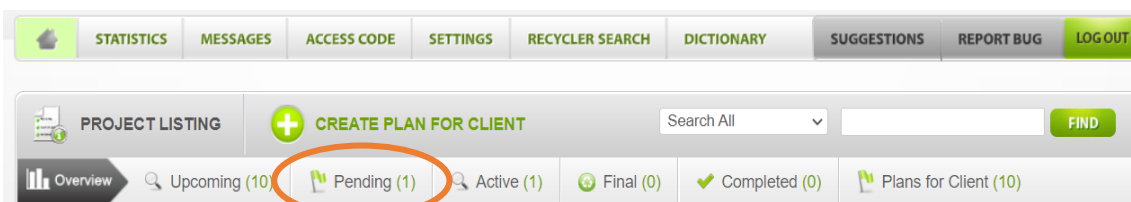
Step 3: Track a Project

At any given time, the administrator of the Generic Agency Account can log in to Green Halo Systems to track a project's progress in submitting and implementing the MRRP. Once you've logged in, the Green Halo homepage includes a menu called **PROJECT LISTING**. This area is divided into the five stages that all projects will pass through: Upcoming, Pending, Active, Final, and Completed.

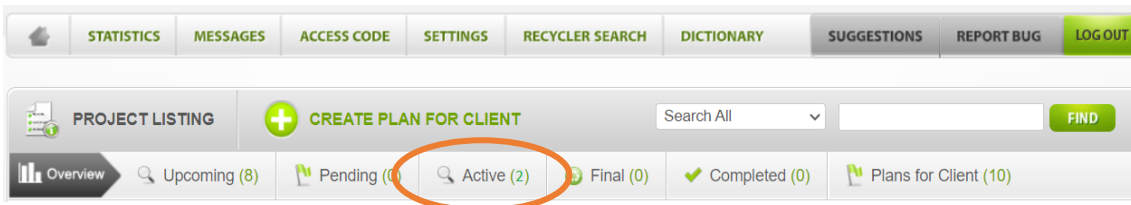
- A. The first stage is Upcoming. This means that a project is in-progress and it is not ready to submit for approval (or rejection). Click on **Upcoming** to find a list of projects that are just starting out.



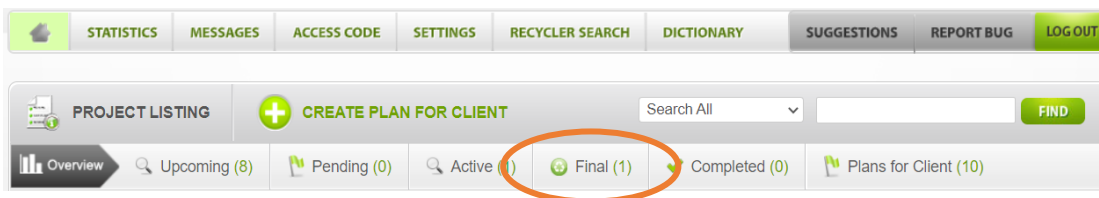
- B. The second stage is Pending. This means that an Initial MRRP has been submitted and it is not yet approved. Click on **Pending** to find a list of projects awaiting review and approval by a City Representative.



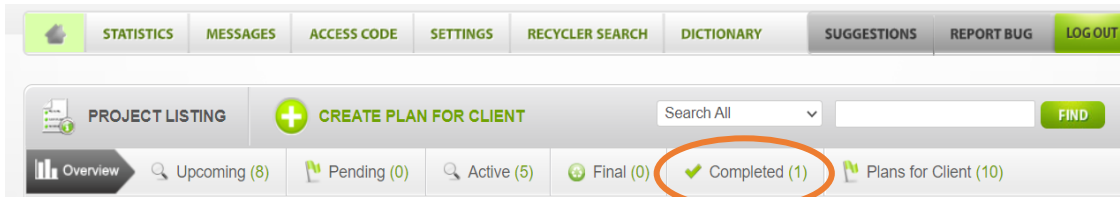
- C. The third stage is Active. This means that the City Representative has approved the Initial MRRP and the project team can start tracking material flow and uploading weight tickets. Click on **Active** to find a list of projects currently underway.



- D. The fourth stage is Final. This means that the Contractor has submitted the Final MRRP to the City Representative and it is pending approval (or rejection). Click on **Final** to find a list of projects awaiting review and approval by a City Representative for close-out.



- E. The last stage is Completed. This means that the City Representative has approved the Final MRRP and the project is done – no additional construction materials will be leaving the project site. Click on **Completed** to find a list of projects that are finished.



Step 4: Search for a Project

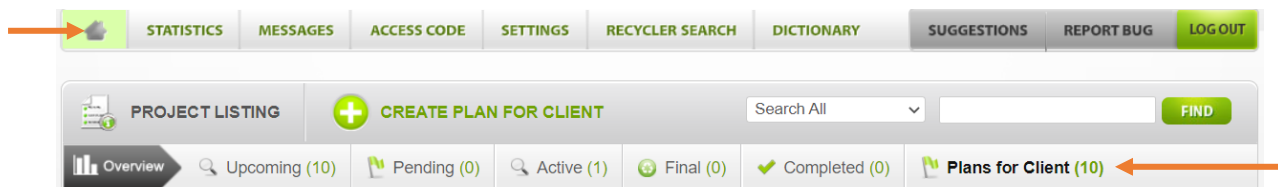
Important Tip:

- The City Representative will not receive an automatic notification that a project has been created in Green Halo Systems. Notify the City Representative directly to locate their project under **Plans for Client** or via the **Search All** function.
- It is the City Representative's responsibility to use the **Assign Project** function to add the general contractor to the project. It is typically the general contractor's responsibility to prepare and submit the Initial MRRP, followed by the Final MRRP, for approval (or rejection) to the City Representative.

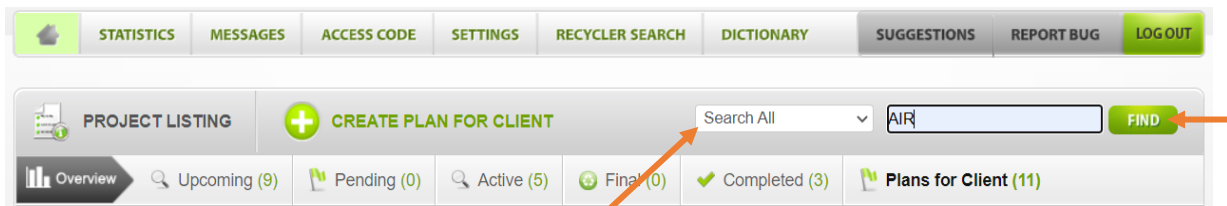
There are at least three ways to locate a project in Green Halo Systems:

1. Search by Agency.

- A. Start at the Green Halo Systems homepage by clicking the home icon  and then **Plans for Client**.



- B. Move your cursor to the Search All text box near the top right corner. In the text box type your agency's acronym (e.g., "AIR", "DPW", "MTA", "PRT", "PUC", or "REC"). Then click on **FIND**.



- C. A pop-up box will appear displaying your agency's portfolio. (The example below shows the results of a search for "AIR".) A project will be listed in one of the following stages, depending on the work done to date (Note: A detailed explanation of each stage is in Step 3: Track a Project):

- Upcoming
- Pending
- Active
- Final

- Completed
- Plans for Clients

To access a MRRP, simply click on the address in green text or on the Green Halo Systems Tracking Number (each project is assigned a unique Tracking Number).

SEARCH RESULTS FOR AIR

AIR

FIND

Upcoming Plans Search Results (4)

1.	123 Airport Dr (map) SFO Test 123 Airport Dr City and County of San Francisco, CA 94111	Permit# : Tracking# : GH930-933-3664 Status: Upcoming
2.	679 N. McDonnell Road (map) SFO AirTrain Extension and Improvements (Guideway) 679 N. McDonnell Road City and County of San Francisco, CA 94128	Permit# : 17202 / 10504 Tracking# : GH916-306-7267 Status: Upcoming
3.	P.O. Box 8097 (map) Air Train P.O. Box 8097 City and County of San Francisco, CA 94128	Permit# : Tracking# : GH332-944-6412 Status: Upcoming
4.	1 Airport Way (map) SFO Test by Manny 1 Airport Way City and County of San Francisco, CA	Permit# : Tracking# : GH848-714-8598 Status: Upcoming

Pending Plans Search Results (0)

Active Plans Search Results (4)

1.	San Francisco International Airport (map) SFO Runway 10L-28R Rehabilitation San Francisco International Airport City and County of San Francisco, CA 94128	Permit# : 11586 Tracking# : GH759-593-0902 Status: Active
2.	797 S. Airport Boulevard (map) SFO AirTrain Extension Long Term Parking AirTrain Station (Lot DD) 797 S. Airport Boulevard City and County of San Francisco, CA 94128	Permit# : 19008 / 10504 Tracking# : GH512-837-9787 Status: Active
3.	59 S. McDonnell Raod (map) SFO Airtrain Extension Hotel Airtrain Station 59 S. McDonnell Raod City and County of San Francisco, CA 94128	Permit# : 18139 / 10504 Tracking# : GH964-984-5427 Status: Active
4.	Airport Access Road (map) SFO Boarding Area G 400 Hz System Infrastructure Upgrade Airport Access Road City and County of San Francisco, CA 94128	Permit# : 11213.61 Tracking# : GH039-282-5657 Status: Active

Final Plans Search Results (0)

Completed Plans Search Results (1)	
<p>1. 797 S Airport Blvd (map) SFO Terminal II Renovations 797 S Airport Blvd City and County of San Francisco, CA 94128</p>	<p>Permit# : 202012220 Tracking# : GH503-266-2379 Status: Completed</p>
Plans for Clients Search Results (2)	
<p>1. 123 Airport Dr (map) SFO Test 123 Airport Dr City and County of San Francisco, CA 94111</p>	<p>Permit# : Tracking# : GH930-933-3664 Status: Upcoming</p>
<p>2. P.O. Box 8097 (map) Air Train P.O. Box 8097 City and County of San Francisco, CA 94128</p>	<p>Permit# : Tracking# : GH332-944-6412 Status: Upcoming</p>

2. Search by project stage.

- From the PROJECT LISTING, select the project stage: Upcoming, Pending, Active, Final, or Completed.
- Click on the Green Halo Systems Tracking Number (**GH Tracking #**). (Note: From the **Upcoming** project stage, you can also click on **Start Here**).

3. Search by keyword.

- From any webpage, use the **Search All** feature by entering the project name, address, or Green Halo Systems Tracking Number in the text box and then click on **FIND**.

Step 5: Add a User

The Generic Agency Account is responsible for creating accounts for City Representatives.

- On the home page, there is a list of menu items. Hover your cursor over **SETTINGS**. Then, click on **Users**.

The screenshot shows the 'SETTINGS' menu with the following items:

- > Recovery Rates
- > Terms & Conditions
- > Franchise Agreements
- > Materials List
- > Facilities List
- > Vendors
- > Permits & Tickets
- > Classifications
- > Required Documents
- > Checklist
- > Files & Documents
- > Tips & Messages
- > Upload Logo
- > **Users** (circled in red)
- > Change Password

The background shows a 'Plan Overview' table with columns for 'Last 30 Days', 'Last 6 Months', 'This Year', and 'All Time'. The 'Users' row in this table shows values of 4, 7, 7, and 7 respectively.

B. Click on **Add User**.

The screenshot shows the 'Users on System' page with the following content:

Users on System

Below is the list of registered users for your Jurisdiction. You can disable by clicking on the Enabled column to toggle their status. You should only delete inactive users from the system to prevent information in the database from being lost.

User List **+ Add User** **FIND**

C. You will be directed to enter User Information for the account you are creating. Input the following where prompted, and then click on **ADD USER**:

- First Name
- Last Name
- Position
- Address
- Zip code
- Phone
- Email
- Password
- City Agency

Note: Only uncheck “allow this user admin capabilities to make changes to settings” under **Notifications** Access options. Keep all other options checked. Only the Department of the Environment staff can make changes to settings.

Add User

Enter all the information below to register as a user of the jurisdiction. The user’s username and email can not be changed once it has been entered in the system, so type everything very carefully.

User Information

First Name *

Last Name *

Position *

Address *

Suite / Apt#

Zipcode *

Phone * - - ext

Cell - - ext

Email *
Enter your email address

(verify email) *

Password *
You must choose a password

Notifications

Access allow this user admin capabilities to make changes to settings.

- send notification if plan is submitted
- send notification if plan is approved
- send notification if project is submitted for final
- send notification if project is completed
- send notification when large ticket added
- send notification when a message is received
- send notification when additional information has been uploaded

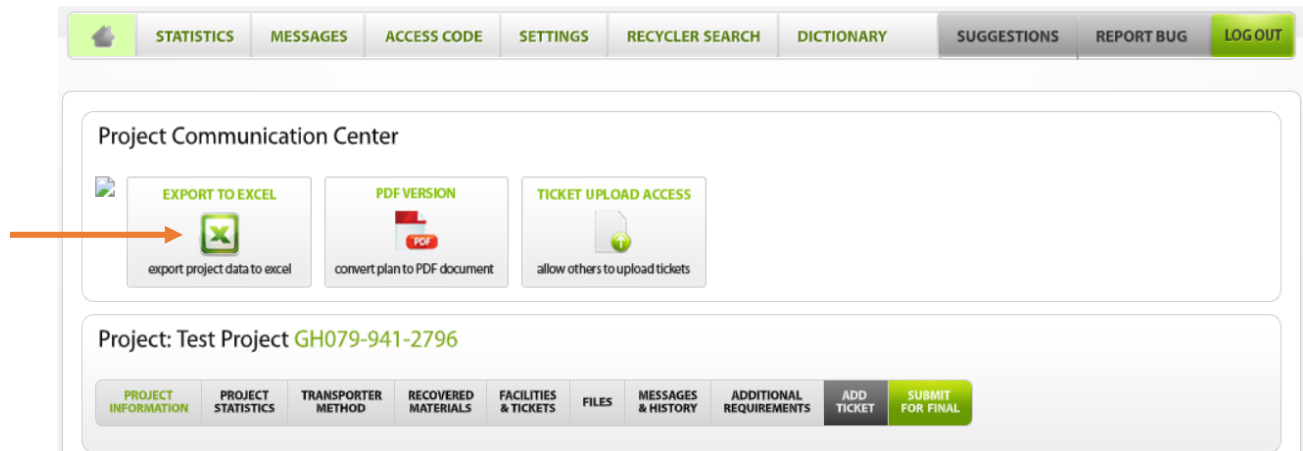
ADD USER

D. Provide the City Representative with their login information. Once the City Representative can log in, they can begin to review the MRRP.

Step 6: Export Project Activity to Microsoft Excel

When the project is Active, Final, or Completed, project activity can be exported to Microsoft Excel.

- A. Click on **Active**, **Final**, or **Completed**. to locate the project (See Step 4: Section 2).
- B. On the **Project Information** section, hover your cursor to **Project Communication Center** and click on **EXPORT TO EXCEL**.



- C. After the file finishes downloading to your computer, it can be opened using Microsoft Excel.

Appendix A: Crosswalk – Green Halo and Environment Code Chapter 7 Ordinance No. 204-11 SFE Regulation No. SFE13-03-GB Forms A-E

Form	Description	Green Halo Function	User Guide Page #
A	Request to send construction and demolition debris material directly to landfill	Review and approve or Reject Initial MRRP – “Files”	See City Representative User Guide
B	Request to send construction and demolition debris material to biomass energy cogeneration facility	No longer required	n/a
C	Material Reduction and Recovery Plan, formerly known as the Construction and Demolition Debris Management Plan (CDDMP)	Assigning, reviewing, and approving a new Material Reduction and Recovery Plan (MRRP)	See City Representative User Guide
C	Construction and Demolition Debris Recovery Monthly Summary of Diversion	Export Project Activity to Microsoft Excel	13
C	Construction and Demolition Debris Recovery Final Diversion Report	Review and Approve or Reject Final MRRP	See City Representative User Guide
D	Request to change Facilities or Transporters	No longer required	n/a
E	Construction and demolition debris material conversion rates (cubic yards to tons)	Performed automatically by Green Halo	n/a