

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Adding Tickets

Step 1. Once the project is Approved, Click the "Approved" tab.

The screenshot displays the user interface of the Sonoma County Green Halo Plan. At the top, there is a navigation bar with buttons for 'STATISTICS', 'SETTINGS', 'RECYCLER SEARCH', 'DICTIONARY', 'SUGGESTIONS', 'REPORT BUG', and 'LOGOUT'. Below this is a secondary navigation bar with 'MY PROJECTS LIST', 'ADD ANOTHER PROJECT', and 'HOW TO CREATE A PLAN' (with a search box and 'FIND' button). The main navigation area shows several tabs: 'Overview', 'In Progress (5)', 'Submitted (0)', 'Approved (1)', 'Final (0)', and 'Completed (0)'. The 'Approved (1)' tab is highlighted with a red box. Below the navigation is a section titled 'PROJECT STATUS AND OVERVIEW' containing a table with the following data:

| PROJECT STATUS AND OVERVIEW | |
|--|---|
| Active and Approved Waste Management Plans | 1 |
| Waste Management Plans in Progress | 5 |
| Waste Management Plans Pending Approval | 0 |
| Waste Management Plans Submitted for Final | 0 |
| Waste Management Plans Completed | 0 |

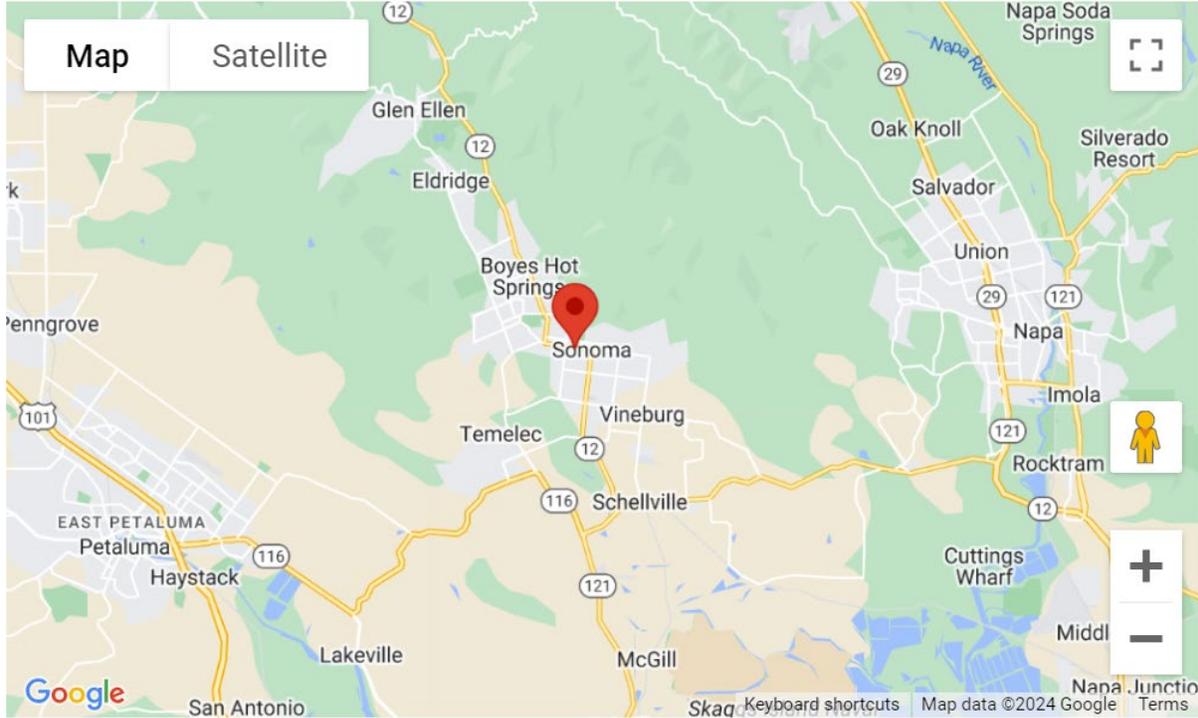
Note: If the project is still "In Progress" please submit the plan, then check if the plan moved to the "Approved" tab, otherwise it is still being reviewed by the Jurisdiction.

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Step 2. Scroll down, below the map, to find your project. Under the project details click "Add Tickets".

**Note: if your projects do not appear properly on the map, please verify address and spelling of street name. Contact Live Support for further assistance.*



1 **Sonoma ADU** ([map](#))
345 W Napa St, Sonoma Unincorporated, CA 95476
 GH Tracking #: [GH445-309-1688](#) Permit #: [BLD2024-XXXX](#)

Contractor: Santos Construction (Green Halo Test Account)
Phone: 650-555-4555

| | | | | | | | | | |
|--|---------------------------------|--|---------------------------------|--|---|--|---|--|--|
| | 0.00 Recycled Tonnage | | 0.00 Disposed Tonnage | | 0% Inert Recovery (required 0.00%) | | 0% Non-Inert Recovery (required 0.00%) | | 0% Overall Diversion (required 65%) |
| | Add Tickets (0) | | Order Service | | Post for Sale | | Functions | | Submit for Final |

Status: **Approved** Messages (0)

Date Created: 08/06/24 Date Approved: 08/07/24 Days Active: 1

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Step 3. Fill out the Single Ticket Entry Form from top to bottom. All details will be located on the weight ticket received from the recycling facility. When you are done filling out all the required fields, click on the "Submit Ticket" button at the bottom of the form.

 **Single Ticket Entry Form**  **How to Upload Tickets** [PDF Image Separator](#)

Ticket Type Recycle and Dispose
 Salvage and Reuse

Material *

Facility *

Hauled By * Self Haul
(if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)

Ticket # *

Ticket Image (please make sure all tickets are legible to avoid rejection)
 2854990.jpg

Ticket Date *

Weight *

Unit of measure * Tons
 Cubic Yards
 Pounds

Percentage (what percentage of this ticket is for this project?)

Submitted By *

MULTIPLE TICKETS ENTRY FORM

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Step 4. Select "Salvage and Reuse" to select material(s) on your project that will be reused. Next, select the "Usage" of how the material(s) will be reused. After you select the usage option, fill out the rest of the required fields. When the form is complete click on the "Submit Ticket" button at the bottom of the form.

[PDF Image Separator](#)

Enter Ticket Information

Ticket Type Salvage and Reuse
 Recycle and Dispose

Choose *

| | | |
|--|--|---|
| <input checked="" type="checkbox"/> Appliances | <input type="checkbox"/> Architectural Feature | <input type="checkbox"/> Bricks - Masonry Blocks |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Carpet Padding/Foam | <input type="checkbox"/> Ceiling Tiles |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Counter Tops | <input type="checkbox"/> Dirt- Clean Fill |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Fixtures and Hardware |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Hardwood Flooring | <input type="checkbox"/> Light Fixtures |
| <input type="checkbox"/> Molding | <input type="checkbox"/> Rock, Sand, Gravel & Inerts | <input type="checkbox"/> Sinks, Toilets, and Tubs |
| <input type="checkbox"/> Steel Beams and Framing | <input type="checkbox"/> Tile and Stone | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Wood - Clean | <input checked="" type="checkbox"/> Other | |

Usage * Donated
 Reused OnSite
 Salvaged for Reuse (for reuse elsewhere on another project)

Facility *

Ticket # *

Ticket Image * (please make sure all tickets are legible to avoid rejection)
 No file chosen (Donation receipt only, upload supporting documentation below)

Ticket Date *

Weight *

Unit of measure * Cubic Yards
 Tons
 Pounds

Verify unit of measure for your ticket in tons, pounds or cubic yards. Entering the wrong unit of measure can result in your ticket or project being rejected.

Percentage (what percentage of this ticket is for this project?)

Description
Add a description of how the materials were salvaged

Documentation

| | | |
|--|----------------|--|
| <input type="button" value="Choose File"/> | No file chosen | (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS) |
| <input type="button" value="Choose File"/> | No file chosen | (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS) |
| <input type="button" value="Choose File"/> | No file chosen | (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS) |
| <input type="button" value="Choose File"/> | No file chosen | (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS) |

Submitted By *

Applicant Guide

Adding Tickets to Sonoma County Green Halo Plan

Step 5. Check the project to see if tickets are uploaded. The number next to "Add Tickets" is the number of tickets that have been uploaded.

1 **Sonoma ADU** ([map](#))
345 W Napa St, Sonoma Unincorporated, CA 95476
GH Tracking #: [GH445-309-1688](#) Permit #: [BLD2024-XXXX](#)

Contractor: Santos Construction (Green Halo Test Account)
Phone: 650-555-4555

| | | | | |
|---------------------------------|---------------------------------|---|---|--|
| 2.86 Recycled Tonnage | 1.41 Disposed Tonnage | 0% Inert Recovery (required 0.00%) | 67.05% Non-Inert Recovery (required 0.00%) | 67.05% Overall Diversion (required 65%) |
| Add Tickets (2) | Order Service | Post for Sale | Functions | Submit for Final |

Status: Approved Messages (0) Date Created: 08/06/24 Date Approved: 08/07/24 Days Active: 1

Note: When all tickets are added to the project, click on the "Submit for Final" button to start the final review process (final review is done by the jurisdiction).