

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 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 \$3 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 ReTRAC Connect (ReTRAC) online reporting system. *eBuilder 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. This will occur through the contract deliverables process.*
- 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:
 - a. ReTRAC: <https://www.wastecap.org>
 - b. DFD Resources Page on ReTRAC Website:
<https://www.youtube.com/watch?v=rIMne47qpF4>

III. Submittals

All CWM submittals are entered directly into ReTRAC if specified in Section 01 74 19. A link to ReTRAC is programmed to be visible in the announcement section of the eBuilder home page. All waste management plans, progress reports, and final reports are to be uploaded via the contract deliverable process via eBuilder.

IV. DFD Project Manager Responsibilities

The DFD PM 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**
 - a. Reviews the Waste Management (WM) Plan submitted by the GPC in ReTRAC.
 - b. Accepts the WM Plan or returns it for revision.
 - c. GPC will be providing this in eBuilder as part of contract deliverables for First Pay App.
- B. **Progress Reports**
 - a. Monitors on-site contractor CWM activities.
 - b. Includes CWM agenda item & discusses CWM progress in construction progress meetings.
 - c. Reviews the waste hauling records (tickets) occasionally to ensure that they are entered and current.
- C. **Final Report**
 - a. Reviews the Final Report submitted by the GPC in ReTRAC to verify it is completed according to the WM Plan.
 - b. Accepts the Final Report or returns it for revision.
 - c. GPC will be providing this in eBuilder as part of contract deliverables for Final Pay App.

VII. General Prime Contractor Requirements

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

A. Waste Management Plan

- a. The GPC develops a WM Plan within 15 days of receiving the Notice to Proceed.
- b. If specified, the GPC enters the WM Plan into ReTRAC, triggering notification to DFD CR that the WM Plan is ready to review.
- c. If returned, the GPC revises the WM Plan and re-enters the Plan in ReTRAC.
- d. This will be attached to the contract deliverables in eBuilder.

B. Progress Reports

- a. The GPC tracks and records CWM per specification, including hauling tickets.
- b. If specified, the GPC enters periodic Progress Reports and hauling tickets into ReTRAC.

C. Final Report

- a. The GPC develops the Final Report prior to submission of the Final Payment Request.
- b. If specified, the GPC enters the Final Report in ReTRAC, triggering notification to DFD CR that the WM Plan is ready to review.
- c. If returned, the GPC revises the Final Report and re-enters the Plan in ReTRAC.
- d. This will be attached to the contract deliverables in eBuilder.