Applicant Guide
Adding Tickets to Sonoma County Green Halo Plan

Adding Tickets

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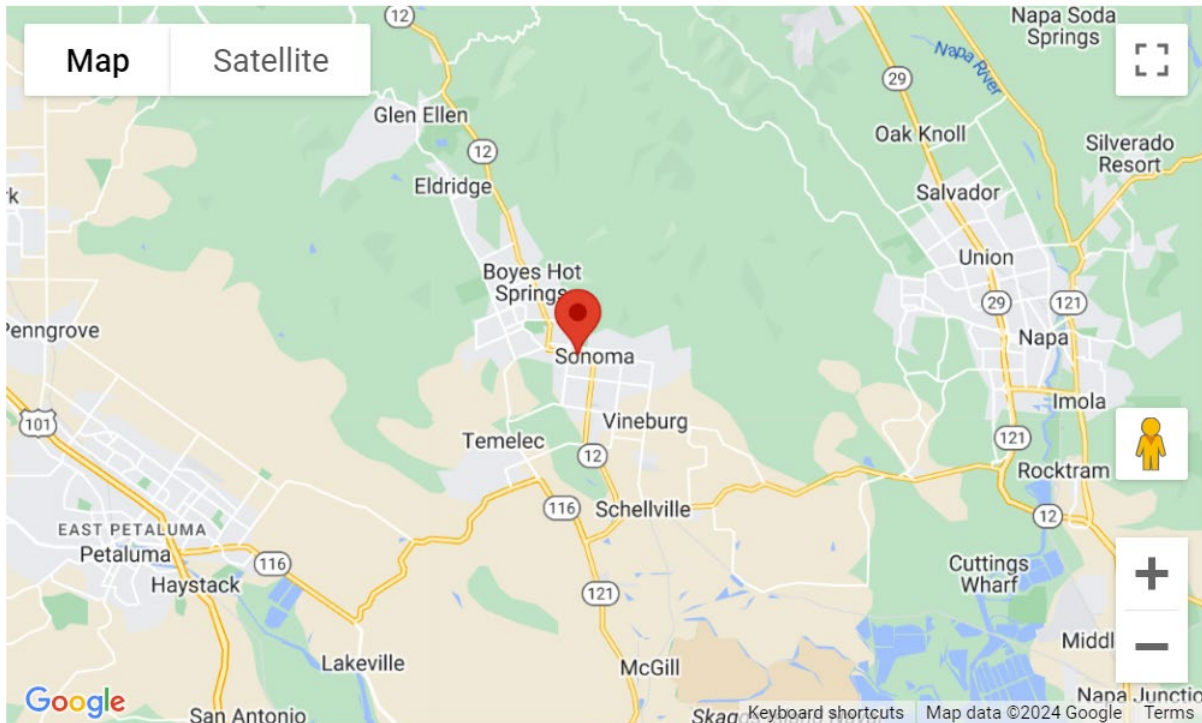

Note: If the project is still "In Progress" please submit the plan, then check if the plan moved to the "Approved" tab, otherwise it is still being reviewed by the Jurisdiction.

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.

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.

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.

Enter Ticket Information   PDF Image Separator

Ticket Type
- ◉ Salvage and Reuse
- ○ Recycle and Dispose

Choose *
- ☑ Appliances
- ☐ Cabinets
- ☐ Concrete
- ☐ Doors
- ☐ Furniture
- ☐ Molding
- ☐ Steel Beams and Framing
- ☐ Wood - Clean
- ☐ Architectural Feature
- ☐ Carpet Padding/Foam
- ☐ Counter Tops
- ☐ Electrical Equipment
- ☐ Hardwood Flooring
- ☐ Rock, Sand, Gravel & Inerts
- ☐ Tile and Stone
- ☑ Other
- ☐ Bricks - Masonry Blocks
- ☐ Ceiling Tiles
- ☐ Dirt- Clean Fill
- ☐ Fixtures and Hardware
- ☐ Light Fixtures
- ☐ Sinks, Toilets, and Tubs
- ☐ Windows

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

Facility * | Contra Costa Transfer & Recovery Station ▾

Ticket # * | 54321

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

Ticket Date * | 📅 2023-03-03

Weight * | 1.5

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 | 100% ▾ (what percentage of this ticket is for this project?)

Description | Old Appliances

Add a description of how the materials were salvaged

Documentation
[Choose File] No file chosen   (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
[Choose File] No file chosen   (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
[Choose File] No file chosen   (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)
[Choose File] No file chosen   (Upload Inventory List and Pictures of Materials, PDF, JPG, XLS)

Submitted By * | B Contractor

[SUBMIT TICKET]

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.

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).