

# COUNTY OF MONTEREY HEALTH DEPARTMENT

## ENVIRONMENTAL HEALTH

### MEMORANDUM

**DATE:** April 6, 2009

**TO:** Lew C. Bauman, County Administrative Officer

**FROM:** Allen J. Stroh, Director of Environmental Health  
*AJS*

**SUBJECT:** Update for County Building Recycling Program

At the January 16, 2008 Department Heads meeting, the CAO and the Department Heads were presented with information to implement a standardized County Building Recycling Program. At that meeting, it was decided that while the Environmental Health Division would be the facilitator for this program, the Department Heads (or their designees) would be responsible for purchasing containers and labels and to ensure the on-going operation and maintenance of their recycling programs. The purpose of this memo is to provide you with the current status of the program.

Over the past year, the Environmental Health Division conducted waste assessments and/or provided packets to all departments within the County, with the exception of Parks and Public Works (the Parks and Public Works Departments will require more time to establish recycling programs due to unique factors at some of their facilities). The packets included all information necessary to establish a standardized recycling program including the recommended inventory of recycling bins, cost estimates, list of vendors, and the Health Department's Model Recycling Plan. At the March 18, 2009 Department Heads meeting, the Department Heads requested that the Environmental Health Division resend copies of the recycling packets. Electronic copies of these recycling packets will be emailed to the respective Department Head in the near future.

Based upon recent discussions, it is our understanding that Facilities Management will now be responsible for the following:

- purchasing containers and labels for all County Buildings
- overseeing the ordering, storing, and distribution of containers
- working with the janitorial contractors to ensure collection of recyclables from interior office/work spaces
- working with the waste hauler to ensure service of exterior recycling bins.

Ensuring ongoing adherence to the standardized recycling plan will continue to be the responsibility of the Department Head. As decided during the January meeting, a recycling contact was to be designated by the Department Head for each building occupied by a Division. The contact is to assist the Department Head and Facilities Management as needed. Since there are several departments housed within the

Government Center and some of these departments share office resources, the Recycling Plan for the County Government Center was placed under the auspices of the CAO's office. As such, I strongly recommend that it might be more efficient and effective to also have a single point of contact for recycling for the entire Government Center. Beth Shirk, RMA Ombudsperson, has shown great interest in this program and may be good candidate as the Government Center's recycling contact. Beth has indicated that if "drafted," she would be more than willing to serve!

Should you have any questions or concerns about the County Building Recycling Program, please feel free to contact me or Matt Fore, Supervising Environmental Health Specialist, at (831) 755-4617 or [forem@co.monterey.ca.us](mailto:forem@co.monterey.ca.us). Thank you.

cc: Len Foster, Director of Health  
John Ramirez, Assistant Director of Environmental Health  
Matt Fore, Supervising Environmental Health Specialist  
Mario Salazar, Facilities Manager  
Sam Laird, Management Analyst  
Beth Shirk, Ombudsperson  
Bertha Calderon, Management Analyst