

Construction Waste Management Guidelines

Wisconsin Department of Administration
Division of Facilities Development

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I. Purpose

To minimize project costs and negative impact on the environment, all Division of Facilities Development (DFD) projects shall be designed and managed according to these Guidelines in order to reduce, reuse, salvage, and/or recycle construction waste to the greatest extent feasible.

II. Requirements

All DFD projects are required to follow DFD construction waste management (CWM) procedures as described in paragraph 4.H.2 of the DFD Policy and Procedure Manual for Architects/Engineers and Consultants and in DFD Master specification Section 01 74 19.

Most solid waste generated during construction, demolition and/or remodeling activities is considered construction waste. Hazardous waste is not recyclable and not considered construction waste. It is handled separately and disposed of according to DFD General Requirements Article 5.

- A. Projects with total project budgets of \$5 million or more and all projects & project phases consisting primarily of demolition are required to develop CWM plans and reports and submit CWM documentation via the WasteCap TRACE (TRACE) online reporting system.
WisBuild will not allow the contractor to submit their first pay request prior to submittal & upload of the accepted Waste Management Plan, nor will they be allowed to submit their final pay request prior to submittal & upload of the Final Report.
- B. Projects with total budgets of less than \$5 million are required to develop CWM plans and reports, but are not required to submit documentation unless directed otherwise by Section 01 74 19 of the specifications. All projects are encouraged to submit documentation.
No contractor payments are contingent on CWM activities for these projects unless the DFD PM intentionally includes submittal requirements in Section 01 74 19.
- C. CWM Resources:
1. About TRACE: <https://www.wastecaptrace.org/wct/WasteCap/About>
 2. DFD Resources Page on WasteCap Website:
www.wastecap.org/resources/dfd-resources/

III. Submittals

All CWM submittals are entered directly into TRACE if specified in Section 01 74 19. A link to TRACE is programmed to be visible at the bottom of the WisBuild contract page for the General Prime Contractor (GPC) of all projects budgeted at \$5 million or more. The link is not visible for other

projects (including demolition projects) unless the link has been enabled by the DFD Project Manager (DFD PM).

- A. If the TRACE link is not visible and should be, the DFD PM must modify the WisBuild Project Overview page.
- B. If the TRACE link is visible and the project does not require submittals:
 - 1. the DFD PM must remove the TRACE link, and
 - 2. The DFD Construction Representative (DFD CR) must enable first and last payment requests by the contractor by entering a WisBuild Help Desk ticket Item requesting the CWM submittal requirements be removed.

IV. DFD Project Manager Responsibilities

The DFD PM confirms the TRACE link is properly displayed on the WisBuild contract page of the GPC and identifies the requirements for developing and submitting CWM documentation for each project in:

- A. Design Report Appendix
- B. Specification Section 01 74 19 Construction Waste Management
- C. Construction Contract Request Form

V. Architect/Engineer Responsibilities

The Architect/Engineer (A/E) advises DFD regarding diversion opportunities for various types of construction materials and feasibility of overall project diversion rate, and incorporates that information in:

- A. Design Report Appendix
- B. Specification Section 01 74 19 Construction Waste Management

VI. DFD Construction Representative Duties

The DFD CR verifies and confirms the required submittals specified in the "Submittals" paragraph of Section 01 74 19 and notifies the DFD PM of any necessary changes.

The DFD CR administers the following according to the specifications:

- A. **Waste Management Plan**
 - 1. Reviews the Waste Management (WM) Plan submitted by the GPC in TRACE.
 - 2. Accepts the WM Plan or returns it for revision.
 - 3. Enters a WisBuild Help Desk Item with the accepted WM Plan as found on TRACE attached and requests it be uploaded to WisBuild, enabling the GPC to submit their First Payment Request.
- B. **Progress Reports**
 - 1. Monitors on-site contractor CWM activities.
 - 2. Includes CWM agenda item & discusses CWM progress in construction progress meetings.
 - 3. Reviews the waste hauling records (tickets) occasionally to ensure that they are entered and current.

C. **Final Report**

1. Reviews the Final Report submitted by the GPC in TRACE to verify it is completed according to the WM Plan.
2. Accepts the Final Report or returns it for revision.
3. Enters a WisBuild Help Desk Item with the accepted Final Report as found on TRACE attached and requests it be uploaded to WisBuild, enabling the GPC to submit their Final Payment Request.

VII. General Prime Contractor Requirements

Per specification Section 01 74 19 Construction Waste Management, the GPC develops (and, if specified, submits in TRACE) the following:

A. **Waste Management Plan**

1. The GPC develops a WM Plan within 15 days of receiving the Notice to Proceed.
2. If specified, the GPC enters the WM Plan into TRACE, triggering notification to DFD CR that the WM Plan is ready to review.
3. If returned, the GPC revises the WM Plan and re-enters the Plan in TRACE.

B. **Progress Reports**

1. The GPC tracks and records CWM per specification, including hauling tickets.
2. If specified, the GPC enters periodic Progress Reports and hauling tickets into TRACE.

C. **Final Report**

1. The GPC develops the Final Report prior to submission of the Final Payment Request.
2. If specified, the GPC enters the Final Report in TRACE, triggering notification to DFD CR that the WM Plan is ready to review.
3. If returned, the GPC revises the Final Report and re-enters the Plan in TRACE.