

County of Monterey Board Policy Manual

Policy Name Waste Reduction Policy for County Facilities and Operations	Policy Number G-237	Page 1 of 4
Policy Category Government and Administration		

I. Purpose

The County seeks to reduce solid waste, to minimize unneeded materials being disposed in landfills and to maximize the highest use of products and materials that are no longer needed.

II. Background

Adopted in 2010, the Monterey County General Plan (Public Service Element) contains Goal PS-5, which states that the County will maximize the amount of solid waste diverted from local landfills through recycling, composting, and source reduction. Additionally, PS-5.5 specifies that the County shall adopt a 75% waste diversion goal and support composting future efforts.

California State Legislation, Chapter 12.8 of the Public Resources Code, Section 42649.2 (AB 341, Chesbro), sets forth the requirements for mandatory recycling for public sector facilities that generate four cubic yards or more of waste per week. With the passage of AB 341, the Governor and State Legislature established a policy goal for the State that not less than 75% of solid waste generated be source reduced, recycled, or composted by the year 2020. Additionally, Chapter 12.9 of the Public Resources Code, Section 42649.81 (AB 1826, Chesbro), will require commercial businesses and public entities that generate four cubic yards or more (per facility) of solid waste to commence organic waste (yard waste or food waste) service with a service provider starting on January 1, 2019.

III. Policy

1. Source Reduction

All County departments shall review their purchasing practices and reduce the purchase and use of ongoing consumables to the extent that is practicable. To the extent feasible, departments shall ensure that:

- a) Printing default on all computers is set to print double-side.

- b) Processes are developed that reduce paper use through utilizing electronic files or reducing the number of copies or forms needed.
- c) Rechargeable batteries are used when available.
- d) Items are bought in bulk and packaged in reusable or recyclable packaging.
- e) Reusable options are considered when making purchasing decisions.
- f) Unwanted office equipment that is still useful should be redistributed within departments or provided to the Contracts/Purchasing Department for Surplus Equipment Sales and Auction.

2. Appropriate Purchasing Decisions

The County's Climate Friendly Purchasing (CFP) Policy defines the requirements for green purchasing. This policy supports the CFP Policy objectives of purchasing items with recycled content and/or buying long-lasting durable goods, as two criteria that support zero waste.

Purchasing decisions shall avoid choosing products for routine purchases that cannot be either composted or recycled. Purchasing decisions shall also consider product disposition at end of life and the special management required for hazardous waste. Purchasing solicitations for items such as paint, toner cartridges, fluorescent tubes, and batteries, shall require vendors to take back these products at end of life and manage them in a manner compliant with laws and regulations.

3. Source Separation of Commercial Waste

Source Separation is defined as the "separation of materials by type at the point of discard", allowing for discarded materials to be disposed of in the manner prescribed by the contracted waste hauler. Recyclables, electronic waste, and food waste (if organic waste service is available) shall be source separated from solid waste at all County facilities.

County buildings that generate four cubic yards or more of organic waste (food and yard waste) shall have organic waste service with a service provider. County buildings that generate four cubic yards or more of *solid waste* shall be required to commence organic waste service with a service provider starting on January 1, 2019.

To the extent feasible, recycling bins and solid waste bins shall be easily accessible to all employee workstation areas. All breakroom and common areas shall have recycling, solid waste, and organic waste disposal bins (if applicable).

All County buildings shall have conveniently located battery recycling containers for used batteries, with a goal of capturing a minimum of 80% of all County portable dry cell types of batteries, including single-use and rechargeable batteries.

For discarded materials that are regularly picked up from County facilities by contracted hauling, recycling, composting and disposal companies, these contracts shall set a minimum goal of 75% by 2020 for diverting materials from being landfilled or incinerated and contractors will be required to report regularly on progress.

4. Durable Goods

Durable goods are items that have a useful life of two years or more and are replaced infrequently, such as furniture, office equipment, appliances, and electronics.

The Surplus Equipment Sales and Auction Section of the Contracts/Purchasing Department is responsible for managing all durable goods that are no longer needed. Contracts/Purchasing staff shall identify items able to be reused or recycled and only discard items with no value or which are unable to be sold, given away, recycled, or refurbished.

5. Facility Alterations, Additions, and New Construction

Construction and demolition debris (C&D) resulting from any new, remodeled or renovated County building shall be salvaged for reuse or taken to a C&D sorting facility. Leftover construction materials shall be either directed to another project for use or a salvage company as much as is feasible.

Buildings that contained hazardous materials such as asbestos shall be demolished or deconstructed within health and safety regulations and resulting materials shall be disposed of appropriately.

6. Landscape Waste

Plant materials generated through landscaping maintenance and projects, including work done by contractors, shall not be disposed of in a landfill unless it is the only means in which to avoid spreading plant diseases.

Where practicable, discarded grass, clippings, trees, and leaves shall be handled on-site through low-impact grass-cycling, mulching or composting processes. Plant discards from County projects or maintenance may also be directed to commercial composting facilities in the County.

7. Zero Waste Events

All events presented and funded by the County shall be “Zero Waste” events. For the purposes of this document, Zero Waste is defined as eliminating the environmental impacts of products and packaging by diverting 100% of the refuse materials from reaching a landfill. Zero Waste events are those in which all food, decorations, program materials, and service-ware are either reusable or accepted in the County's composting and recycling program.

Event planners organizing County-funded events located in leased buildings where the County does not provide recycling and composting service shall plan events so that they create as little waste as possible.

Event planners organizing County-funded events in non-County venues shall use Zero Waste as one of the selection criteria in choosing a venue and shall negotiate with venue managers to obtain the most comprehensive waste reduction service that is feasible. To the extent practicable, reusable service-ware is preferable and can often be provided by the hotel or caterer. Event planners should use the opportunity of a Zero Waste Event to inform the attendees on the benefits of zero waste event planning.

IV. Procedures

1. Individual departments are responsible for enforcing mandatory source separation of waste for all County staff to ensure solid waste, recyclables, and organic materials (when applicable) are placed in the proper receptacle for disposal.
2. Individual departments are responsible for providing workstation waste and recycling bins for their staff.
3. Environmental Health Bureau staff will provide education and outreach to County staff and identify facilities.
4. Environmental Health staff and Go Green! Monterey County staff will identify and monitor changes in the State's regulations with regard to recycling and organic waste.
5. The Go Green! Monterey County Program will provide education and resources to staff regarding environmentally friendly printing policies, waste and recycling practices, and waste reducing initiatives.
6. The County's Contracts/Purchasing Division is the central point of review and approval on the majority of County purchasing and will continue to develop procurement procedures to encourage and, in some cases, require departments to make "climate-friendly" purchasing decisions.
7. Zero Waste event policies will be upheld by the lead department responsible for planning and/or hosting their respective event.
8. Services and/or materials to educate staff on source separation of waste can be provided by local Waste Haulers or Authorities.

V. Review Date

- a. This Policy will be reviewed for continuance by [*date* XXXX].

VI. Board Action

- a. [*Legistar File Number: XXXX*], [*date*]