



**Housekeeping
and Grounds
Waste
Reduction
Plan
July 2010**

**General Services Agency
Housekeeping and Grounds Department
Waste Stream Reduction Plan**



Prepared by Rosalind Harris, Manager, Facilities and Materials

Every employee must understand that it starts with us. Waste reduction requires an individual decision to take the feasible steps necessary to reduce waste. We must make a conscious effort to keep all recyclable items out of the waste stream and reduce the waste by improving our processes as much as possible. Every item that we divert secures our future. We have an obligation to protect the environment, the health of our children, and their descendants not only in America but throughout the world. Our actions impact the globe.

I hope this plan is a step forward toward changing the way the County of Ventura does business by changing the behavior of the reader through awareness and knowledge. It starts with our behavior, our treatment of the earth, and the use of our influence. We can make a difference. It starts with us...

*Rosalind Harris
Special Services Manager
June 2010*

Table of Contents

General

PART I

Table of Contents	7
Forward	9
<hr/>	
PART I – General	11
Governing Rules and Regulations	13
Definition of Waste Reduction	15
Source of Waste	16
Waste Reduction Administration	17
<hr/>	
PART II – County Wide Reduction Plan	19
Scope, Objectives and Goals	21
Conformance of a County Policy	22
Goals	25
Technology and Process Improvement	26
<hr/>	
PART III – GSA Housekeeping & Grounds Reduction Plan	27
Scope, Objectives and Goals	29
Employee Training	30
Performance Measurements and Cost	31
Expansion of Disposal Service	34
Reduce Recycling Material in Waste Stream	38
Policy	38
Technology Improvement and Process Evaluation	41
<hr/>	
PART IV – Implementation Strategy	45
Schedule	45
Updates	45
Budget	45
APPENDICES	49

This document is formatted for two sided printing.

Forward

This document entails the waste reduction plan for the GSA Facilities & Materials Department and the Housekeeping & Grounds Department. It provides a how-to approach in planning and implementing a waste reduction program. These pages consider the administrative requirement, process improvement, and material and technology changes that result in less waste.

The compilation of this plan includes the results of reviewing operations, identifying and assessing waste reduction options, and implementing and measuring your progress.

This plan was prepared by Rosalind Harris, GSA, Facilities Manager

PART I

General

Governing Rules and Regulations

The County of Ventura is committed to protecting the environment. Wet garbage accounts for an estimated 50 percent of the non-hazardous solid waste stream. Disposing of debris in landfills is both economically and environmentally costly. Putting waste unnecessarily in landfills wastes money, natural resources, and valuable landfill space. Alternatives to conventional disposal (recycling and waste reduction) have proven, on a national level, to reduce solid waste volume, avoid costs for landfill tipping fees, and even provide a source of revenue from the sale of recycled materials. However, it has not been enough to reduce the growing concern of solid waste problems. More attention is needed. Therefore, California has passed the following legislation:

- CA Integrated Waste Management Act of 1989
- California Beverage Container Recycling and Litter Reduction Act
- Electronic Waste Recycling Act
- Cell Phone Recycling Act of 2004
- Rechargeable Battery Recycling Act
- Recycled Newsprint Act

CA Integrated Waste Management Act of 1989 (AB 939): This law established a new direction for waste management in the State through the creation of the CA Integrated Waste Management Board and a new mandate for local jurisdictions to meet diversion goals.

AB 939 mandated local jurisdictions to meet solid waste diversion goals of 25 percent by 1995 and 50 percent by 2000. The CIWMB would determine this diversion by looking at the base-year solid waste generation (waste normally disposed of into landfills) to determine the amount of solid waste diverted. To help in the increase of diversion rates, each jurisdiction was required to create an Integrated Waste Management Plan that looked at recycling programs, purchasing of recycled products, and waste minimization.

California Beverage Container Recycling and Litter Reduction Act aka "The Bottle Bill" (AB 2020): Containers are redeemed at recycling centers rather than retail stores and deposits are handled through a state-managed fund rather than by bottlers because of this act. The program removes bottlers from the responsibility of managing the system and significantly reduces the overall costs of the program by eliminating the need for retailers to sort containers by brand and by allowing materials to be compacted and handled with other recyclable materials. The program has garnered the support of environmentalists, private recyclers, local governments, and retailers. It has minimized opposition from the beverage industry, the traditional opponent of deposit programs.

E-Waste Recycling Laws:

- Electronic Waste Recycling Act (SB 20)
- Cell Phone Recycling Act of 2004 (AB 2901)

On July 1, 2006, the CAW-sponsored electronic waste recycling law went into effect in California. AB 2901 requires retailers to take back, at no cost to the consumer, old cell phones to recycle or reuse.

Rechargeable Battery Recycling Act (AB 1125): The act, which went into effect July 1, 2006, requires retailers that sell rechargeable batteries to take them back and recycle them. Modeled after the same take-back concept of the cell phone bill, this legislation creates convenience and incentive for consumers.

Recycled Newsprint Act (AB 1305): Passed in 1989, AB 1305 (Killea) required major newsprint consumers, such as newspapers, to use 25 percent recycled newsprint effective immediately and 50 percent by the year 2000. The CIWMB oversees these mandates and receives reports annually about the amount of recycled-content newsprint that is used.

Definition of Waste Reduction

In its broadest sense, waste reduction includes all practices that reduce the amount of unwanted materials entering the environment, whether hazardous or not. There are three basic methods for achieving waste reduction:

Source reduction: Any action that reduces the amount of waste exiting a process. Source reduction measures include:

- Modifications to technologies.
- Modifications to processes or procedures.
- Reformulation or redesign of products.
- Substitution of raw materials.
- Improvements in housekeeping, maintenance, training or inventory control.

Reusing: The use, reuse or reclamation of a waste, either on or off site, after it is generated. Recycling methods include:

- Using or reusing a waste as a substitute for a commercial product.
- Reusing a waste in order to delay the purchase of a new commercial product.

Recycling: The use, reuse or reclamation of a waste, either on or off site, after it is generated. It encompasses removing contaminants from a waste to allow its reuse and reclaiming useful constituents from within a waste material. Methods include:

- Using or reusing electronic device waste as a substitute for a commercial product through the Business Support Office.
- Reusing a waste in order to delay the purchase of new commercial product through the Business Support Office.
- Removing contaminants from a waste to allow its reuse by Custodial and other departments.
- Reclaiming useful constituents from within a waste material such as plastic bottles.

Sources of Waste

The sources of waste encompassed in this plan include:

- Office paper waste from employees
- Card board boxes from deliveries
- Wet garbage from employee food by-products
- Wet garbage from public food by-products
- Wet paper towels from public restrooms
- Wet paper towels from employee restrooms
- Empty soft drink containers (plastic, glass, aluminum)

Waste Reduction Administration

The Special Service Manager will act as the waste reduction coordinator. The Waste Reduction Coordinator will administer the plan. The Housekeeping & Grounds Manager will prepare the annual progress report and update the plan as needed.

Waste reduction options will be evaluated by all County Agencies, directors, managers, supervisors and applicable employees.

Waste reduction can be achieved only with the cooperation of employees who work in the areas and processes where waste is generated. Therefore, all employees will be made aware of the need for waste reduction. Training will be incorporated into the employee orientation training.

This plan focuses on the aforementioned waste sources, because they are under the purview of this department.

PART II

County-Wide Reduction Plan

Scope, Objectives, and Goals

The overall goal of this plan and associated reduction activities is to eliminate or minimize waste generated to the fullest extent possible. The keys to reducing waste generation are commitment, involvement, and teamwork. They will be crucial to the workplace successes. Management can determine priorities and set the tone of the waste management efforts, but it takes everyone to make it happen. Once everyone understands how reduction of waste fits into County policies and practices, opportunities for participation are unlimited. Everyone in the County will be involved in some way in changing how we operate.

The waste reduction program is a success but could be more successful with the full cooperation of all employees. That is why the County's policy and program should include a requirement for employee involvement.

The scope of this section of the plan covers employees and activities related to improving the recycling of non-hazardous solid waste materials at all GSA serviced facilities for five years.

Specifically, the objectives of this plan are to reduce waste by improving the program. This will be accomplished by:

- Conformance of a County Policy
- Awareness and Cultural Modification
- Technology and Process Improvement

Conformance of a County Policy

Policy Statement: The following policy has been drafted to establish the approving authority, expectations of the CEO for employees, and to express their duty and responsibilities:

“The County of Ventura (COV) 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 always consider 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. Audits shall be conducted annually and the results submitted to the General Services Agency, Facilities and Materials Department, and the Housekeeping and Grounds Department.

As both a citizen and employee, everyone is responsible for complying fully with all waste reduction program goals established by the County, and for not violating any federal or state waste regulations. Employees are urged to come forth with suggestions for further reducing waste in their own work area and in other areas about which they may have ideas.

The policy should be included in the Administrative Manual. How this written policy is first distributed to employees indicates the County’s commitment. Posting it unexpectedly at workstations sends a negative message. Its initial distribution should be handled in an honorable manner to every employee. A special meeting should be held to review the reduction program. Explaining and distributing copies of the new policy and asking for employee ideas and input all send a positive signal and improve the chances for employee “buy-in” and success. An agenda item to the State of the County meeting would provide this avenue.

On an on-going basis, this policy should be reviewed along with the County’s waste reduction program at the on-set of employment. Specifically, it should be included into the employee orientation.

Pledge: Every employee should be required to sign the pledge below upon receipt of the above policy:

“The County of Ventura places a high priority on protecting the environment. As an employee of the County, I (add your name) pledge to eliminate or reduce waste, wherever possible: 1. our use of toxic substances; 2. our release of toxic pollutants; and 3. our generation of hazardous and non-hazardous wastes; and to comply with all applicable environmental regulations and laws. When wastes or releases cannot be avoided, I am committed to recycling, treating and disposing these materials in ways that minimize undesirable impacts on the air, water, and land.”

Awareness and Cultural Modification

Waste Reduction Plan Education and Training for Employees: Although a commitment to reducing waste should begin with management, employees should share the commitment and be prepared to make suggestions. Education is very important in this regard. Educating the staff allows everyone to help set achievable goals and to better understand their role in their department's waste reduction program. Currently, the County does not have an awareness course for employees. A course lesson plan should be developed to train employees on reduction procedures. It should be incorporated into the County's employee orientation training program.

Methods of Documenting the Training: A pamphlet entailing the County's policy and program should be developed and made accessible to every employee on the Web. Further, the GSA Employee Handbook should be updated. It should include the following information:

- What is waste reduction (reduce, reuse, recycle)
- Public perception and stewardship
- How to identify recyclable items
- How to obtain the RAP boxes
- What happens after waste is deposited (transportation, sorting, shipment)
- Benefits of the program
- Points-of-contact
- In-house video production

Campaign Strategy: A strategy should be developed to promote the program, encourage participation, and promote incentive programs. It should include:

- BOS endorsement during public hearing
- CEO State of the County meeting
- Placement of signage on cans encouraging recycling
- Publication of articles in County and EJ Harrison newsletters encouraging program support
- Signage on dumpsters outside explaining off-site sorting for credibility
- Applying vinyl stickers on restroom paper towel dispensers encouraging users not to waste

Employee Suggestions: Setting up an avenue for employee suggestions is needed. Encouraging employees to come forth with ideas will obtain better "buy-in" and program support.

Department Goal Setting: Asking departments to participate in the setting of waste reduction goals and procedures. This will encourage department/agency "buy-in" and program support.

Key Performance Indicators (KPI): Total transparency of waste entering the waste stream and its cost is needed. To accomplish this, clear tracking and reporting should be developed. Therefore, every department/agency should be required to report KPI information to the CEO/GSA. This will allow the County the ability to quantify changes on a qualitative level and easily measure County-wide performance. At a minimum, the check list as shown in Appendix A

should be completed by every department and forwarded to GSA for evaluation and publication.

The unit of measure will be a ratio of:

Quantity of Paper Purchased/Quantity of Paper Recycled

Encourage E-Commerce (e-signatures, e-forms, e-client, invoicing): Through the process improvement program, GSA and other departments have made great strides in going paperless. It should be further encouraged and expanded throughout the County. Special funding supporting this effort should be set aside to support and show commitment.

Incentives: Providing departments and employees with incentives to achieve those goals will motivate them. The suggestions below should be considered for program implementation:

- A method for easy measurement of reduction of waste as aforementioned and for providing funds to departments in the form of reduced solid waste charges is needed. Cash to employees belonging to the departments with substantial savings should be offered, such as time-off with pay or preferential parking.
- Employee suggestions by way of the SEA and/or STAR programs should be solidified and promoted.
- The Procurement Department has a website encouraging employees to “Go Green.” Agreements have been reached with widely used vendors to highlight environmentally friendly products, which include recyclables. Departments should be offered rebates for purchase of certain green items offered via the Procurement Department. Staples purchases would be a good contract to start with.

Goals

If the objectives of this plan are implemented, the following goals will be met annually:

Compliance with the Law: We exceeded State standards for solid waste, which aims for 50 percent of all waste generated to be recycled. We currently recycle 51 percent of all waste generated. Within the solid waste dumpster there was less than 18 percent recyclable material. It is with this program that the largest margin of error exists and the potential improvement lies. This plan will ensure improvement in this area.

Reduction of Cost: Reducing waste removal costs to the Solid Waste Disposal Program will reduce overall cost to the County because our recycle vendor removes those items at no cost. On the other hand, the County pays for solid waste removal.

Greenhouse Gases: Obtain Greenhouse credits for the reduction of paper usage and waste. The less paper utilized, the less trees destroyed for the manufacturing of paper.

Technology and Process Improvement

Department Assessments: Although a commitment should begin with management, line employees can often suggest improvements in the operations. They possess firsthand knowledge and experience with production and operation processes. They can assist, especially in assessing operational or procedural changes, software upgrades, or in equipment modifications affecting the way they work.

To reduce waste successfully, management must recognize the value of both the waste assessment and employee involvement. If managers initiate the assessment and encourage employees to develop and implement the program, they will almost certainly see improvements in the waste reduction program.

As aforementioned in the proposed policy statement, departments/agencies should be required to conduct annual audits. They should answer the following operational questions:

- What are this facility's current processes/operations?
- Why do we conduct each process/operation the way we do?
- What are the consequences of doing each process/operation this way?
- What waste streams are generated from each process, and how much is generated?
- What input materials do we use that generate waste streams?
- How much input material from a particular process enters each waste stream?
- How much of a raw material can we account for through errors or poor scheduling?
- How efficient is the process?
- Are unnecessary wastes generated by mixing otherwise recyclable wastes with other process wastes?
- What types of housekeeping practices do we use to limit waste?
- What types of process controls do we use to improve process efficiency?

Departments should develop objectives, questions, and further concerns from the answers to the above questions.

After the waste streams have been identified, the work place should be surveyed. Although the information you collected is critical to understanding the processes involved, seeing the site in operation is also important. For example, a process unit may operate differently from the method originally described in the operating manual. Employees may have made undocumented changes in flow diagrams or to equipment. The site inspection resolves questions that might arise during your review. See Appendix B for additional information.

As a result, changes should be made to the operation to optimize waste reduction, improve recycling efforts, reduce purchases of non recycle materials, and reuse materials.

The survey should be analyzed and reduction options evaluated by departments. The results should be reported to GSA Housekeeping and Grounds.

PART III

GSA Housekeeping & Grounds Reduction Plan

Scope, Objectives, and Goals

The scope of this section of the plan is to cover activities related exclusively to GSA Housekeeping & Grounds departments. The objectives and goals are geared toward the elimination or reduction of waste generated to the fullest extent possible under the authority of this department by implementing qualitative and quantitative improvements.

Specifically, we plan on accomplishing the following:

- Training employees
- Maintaining performance measurements and costs
- Expanding recycling services
- Reducing recycling entering into the waste stream
- Technology and process improvements

Employee Training

Waste Diversion Training for Custodial and Landscape Staff: The staff shall receive training and resources for handling contaminants and recyclables in the waste stream. This is a sensitive subject because custodians are not trash sorters. This could create labor relation issues. Also, there are hazards dealing with sharp materials in trash containers that will also have to be addressed.

Performance Measurements and Cost

The performance measurements to be used are:

- Ratio of the paper used versus the paper recycled
- Savings in rest room paper towels
- Savings in waste disposal cost (the goal is to have the reduction measures pay for themselves)
- Quantities of waste generated before and after implementation (see KPI discussion below).

Key Performance Indicators (KPIs) should be refined and updated annually on April 1st. Details of various department improvements and paper reductions shall be provided in the following format:

Years	Waste (lbs)	Reduction (lbs)	Cost (\$)	Savings (\$)
2010				
2011				
2012				

Tracking of these items will be managed by one of the three options:

- iReuse software or similar product. The purchase price is \$625/month for five seats (see Appendix C).
- In-house development.
- Use RMA's existing software (none available at this time).

Summary of Solid Waste Comparison: A quantitative analysis was performed by weight to determine the amount of tonnage going into the dumpsite versus the recycling plant. It has been determined that 51 percent of the office waste generated is processed as recyclables. See the following data for details.

Our goal is to show a 2.5 percent reduction in waste annually.

SOLID WASTE SCHEDULE

<u>Address</u>	<u>Dept</u>	<u>PU Day</u>	<u># of Bins</u>	<u>Size</u>	<u>Jurisdiction</u>
OXNARD					
Oxnard Airport	Bldg 10 West	M	1	4-yd	Oxnard
Oxnard Airport	Bldg 10 East	M	1	4-yd	Oxnard
Oxnard Airport	Hanger East	M	1	4-yd	Oxnard
Oxnard Airport	Hanger 3	M	1	4-yd	Oxnard
2834 Teal Club Rd.	Maintenance	M	1	3-yd	Oxnard
Pelican Way	Administration	M F	1	3-yd	Oxnard

3605 S Victoria	Maintenance	M F	1	4-yd	Oxnard
3141 S Victoria	Small Boats	M F	1	3-yd	Oxnard
S Victoria	Boat Launch	M F	1	4-yd	Oxnard
Oxnard AP	Terminal	M F	2	3-yd/ 4-yd	Oxnard
Harbor Blvd./La Brea	Parking Lot	M F	3	4-yd	Oxnard
Silver Strand	Parking Lot	M F	2	4-yd	Oxnard
La Jenelle	Parking Lot	M F	1	3-yd	Oxnard
1400 Vanguard	HSA/CSA	M F	2	4-yd	Oxnard
3150 Via Marina	Dwire School	M F	1	4-yd	Oxnard
2541 Latigo	FD Vehicle Maint	W	7	5-3yd/ 2-4-yd	Oxnard
Total			28		
VENTURA					
651 E Main	Foster Library	M	1	3-yd	Ventura
800 S Victoria	PTDF - Loading Dock	M F	1	4-yd	Ventura
855 Partridge Building	H.S.A.	W F	1	3-yd/ 4-yd	Ventura
800 S Victoria	Svc Bldg - Loading Dock	M W F	1	4-yd	Ventura
669 County Sq Drive	APCD/CSA/AG	M W F	1	3-yd	Ventura
4651 Telephone Rd	DA - HSA	M W F	1	4-yd	Ventura
300 N Hillmont	Behavior Health	M W F	2	4-yd	Ventura
3291 Loma Vista	VCMC Bio-Med Bldg 330	M W F	4	4-yd	Ventura
3291 Loma Vista	VCMC Kitchen Bldg 327	M W F	3	4-yd	Ventura
3291 Loma Vista	VCMC Laundry Bldg 328	M W F	1	4-yd	Ventura
3291 Loma Vista	VCMC Shop Bldg 348	M W F	1	4-yd	Ventura
3160 Loma Vista	Women's Health Clinic	M W F	1	4-yd	Ventura
3291 Loma Vista	Family Care Center	M W F	1	3-yd	Ventura
133 W Santa Clara	FAB	M W F	2	4-yd	Ventura
800 S Victoria	HOA - Loading Dock	T TH	1	5-yd	Ventura
800 S Victoria	HOJ Cafeteria	T F	2	3-yd/ 4-yd	Ventura
800 S Victoria	Svc Bldg - Fleet	T F	1	4-yd	Ventura
5122 Ralston	Courts Storage	W	1	1.5-yd	Ventura
100 E Main	Historical Museum	W	1	3-yd	Ventura
800 S Victoria	Svc Bldg - Graphics	W	1	4-yd	Ventura
646 County Sq Drive	Chevron Bldg	W	1	3-yd	Ventura
57 Day Rd	Wright	W	1	3-yd	Ventura
5190 Loma Vista	Boswell School	W	1	4-yd	Ventura
3291 Loma Vista	Medical Examiner	W	1	3-yd	Ventura

2323 Knoll Drive	Admin	W	2	3-yd	Ventura
3147 Loma Vista	Public Health Services	W F	1	4-yd	Ventura
800 S Victoria	HOJ Parking Lot	W F	1	4-yd	Ventura
640 Jazmin Ave.	Penfield School	T	1	4-yd	Ventura
Total			37		

The quantity of recycled materials disposed of can be found on the following pages.

Additional investigation was conducted to ensure that Friday and Monday pick-ups were required. The HCA and Parks facilities were excluded because it is a known fact that these bins are highly used over the weekends. Through investigation, it was discovered that from Friday morning to Monday morning, most bins were being filled, with the exception of the 669 County Square Drive facility. On Monday mornings it was noted that the bin is only ½ full. To level the service, in lieu of Monday, Wednesday, Friday pick-up service, it will be adjusted to Tuesday and Friday. The annual projected savings is \$588.

Expansion of Recycle of Disposal Service

Summary of Survey Interior Recycle Program: 36 sites that are cleaned by the GSA Housekeeping Department were surveyed. All participated in the program except for the following:

- 4322 Eileen Street, BH Drunk Driving
- 2101 E. Olsen Road, GSA Fleet

The complete survey can be found at the end of this document.

Survey of Existing Exterior Service: Sites that are serviced by GSA solid waste vendors were surveyed. The following buildings are not participating in the program.

- 663 Ventura Road – H.S.A. – EDD – Child Care
- 2653 Saviers Road, A – H.S.A. Health Care for Kids
- 610 Spring Road, Moorpark P.D.

Bins, containers, and training should be provided to expand this service to the above mentioned locations. Kelly Cleaning Services' contract shall be modified to support this effort. This will constitute 100 percent program participation for the facilities serviced by this department.

The charts below contain a list of all buildings serviced by GSA Custodial both in-house and by contract. The above summary was obtained from them.

IN-HOUSE SURVEY REPORT

FACILITY	TRASH CANS EMPTIED DAILY	RECYCLE BINS 3X WEEKLY	BANANA BOATS 3X WEEKLY	RAP BOXES (Not emptied by custodial staff)	OUTDOOR TRASH RECEPTACLE	RECYCLE BINS	RECYCLE BINS (Not emptied by custodial staff)	TRASH COMPACTORS (Not emptied by custodial staff)	DUMPSTERS (Not emptied by custodial staff)
HOA									
1st Floor	270	32	7	185					
2nd Floor	460	33	5	400					
3rd Floor	441	46	5	100					
4th Floor	214	16	4	200					
Outdoors					20		1	1	2
SERVICE BLDG.									
One Floor	146	45	3	45					
Outdoors					7		4		3
HOJ									
1st Floor	238	19		83					
2nd Floor	377	24		183					
3rd Floor	421	27		172					

4th Floor	88	8		26					
Outdoors					41	5	3	1	1
PTDF									
1st Floor	224	11		103					
2nd Floor	189	6		28					
3rd Floor	87	7		46					
Outdoors					4	2	3		1
		RECYCLE BINS 2X WEEKLY							
Partridge									
1st Floor	88	7		70					
2nd Floor	70	3		49					
3rd Floor	77	4		66					
Outdoors					6		1		2
646 CSD									
1st Floor	56	2		40					
2nd Floor	43	2		35					
3rd Floor	44	1		20					
Outdoors					2		1		1
669 CSD									
1st Floor	107	4		21					
2nd Floor	106	10							
					5		1		1
Telephone Rd Bldg.									
1st Floor	238	27		210					
2nd Floor	210	12		177					
Outdoors					16		1		1
Vanguard									
1st Floor	197	18		163					
2nd Floor	250	14		175					
Outdoors					20		1		2

VENDOR SURVEY REPORT

SITE/LOCATION	Interior Trash Frequency	# of Interior Trash Cans	# of Interior Recycling Bins	# of Desk Recycling Boxes	# of Exterior Recycle Dumpsters	# of Exterior Trash Bins
<u>OXNARD</u>						
HSA - EDD-Child Care	5	3	0	0	0	1
HSA - Vanguard Bldg.	5	7	0	0	1	1
HSA - JCC Admin Bldg.	5	80	3	80	2	2
HSA - Health Care for Kids Office	3	44	2	44	0	2
2220 E. Gonzales Road Building	5	235	10	65	1	1
<u>EL RIO</u>						
Juvenile Courthouse (Courts)	5	132	0	32	1	?
Juvenile Justice Complex (Probation) 1X per week inside	5	162	0	110	2	2
Juvenile Justice Complex - GSA Maintenance	5	5	1	0	1	?
<u>SATICOY</u>						
GSA BLDG A	5	41	0	17	1	2
PWA BLDG B	5	60	0	27	1	2
<u>SANTA PAULA</u>						
Agricultural Department	3	46	2	43	2	2
Todd Road Jail	2	6	1	0	1	1
<u>MOORPARK</u>						
PW - Watershed Protection District 3 & 4	2	10	0	1	1	?
PW - Roads	2	11	0	1	1	2
Moorpark Sheriff's Police Service Center	3	42	3	0	0	1
<u>SIMI</u> ECC						
Animal Regulation	2	5	0	0	1	1
BH - Alcohol/Drunk Driving	3	15	0	0	0	0
HSA - Intake/Eligibility	5	110	3	92	1	1
BH - Adult Svcs.	5	21	1	0	1	1
East County Courthouse	5	274	0	15	1	2
<u>THOUSAND OAKS</u>						
GSA - Fleet Services Olsen Rd.	3	4	0	0	0	1
Sheriff	5	141	2	8	1	1
Supervisor Linda Parks' Office	4	10	1	2	1	1
<u>VENTURA</u>						
PW - Environmental & Energy	1	3	0	0	0	?

Probation Warehouse	1	4	0	0	0	1
<u>Government Center</u>						
Sheriff - PTDF Main Jail Visitation	2	4	0	0	0	1
Sheriff - Emergency Operations Center (911)	2	19	0	0	0	0
<u>CAMARILLO</u>						
Animal Regulation Department	5	45	1	26	1	1
Sheriff's Narcotics	2	30	1	8	1	1
HSA - RAIN Project	5	16	1	4	1	1
Sheriff/Camarillo P.D.	5	93	0	93	1	1

Reduce Recycle Material in Waste Stream

Summary of Waste Stream Audits: In order to calculate the amount of recycle volume concentrations in the waste stream, audits were conducted at the Vanguard Building, Service Building and Hall of Administration. These buildings were selected as samples of what happens in an industrial, centralized government, and off-site multi-tenant environment. The actual surveys can be found in Appendix D. A summary of the results can be found below:

Site	Total Weight	Recycle Material	%
Vanguard	1780	475	27
Service Building	3300	314	10
Hall Of Administration	1152	460	28

The above chart indicates that 27 percent of the waste entering the waste stream can be avoided by behavior modification. Campaign strategies and education mentioned in Part II of this plan will be followed. The goal will be to reduce Vanguard and HOA by 17 percent - 18 percent to match the achievement of the Service Building model.

Goal to Modify Custodial Behavior: Steps taken will be emulated throughout the County. A policy was generated and given to custodial and landscape staff instructing them not to remove recyclables from the premises. This will encourage better commerce and future commissions from our no-cost recycle removal vendor. The document can be found below:

Policy: *Waste Stream Property*

Applicability: *All Housekeeping and Grounds Employees*

Policy Summary:

Any items deposited in the trash or recycle receptacles shall not be taken off the premises. All items within the waste stream are the property of the County of Ventura until they are removed from site by the appropriate party. The only recycled materials that can be removed from the trash receptacles are bottles and cans to be placed into County recycling bins. In consideration of universal safety protocols, a pinch style grabber shall be used to remove these bottles or cans.

Any recycled materials that are privately owned and never placed within the waste stream are excluded from this policy; however, they cannot be stored or left on the premises overnight. Any recycled materials collected outside of private ownership shall be deposited in County specified recycle receptacles or dumpsters.

By signing and dating this document you are stating that you have read and understand the above Waste Stream Property Policy.

Name: _____ Date: _____

Reduce Restroom Wet Paper Towels: A County-wide project to replace paper towel dispensers with hand dryers in public restrooms should be initiated. Employee restrooms are excluded because paper towels are also used for other purposes such as coffee spill clean-up and light cleaning of office equipment. The option of a dual system is not affordable at this time. The savings of paper towels and waste reduction will be less than the public restrooms outfitted exclusively with hand dryers.

The first installation of this concept encompassed the installation of Dyson Air Blade hand dryers in high traffic restrooms and the elimination of the now unneeded Day Porters in the Vanguard Building and East County Courthouse. The results are summarized in the Just Do It (JDI) project below:

The specific benefits are as follows:

- 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 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 (18 percent of restroom supplies - \$1,250 minimum savings)

Kelly Cleaning contract runs \$527.24/month for day porter services (\$6,326.88/year)

County custodial billable rate is \$35.62/hour

There will be six hand dryers in four restrooms at \$1700/each

ECC

Kelly Cleaning spends an average of \$350/month (\$4,200/year) on multi-fold paper hand towels (17 percent of restroom supplies - \$750 minimum savings)

Kelly Cleaning contract runs \$527.24/month for day porter services (\$6,326.88/year)

Changing out four restrooms with two hand dryers per restroom at \$1700/each

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)

Plumbing services for clogged paper towels \$8,000

Total Savings = \$22,743 annually

One time cost for outfitting dryers = \$23,800

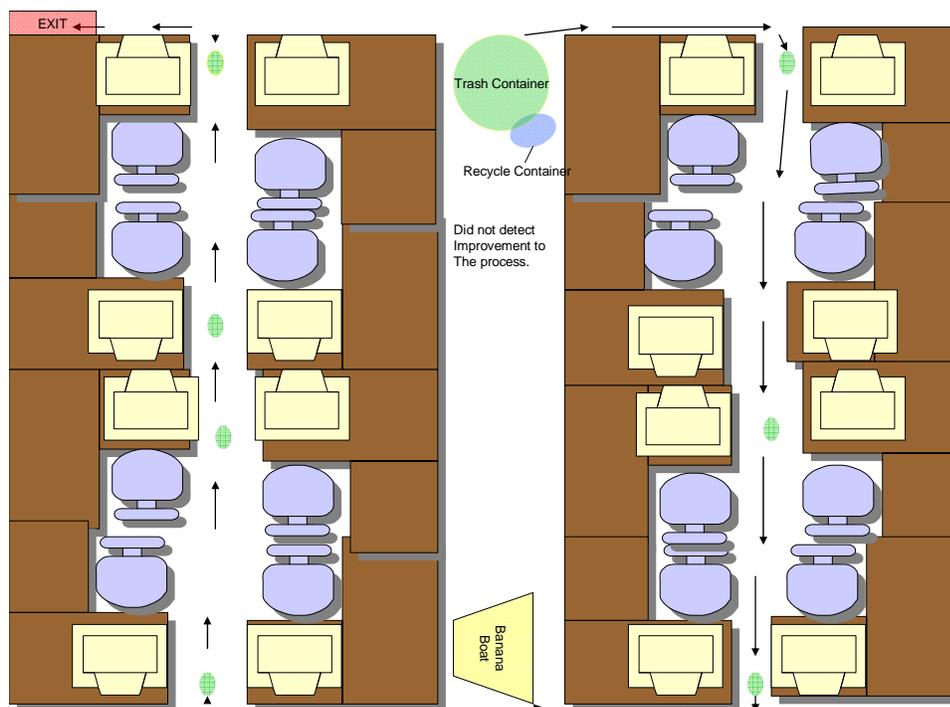
Technology Improvement and Process Evaluation

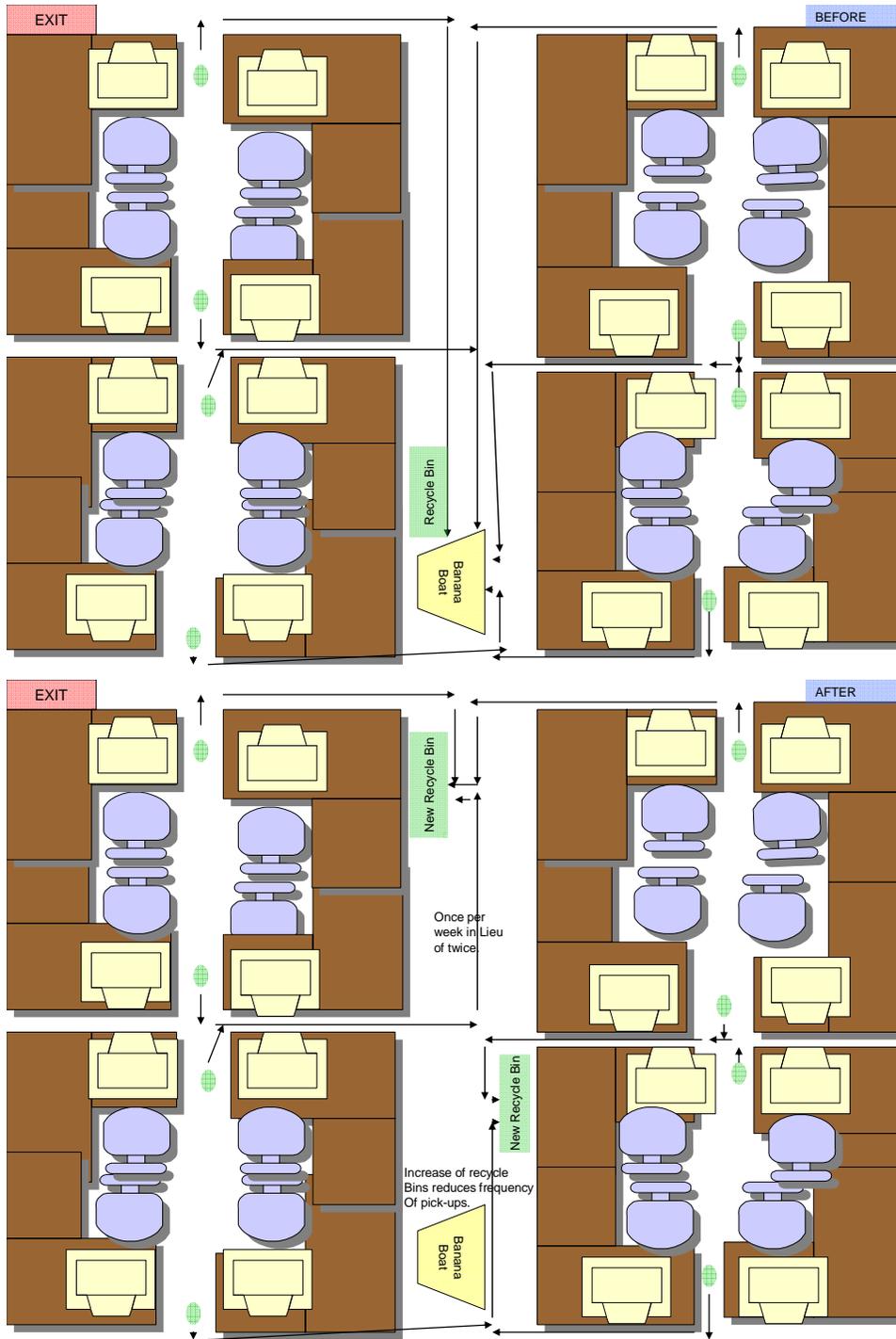
Hauling Contractor Analysis and Equipment Recommendations: On a routine basis, the GSA, Housekeeping and Grounds Manager will evaluate the vendor's performance, processes, and contract provisions to ensure current technology is being used to the fullest extent feasible.

Make More Convenient Recycle Services: GSA, Housekeeping and Grounds Department will continue to assess locations and make adjustments to ensure adequate coverage. In addition, the Government Center program should be expanded to off-site locations. A sample study can be found below:

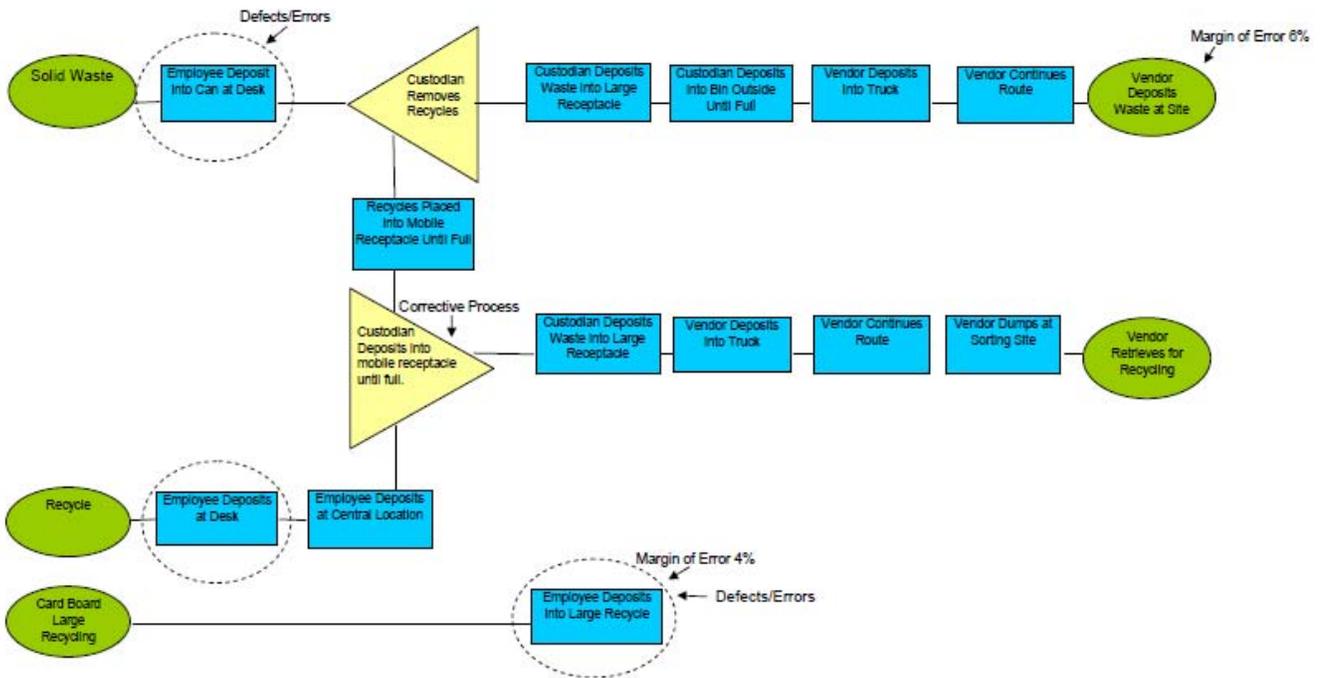
The action team approached the improvement evaluation in layers. We first examined the facility environment that the waste is generated within and its path of travel from the point of generation to the solid waste storage area/dumpster. Evaluation of the environment showed little room for improvement. The receptacles are efficiently and conveniently placed for employee usage.

The process involved employees disposing of recyclable waste at their desks. Full containers are emptied by the employee into a central bin. The bin is later emptied by the custodial staff into the outside dumpster. The evaluation of the method of disposal was evaluated and it was determined that building removal by custodial staff remains the most efficient. There are minimal exceptions to this rule. During the assessment of the process it was determined that additional receptacles were needed to encourage more recycling. They were strategically placed throughout GSA maintained facilities at the following locations. See the diagram below for a typical illustration. The workflow processes can be viewed below:





FLOW CHART



PART IV

Implementation Strategy

Implementation Strategy

Schedule:

Action Item	Deadline
Obtain Department and CEO Buy-in	Nov 2010
Educate Staff and Clients	Jan 2010
Modify Custodial Program	Jan 2010
Employee Procedures Contract Modifications Update Employee Handbook	
Obtain Plan Funding (Grant & ISF)	Sep 2011
Hire Extra Help Employee (College intern with knowledge in the field)	Sep 2011
Implement Part II	Jun 2011
Implement Part III	Feb 2011

Budget:

<u>One Time</u>		<u>Annual</u>	
Cost of Extra Help Employee	\$75,000	Waste Reduction Savings	\$-2,500
Cost for Contract Modification to Expanded Services	\$ 4,000	Cost of Additional RAP Boxes	\$10,000
Waste Reduction Savings	\$ -2,500		
Cost of Campaign Materials	\$ 1,000		
Tracking Software	\$ 7,450		
Total	\$ 84,900	Total	\$ 7,500

Updates: This plan will be reviewed annually to analyze and quantify program progress and make necessary adjustments based upon review findings. The update will be completed by April 1st of each year, because this information is necessary to complete the waste

reduction questions in the Annual Quantity Report prepared by the Integrated Waste Management Department. Specifically, the below elements shall be reviewed at this time:

One – Review the County process to determine if:

- There is a new waste reduction process that needs explaining
- There are new employees who need training
- Employees are still actively involved in offering suggestions for waste reduction

Two – Conduct another waste assessment to determine if:

- There are new waste streams
- Any wastes have been eliminated
- The costs have changed

Three – Reevaluate the options to determine if:

- There are new options previously not considered
- Any of the options that were previously rejected are now feasible

Four – Reexamine the scope of the plan to determine if:

- Products, processes, or waste streams have changed significantly
- The plan needs to be broadened or more focused

Five – Renew the management commitment:

- Managers should review and sign the updated plan and confirm with the Special Services Office
- New managers should sign upon new job placement

APPENDICES

Appendix A: Waste Reduction Plan Checklist

Appendix B: Department Waste Survey Instructions

Appendix C: Catalog Cut Tracking Software

Appendix D: Waste Stream Audits

Appendix A

Waste Reduction Plan Checklist

Complete the following and forward to GSA, Special Services, Brown mail #3030:

- Waste reduction activities completed or implemented to date.
- Impediments to waste reduction specific to the department/operation.

Does your departmental plan include:

- A written policy, signed and dated by management.
- A statement of scope and objectives addressing procedures, evaluation of technologies, and training to be used to eliminate unnecessary waste and encourage waste reduction and minimization.
- An assessment and characterization of waste streams, including types, amounts, costs, and reasons for the waste.
- An evaluation (including technical feasibility, economic feasibility and prioritization) of all the reduction options that apply to each waste stream.
- Specific quantitative goals for waste reduction/minimization in numeric terms (e.g., kgs, lbs, or tons per production unit).
- An explanation or rationale for each performance goal and any specific impediments to obtaining that goal.
- A description of your accounting system for tracking and managing waste reduction savings (e.g., raw material loss and labor).
- A description of employee waste reduction awareness and training programs.
- A description of methods to make the plan part of your department's standard practices.

Appendix B

Department Waste Survey Instructions

The site inspection provides information that supplements what you learned from the audit. Throughout the tour, team members should create an inspection checklist, ask the questions in Part II, list on the audit questionnaire, verify information previously collected, and look for specific opportunities to reduce waste. They should also make a point of talking with the employees who oversee processes and/or operate equipment. Their collective experiences and insights concerning waste reduction can be most valuable.

As you proceed through your survey, or soon afterwards, review all your data. This review can help you identify missing or inaccurate information and allow you to make additions and corrections to the waste flow diagram. Examine each step in the work process from the delivery of the material to the storage and shipping/or use of the final product.

Alternative procedures and process decisions.

- Identify housekeeping and operating procedures that will reduce waste and include a description of these new operating procedures in the plan.
- Survey production and/or office equipment and facility technologies to ensure no excessive waste is generated.
- Review employee-training programs to include waste reduction goals and to encourage employee participation in the program.

Inventory of raw material supplies and waste sources.

- Material and waste balances.
- Sources of material use and waste generation.
- Points of waste discharge.
- Identify management criteria for importance.
- Estimate cost of waste reduction.
- Prioritize waste for the reduction program.

Appendix C



iReuse Tracking and Reporting Tool Proposal for County of Ventura

The *iReuse Tracking & Reporting Tool* is an easy-to-use tool that helps you to seamlessly track information about your energy, waste, water, and procurement performance. With the iReuse Tracking & Reporting Tool, you'll be able to benchmark and measure your progress against future goals and have a clear path to identifying new opportunities to save money while saving the planet.

County of Ventura 12-Month Software License & Training Fees

Product/Service	Fixed Price	Notes
Option A: Tracking and Reporting Tool for 5 Locations	\$625/month	Includes tracking and reporting for energy, water, waste, and procurement.
Option B: Tracking and Reporting Tool for 30 Locations	\$2,500/month	33% off; Multi-building discount applied.
Training and Support: Four hours of software training and support for County of Ventura employees	\$300	Additional training and support services available at \$85 per hour.

Included in iReuse Software Training:

- How to set up accounts with data entry or import of past energy, water and waste data for all locations into the software.
- Setting baselines, goals, and using calculators.
- How to generate financial and environmental reports for different stakeholder groups.

Optional Data Management, Support & Product Enhancements

Scope	Fee	Notes
Data management, verification, reporting & general support	\$85 per hour	Approximately 0.5 to 1 hour per month for each location.
Product Enhancements	TBD	An estimate will be provided for all requested enhancements.

Included in Data Management, verification, reporting & general support

- Save time and ensure the integrity of your data through our monthly Data Management Service. We can manage all necessary data imports and exports for energy, waste, water and procurement categories.
- Monthly reporting will be provided for each location plus aggregate executive reporting for all locations combined as well as environmental reports for internal and external communications.
- Customize our Tracking and Reporting Module to meet your unique organizational needs. Ask us how you can add tracking features, charts and reports, hardware integration, or customize the Module with your organizational brand.

www.iReuse.com
1-888-473-8731



*Please consider the environment
before printing this document*

iReuse ... do you?



AGREED AND ACCEPTED

County of Ventura

Name/Title: _____

Signature: _____

Date: _____

iReuse LLC

Name/Title: Ken Kurtzig, CEO

Signature: _____

Date: 6/23/2010

www.iReuse.com
1-888-473-8731



*Please consider the environment
before printing this document*

iReuse ... do you?

Appendix D

Service Building Waste Stream Audit

Within the solid waste dumpster there was less than 10 percent recyclable material. It is with this program that the largest margin of error exists and the potential improvement lies. The specific waste audit results are listed below. The first line is the total weight, the second line is the non-recyclable, and the third line is recyclables.

Metal	Cardboard	Tin Cans	HDPE Natural
17.10	620	14.50	9.40
6.90	500	11.40	7.95
10.20	120	3.10	1.45
Aluminum Cans	Pet Bottles	HDPE Color	
6.25	17.10	12.35	
5.55	16.15	6.90	
0.70	0.95	5.45	
Newspaper	Mix Paper	Mix Paper	
58.95	81.85	79.35	
31.00	28.65	30.90	
27.95	53.2	48.45	
H.D.P.E Scrap	Glass	Mixed Glass	
18.05	4.45	20	
Starting Weight	Trash Weight	Recyclables	
3620#	3300#	313.95#	

NOTE: High Density Polyethylene (HDPE) is a plastic made from petroleum. It takes 1.75 kilograms of petroleum (in terms of energy and raw materials) to make one kilogram of HDPE. HDPE is commonly recycled and has the number "2" as its recycling symbol.

Of the 90 percent waste, we estimate that more than 50 percent is biodegradable waste. This includes paper towels, non-recyclable office paper, soiled cardboard, wet trash (food products) and other commonly used products. Approximately, 33,384 yards of waste are collected per year, which yields a loss of 3,338 yards of potential missed opportunity for recycling material per year.

Vanguard Building Waste Stream Audit Report November 16, 2009

During the week of October 26, 2009, a waste stream audit was performed on the waste generated by the Vanguard Building occupants and site. The waste consisted of metals, aluminum, mixed paper, cardboard, glass, plastics, landscape, trash, construction and demolition, and wet waste.

Summary and Conclusion

The building generated 1,611 pounds of waste for the week excluding landscape waste and shredded confidential paper. The recycle program diverted 460 pounds, or 28 percent, of that waste to recycle consisting mostly of mixed paper and cardboard. After analysis of the waste stream, we feel that the recycle program can divert 1,169 pounds of waste to recycle or 72 percent of the total waste stream.

All confidential paper is shredded and recycled and all landscape waste is made into compost.

Discussion of Results

Building Waste

On Saturday, October 31, 2009, a waste stream audit was performed at the Gold Coast Recycling and Transfer Station in Ventura, CA. This audit was conducted to help identify opportunities to divert waste streams to recycling or composting and to determine source reduction opportunities.

The audit week of October 26, 2009 was chosen to reflect waste production during a typical work week. Waste is placed into two (2) four (4) cubic yard dumpsters and one (1) three (3) cubic yard recycle dumpster. The two (2) dumpsters are emptied twice a week, on Monday and Thursday, and the recycle dumpster is emptied on Wednesday. During the audit week, the trash and recycle were picked up once during the week, on Friday, October 30, 2009.

The waste was transported to Gold Coast Recycling & Transfer Station where it was placed on a table and sorted manually. Photographs of the audit process are shown in Attachment 1, Photo #1 and Photo #2.

The landfill directed waste was sorted into the following categories: metals, aluminum, mixed paper, cardboard, glass, plastics, landscape, trash, construction and demolition, and wet waste. Photographs of the waste are shown in Attachment 1, Photos #3, #4, #5 and #6.

The waste stream included waste from the offices, maintenance, custodians, restrooms, break rooms, and lunchroom.

Universal waste, such as lamps and batteries, is disposed of through the County's Hazardous Materials Program.

The results of the waste stream audit revealed that the building generated a total of 1,611 pounds of waste during the week. Only 460 pounds, or 28 percent, of the waste was recycled, leaving 1,151 pounds of waste headed for the landfill, as shown on Table 1 below.

Table 1 Data Recording Table

Waste Type	Landfill Directed Waste Stream (lbs.)	Diverted Waste (lbs.)	Total Waste Stream (landfill + diverted) (lbs)	% of Total Waste Stream
Metals	15.60	0.00	15.60	0.97%
Aluminum	0.95	0.00	0.95	0.06%
Mixed Paper	373.55	203.60	577.15	35.81%
Cardboard	160.00	237.00	397.00	24.63%
Glass	16.55	0.00	16.55	1.03%
Plastics Scrap	17.95	0.00	17.95	1.11%
Landscape Waste	4.15	0.00	4.15	0.26%
Other PET #1	3.90	0.45	4.35	0.27%
Other H.D.P.E #2	10.55	0.00	10.55	0.65%
Other Trash	409.95	18.85	428.80	26.61%
Other C&D	61.05	0.00	61.05	3.79%
Wet Waste	77.60	0.00	77.60	4.81%
Total	1,151.80	459.90	1,611.70	100.00%

Performance Goals

We feel that we can divert an additional 710 pounds of landfill directed waste to recycle through a recycle awareness program, making the total diverted waste, 1,169 pounds or 72 percent of the waste stream. This is shown in Table 2 below.

Table 2 Waste Audit Data Table

Waste Type	Total Waste Stream (landfill + diverted) (lbs.)	% of Total Waste Stream	Diverted Waste (lbs.)	% of Waste Diverted from Waste Stream	Adopted Performance Goals (11/2009)	Estimated Diverted Weight (lbs)
Metals	15.60	0.97%	0.00	0.00%	100%	15.6
Aluminum	0.95	0.06%	0.00	0.00%	100%	0.95
Mixed Paper	577.15	35.81%	203.60	35.28%	100%	577.15
Cardboard	397.00	24.63%	237.00	59.70%	100%	397
Glass	16.55	1.03%	0.00	0.00%	100%	16.55
Plastics Scrap	17.95	1.11%	0.00	0.00%	100%	17.95
Landscape Waste	4.15	0.26%	0.00	0.00%	100%	4.15
Other PET #1	4.35	0.27%	0.45	10.34%	100%	4.35
Other H.D.P.E #2	10.55	0.65%	0.00	0.00%	100%	10.55
Other Trash	428.80	26.61%	18.85	4.40%	15%	64.32
Other C&D	61.05	3.79%	0.00	0.00%	100%	61.05
Wet Waste	77.60	4.81%	0.00	0.00%	0	0
Total	1,611.70	100.00%	459.90	28.54%		1,169.62

More than 60 percent of the waste stream is mixed paper and cardboard, which can easily be recycled. Trash, construction, demolition, and wet waste account for more than 35 percent of the waste stream.

A copy of the actual Gold Coast Recycling and Transfer Station audit results is shown in Attachment #2.

Landscape Waste

The landscape is maintained by C&R Landscape Inc. Their scope of work is to cut the lawn every week and trim all other landscape every other week.

On Saturday, October 24, 2009, an audit of the landscape waste was performed.

Lawn cutting resulted in 500 pounds per week or 26,000 pounds per year.

Trimming of all other landscape resulted in 1,100 pounds every other week or 28,600 pounds per year.

All landscape waste is hauled to Del Norte Regional Recycling & Transfer Station and then transferred to Agromin[®] where it is turned into compost.

A total of 54,600 pounds of lawn, leaves and other landscape waste is removed from the waste stream and turned into compost annually.

Confidential Paper

The Human Services Agency and Probation Agency work with confidential documents. When these documents are no longer required, they must be disposed of properly by shredding. The County contracts with Confidential Data Destruction Company (CDDC) to shred and recycle confidential papers.

CDDC has several locked security containers placed throughout the offices for confidential paper. CDDC shreds the contents of the containers on-site, weekly for HSA and monthly for Probation.

CDDC shredded and recycled 1,740 pounds for HSA and 1,080 pounds for Probation, of confidential paper during October.

A copy of the October, 2009 "Certificates of Destruction" are shown in Attachment 3.

Recommendations

All the parts of a successful recycle program are in place. We have confirmed with the custodial supervisor that the custodians know to direct the waste stream to the proper container or dumpster. We have confirmed, with the waste hauler, that we are on the correct program.

We recommend we share this report with the building occupants to increase their awareness of the recycle program and goals we have established and follow up to assist them with increasing their recycle efforts.

County of Ventura
General Services Agency
Waste Stream Audit
November 16, 2009

Attachment 1



Photo #1, Start of the sorting process



Photo #2, Sorting table



Photo #3, Plastics



Photo #4, Metals



Photo #5, Cardboard Items



Photo #6, Mixed Paper

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Table 1 – Data Recording Table

Waste Type	Weight or Volume in Landfill Directed Waste Stream (lbs.)	Weight or Volume of Diverted Waste (lbs.)	Weight or Volume in Total Waste (landfill + diverted) Stream (lbs.)	Percentage of Total Waste Stream
Metals	15.60	0.00	15.60	0.97%
Aluminum	0.95	0.00	0.95	0.06%
Mixed Paper	373.55	203.60	577.15	35.81%
Cardboard	160.00	237.00	397.00	24.63%
Glass	16.55	0.00	16.55	1.03%
Plastics Scrap	17.95	0.00	17.95	1.11%
Landscape Waste	4.15	0.00	4.15	0.26%
Other PET #1	3.90	0.45	4.35	0.27%
Other H.D.P.E #2	10.55	0.00	10.55	0.65%
Other Trash	409.95	18.85	428.80	26.61%
Other C&D	61.05	0.00	61.05	3.79%
Wet Waste	77.60	0.00	77.60	4.81%
TOTAL	1151.80	459.90	1611.70	100.00%

Interpretation:

Table 2 - Sample Completed MR Prerequisite 1 Waste Audit Data Table

Waste Type	Weight or Volume in Total Waste (landfill + diverted) Stream (lbs.)	Percentage of Total Waste Stream	Weight or Volume of Diverted Waste (lbs.)	Percentage of Waste Type Diverted from Waste Stream
Metals	15.60	0.97%	0.00	0.00%
Aluminum	0.95	0.06%	0.00	0.00%
Mixed Paper	577.15	35.81%	203.60	35.28%
Cardboard	397.00	24.63%	237.00	59.70%
Glass	16.55	1.03%	0.00	0.00%
Plastics Scrap	17.95	1.11%	0.00	0.00%
Landscape Waste	4.15	0.26%	0.00	0.00%
Other PET #1	4.35	0.27%	0.45	10.34%
Other H.D.P.E #2	10.55	0.65%	0.00	0.00%
Other Trash	428.80	26.61%	18.85	4.40%
Other C&D	61.05	3.79%	0.00	0.00%
Wet Waste	77.60	4.81%	0.00	0.00%
TOTAL	1611.70	100.00%	459.90	28.54%

5275 Coit Street • Ventura, California 93003 • (805) 642-9236 • Fax (805) 642-9340





Confidential Data Destruction
 28042 Avenue Stanford Unit E - Santa Clarita, CA 91355
 (888) 826-2332 · Fax (661) 295-0692
 www.ShredderOnSite.com

Mon Oct 19, 2009 next: Tue 11/17/09

On Site

Ticket # 2427

Probation Agency / Vanguard
 1400 Vanguard Drive
 Oxnard, CA 93009

Contacts
 Rosio Castillo (805)385-8618

Directions

Routine Instructions

Special Instructions

Room	Description	Service Item	Qty	Pick Up	Drop Off
	1 64 Gallon Bin	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>
	1 64 Gallon Bin - W	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>
	1 64 Gallon Bin - W	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>
	1 64 Gallon Bin - W	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>
	1 64 Gallon Bin - W	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>
	1 64 Gallon Bin - W	64 Gallon Bin - W	1.00	<input type="text"/>	<input type="text"/>

Time In: Time Out: Driver: BA Quantity: +/-

Service / Comments

TOTAL = 1080 LBS
 P. J. A. C.

Certificate of Destruction

Confidential Data Destruction hereby certifies that the materials received on the above date will be confidentially handled and destroyed and that the shredded material will then be recycled. A certificate of destruction will be included on your invoice.

X _____

Vanguard Container Audit

One (1) three (3) yard dumpster was 75 percent full with paper and cardboard.

The dumpster weighed 460 lbs.

This equates to 204 pounds per cubic yard ($460/(3 \times 0.75) = 204$).

Table 1 Data Recording Table

Waste Type	Landfill Directed Waste Stream (lbs.)	Diverted Waste (lbs.)	Total Waste Stream (landfill + diverted) (lbs)	% of Total Waste Stream
Metals	15.60	0.00	15.60	0.97%
Aluminum	0.95	0.00	0.95	0.06%
Mixed Paper	373.55	203.60	577.15	35.81%
Cardboard	160.00	237.00	397.00	24.63%
Glass	16.55	0.00	16.55	1.03%
Plastics Scrap	17.95	0.00	17.95	1.11%
Landscape Waste	4.15	0.00	4.15	0.26%
Other PET #1	3.90	0.45	4.35	0.27%
Other H.D.P.E #2	10.55	0.00	10.55	0.65%
Other Trash	409.95	18.85	428.80	26.61%
Other C&D	61.05	0.00	61.05	3.79%
Wet Waste	77.60	0.00	77.60	4.81%
Total	1,151.80	459.90	1,611.70	100.00%

Table 2 - Sample Completed MR Prerequisite 1 Waste Audit Data Table

Waste Type	Weight or Volume in Total Waste (landfill + diverted) Stream (lbs.)	Percentage of Total Waste Stream	Weight or Volume of Diverted Waste (lbs.)	Percentage of Waste Type Diverted from Waste Stream
Metals	15.60	0.97%	0.00	0.00%
Aluminum	0.95	0.06%	0.00	0.00%
Mixed Paper	577.15	35.81%	203.60	35.28%
Cardboard	397.00	24.63%	237.00	59.70%
Glass	16.55	1.03%	0.00	0.00%
Plastics Scrap	17.95	1.11%	0.00	0.00%
Landscape Waste	4.15	0.26%	0.00	0.00%
Other PET #1	4.35	0.27%	0.45	10.34%
Other H.D.P.E #2	10.55	0.65%	0.00	0.00%
Other Trash	428.80	26.61%	18.85	4.40%
Other C&D	61.05	3.79%	0.00	0.00%
Wet Waste	77.60	4.81%	0.00	0.00%
TOTAL	1611.70	100.00%	459.90	28.54%

Date	% Full, Trash Recycle	Volume (Cubic Yards)	Pounds	Dumpster ID
11/4/09	100%	3	612	Recycle
11/7/09			475	Landscape
11/11/09	50%	1.5	306	Recycle
11/14/09			475	Landscape
11/18/09	50%	1.5	306	Recycle
11/21/09			475	Landscape
11/25/09	100%	3	612	Recycle
11/28/09			475	Landscape
11/10/09			1,620	Recycle, Conf. Paper
11/16/09			960	Recycle, Conf. Paper
11/24/09			690	Recycle, Conf. Paper
11/24/09			1,380	Recycle, Conf. Paper
			8,386	
11/2/09	25%	1	144	T1
11/6/09	75%	3	432	T1
11/9/09	25%	1	144	T1
11/13/09	75%	3	432	T1
11/16/09	25%	1	144	T1
11/20/09	30%	1.2	173	T1
11/23/09	50%	2	288	T1
11/27/09	75%	3	432	T1
11/30/09	50%	2	288	T1
11/2/09	0%	0	0	T2
11/6/09	100%	4	576	T2
11/9/09	75%	3	432	T2
11/13/09	75%	3	432	T2
11/16/09	50%	2	288	T2
11/20/09	50%	2	288	T2
11/23/09	50%	2	288	T2
11/27/09	75%	3	432	T2
11/30/09	50%	2	288	T2
			5,501	
			60%	
The waste audit consisted of 8 cubic yards of waste weighing 1,151 pounds.				
This equates to 144 pounds per cubic yard for an average waste dumpster.				
The waste audit consisted of 2.25 cubic yards of recycle, weighing 460 pounds.				
This equates to 204 pounds per cubic year for an average recycle dumpster.				
The landscape waste audit consisted of five (5) piles of grass and leaves, each				

weighing 95 pounds. This equates to 475 pounds a week.

Day/Agency	Date	% Full, Trash Recycle	Volume (Cubic Yards)	Pounds	Dumpster ID
December, 2009					
Recycle					
Wed	12/2/09	100%	3	612	Recycle
Saturday				475	Landscape
Wed	12/9/09	50%	1.5	306	Recycle
Saturday				475	Landscape
Wed	12/16/09	50%	1.5	306	Recycle
Saturday				475	Landscape
Wed	12/23/09	100%	3	612	Recycle
Saturday				475	Landscape
Wed	12/30/09	100%	3	612	Recycle
Human Services	12/8/09			1,830	Recycle, Conf. Paper
Probation	12/14/09			720	Recycle, Conf. Paper
Human Services	12/21/09			2,070	Recycle, Conf. Paper
Total Recycle(lbs)				8,968	
Waste					
Fri	12/4/09	50%	2	288	T1
Mon	12/7/09	100%	4	576	T1
Fri	12/11/09	0%	0	0	T1
Mon	12/14/09	50%	2	288	T1
Fri	12/18/09	50%	2	288	T1
Mon	12/21/09	50%	2	288	T1
Fri	12/25/09	0%	0	0	T1
Mon	12/28/09	0%	0	0	T1
Fri	12/4/09	67%	2.68	386	T1
Mon	12/7/09	100%	4	576	T2
Fri	12/11/09	50%	2	288	T2
Mon	12/14/09	50%	2	288	T2
Fri	12/18/09	25%	1	144	T2
Mon	12/21/09	100%	4	576	T2
Fri	12/25/09	0%	0	0	T2
Mon	12/28/09	100%	4	576	T2
Total Waste (lbs)				4,562	
Total % Diverted				66%	
The waste audit consisted of 8 cubic yards of waste weighing 1,151 pounds.					
This equates to 144 pounds per cubic yard for an average waste dumpster.					
The waste audit consisted of 2.25 cubic yards of recycle, weighing 460 pounds.					
This equates to 204 pounds per cubic year for an average recycle dumpster.					
The landscape waste audit consisted of five (5) piles of grass and leaves, each					

weighing 95 pounds. This equates to 475 pounds a week.					
Day/Agency	Date	% Full, Trash Recycle	Volume (Cubic Yards)	Pounds	Dumpster ID
January, 2010					
Recycle					
Wed	1/1/04	0%	0	0	Recycle
Saturday	1/2/10			0	Landscape
Wed	1/6/10	75%	2.25	459	Recycle
Saturday	1/11/10			475	Landscape
Wed	1/13/10	100%	3	612	Recycle
Saturday	1/16/10			475	Landscape
Wed	1/20/10	50%	1.5	306	Recycle
Saturday	1/23/10			475	Landscape
Wed	1/27/10	75%	2.25	459	Recycle
Saturday	1/30/10			475	Landscape
	1/5/10			1,500	Recycle, Conf. Paper
Probation	1/11/10			720	Recycle, Conf. Paper
Human Services	1/19/10			900	Recycle, Conf. Paper
Human Services	1/19/10			1,500	Recycle, Conf. Paper
Total Recycle(lbs)				8,356	
Waste					
Fri	1/1/10	0%	0	0	T1
Mon	1/4/10	50%	2	288	T1
Fri	1/8/10	75%	3	432	T1
Mon	1/11/10	100%	4	576	T1
Fri	1/15/10	30%	1.2	173	T1
Mon	1/18/10	75%	3	432	T1
Fri	1/22/10	50%	2	288	T1
Mon	1/25/10	100%	4	576	T1
Fri	1/29/10	25%	1	144	T1
Mon	1/1/10	0%	0	0	T2
Fri	1/4/10	50%	2	288	T2
Mon	1/8/10	0%	0	0	T2
Fri	1/11/10	50%	2	288	T2
Mon	1/15/10	10%	0.4	58	T2
Fri	1/18/10	75%	3	432	T2
Mon	1/22/10	75%	3	432	T2
	1/25/10	100%	4	576	T2
	1/29/10	25%	1	144	T2
Total Waste (lbs)				5,126	
Total % Diverted				62%	
The waste audit consisted of 8 cubic yards of waste weighing 1,151 pounds.					
This equates to 144 pounds per cubic yard for an average waste dumpster.					
The waste audit consisted of 2.25 cubic yards of recycle, weighing 460 pounds.					
This equates to 204 pounds per cubic year for an average recycle dumpster.					
The landscape waste audit consisted of five (5) piles of grass and leaves, each weighing 95 pounds. This equates to 475 pounds a week.					

Day/Agency	Date	% Full, Trash Recycle	Volume (Cubic Yards)	Pounds	Dumpster ID
February, 2010					
Recycle					
Wed	2/3/10	100%	3	612	Recycle
Saturday				0	Landscape
Wed	2/10/10	100%	3	612	Recycle
Saturday				0	Landscape
Wed	2/17/10	40%	1.2	245	Recycle
Saturday				0	Landscape
Wed	2/24/10	85%	2.55	520	Recycle
Saturday				0	Landscape
Wed			0	0	
Saturday				0	Landscape
Probation					Recycle, Conf. Paper
Human Services					Recycle, Conf. Paper
Human Services					Recycle, Conf. Paper
Total Recycle(lbs)				1,989	
Waste					
Fri			0	0	T1
Mon	2/1/10	40%	1.6	230	T1
Fri	2/5/10	50%	2	288	T1
Mon	2/8/20	75%	3	432	T1
Fri	2/12/10	25%	1	144	T1
Mon	2/15/10	60%	2.4	346	T1
Fri	2/19/10	5%	0.2	29	T1
Mon	2/22/10	75%	3	432	T1
Fri	2/26/10	25%	1	144	T1
Mon	2/1/10	60%	2.4	346	T2
Fri	2/5/10	10%	0.4	58	T2
Mon	2/8/10	50%	2	288	T2
Fri	2/12/10	30%	1.2	173	T2
Mon	2/15/10	40%	1.6	230	T2
Fri	2/19/10	30%	1.2	173	T2
Mon	2/22/10	75%	3	432	T2
Fri	2/26/10	25%	1	144	T2
			0	0	T2
Total Waste (lbs)				3,888	
Total % Diverted				34%	
	The waste audit consisted of 8 cubic yards of waste weighing 1,151 pounds.				
	This equates to 144 pounds per cubic yard for an average waste dumpster.				
	The waste audit consisted of 2.25 cubic yards of recycle, weighing 460 pounds.				
	This equates to 204 pounds per cubic year for an average recycle dumpster.				
	The landscape waste audit consisted of five (5) piles of grass and leaves, each weighing 95 pounds. This equates to 475 pounds a week.				

Day/Agency	Date	% Full, Trash Recycle	Volume (Cubic Yards)	Pounds	Dumpster ID
March, 2010					
Recycle					
Wed	3/3/10	25%	0.75	153	Recycle
Saturday				0	Landscape
Wed	3/10/10		0	0	Recycle
Saturday				0	Landscape
Wed	3/17/10		0	0	Recycle
Saturday				0	Landscape
Wed	3/24/10		0	0	Recycle
Saturday				0	Landscape
Wed			0	0	
Saturday				0	Landscape
Probation					Recycle, Conf. Paper
Human Services					Recycle, Conf. Paper
Human Services					Recycle, Conf. Paper
Total Recycle (lbs)				153	
Waste					
Fri			0	0	T1
Mon	3/1/10	50%	2	288	T1
Fri	3/5/10		0	0	T1
Mon	3/8/10		0	0	T1
Fri	3/12/10		0	0	T1
Mon	3/15/10		0	0	T1
Fri	3/19/10		0	0	T1
Mon	3/22/10		0	0	T1
Fri	3/26/10		0	0	T1
Mon	3/1/10	60%	2.4	346	T2
Fri	3/5/10		0	0	T2
Mon	3/8/10		0	0	T2
Fri	3/12/10		0	0	T2
Mon	3/15/10		0	0	T2
Fri	3/19/10		0	0	T2
Mon	3/22/10		0	0	T2
Fri	3/26/10		0	0	T2
			0	0	T2
Total Waste (lbs)				634	
Total % Diverted				19%	
The waste audit consisted of 8 cubic yards of waste weighing 1,151 pounds.					
This equates to 144 pounds per cubic yard for an average waste dumpster.					
The waste audit consisted of 2.25 cubic yards of recycle, weighing 460 pounds.					
This equates to 204 pounds per cubic year for an average recycle dumpster.					
The landscape waste audit consisted of five (5) piles of grass and leaves, each weighing 95 pounds. This equates to 475 pounds a week.					

**HOA WASTE STREAM AUDIT FOR THE WEEK OF
April 18, 2010**

OVERALL		RECYCLABLES		WASTE	
Product	Weight (Lbs)	Product	Weight (Lbs)	Product	Weight (Lbs)
Aluminum	2.5	Aluminum	2.5	Refuse	500
Cardboard	42.8	Cardboard	42.8	Restroom Trash	380
Glass	27.65	Glass	27.65	Rigid Plastic	25.6
#2 Plastic	16.85	#2 Plastic	16.85	Moisture	17.35
Metal	20.7	Metal	20.7	Wet Trash	342.1
Mixed Paper	340	Mixed Paper	340		
Newspaper	19.9	Newspaper	19.9		
#1 Plastic	25.2	#1 Plastic	25.2		
Tin	19.35	Tin	19.35		
Refuse	500				
Restroom Trash	380				
Rigid Plastic	25.6				
Moisture	17.35				
Wet Trash	342.1				
Total	1780		514.95		1265.05
Percentage	100%		28.93%		71.07%



**Gold Coast Recycling
& Transfer Station**
I N C O R P O R A T E D

still leading the way...

April 30, 2010

Dear Mr. Squires,

Enclosed please find the waste characterization results for the HOA building located at 800 S. Victoria Ave., performed at Gold Coast Recycling & Transfer Station (GCRTS) Saturday April 24th, 2010.

Waste Characterization Results- HOA (800 S. Victoria Ave.)
Saturday April 24th, 2010

Material Type	Pounds (Lbs.)
Aluminum	2.5
Cardboard (OCC)	42.8
Glass	27.65
HDPE #2 plastic	16.85
Metal	20.7
Mixed paper	340
Newspaper	19.9
PET ²¹ (Bottle)	25.2
Refuse	500
Restroom trash	380
Rigid plastic	25.6
Tin	19.35
Water/ Moisture	17.35
Wet trash (Food)	342.1
Total Weight	1780

*Table 1 – Waste Audit Results 2010

If you have any question regarding this matter. Please contact me at (805) 207-0222.

Respectfully,

George Harrison
General Manager
Gold Coast Recycling & Transfer Station

5275 Colt Street • Ventura, California 93003 • (805) 642-9236 • Fax (805) 642-9340

