

# **Department of Environment and Sustainability**

This tutorial guides you through using the new 3D reporting tool for the Cook County Demolition Debris Diversion (3D) Ordinance. Similar to the Green Halo platform, the process involves two main parts:

- Part 1: Submitting a 3D project diversion plan with estimated debris quantities and diversion details.
- Part 2: Reporting the actual amounts of debris diverted after the project is completed.

# Part 1

This part covers the necessary steps for submitting a demolition diversion plan. The following recycling plan will be used as a reference for this tutorial.

Estimated total debris generated:		200 tons	
Material #	Material Name	QTY	Rec. Facility
Material 1	Mixed C & D Debris	100 tons	Bluff City
Material 2	Mixed Recyclables	30 tons	Bluff City
Material 3	Metal Drums, Barrels & Buckets	40 tons	CID RDF

To start, click on Apply for a New Permit, go to the permit portal and complete sections 1 through 3 as usual for a demolition permit.

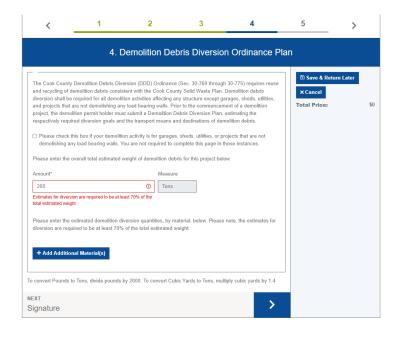
https://espay.cookcountyil.gov/DesWebPortal/#/demolition

A new section, section 4, has been inserted for recording the project's 3D diversion plan. When you get to this section, follow the following steps:

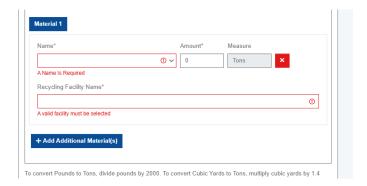
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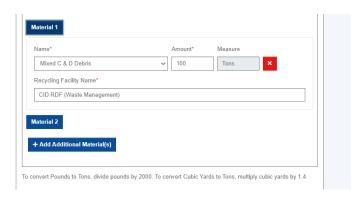
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- 1. Type in the estimated total amount of debris generated by the demolition project, measured in tons. In this example, the total amount is 200 tons. For now, ignore the red highlight and the message stating that "Estimates for diversion are required to be at least 70% of the total estimated weight."
- 2. Select the "Add Additional Material(s)" button.



- 3. Select Material 1.
- 4. Select "Mixed C & D Debris" from the dropdown list next to Name by clicking the "v" symbol.

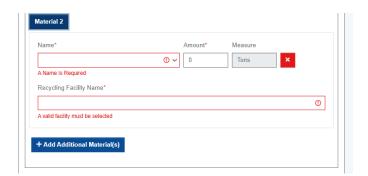


- 5. Input 100 in the Amount field.
- Under Recycling Facility
  Name, start typing "CID"
  and then select "CID RDF
  (Waste Management)"
  from the options.

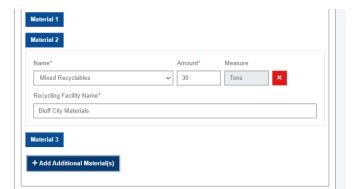
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- Select "+ Add Additional Materials", then choose "Material 2" from the options provided.
- Select "Mixed Recyclables" from the drop-down list that appears when you click the "v" symbol to the left of "Name."



Material 3

Name\*
Amount\*
Measure

Metal Drums, Barrels & Buckets

40
Tons

X

Recycling Facility Name\*

CID RDF (Waste Management)

CID RDF (Waste Management)

+ Add Additional Material(s)

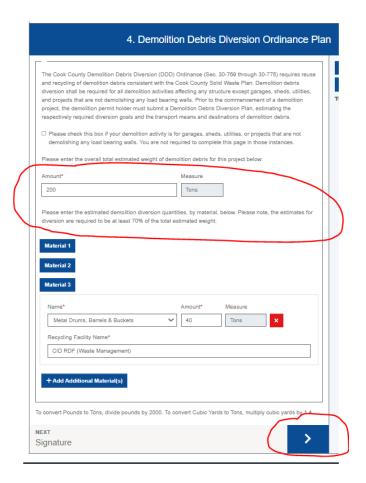
To convert Pounds to Tons, divide pounds by 2000. To convert Cubic Yards to Tons, multiply cubic yards by 1.4

- 9. Input 30 in the Amount field.
- Begin to type "Bluff" under Recycling Facility Name and then choose "Bluff City Materials".
- 11. Select "+ Add Additional Materials", then choose "Material 3" from the options provided.
- 12. Select "Metal Drums, Barrels & Buckets" from the drop-down list next to the "v" symbol to the left of "Name."
- 13. Input 40 in the Amount field.
- 14. Begin to type "CID" under Recycling Facility Name and then choose "CID RDF (Waste Management").

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Note: After entering all the material types to be recycled and the sum of the material amounts equals or exceeds 70% of the total estimated amount, the flags in step 1 will be removed.

- 15. Click on the left arrow at the bottom right to go to Section 5, Attachments & Signature page of the application process.
- 16. Fill out the rest of the demolition permit application following the normal process.

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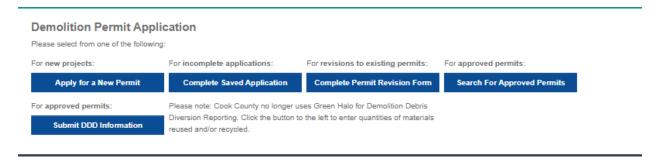
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## Part 2

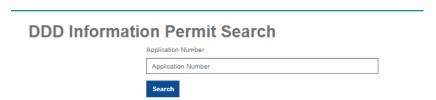
The actual amounts of debris diverted must be reported within 45 days of the demolition permit's end date by returning to the permitting website.

https://espay.cookcountyil.gov/DesWebPortal/#/demolition

1. Select "Submit DDD Information."



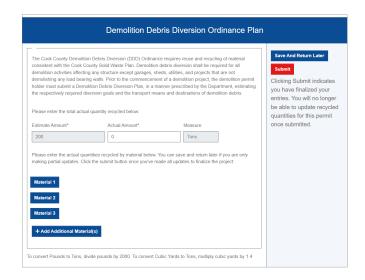
2. Enter your permit number and select Search.



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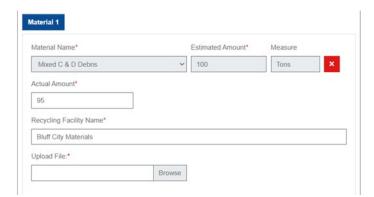


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Upon entering your permit number, your recycling plan will be displayed. The plan will show the previously entered estimated amount of 200 tons and the three corresponding material types.

3. Select Material 1.

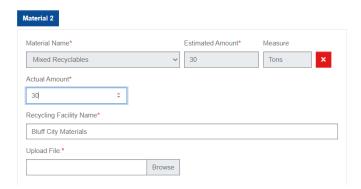


- 4. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 95)
- 5. Update the Recycling Facility Name if actual recycling facility is different.
- 6. You must upload your load tickets. Select "Browse" and choose the file from your computer. Please note that only one file can be uploaded at a time. If you have multiple load tickets, combine them into a single file before uploading.

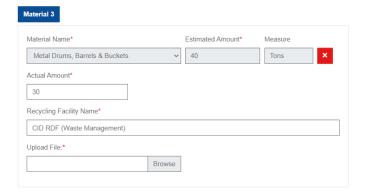
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- 7. Select Material 2.
- 8. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 30)
- 9. Update the Recycling Facility Name if actual recycling facility is different.
- 10. Select "Browse" and choose the file from your computer. If you have multiple load tickets, combine them into a single file before uploading.



The Cook County Demolition Debris Diversion (DDD) Ordinance requires reuse and recycling of material consistent with the Cook County Solid Waste Plan. Demolition debris diversion shall be required for all demolition activities affecting any structure except garages, sheds, utilities, and projects that are not demolishing any load bearing walls. Prior to the commencement of a demolition project, the demolition permit holder must submit a Demolition Debris Diversion Plan, in a marrier prescribed by the Department, estimating the respectively required diversion goals and the transport means and destinations of demolition debris.	Save And Return Later  Submit  Clicking Submit indicates you have finalized your entries. You will no longer
Please enter the total actual quantity recycled below:	be able to update recycled quantities for this permit
Estimate Amount* Actual Amount* Measure	once submitted.
200 Tons	
Please enter the actual quantities recycled by material below. You can save and return later if you are only making partial updates. Click the submit button once you've made all updates to finalize the project:	

- 11. Select Material 3.
- 12. In the Actual Amount field, enter the actual amount recycled in tons (e.g. 30)
- 13. Update the Recycling Facility Name if actual recycling facility is different.
- 14. . Select "Browse" and choose the file from your computer. If you have multiple load tickets, combine them into a single file before uploading.
- 15. Enter the sum of the actual amount of all materials (e.g. 155). This sum must be equal or greater to 200, the original total estimated amount.

16. Select Submit.

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Your DDDI application has been saved.

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Finish!

Remember that the preceding data, including material types, facilities, and quantities, are intended solely as a teaching aid. When working on your own project, use your actual data instead of the values provided here.

If you have any questions or comments, please contact us at asbestosdemo@cookcountyil.gov.

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