



# DEPARTMENTAL RECYCLING PROGRAM Fact Sheet



## Board Motion:

On May 8, 1990, the Board of Supervisors (BOS) instructed:

- All County departments to develop and implement recycling programs where economically feasible, with specific goals to be met, under the supervision of on-site managers or proprietors;
- Order that the effectiveness of such recycling efforts be included in the annual evaluations of each Department Head's performance;
- Instruct the Chief Administrative Officer (CAO) and the Director of Public Works to oversee, coordinate, and expand the County's recycling effort;
- Modify the County's procurement policy to emphasize purchase of both recyclable and recycled paper products;
- The CAO and the Directors of Public Works and Internal Services to report back

In June 1999, the Countywide Integrated Waste Management Summary Plan, which summarized the types of programs discussed in the County Source Reduction and Recycling Element, was approved by the Waste Board (currently known as CalRecycle).

On June 3, 2004, the BOS approved additional County Departmental Recycling Program Directives and instructed all County departments to cooperate with Public Works in implementation of these Directives.

## Purpose:

To develop and implement recycling and waste reduction programs at County operations and to modify the County's procurement policy to emphasize purchase of both recyclable and recycled-content products.

## Strategies:

- Coordinate with ISD to examine existing recycling and related procurement agreements for their effectiveness and responsiveness to County needs.
- Promote the use of recycled materials generated from County operations.
- Determine how to incentivize the use of recycled products or re-use products for County operations
- Train recycling coordinators on recycling and waste reduction policies/initiatives, and their implementation.
- Contact recycling coordinators regularly for status reports on their programs.

## Material: Paper

2008: CEO memorandum sent to all department heads, regarding a Board Order to:

- Reduce paper-based correspondence in County operations

2009: Internal Services Department (ISD) executed a contract with existing County vendors allowing County departments to establish an agreement for:

- Paper collection and recycling services



**In 2014, over 2,000 tons of paper were recovered from County operations**

## Material: Beverage Containers

2009: ISD executed a contract allowing County departments to implement beverage container collection and recycling services from:

- Nonprofit organizations on a gratis basis (*In addition to other earlier options, such as internal staff, existing waste haulers, and Styrofoam™ recyclers*)

2009: With funding from the State Department of Conservation, Department of Public Works (DPW) began purchasing beverage container recycling receptacles to assist County operations, upon request pending availability of funds.



**In 2013, over 1,900 lbs. of beverage containers were recovered from County operations**

## Material: Electronics

2006: The BOS adopted a Motion to encourage Departments to:

- Post their surplus PCs and related computer equipment on the County's Surplus Property Website for claiming by approved nonprofit organizations

## Material: Toner Cartridges

2007: The BOS adopted a Motion authorizing the Director of ISD to:

- Establish a program whereby County Departments can provide used printer cartridges to support qualified charitable organizations within the County



## Material: Hazardous Materials

2004: Internal Services Department executed a contract allowing County departments to implement hazardous materials disposal services.

## Material: Documents

2008: Internal Services Department executed a contract allowing County departments to implement document destruction services.

## Product: Recycled-Content

1994: The BOS directed all departments and commissions to pursue the procurement of recycled products whenever they met County requirements and specifications and when the overall costs were less than or equal to those of non-recycled products.

1998: The BOS adopted a Motion directing all departments to:

- Purchase and use re-refined motor oil in all County motorized vehicles and equipment



1999: The BOS directed departments to purchase 20% recycled-content paper whenever the cost was no more than 10% above the lowest priced non-recycled paper.

2000: ISD executed a contract allowing County departments to buy 30% recycled-content paper at below wholesale cost.

2007: ISD established "Purchase of Environmentally Preferable Products (Green Purchasing)" Policy

2008: The BOS passed a motion instructing the Countywide Energy and Environmental Policy Team to develop a proposal to:

- Eliminate the opportunity for County departments to purchase paper with less than 30% recycled-content
- And to work in coordination with the Countywide Departmental Recycling Coordinator, to post information on the progress by Departments and/or facilities that have eliminated the purchase of non-recycled content paper

2009: CEO memorandum sent to all department heads to:

- Implement the purchase and use of remanufactured laser toner cartridges, where available, for all black and white desktop printers and copiers

2010: ISD executed a contract allowing County departments to buy recycled-content paper using the County's cooperative procurement program.

## Product: EPS Food Containers

2010: The BOS passed a Motion to:

- Restrict the use and purchase of expanded polystyrene (EPS, a.k.a. Styrofoam™) food containers at County operations

## Product: Plastic Carryout Bags

2010: The BOS adopted a Motion to:

- Phase out the use of plastic carryout bags at all County-operated facilities and offices, including commercial food and beverage suppliers at County-sponsored events at County-operated facilities and offices

## Employee Outreach

### 2000-2003:

- Conducted departmental and facility study including contact info, site info, and waste generation data.
- Recycling coordinators of County departments and at facility sites were identified.
- Recommendations were developed to fully implement paper recycling programs.
- Detailed instructions were developed to assist facilities in designing and implementing recycling and waste reduction programs.
- A Microsoft Access database was developed to store gathered information, which at the time found that at 52 County departments/commissions and 1,395 facilities, each department had from 4 to almost 19,000 employees and that in total the County employed over 90,000 people.

### 2004-2006:

- Developed a website allowing all County employees to obtain information about recycling.
- Articles were developed for Program outreach.
- A priority list for auditing facility sites was developed.
- Recycling Coordinator Training Program and materials were developed.

### 2007-2008:

- Flyers, brochures, newsletters, and posters for County employees were developed to encourage them to reduce, reuse, and recycle.
- Desk side paper bins, paper recycling carts, and battery recycling bins were distributed to County facilities.
- Training sessions and presentations were conducted to County departments.
- Further site facility audits were conducted to follow up on paper recycling and other waste reduction efforts.

### 2008-2013:

- Site audits continued with consultations.
- Beverage recycling bins were distributed at sites.
- Presentations and training sessions were conducted where flyers and promotional items were also distributed.

The County Recycling Coordinator continues to send email announcements of new services and program updates, as well as assist facilities to obtain additional and replacement recycling receptacles.