

NEEDS QR CODE

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America Recycles Day

County of Ventura General Services Agency, Facilities and Materials



GSA is Going Green, Green, Green in Everything

The County of Ventura, General Services Agency has made it our goal to do all we can to protect the environment by continuously examining our current processes and procedures to **Reduce, Recycle** or **Reuse** where ever possible.

The Security & Special Services Department has taken several steps towards better serving our clients while focusing on the Green Initiatives adopted by the Board of Supervisors.

The first step that was taken was to *Reduce* or eliminate the use of paper in our office processes. This small effort has made a huge impact on the amount of paper that is faxed, copied, mailed and distributed. The processes that are now paperless are as follows:

- Room Reservations/Equipment Request
- Carpool Parking Permits
- Vehicle Parking Permits
- Temporary Parking Permits
- Bike Locker Request Forms
- ID Badge Request
- ID Badge Billing
- Room Reservation/Equipment Billing
- Work Order Request
- Security Reports
- Contracted Security Time Reporting
- Access and Key Authorization Form
- Special Events
- Security Inspection/Patrol Reports
- Security Incident Reports



The second step completed in July 2008 was the conversion of the paper application to a Microsoft Excel form that can be completed, submitted, and stored online. This form is used for every conference room reservation or equipment request averaging 800 to 1,000 annually. The reduction of paper used in this process is saving more than 1900 sheets of paper annually.

The third step completed in August 2008 was the removal of faxed forms submitted daily from the Security Control Center to the Security Operations Managers Office. There is a reduction of over 3,800 forms annually in the

Reserve Parking, Carpool Parking Permit, and the Security reports process alone.

In 2011, GSA Special Services began a concerted effort to transfer all of the forms to e-forms. To date the Vehicle Parking Permit, Carpool Permit and Bike Locker Permit forms have been added to Docushare. This created a large savings in paper and ink usage.

More than 45,000 sheets of paper per year used in our department have been eliminated from the process so far.

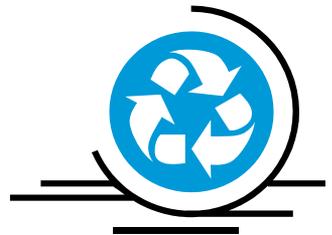


The next step was to evolve technically by capitalizing on our technology with the use of more robust computer programs that auto populate client information reservations and on e-kiosks. Billing information is automatically extracted from the ID Badge Requisition e-Form that

provides security to our information while supporting our business needs, reducing errors and cutting man-hours. Once this was accomplished, forms became obsolete, creating a new greener than green office environment.

The cost savings associated with the reduction of paper and the elimination of faxes calculates in the thousands of dollars; 127,000 sheets of paper and hundreds of trees. Time and material savings are only part of the rewards associated with this small change in the way we do our daily business. We are doing our part to save the trees in our forests that are so precious to our environment.

It pays to reduce, recycle and reuse especially in today's economy. Do your part too and you'll see for yourself the benefits of it.



Mulch

During the winter months, lawn growth slows down considerably. This gives us time to do projects that we wouldn't have time for otherwise. With the drought, we have had to step up efforts to ensure the life of our greenery. The GSA Grounds department has been applying mulch to bare soil areas, weedy areas and augmenting areas where the mulch is getting thin. Mulch breaks down over time and needs to be replenished. Good quality wood chip mulch applied at a depth of 4 inches will typically last 3-4 years before replenishment is necessary. Finer green waste mulch materials may need to be replenished every 2 years.



The Grounds Department has an extensive mulching program at the Government Center and has started applying mulch to other properties that we manage. Mulch has been applied to 855 Partridge, 669 County Square Drive, 2220 Gonzales Rd and 4651 Telephone Road.



The benefits of applying mulch are many. Below is a list of many of the benefits achieved by applying mulch:

- Minimize soil erosion and impacts on storm water.
- Improve soil chemical and structural characteristics.
- Enhance the growth of beneficial microorganisms and earthworms.
- Conserve water.
- Reduce the need to apply herbicides for weed control.
- Reduce maintenance labor (mostly for weed control).
- Fertilize plants as it breaks down into essential plant nutrients.



The application of mulch also provides a pleasing natural look to the landscape. The next time you pass one of the locations where we have laid rubber mulch, stop and take a look. You will see how well it blends in with the surrounding vegetation, complementing the living landscape as well as trying to preserve the future environment.

Tire-Derived Rubber Mulch

The California Department of Resources Recycling and Recovery (CalRecycle) provided the 2014/15 Tire-Derived Product (TDP) Grant for reuse of tire materials. This promoted the recycling and use of waste tires that would normally be directed to landfills. Our staff determined this tire-derived rubber mulch could be utilized to replace the grass along all five parking medians at the Government Center, amounting to approximately 52,000 square feet of grass removed and replaced with this mulch, thereby diverting 27,000 tires from California landfills.

As part of a grant conveyed to the County, 3,200 square feet of turf areas were exchanged with recycled Rubber Mulch with drip systems installed for trees in selected finger planters at the Government Center. This project furthers the goal of water conservation in periods of drought and significantly reduces the need for herbicide applications to control weeds. The County received a grant from CalRecycle in the amount of **\$95,019** for this project, and a Water Wise Incentive Program rebate from the City of Ventura Sod Replacement Program in the amount of \$6,400. An additional 2,300 square feet of rubber mulch was installed to complete the area around

the Water Wise project adjacent to the Pre-Trial Detention Facility. A quantity of rubber mulch has been retained in reserve to replenish existing areas as needed, or to install in new areas.



XERISCAPE AT COUNTY PROPERTIES

PROPERTY	Xeriscape Improvements
Ag. Commissioners Office	500 s.f. Mulch
Animal Control	13,000 s.f. Mulch
Colston Youth Center	1,000 s.f. Mulch
East County Sheriff	4,300 s.f. Mulch
Gonzales Road	10,858 s.f. Mulch
Government Center	32,420 s.f. Rubber Mulch 6,000 s.f. Crushed Brick Mulch 750 s.f. Synthetic Turf
ISD	300 s.f. Mulch
Juvenile Probation/Courthouse	6,500 s.f. Mulch 108,900 s.f. Mulch 34,964 s.f. Mulch
Moorpark PD	4,000 s.f. Mulch
Multi Service	9,000 s.f. Mulch
Partridge Building	4,000 s.f. Mulch
Rain Property	5,000 s.f. Mulch
Saticoy Yard	4,000 s.f. Mulch
Solid Waste Management	500 s.f. Mulch
Telephone Road Building	13,000 s.f. Mulch
Vanguard Building	1,300 s.f. Mulch
Williams Drive	4,000 s.f. Mulch
TOTAL	264,292 s.f. Mulch

4.9 acres

Room Reservation Process Improvements

Improving the Process to Stay Green

The process team documented and evaluated the existing process. A concerted effort was made to take advantage of technology by automating all manual processes. The following paragraphs discuss our findings and changes made.

The room reservation software program is currently managed and maintained by GSA Special Services. The previously used process required the client to print the room reservation/equipment rental form from the GSA

Special Services Web site. Then, the client was required to correspond with the attendant to check the availability of the desired conference room. Once the availability was determined, the client had to manually fill out the form and fax it to Special Services where it was manually entered into the room reservation program. Special Services provided paper copies of all the meetings scheduled to various agencies and personnel on a weekly basis. Meeting confirmations were printed and distributed daily. Maintenance would then process a Work Order in MaintStar for workload tracking. The room setup and equipment is provided by General Services Agency Facilities and Materials.

The room reservation process in place today is much simpler to access and use. The program is available at every workstation via the intranet. The client has access to the current schedule to view the room's availability. Once availability is determined, the client schedules the room, equipment and setup as needed.

The room reservation administrator reviews the reservation the client scheduled for accuracy. Once complete, the reservation is confirmed. A courtesy confirmation email is then sent to the client.

The Audio Visual Techs review the reservations on-line daily and set the rooms up accordingly. The client is met in the room before the meeting to ensure setup and connectivity.

Monthly billing information is downloaded from the server and sent directly to accounting via email. We now have a completely paperless process.

Benefits

- ❑ Improves customer service. More convenient for customer to schedule meetings.
- ❑ Facilities are better suited for technically supporting our business needs.
- ❑ Time saved for the Service building Security Guard kiosk.
- ❑ Free program updates available for 1 year without interruptions to the customer or services provided.
- ❑ Reduces errors and eliminates redundancy in effort.

- ❑ Increase in revenue and annual cost savings
- ❑ Reduces paper usage by approximately 11,700 sheets annually supporting the 'Paperless Office' commitment.
- ❑ Lower costs to clients.
- ❑ Time Savings for AV Techs will have reduced setup requirements enabling them to work on other projects. Time reduced approximately 39%.
- ❑ Scheduling Ease
- ❑ Customer Satisfaction Increased.

Increasing Productivity, Reducing Costs, and Going Even Greener

We were running into room reservation and set-up problems caused by human errors, last minute requests, and redundancies, as the information was not real time data. Changes were made by defining clear and definite processes, by leveraging technology to work off real time data, and by putting safeguards into place to restrict customers making last minute changes. Access was restricted to pre-authorized users, and a streamlined process was developed to handle last minute requests. Human error and poor communication were the greatest causes of the failures, but with automation replacing manual systems, the redefined process, and lines of communication streamlined, fewer errors occur, customer expectations have a clearer understanding, and there is an increase in satisfaction. This also resulted in a reduction of program cost and labor of:

- Old process had an average of 5 hours per week spent on **last minute requests** received by any of 4 different positions. $5 \text{ hours/week} \times 52 \text{ weeks} = 260 \text{ hours/year}$.
- New process has an average of 1 hour per week received by only 4 position. $1 \text{ hour/week} \times 52 \text{ weeks} = 52 \text{ hours/year}$.
- Net hourly savings per year is 208 hours/year ($260-52=208$). Soft labor savings $208 \text{ hours/year} \times \$49.39/\text{hour} = \mathbf{\$10,273 \text{ saved per year}}$.

- Old process had 11 hours per week spent **manually reviewing the scheduled events** and room reservations among 4 different positions. 11 hours/week = 572 hours/year.
 - New process has one person prepare the work orders and send them daily via email to the technician. 1.25 hours/week = 65 hours/year.
 - Net hourly savings per year is 507 hours/year (572-65=507). Soft labor savings 507 hours/year x \$49.39/hour = **\$25,041 saved per year.**
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- Old process had an average 50 pages of paper printed for daily/weekly reservation reports passed to 4 different positions. Paper: 50 pages x 4 copies = 200 pieces of paper/week x 4 weeks = 800 pieces/month = 9,600 sheets/year. Material cost savings 9,600 x .03 (cost per sheet) = **\$288/year hard savings.** Cost of cartridge per year: 12,000 pages/black cartridge, 9,600 pages per year/12,000 = 0.8 cartridges used per year. Cost per cartridge is \$238.
 - New process is paperless, therefore the cost for materials is \$0.
 - Material cost savings \$238 x 0.8 = **\$190.40/year hard savings.**

Grand total hard savings: **\$1,098.40**

Grand total soft savings: **\$35,314**

Improving the Process for Room and Equipment Set-Up

With over 4,000 room reservations a year, many of which require customized set-up of the room and the equipment, there is bound to be some error, due to non-standard requests. This resulted in lost time to several departments, as set-up had to be re-done on the day of the event. A dropdown menu with mandatory fields was added to the Room Reservation Program, saving nearly 50 hours of work on the part of the person making the request, and the person fulfilling the request, for a savings of **329.59 hours** and **\$16,278.45**. Paper and toner were also saved by the elimination of hard copy drawings, as well as time spent by the requestor in creating the drawings, resulting in **63.66 hours** and 1,146 pieces of paper saved, totaling **\$3,746.36**.

E-Kiosk Meeting Notifications

There are 2 main e-kiosks at the Government Center plus 8 e-kiosks outside of the conference rooms that electronically display the meetings of the day. In the past, the roving Security Officer had to update each of these e-kiosks manually, based on a paper request submitted by the meeting organizer/requestor. This left room for error, such as incorrect start/end times, errors in spelling, overlooked or double-booked meetings, changes to existing requests, and last minute requests not captured, as well as being incredibly time-consuming for all those involved. With the purchase of a new room reservation scheduler program, all of these errors were eliminated. A manual process became an automatic process, Security Officer time was freed up which restored their complete attention to their kiosk, maps were provided alongside each reservation, and community services were improved. This resulted in a savings of **164.65 hours** per year, **\$8,132.00**. Also saved was the cost of the old program which did not communicate properly with our new system, **\$7,573.00**. Total savings = **\$14,726.00**.

Electronic ID Badge Request Process Improvement

GSA produces over 1,700 ID badges annually. A printed document was submitted for issuance, requiring a completed and signed copy to be distributed to the ID Badge Desk for creation, a copy for the Badge record, and another copy for the billing process. By moving to an electronic form, the information is automatically stored, saving time for those who have to repeatedly submit the form for updates. Electronic completion of the form also ensures an accurate form, as the system fills in the budget information, agency information, and authorized signatures. It eliminates errors that occur due to illegible handwriting, too. It also saves time as with the electronic transmittal, the recipient does not need to obtain and present documentation. This improvement results in a savings of roughly 5,300 pages a year, saves toner, and man hours. Total print savings is **\$2,718.00**. Total work hours saved is 56 annually.

GSA SPECIAL SERVICES JOURNEY TO A PAPERLESS OFFICE



Once upon a time, back in the early 2000s.... GSA Special Service began their journey to a paperless office by converting from a paper form to reserve a conference room to a digital conference room scheduling system. The conference room scheduling system was then enhanced to allow county employees online access enabling them to book their own conference rooms. Digital processes and procedures were developed and implemented eliminating weekly paper distributions to staff and accounting. Additional enhancements have been made with digital signage of daily room reservations outside conference rooms and in the HOA main plaza. The electronic display board has a touch screen to access directional maps to the conference rooms. The reservations are automatically posted to the display boards eliminating errors in data entry. Training was provided as needed. The transition from paper to digital was seamless and everyone adapted quickly to the new improved processes.

Then, we focused our attention on the ID Badge process. A Security Identification Badge is required for every county employee, contractor, and vendor. The ID Badge requisition form has been converted from a paper form to an e-form that is digitally distributed from the client (authorized agency personnel) to the ID Badge desk via a 'Submit' button on the e-form. The security guard processes the e-form and places it in a pending file. The ID Badge is developed when the employee, vendor, or contractor arrives at the ID Badge desk. The e-form is then placed in a completed file on a shared directory. A query was developed to extract the information from the e-form to the billing database. This process improvement eliminated time spent on checking correcting and re-entering the data into the billing database. It also eliminates thousands of pieces of paper.

Finally, our attention focused on the Special Use Permit process. A Special Use Permit/Film Permit or Display Permit is required for internal and external customers to host events on county grounds or in conference rooms. The special use permit packets include a permit application, a questionnaire, a cleaning agreement and information on rules, regulations and policy/procedures. Insurance and a Hold Harmless Indemnification form are required for external customers. The packets consisted of at least 9 pieces of paper each. Several thousand pieces of paper were eliminated when special use permit e-form packets were developed. Digital processes and procedures

were developed to distribute the packets digitally for approval. Once approved, the e-form permit is sent to the client via email. Paper forms are no longer accepted for processing. Clients were turned away and asked to provide the e-form packet. Everyone happily cooperated and provided the e-forms once the 'Paperless Office' goal was shared with them.

Additional enhancements have been made to further digitize the processes described above. Social Tables was introduced to clients enabling them to create a professional looking custom design for their conference or special event. The final image is uploaded to the reservation enabling setup crew access to the drawing (real time data) on their mobile unit out in the field. This process improvement eliminated paper sketches and hand drawn diagrams.

GSA Special Services has accomplished their goal of operating a PAPERLESS OFFICE through continuous process improvements. A total of **18** forms have been converted to e-forms and e-processes. All e-forms are available online for easy access.

List of e-Forms developed and implemented:

1. Special Use Permit application, Internal
2. Special Use Permit application, External
3. Check list - Special Use Permit Application, External
4. Check list - Special Use Permit Application, Internal
5. Special Use Permit
6. Special Use Questionnaire
7. Rules & Regulation Acknowledgement
8. Equipment List
9. Cleaning Inspection Agreement
10. Credit Card Authorization
11. Hold Harmless Indemnification
12. Insurance Requirement
13. GSA Authorized Signature
14. ID Badge Request
15. EMS – Authorized User
16. Parking Permit
17. Security Escort
18. GSA Products Form (used internally to purchase GSA retail items)

Proof that we are devoted to SAVING the PLANET and the TREES

WASTE REDUCTION



We recycle over 50% of our
waste and reduce landfill

REDUCE, REUSE AND RECYCLE

Why Recycle?

Recycling is good for the economy and the environment for the following reasons:

- Conservation of natural resources.
- Reduction in energy and fuel required to extract and process “virgin” or primary, raw materials to manufacture new products.
- Reduction of greenhouse gases, such as carbon dioxide, methane, and nitrous oxide used to transport and process raw materials.
- Creation of jobs to sort and process recyclable materials.
- Reduction of the cost of waste disposal in landfills and incinerators.

County Policy on Recycling

The County of Ventura is very proactive when it comes to recycling, and has instituted an administrative policy to that effect.

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	BUILDING AND FACILITIES CHAPTER IV (A) Operations
Originating Agency: GSA	Last Issued/Revised 2018	<u>Policy No. Chapter IV (A) - 25</u> RECYCLING POLICY
Policy Change Requires:	<input type="checkbox"/> Board of Supervisors Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	
	<input checked="" type="checkbox"/> CEO Approval	

Policy

The County of Ventura advocates a clean and safe environment and is committed to excellence and leadership in protecting the environment. Therefore, the County promotes environmentally sound recycling, reuse, reclamation, and source reduction of all waste streams.

It is the responsibility of every department/agency to implement waste reduction measures at the source, while maintaining operational efficiencies, quality products and services, and the safety and health of the workplace. Departments/agencies are to reduce all waste to the minimum levels economically and technically practical and to be in full compliance with all federal and state waste regulations.

Procedure

Managers and supervisors are required to review this policy with all employees and provide them with a copy of the General Services Agency (GSA) Employee Recycling guide. This guide can be obtained online at GSA's website under Facilities, Housekeeping, and Grounds. Employees are responsible for emptying Recycle All Products (RAP) boxes into centrally located blue recycle bins. GSA Housekeeping staff are responsible for disposal of recycle products. For additional information or to obtain RAP boxes and/or blue bins, please call 654-0251.

Employees are encouraged to come forth with suggestions for further reducing waste in their own work areas and in other areas for which they may have ideas. Ideas can be reported to the employee's department or to GSA Housekeeping and Grounds at 654-2116.

Green Badge System

The electromagnetic key cards that are issued to employees and vendors have a second life. When an employee or vendor badge is returned to GSA Special Services, it is deactivated and the employee identification is removed. **More than 95%** of these electronic key cards can be returned to stock and reissued with a new activation and employee or vendor identification label. The overlying ID Badge is recycled. This is one more way that GSA reduces waste, both financially and environmentally.



Combo Drinking Fountain/Bottle Refill Stations

In 2013, GSA replaced traditional drinking fountains with combo units, which tracks how many bottles of water were saved, simply by filling containers at the refill stations located in assorted county buildings. As of 2019, **3,267,384** 16-ounce bottles of water have been saved.



Trash, Recycling and Wet Garbage

In our continuing efforts to provide a safe, clean and healthy environment, the GSA Housekeeping and Grounds department has developed a no cost recycle removal program. Pick-ups and dumping is provided by vendor service for free. The custodial staff removes the recycle from work locations at no additional cost to departments. Thousands of employees on a volunteer basis deposit their recycle materials into the proper receptacles. We have analyzed the process and behavioral patterns of disposal and have made adjustments to the quantity and locations of dumpsters and bins.

As a result of the joint efforts of everyone, we are proud to say that we have met state standards by recycling more than 50% of the solid waste material.



By recycling **12.831 tons** of paper per year, the County avoids emissions of **4,000 metric tons** of carbon dioxide, equivalent to emissions from **7,000 cars** or **20 railcars** worth of coal.

CalRecycle Recycling Grant

In conjunction with Public Works Integrated Waste Management, GSA was able to order 17 trash/recycling combos and 100 blue Slim Jim recycling bins at no cost to the County, thanks to CalRecycle and their bottle grant. The combos saved \$7,948.65, and the Slim Jims saved \$6,859.37, for a total savings to the County and GSA of \$14,808.02. Discovering that we needed more Slim Jims and trash/recycling combos to accommodate offsite locations, CalRecycle and their bottle grant covered the additional expense of \$12,333.38, making a grand total savings of \$27,141.40 to the County and GSA. With the start of 2019, more grant funding became available to us, and we were able to order another 117 Slim Jims and another 20 trash/recycling combos, with CalRecycle covering the new expense in the amount of \$17,076.00, bringing the new grand total savings to **\$44,217.40**. Just think of how much more was saved when you consider the contents that go into these combos and blue recycling bins!

Food Waste Collection, Probation JJC

The Juvenile Justice Complex has recently implemented a food waste collection program. In just the first 6 weeks, JJC diverted 4.56 tons of organic resources from local landfills. These efforts will save landfill space, reduce harmful GHGs, reduce the need for chemical fertilizers, and prevent soil erosion. These benefits accrued no additional costs to the county. This program has also proven to increase efficiency and safety within the JJC.

The staff and student workers are now responsible to take the food trays after meals. They dispose of the food waste into a specific receptacle to be picked up. Previously, the duties to scrape the food off the trays rested on the inmates, (where often food would end up splattered on a wall or the tray would be used as a weapon). Now when the inmates are finished with a meal, they simply leave their tray on a cart. This new procedure avoids any incidents or messes from occurring.

This program is currently being monitored to reduce the number of trash compactor pickups and reduce costs. This program could not have been achieved without the help of the Division Manager Joseph Moore and the kitchen staff. The simple procedural change has proven to dynamically benefit safety, efficiency and the environment.

Food Separation Program at RAIN

Project RAIN in Camarillo is the latest county agency to participate in initiating a food separation process. The tenants, staff, and cooks, now separate and place their unwanted food scraps into a bin designated for organic materials.



RAIN's new countertop modification allows for easy disposal of organic materials, recyclables and trash. The organic material disposed is sent to our local composting facility Agromin, where it will decompose to become a rich soil amendment. This simple procedural change is responsible for preserving natural resources, reducing the amount of discards sent to landfills, reducing the need for chemical fertilizers, and conserving water due to compost's strong ability to hold moisture.

RAIN has taken it upon themselves to ensure the success of the program. To assure tenants are disposing of the food properly, RAIN has assigned one tenant after each meal, to stand next to the receptacles and inform others to dispose correctly.



The trash pickups are currently being monitored to reduce the amount of pickups per week.

Composting at Fire Department – Simi Valley Firefighters Save More Than Just Lives

Firefighters at Simi Valley Stations 44 and 45 come to the aid of the planet as well as people and property. Having demonstrated exceptional resource

management practices weekly by performing basic landscaping maintenance and filling up a residential-size cart, the firefighters divert from landfills approximately **3,869 pounds** of green material per year. Their efforts help to preserve natural resources, reduce the need for chemical fertilizers, reduce soil erosion, conserve water, and help to sustain the environment for future generations.

With the opening of Agromin’s composting facility in Santa Paula, the gases generated from the green materials will be converted to natural gas to power the trucks delivering the compostables, as well as the facility itself. This incredible feat is a joint effort between the Fire Department, Agromin, Waste Management, and GSA.



Composting at Animal Services – Camarillo Cats and Dogs Can Compost Too!



Cats, dogs, rabbits, and horses have helped to join in a new composting program at the Camarillo Animal Services. Their unwanted food, hay, cat litter, and newspapers for lining kennels, are now being separated onsite at the shelter. These organic resources are brought to Agromin, our local composting facility, to

decompose into a rich and safe soil amendment. Any pathogens or harmful bacteria that may be present are cooked away in the 140 ° F compost pile. These efforts have turned something that would have otherwise been land filled into a profitable and healthy soil. These efforts will also responsible for

generating electricity from the natural gas emitted and collected at the new Agromin Composting Facility, as well as reducing the need for chemical fertilizers, and saving water, due to compost's ability to retain water better than dirt.

Food Waste Composting More ways to be Green at Todd Road Jail

The County of Ventura has won the 2013 Green Leadership Award in the category of Waste Management for food waste composting at the Todd Road Jail.

Keeping inmates fed at the Todd Road Jail (TRJ) is a big job. Daily, thousands of meals are prepared and served. The bi-product of the meal service is food scraps and ultimately Greenhouse Gas (GHG) emissions. Until recently, the practice of the TRJ kitchen staff was simply to throw the food scraps into the trash compactor with other trash. The contents of the trash compactor end up in the landfill, releasing tons of harmful GHG into the environment.

Recognizing an opportunity to be green, the Sheriff's Office and GSA, together with E. J. Harrison and their strategic partner Agromin, conducted a pilot program to divert TRJ food scraps from the waste stream and convert them to composted soil amendments.

During the pilot program (May 2012 to February 2013), 108 tons of food scraps generated by the meal service operation at TRJ were diverted from the landfill by disposing them in designated food waste containers for pick up by the hauler (E. J. Harrison). The food waste containers were then delivered to Agromin to be composted for 20 days, cured for 30 days, screened, and mixed to soil amendments.

The impacts achieved during the piloting period from this process change are significant:

The pilot was so successful that that the diversion program process changes have been fully instituted and the project was submitted for a Green California Leadership Award for outstanding environmental achievements in government.

According to Agromin, commencing in April 2013, food waste may alternatively be placed in a digester to yield methane gas for electricity production. Approximately 5 tons of food waste yields 1 megawatt of electricity.



All of the above noted composting programs are as a result of the partnership between EJ Harrison, Agromin, the General Services Agency, and the following participating agencies:

- Sheriff's Department - Todd Road Jail
- Animal Services – Camarillo
- Juvenile Justice Complex
- Human Services Agency - RAIN Project

One year's worth of contents of the Food Collection Diversion Program amounts to 1,345,366 pounds of organic resources composted.

The following articles regarding composting and food separation were written by David Goldstein, Public Works Agency and appeared in the Ventura County Star.

Separate Collection of Food Waste Leads to Composting

Excerpted from For Eye on the Environment

By David Goldstein, Ventura County PWA, Integrated Waste Management Division.

If you believe the success of environmental programs depends on convincing participants to be environmentalists, then you might doubt a composting program could succeed in a jail. There may be many inmates whose long-term thinking and compassion have helped them develop an environmental ethic, but a jail can be tense, full of immediate concerns about safety, and far removed from motivations inspired by the tranquility of nature.

Undaunted by this challenge, the Ventura County General Services Agency (GSA), Probation Department, and Sheriff's Department have implemented some of the most successful food waste separation programs in the county, arranging for Harrison Industries to separately pick up bins of sorted, compostable material from the Todd Road Jail and the Juvenile Justice Facility, delivering these loads to Agromin's composting site at Ormond Beach. Last year, Todd Road Jail was the biggest source of food waste for the Harrison/Agromin pilot program, contributing 103 tons. In the past six weeks, the County's Juvenile Justice Facility followed the good example of the Todd Road Jail, diverting 4.56 tons of their food discards from local landfills.

Using statewide data, the California Department of Resources Recycling and Recovery (CalRecycle) estimates wasted food is the largest single category of recoverable material in our garbage, comprising 16% of the waste Ventura County sends to landfills. While many County residents waste this resource, our jails have instead been leading the way with a pilot program that organizers hope will soon become widespread. Separating food discards and sending it to a compost facility "saves landfill space and reduces greenhouse gases, while producing a product (compost) that conserves water, reduces the need for chemical fertilizers, and prevents soil erosion," according to Rosalind Harris, GSA's Manager of Facilities and Security. She also points out these environmental benefits have come "at no additional cost to the County."

As with most recycling programs implemented in difficult locations, the key to success is to make recycling easier than disposal. That way, no one has to be convinced to develop a more enlightened world view. Whether in a jail or

at an Earth Day festival, recycling has to be convenient, with adjacent containers for recycling and trash, using clear labels on sides and lids, and relying on a well-planned system of collection. At the Juvenile Justice Center, Division Manager Joseph Moore, the kitchen staff, and student workers implemented a system involving cart collection of inmates' trays, followed by separation of materials into containers. Labels on these containers show pictures of acceptable items and note in bright red the items to keep out.

Of course, food waste collection programs cannot become more widespread until we have more local facilities able to compost food waste. Of the existing composting and mulching facilities in Ventura County, only Agromin's Ormond Beach site has legal authorization to handle food. Composting food waste requires stringent environmental safeguards against odor, vermin, and other potential negative side effects. Agromin hopes to have a new facility permitted at the Limoneira Farm by the time their authorization ends at Ormond Beach.

Community Recycling, based in Sun Valley, also has a local food waste collection program, bringing food waste from about 100 accounts in Santa Paula to their compost facility in Kern County and is planning to develop a compost and waste-to-energy facility at the old Santa Paula Wastewater Treatment Plant, according to Tim Fry, the company's General Manager. Other companies, such as Farm Share, are trying to gain (or regain) permission to handle food waste, and H Cattle Company feeds specialized sources of food waste (such as packing house fruit culls) to cows.

For now, most Ventura County residents who keep an eye on the environment and want to compost food scraps have to rely on backyard composting or worm boxes, and these will be the subject of next week's column.

Transitional Living Center Helps Homeless Recycle in New Ways

For Eye on the Environment

By David Goldstein, Ventura County Public Works Agency, IWMD

When you think of the links between recycling issues and our County's homeless population, scavenging and river-bottom clean-outs might come to mind. However, recently, a far more inspiring story emerged, linking homelessness solutions to recycling solutions. The River Dweller's Aid Intercity Network (RAIN Project), Ventura County's main Transitional Living Center, worked with the Ventura County General Services Agency (GSA) to implement a comprehensive recycling program expected to save money and recover resources. The recycling program is having the added benefit of inspiring tenants, especially displaced families, with a community-building activity, involving both children and adults in making a positive contribution to their temporary home and to the environment.

In addition to starting programs in the shelter for recycling paper, steel ("tin") cans, and other items not commonly collected by homeless people, most impressively, RAIN and GSA worked with their refuse hauler (E.J. Harrison & Sons) and a local composter (Agromin) to start a program for separate collection of food scraps.

The average RAIN tenant finds more permanent housing after eight months, so as is essential for recycling programs in places with shifting populations, the program had to be simple and instructions had to be clear in order to succeed. The elegant simplicity and clarity of RAIN's comprehensive recycling program is best seen in their kitchen. Rosie Craig, RAIN's Operations Manager, worked with Sean Clark, GSA's Waste Stream Coordinator, to design and implement an impressively efficient sorting system. Cut into a countertop is a sorting area with three holes, and a separate container is placed under each hole. Each hole is labeled with both words and pictures, indicating which recyclables go into one, what types of food scraps go into another, and that remaining garbage goes into the third.

At each meal, one RAIN tenant is assigned the duty of assisting others in proper use of the sorting system, and tenants help empty each container from the kitchen into the corresponding hauler bin or cart outside for

collection by E.J. Harrison & Sons. This collector then hauls the mixed recyclables from RAIN, which is near Cal State Channel Islands, to Gold Coast Recycling, in Ventura, for sorting. The hauler transports the food scraps to Agromin, near Oxnard, where covered piles, aerated with a system of pipes conducting pumped air, speed and control the composting process of turning organic discards into soil amendment.

In addition to the innovative program in the kitchen, GSA also helped RAIN begin recycling programs in each of the tenants' rooms. Each room has separate five-gallon containers for trash and for recyclables.

As with other sites where they help establish food waste collection programs for composting, E.J. Harrison is providing extra collection services (separate food waste hauling) without additional charges for a limited time, with the expectation that RAIN will be able to reduce refuse service in compensation for the extra cost. Currently, RAIN's refuse bins are collected three times per week. If getting the food waste and recyclables out of the garbage lets them cut down to only once per week, there could be a cost savings.

Tina McDonald, RAIN's Program Manager, also says, "Don't forget to mention the other positive aspects of the recycling program," noting the opportunity the 70 tenants of the shelter have for participating in a positive program. "RAIN families and individuals have struggled to gain traction after the loss of employment, housing and self-confidence," she said. "Working together to protect the environment provides the opportunity to participate in a program dedicated to the common good of their community."

As the residents of RAIN's transitional living center are starting new lives, the center's discarded resources are also getting a new start, through recycling.

You can keep your eye on the environment by implementing comprehensive recycling programs in cooperation with your hauler, and you can volunteer at RAIN by contacting them at the below web site.

Solar Powered Trash Cans at the Government Center

GSA Custodial and Landscaping has installed five self-compacting solar trash cans at the government center. Manufactured by Seahorse Power Company,

these high capacity bins are designed to reduce the number of collections by up to 500%.

Inside each unit is a compactor which is powered by a solar panel on the top of the receptacle. When the trash level reaches a set height, a sensor triggers the compaction unit. This process will repeat until another sensor determines that the contents cannot be compacted further. The unit will indicate when this level has been reached.



Typical results of this product will allow it to accept up to five times the volume of a regular receptacle before it needs to be emptied. This saves landfill space and employee labor. The solar power source makes it totally “Green”. The chute is designed to keep birds and other animals from accessing the trash. We will be monitoring the use and savings provided by these units with an eye towards utilizing more of them in the future.

Combo Units - Trash/Recycle



Placed strategically throughout the Government Center campus are nine new Trash/Recycle combo units. These combo units are designed to make disposing of recycling as easy as disposing of trash. Although, a seemingly small change; these units will help divert waste and extend the life of our landfills.

In an effort to further extend our recycling program, new combo units have also been placed at the East County Court House, East Valley Sheriff's Station, Animal Services in Camarillo, Probation Agency in Oxnard, Child and Family Services in Oxnard, and the Magnolia Clinic in Oxnard.

For further information regarding the County of Ventura's Recycling Program, please visit our informational recycling video, located at:

<https://www.youtube.com/watch?v=kaNXozyaZzc&list=UU9MuTt2e0DT1jsybVeVQYgg>



COUNTY OF VENTURA

RECYCLE VIDEO

Recycling of Center Cardboard Rolls – A Small Change Has Quite a Significant Impact

The GSA Custodial Division recycles the cardboard rolls found inside hand towels and toilet paper rolls. The Government Center and the outlying properties combined recycle approximately 220 cardboard rolls per day. This equates to **57,200** cardboard rolls a year. Because the rolls are recycled, they avoid the waste stream. The hauling of our recycled products is cheaper because the GSA Solid Waste Program receives appreciable discounts from local haulers. Beyond that, we are in the loop. The rolls for the new paper products purchased contain 100% recycled materials at no additional cost. This is something that is so easy for us to do and has significant impact!

In this case, more green does not stand for more money, but a better treatment of our environment at a reduced cost. We encourage you to think green and act green in all that you do! It makes a difference.

Making Full Use of Large Rolls of Paper Towels – Nothing Goes to Waste

For restrooms and break rooms containing center-pull paper towel dispensers, GSA Custodians replace the rolls when they are at ¼ roll or less. The replaced paper towels do not get thrown away or recycled, but instead are used for everyday cleansing, such as cleaning and disinfecting windows, counter tops, sinks, doors, door knobs, railings, and on and on. Think of all the things you can do with ¼ roll of paper towels!

Reduction of Paper Towels-Installation of Dyson Air Blade Hand Dryers

In an effort to cut expenses and continue LEED certification, we are installing Dyson Air Blade hand dryers in the public restrooms at two county buildings: Vanguard in Oxnard (LEED Certified) and the East county Courthouse in Simi Valley. This simple change will provide many benefits. By switching from paper towels to hand dryers in the public areas, we are seeing the following benefits:

- * Most cost effective method.
- * Reduction in paper supply and budgetary expense.
- * Will cut down on expensive plumbing issues by upset public (intentional plugging of toilets).
- * Reduction in labor + time = more efficient use of resources and available for other custodial requests.
- * Better on the environment > Green initiative.
- * Further assist LEED Certification.
- * Reduction in trash disposal > quantity and cost.
- * More sanitary hand drying option.

Vanguard

County spends \$6,136.70/year on paper towels at Vanguard per year (18% of restroom supplies - \$1,250 minimum savings).

Cleaning contractor runs \$527.24/mo. for day porter services (\$6,326.88/year).

County custodial billable rate is \$35.62/hr.

Changing out 4 restrooms to hand dryers. (Total number of restrooms in building = 22.)

ECC

Cleaning contractor spends an average of \$350/mo. (\$4,200/year) on multi fold paper hand towels (17% of restrooms supplies - \$750 minimum savings).

Cleaning contractor runs \$524.24/mo. for day porter services (\$6,326.88/year).

Changing out 4 restrooms to hand dryers. (Total number of restrooms in building = 23.)

Calculations

Paper towel supplies = \$2,000 (\$1,250 + \$750)

Day porter services = \$12,653.76 (\$6,326.88 x 2)

Total Hard Savings = \$14,653.76

Total Soft Savings = \$89.05 (save ½ hour per day in not stocking restrooms with paper supplies and throwing away trash due to hand dryer usage).

Total Savings = \$14,742.81

Installation of Dyson Air Blade Hand Dryers in the Hall of Administration

The installation of Dyson Air Blade Hand Dryers began in 2011. Along with the hand dryers, the use of paper towels was left as an option. Although the savings aren't as great as they would be if the paper towels were eliminated, there has still been a marked savings in paper towel usage.

2008 - 2009 multi fold towels 2,070,225'

2008 - 2009 Jumbo Rolls 681,600'
2,751,825'

2011 - 2012 multi fold towels 1,944,478'

2011 - 2012 jumbo rolls 955,200'
2,899,678'

Traffic in the HOA:

2008 - 2009 average of 6,400 people per week

2011 - 2012 average of 11,000 people per week

Increase in population at the HOA of 42%

Our usage should be 3,907,592 today based on the increased population.

Our usage is 2,899,678 a savings of 1,007,914 feet of paper.

For the remaining sites where paper towels are used, all products are made from 100% recycled material.

We Recycle Our Green Waste



The County of Ventura generates green waste daily from its Landscape operations. All generated green waste materials are either applied on site or recycled. Materials generated from tree removals are ground at the site and applied. Generated green waste materials that are picked up by a rubbish company, are processed into a variety of recycled products such as mulch, wood chips, and compost and

soil amendments. We apply the processed materials in our landscape in the form of mulch to enhance the soil, save water and to reduce the need for weed control.

Vending Machines

Our Vending Machines do not use Styrofoam cups per Board of Supervisors directive. In 2004, Supervisor Steve Bennett recommended and the board approved a resolution prohibiting the use of expandable polystyrene (commonly referred to by the trade name Styrofoam) at the County Harbor, Parks, Government Center and County sponsored events.



GSA Projects Group Reduces, Reuses, and Recycles

The GSA Projects Group is responsible for project management of significant facility repairs, infrastructure replacement and upgrade, and remodeling of County facilities. Example projects include mechanical & HVAC, power distribution & lighting, plumbing, roofing, interior remodeling, paving, painting, carpet & flooring, system & free-standing furniture. The Furniture and Interiors division is responsible for servicing and reconfiguring the County's installed inventory of over 3000 panel systems furniture work stations. The team is very proud to **Reduce** by using panel system furniture in GSA facilities which is manufactured with a commitment to sustainability:

- Manufactured at an ISO 14001 certified site, using 100% renewable energy
- FSC Sustainability, Level 1 Certification
- Made from 43% recycled content
- Indoor Advantage™ Gold, air quality certification
- GREENGUARD Certified

Projects displays their **Reuse** in that:

- Over **\$250K** of County owned panel systems materials are reused annually.
- Components manufactured today are compatible with original generation.
- Some of the original furniture installed in Hall of Administration, circa 1977, is still in use today.

And the department also makes sure to **Recycle**:

- Up to 34% of the panel systems furniture is recyclable.

Recyclable and reusable materials from construction sites are not left to lie about littering the environment or our landfills. Our Job Order Contractor, MTM Construction, Inc., is a leader in recycling construction debris. MTM has recycled approximately 69% of all construction material, year to date.



Recycled Material Summary:

Concrete: 10 Tons

Wood: 9.20 Tons

Ancillary Material: 0.07 Tons

Commingled Construction/Demolition Debris: 21.07 Tons

Electronics Recycling

The Surplus program picked up over 104,485 pounds of electronic recycling, and had 14 scheduled pickups for a total of 140 boxes (loads) with our electric waste vendor, Gold N West. The operation recovered \$15,672.75 from July 1, 2017, to June 30th, 2018. From July 1, 2018, to June 30, 2019, Surplus recovered **\$16,437.30**. From July 1, 2019 to September 1, 2019 Surplus has recycled **22,200 pounds**, recovering **\$3,330.00**.

Custodial Crew Tablet Usage

With multiple locations of County-managed buildings, not all custodians work at sites with easy computer access, a necessity for submitting time sheets. By providing tablets with Wifi to the 12 off-site employees, travel time and material needed to reach a County-managed building in order to access computer was eliminated, thereby saving paper, toner, and time, and increasing productivity.

- Hard savings: 4,305.60 travel miles/year @ \$0.54 per mile = **\$2,325.02**.
- Soft savings: 312 hours x \$49.39 hourly rate = **\$15,409.68**.
- Grand total saved: \$2,325.02 + \$15,409.68 = **\$17,734.70**.

Digital Daily Task Sheet

Employees manually recorded their daily tasks and turned them in to their supervisor for daily review. With a large staff, this created a lot of paperwork and required a lot of time, and storage space after the fact. The forms have been digitized, making them also easier to retrieve for data analysis. We further extended the savings by having the forms created and administered internally by GSA IT, thereby eliminating carrier fees. GSA's IT department was able to develop the form at no cost, thereby saving **\$29,674.00** as quoted by another.

- Hard savings: 9,100 pieces of paper have been eliminated, at \$.07 each (including toner) = **\$637.00.**
- Soft savings: 6 tasks/year x 4 hours/task = 24 hours x \$49.39/hour = **\$1,185.36** labor savings.
- Carrier fees eliminated: 16 tablets x monthly service fee x 12 months = **\$10,419.12.**
- Development fees bypassed: **\$29,674.00.**
- Grand total saved: \$637.00 + \$1,185.36 + \$10,491.12 = **\$12,241.48.**

Recycling Toner Cartridges

Even in a ‘paperless’ society, everyone seems to print something every day. Toner cartridges may now have a long life, in comparison to the past, but they still eventually run out of toner and need to be replaced. What to do with your old, empty cartridge? Recycle it, of course.

In the General Services Agency Employee Recycling Guide, page 14 details two methods for recycling toner cartridges – calling the vendor (in this case Onestop for refurbished toner, Compuwave for OEM toner) to request pick up, or using a prepaid shipping label to return the cartridges directly. Onestop supplies 100 percent green, refurbished toners. If they pick them up for recycling, nothing goes to a landfill!

This second method is done through Clover Environmental, the source for returning toner cartridges directly to the recycling plant. They can be found at: <http://www.cloverenvironmental.com/>. Simply register your email address with them, and then follow the easy steps to either print the shipping label yourself, or have them email it to you.



Gather your toner cartridges together and place inside either the original box or a shipping carton, attach the shipping label, and deliver to the mailroom. That is all it takes to recycle your toner.

Not much effort on your part – but you are helping to save the environment.

If you need assistance with vendor response, contact Procurement at 805-645-1322.

Receiving Packages can be Good for the Environment

How many times do you receive a delivery from a supplier, and don't know what to do with the carton? Should you reuse it? Should you break it down and recycle it? Should you totally reduce and stop ordering items that come in cartons? GSA Shipping and Receiving takes weekly delivery of cartons of cleaning supplies, which they in turn split up and divide among the Custodial crew, making use of these same cartons. They receive approximately 15 cartons of cleaning supplies a week, which comes out to **780** cartons reused during the average year – just for one department! Think of the savings we would have if every department reused their boxes. So the next time you receive a delivery, think first about how you can reuse that carton, rather than just recycling it. Remember – it is reduce, REUSE, and recycle.

Every Day Office Supplies

Recycling is easy – and you probably do it without thinking!

The next time you receive a document with a paper clip or a binder clip attached to it, you will be helping to reduce, reuse, and recycle – simply by reusing that clip. Do you usually throw binder clips in the trash? Or do you usually use them on another document? There you go – recycling!

Think of all the other common things you do around work or at home that are second nature to you, but are evidence of your efforts to reduce, reuse, and recycle – rubber bands that come around your newspaper, or the plastic sleeves that are used on your paper on rainy days – both reused just when you need them. The back of receipts used for lists or notes to yourself. The pen you pick up when you sign in at a Security Training class – oops! The binder you reuse for your purchase orders, year after year. Manila folders, turned inside out. Even adding more files to a flash drive, instead of taking a new one for every document you need to save. Do you recycle toner cartridges? And do you shred paper in your office? Combine the two – use the shredded paper for the filler in the carton in which you ship back the toner for recycling.

It doesn't take much effort on your part to make a HUGE effort on behalf of the planet. And another benefit is that it saves money, too. Every penny counts – especially coming from nearly 9,000 County employees. Reduce, reuse, recycle.



Reuse of Bottles

GSA Custodial department receives many bottles of cleaning solutions and floor wax throughout the year. Rather than simply recycle all of the bottles, staff saves many of those bottles for their water/wax mixture, which is used for spray buffing. They also reuse the 32 ounce bottles for holding the cleaning and disinfectant Virex 256. Virex 256 comes in a 1 ½ gallon bottle, not easy to maneuver, so the premixed contents are emptied into the 32 ounce bottles for easy storage in each individual custodian closet. With 10 closets and 3 bottles per week per closet, that totals 30 bottles a week, and 1,560 bottles a year reused.

Earth Day Handouts

The County's weeklong Earth Day celebration is one of the more popular events when it comes to handouts. We provide our annual Earth Day book, our County recycling guide, and various other documents to educate employees and the public alike. In an effort to be even greener in honor of the holiday, we decided to reduce the number of printed documents, and instead provide them digitally to the user via Quick Response Code (QR). This turned out to be quite successful. With our first year of trying this, we printed 500 fewer copies of our Earth Day book and 500 fewer copies of our recycling guide, while visits to our Earth Day page via QR hit 451 by the first day alone. By 6 months later, we had 1,725 hits. We plan to expand this even

further in the coming year, with fewer copies of each printed, as there continue to be visits to our Earth Day page via QRC, months after the celebration.

- Hard savings: 12 pieces of paper per recycling guide + 43 pieces of paper per Earth Day book = 55 pieces of paper saved. 55 x 500 copies NOT printed = **27,500** pieces of paper saved. Previous cost for 500 copies of each was **\$2,815.00**, so this was total savings for our first year going digital.
- Soft savings: Business Support did not require the same number of man hours to print and bind the documents, since there were 500 fewer of each. Hours saved = 29. 29 x \$49.39 hourly rate = **\$1,432.31** saved.
- Grand total saved: \$2,815.00 + \$1,432.31 = **\$4,247.31**.

Recycling Fun Facts

Did you know that recycling has been around since at least 400 BC? Archaeologists have found evidence of glass, pottery, jewelry, and bronze coins being recycled, turned into goods of greater value, or into items necessary at the time.

In pre-industrial times, items were frequently melted down for re-use, as that cost less than manufacturing new items from scratch. Even dust and ash from wood and coal fires were collected and used as base material in brick making.

Industrialization brought a slowdown of recycling, as mass-production became cheap and easy, resulting in the throwing away of items instead of reusing.

The World Wars saw an increase in recycling, due to rationing and the materials being needed at the warfront, enabling a greater chance of victory.

Since the 1970s, recycling has become popular, and the normal way of life. Curbside pick-up of recyclable goods in residential areas is done by the local sanitation companies, and Recycling Centers are open to the public, making it easy for all to participate. In a concerted effort to save our planet, environmental consciousness has brought about an awareness of what can and cannot be recycled – some of which may surprise you.

COMMERCIAL GUIDELINES



WHAT DOESN'T GO IN THE TRASH OR ANY OTHER CART?

STOP! NO HAZARDOUS WASTE!!

These items are NOT accepted for Trash or Recycling.

- Hazardous Waste
- Tires
- TVs/Computer Monitors
- Batteries
- Closed Containers
- Oil or Paints
- Fluorescent Light Tubes



Not only is recycling necessary for the planet, it is also good for the economy, conserving resources, saving money, creating jobs, and generating revenue. It is also an ethically sound thing to do, as we consider what resources will be available for future generations on this planet.

Recycling has also gotten easier over time as methods progress. What used to need to be sorted before recycling no longer requires this, as plastics, paper, metal, and glass now all go in together. Styrofoam and food remain the most common items NOT recyclable – but almost everything else is.

The County of Ventura does its part when it comes to recycling. We have an established program, designed to make it easy for employees to recycle, and will perform on-site training. We gladly provide RAP (Recycle All Products) boxes for under your desk, which conveniently list what products can be recycled. We also provide blue bins for recycling larger objects, which Housekeeping will empty for you. We even have our own instructional video, located on the GSA Home Page, or at:

<https://www.youtube.com/watch?v=kaNXozyaZzc&list=UU9MuTt2e0DT1jsybVeVQYgg>.

During the week of November 12, 2018, we had a recycling display in the Hall of Administration main entrance, showing examples of what to recycle and how, an entry form for the County's Recycling Pledge, and fun and

informative materials. In just three days, we were able to distribute 408 RAP boxes!

We were also recognized by the Ventura County Board of Supervisors with a resolution proclaiming November 15, 2018 as America Recycles Day, stating that GSA Security and Special Services ensures County employees have access to convenient recycling in their workplace. We do all we can to assist.



Remember, recycling is easy, so why not do your part today?

If you have any questions about recycling, or would like to schedule a training, please contact Cyndy Taschman, GSA Security and Special Services, at (805) 654-2051.

Recycling Pledge

We know that the County strongly encourages all employees to recycle, but now we have made it even easier to sign up to recycle.

By going on the new link to 'Quick Info' on the GSA Homepage, you can pull up the 'Recycling Pledge', complete the form online, and then click on the 'Submit' button. That is all it takes – very little effort from you, but it can accomplish so much in an effort to try to save the planet.

If you have not already taken the Recycling Pledge, why not do it today? Your participation WILL make a difference!

Recycling Pledge

Name: <input style="width: 90%;" type="text"/>	Employee ID: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
Brownmail: <input style="width: 90%;" type="text"/>	

The County of Ventura places a high priority on protecting the environment. As an employee of the County, I

pledge to:

- 1. REDUCE** the amount of materials and supplies used so there will be less to dispose of. I will avoid the use, generation and release of toxic substances.
- 2. REUSE** materials and supplies to the extent possible rather than disposing of them.
- 3. RECYCLE** all recyclable materials properly, never placing them into trash bins. I will strive to purchase recyclable products when available.
- 4. I will comply with all applicable environmental regulations and laws.**

[For more information on the County Green Initiatives Programs click here.](#)
(clicking this link will navigate you away from this form)

How you can help in the future

There are lots of options to take to help with saving the planet. One of the easiest and most pleasing is to use seed paper instead of plain paper.

Seed paper is made from a natural cotton fiber, is biodegradable, and grows into wildflowers, herbs, vegetables, and other plants. By planting the seed paper in your garden, you are nourishing the soil and cleaning the air.

Just imagine if all the junk mail you receive was printed on seed paper. You could put the seed paper directly into the ground instead of filling your recycle bin, water it, and then let the sun do its job. You would be replenishing the earth, and creating a beautiful garden at the same time.

And not just junk mail. You can buy greeting cards made out of seed paper, bookmarks, invitations, ornaments – basically any type of stationary.

Think about it. Feel some seed paper today, and you will know what you are giving back to the planet.



Where to Recycle in Ventura County:

Oxnard – SA Recycling, 1441 Mountain View, Oxnard 93030

Thousand Oaks – RePlanet Recycling Center, 583 N. Ventu Park Rd., Newbury Park 91320

Newbury Park – RePlanet Recycling Center, 583 N. Ventu Park Rd., Newbury Park 91320

Simi Valley – Waste Management, 2801 Madera Rd, Simi Valley 93065

Ventura – Gold Coast Recycling, 5275 Colt St., Ventura 93003

Camarillo – Camarillo Recycling, 849 Via Alondra, Camarillo 93012

Moorpark – Mattera Enterprises Recycling, 4075 Willow Creek Lane, Moorpark 93021

Santa Paula – Santa Paula Recycling, 17905 E. Telegraph Rd., Santa Paula 93060

Port Hueneme – California Recycling Services, 250 N. Ventura Road, Port Hueneme 93041

Fillmore – Fillmore Recycling Center, 636 W. Ventura St., Fillmore 93015

Ojai – Ojai Valley Organics, 409 Old Baldwin Rd., Ojai 93023

Piru – Simi Valley Recycling, 3855 Alamo St., Piru 93063

Saticoy – Mars, 11175 Nardo St., Ventura 93004

