STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

SOLID WASTE DISPOSAL AND RECYCLING REPORT

CEM-4401 (NEW 11/2006)

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1

Project Name:		Type of Work:	Ongoing Report ☐ Final Annual Report ☐
Contract Number:	Co./Rte/PM	Report for Calendar Year _____ [Note: Separate reports needed for each calendar year]	
Contractor Name:		Phone Number:	Fax:
Street Address		City, State, Zip	

Contractor Certification: I certify under penalty of perjury that the information provided in this form is complete and accurate.

Signature:	Print Name and Title:	Date of Report:

2

***NOTE: Earth and rock material must not be reported as either waste material diverted from or disposed to landfills.**

NAME AND LOCATION OF RECYCLING OR DISPOSAL FACILITY (OR ENTER "REUSED" FOR MATERIALS GENERATED AND REUSED ON THIS JOB)	CHECK IF LANDFILL	CHECK IF RECYCLER	**TYPE OF MATERIAL** (Please enter a letter for each type on a separate line): A = Asphalt Concrete; C = Concrete; M = Metal; D = Mixed Debris; W = Wood/Cleared Vegetation; O = Other [Please Describe][t] ***See note above**	**TYPE OF ACTIVITY** (Please enter one activity per line) 1 = Source - Separated Materials Recycling 2 = On-Site Reuse 3 = Mixed Debris Recycling 4 = Reuse of Salvageable Items 5 = Disposal at Landfill or Transfer to Station 6 = Other [Please Describe][tt]	**AMOUNT TAKEN TO LANDFILL (TONS)**	**AMOUNT DIVERTED FROM LANDFILLS TO A RECYCLING FACILITY (TONS)**	**AMOUNT GENERATED AND THEN REUSED ON THIS JOB (TONS)**
	☐	☐					
	☐	☐					
	☐	☐					
	☐	☐					
	☐	☐					
	☐	☐					
	☐	☐					

[t] Describe Material:

[tt] Describe the Activity:

3

I have reviewed the information submitted in this report for completeness.

Resident Engineer's Name (Please Print):	Phone Number:
Signature:	Date:

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SOLID WASTE DISPOSAL AND RECYCLING REPORT - INSTRUCTIONS

CEM-4401 (NEW 11/2006)

Section 1: To be completed by the contractor

Project Name: Give a brief description of the project, e.g., "Route 1 widening in Fort Bragg, CA"
Type of Work: Enter a general work description, e.g. "AC Grinding"
Ongoing Report: Checking this box means this is an annual report for a continuing project. More reports will follow this one
Final Annual Report: Checking this box means this report is for the calendar year of contract acceptance
Contract Number: Enter District/EA
Co./Rte/PM: Enter County/Route/Post-Mile
Report for Calendar Year: The calendar year for which data was collected - January 1 to December 31 [Note: This report is an annual report. A separate report is needed for each calendar year]
Company Information: Contractor Name, Phone Number, Fax Number, Street Address, City, State and Zip

Contractor Certification: I certify under penalty of perjury that the information provided in this form is complete and accurate.

Contractor should verify the data entered on this form, then sign the report and print your name, title, and date.
Return this report to the resident engineer by January 15 of each calendar year or within 15 days of contract acceptance.

Section 2: To be completed by the contractor

To count towards diversion, "solid waste" is defined as including any solid waste which would normally be disposed of at a disposal facility (PRC Section 41781 (b))

***NOTE: Earth and rock material must not be reported as either waste material diverted from or disposed to landfills.**

NAME AND LOCATION OF RECYCLING OR DISPOSAL FACILITY (or enter "reused" for materials generated and reused on this job)
Each address should be checked as either landfills or recycler. When using a recycling facility that exists inside a landfill, check recycler and do not check landfill. When the solid waste is generated and reused on the job, the word "Reused" should be entered in place of the address.

TYPE OF MATERIAL Please enter a letter for each type on a separate line:
A = Asphalt Concrete, C = Concrete; M = Metal; D = Mixed Debris; W = Wood/Cleared Vegetation; O = Other
[Describe the material when "Other" is selected][t]

TYPE OF ACTIVITY Please enter a number for each activity one per line:
1 = Source-Separated Materials Recycling; 2 = On-Site Reuse; 3 = Mixed Debris Recycling; 4 = Reuse of Salvageable Items;
5 = Disposal at Landfill or Transfer to Station; 6 = Other [Describe the activity when "Other" is selected][tt]

AMOUNT TAKEN TO LANDFILL (Tons): Enter the amount of any solid waste, in tons, that is generated on this project and taken to a landfill.

AMOUNT DIVERTED FROM LANDFILLS TO A RECYCLING FACILITY (Tons): Enter the amount of any solid waste, in tons, that is generated on this project and taken to a recycling facility.

Solid waste from this job that is used in other projects, given to other agencies (county, city, etc.) or given to private individuals for reuse will be entered as taken to a recycling facility. In this case, check the activity as "Other" and describe who gets the solid waste in the row for other activity. (e.g. given to county, city or developer)

AMOUNT GENERATED AND THEN REUSED ON THIS JOB (Tons): Enter the amount of any solid waste, in tons, that is generated on this project and then reused.

TOTAL SOLID WASTE FROM EACH JOB SHOULD APPROXIMATE THE SUM OF THE THREE QUANTITIES ABOVE.

For calculating weights, some volume to weight conversions may be needed. These conversion factors may be found at the California Integrated Waste Management Board's (CIWMB) web site at:
http://www.ciwmb.ca.gov/LGLibrary/DSG/Apndxl.htm#Conversion

Section 3: To be completed by the resident engineer

I have reviewed the information submitted in this report for completeness.

Resident engineer please review the report. If the form is complete, sign and print your name, phone number, and date.
Discuss and resolve with the contractor any deficiency on the form.