

Green Halo Systems

Contractor User Guide - Adding Tickets

Step 1. Once the project is Approved, Click the “Approved” tab.

The screenshot displays the Green Halo Systems Contractor User Guide interface. At the top, there is a navigation bar with links: STATISTICS, SETTINGS, RECYCLER SEARCH, DICTIONARY, SUGGESTIONS, REPORT BUG, and LOG OUT. Below this, a secondary navigation bar includes MY PROJECTS LIST, ADD ANOTHER PROJECT, and HOW TO CREATE A PLAN. A search bar with a FIND button is also present. The main navigation area shows several tabs: Overview, In Progress (5), Submitted (0), Approved (1), Final (0), and Completed (0). The 'Approved (1)' tab is highlighted with a red box. Below the tabs, a table titled 'PROJECT STATUS AND OVERVIEW' provides a summary of project statuses.

PROJECT STATUS AND OVERVIEW	
Active and Approved Waste Management Plans	1
Waste Management Plans in Progress	5
Waste Management Plans Pending Approval	0
Waste Management Plans Submitted for Final	0
Waste Management Plans Completed	0

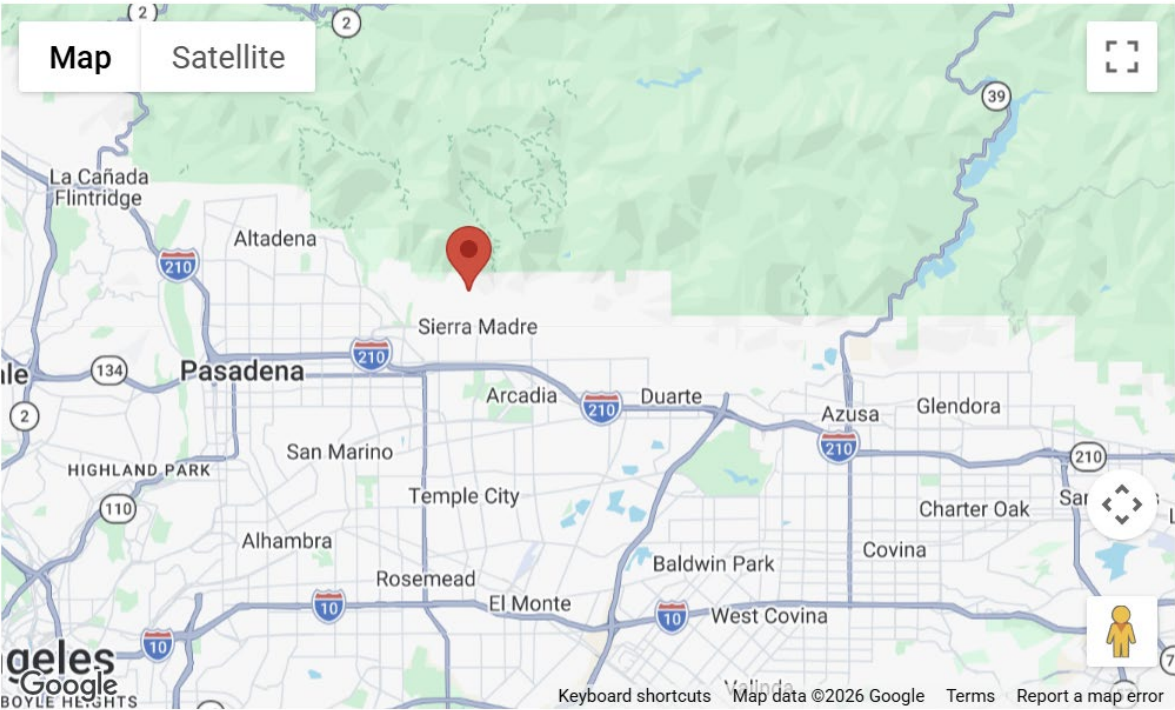
Note: If the project is still “In Progress” please submit the plan, then check if the plan moved to the “Approved” tab, otherwise it is still being reviewed by the Jurisdiction.

Green Halo Systems

Contractor User Guide - Adding Tickets

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.*



Jump to Page: 1 2 Next

1

Green Halo Project ([map](#))
700 Auburn Ave, Sierra Madre, CA 91024
GH Tracking #: [GH623-205-5257](#) Permit #: [B-BLD-2600537](#)

Contractor: Green Halo Systems
Phone: 408-868-2992

0.00 Recycled Tonnage	0.00 Disposed Tonnage	0% Inert Recovery (required 0.00%)	0% Non-Inert Recovery (required 0.00%)	0% Overall Diversion (required 65%)
Add Tickets (0)	Order Service	Post for Sale	Functions	Submit for Final

Status: **Approved** Messages (0)

Date Created: 06/19/26 Date Approved: 06/19/26 Days Active: 1

Green Halo Systems

Contractor User Guide - Adding Tickets

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.

Green Halo Project: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, PNG, GIF, HEIC, and other image file types.

 **Single Ticket Entry Form**

 **How to Upload Tickets**

Ticket Type

☒ Recycle and Dispose
☐ Salvage and Reuse

Material *

Mixed C & D Debris

Facility *

Ace Diversion

Hauled By *

☒ Self Haul
(if you hauled this load yourself select Self Haul, otherwise please select the name of the company that hauled this load)
Approved Hauler List
Other (please specify)

Ticket # *

6878989

Ticket Image *

(please make sure all tickets are legible to avoid rejection)
Choose File 3075012.png

Ticket Date *

2026-02-09

Weight *

4.46

Unit of measure *

☒ Tons
☐ Cubic Yards
☐ Pounds

Percentage

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

Submitted By *

Manny Mendoza

SUBMIT TICKET

 **MULTIPLE TICKETS ENTRY FORM**

Use this form to enter multiple ticket at one time. This form is only for **RECYCLING AND DISPOSAL TICKETS ONLY**, not for salvage and reuse.

Green Halo Systems

Contractor User Guide - Adding Tickets

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.

Green Halo Project: Add Ticket

Please select to enter either a Recycle and Dispose ticket, or a Salvage and Reuse ticket. Then proceed to enter all information associated with that ticket. Ticket may be uploaded as a PDF, JPEG, PNG, GIF, HEIC, and other image file types.

Enter Ticket Information

Ticket Type

☒ Salvage and Reuse
☐ Recycle and Dispose

Choose *

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

Usage *

☐ Donated
☐ Reused OnSite
☒ Salvaged for Reuse (for reuse elsewhere on another project)

Weight *

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.

Description *

Add a description of how the materials were salvaged

Documentation

Choose File	3065362.png	Delete
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 *

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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.

1

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Contractor: Green Halo Systems
Phone: 408-868-2992

 6.36 Recycled Tonnage	 0.40 Disposed Tonnage	 0% Inert Recovery (required 0.00%)	 94.06% Non-Inert Recovery (required 0.00%)	 94.06% Overall Diversion (required 65%)
 Add Tickets (2)	 Order Service	 Post for Sale	 Functions	 Submit for Final

Status:  **Approved**  Messages (0) Date Created: 06/19/26 Date Approved: 06/19/26 Days Active: 1

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 city).