

Instructions for Completing and Submitting HJB Form 229 (Construction & Demolition Reporting)

The following provides guidance for completing and submitting the JBLM Construction and Demolition (C&D) Diversion - Disposal Transaction Report Summary (HJB Form 229). Submittal of this form is mandatory under Department of the Army and JBLM policies.

“C&D material” means material generated from construction, renovation, repair or demolition of structures. The DoD C&D diversion goal is 60%. The IMCOM C&D diversion requirement is 60% by 2015, with an additional 1% every year thereafter.

HJB Form 229 contains the following required reporting elements:

Project Information

1. *Calendar Year Being Reported:* Indicate the year in which the work being reported was accomplished.
2. *Project Number (IJO):* Provide the numeric number that identifies the project. If the work request originated through JBLM Public Works (DPW), provide the IJO (job order) number that DPW assigned for tracking purposes.
3. *Contract / Task or Work/Service Order Number:* Provide the number that identifies the contract vehicle or internal work/service number assigned to the project, or the task order(s) against which the work is being performed. Multiple task orders can be assigned to a project.
4. *Project Name / Site Location:* Provide the project name and the work location or address (building number and street name, or nearest cross streets or grid coordinates for non- facility work).
5. *Contractor or Organizational Signature and Date:* By signing the report, the contractor or Government C&D employee validates the data provided. The contractor is required to submit project C&D reports on the following submittal deadlines:
 - Projects of less than six months duration will report at end of contract.
 - Contracts that exceed six months will report quarterly by the following suspense dates:
1st quarter: 15 January; 2nd Quarter: 15 April; 3rd Quarter: 15 July; 4th Quarter: 15 October.

Government C&D projects shall submit reports by the 15th day following the calendar year quarter being reported. If encountering obstacles to the tracking and measurement of quantities, contact usarmy.jblm.imcom.list.dpw-cd-reporting1@mail.mil.

6. *PM / COR or Shop Supervisor Signature and Date:*
 - Project Manager/Contracting Officer's Representative (PM/COR): The Government PM or COR will sign and date the very last block on the C&D form as review and acceptance (quality assurance) of the Contractor's submittal.
 - Government Shop Supervisor: The Shop Supervisor or equivalent will sign and date the very last block on the C&D form as review and verification (quality control) of the submitted data.

Note: Reports that are not signed by a government representative will not be accepted, contractors shall only submit reports to PM/COR.

Diversion Disposal Data

Quarterly reports for the following categories;

- a. *Asphalt / Brick / Concrete*: Report all diverted asphalt, brick and concrete in tons. Includes: Concrete Block Unit Stone, and other C&D masonry/asphalt. List the top three destinations (site or company name) where this material was hauled.
- b. *Land Clearing*: Report all diverted Land Clearing Debris in tons. Includes: rocks, soil, vegetation / timber (tree trunks and limbs) and other Land Clearing Debris. List the top three destinations (site or company name) where this material was hauled.
- c. *Metal*: Report all diverted Metal in tons. Includes: aluminum, copper, mixed metal, steel, and other C&D Metal. List the top three destinations (site or company name) where this material was hauled.
- d. *Other Recyclables*: Report all diverted source-separated or commingled recyclables in tons that are not included in other recycling categories. List the top three destinations (site or company name) where this material was hauled.
- e. *Specialty Materials*: Report all diverted Specialty Materials in tons. Includes: ceiling tile, composition roof, doors, windows, stairs, cabinets, glass, gypsum/plaster, insulation, paper, plastic, and siding. List the top three destinations (site or company name) where this material was hauled.
- f. *Wood*: Report all diverted Wood in tons. Includes: finished, structural, treated, and other C&D Wood. List the top three destinations (site or company name) where this material was hauled.
- g. *Disposal*: Report all land filled tonnages. Includes the land filling or incineration of C&D waste not otherwise divertible/recyclable. List the top three destinations (site or company name) where this material was hauled. If nothing is landfilled, write "None" in this column.

The C&D Diversion - Disposal Transaction Report Summary (HJB Form 229) is available for download from the Public Works Design Standards website:

[https://www.lewis-mcchord.army.mil/designstandards/DocumentRepositoryForDSLlinks/0229 Construction And Demolition Disposal Transaction.pdf](https://www.lewis-mcchord.army.mil/designstandards/DocumentRepositoryForDSLlinks/0229%20Construction%20And%20Demolition%20Disposal%20Transaction.pdf)

Please submit completed reports by email to the COR/PM (contract work) or Shop Supervisor (government work) by the submittal deadline reflected in paragraph 5 above.