



## IMPORTANT NUMBERS

### Situation or Problem

### Contact

|                                      |                             |
|--------------------------------------|-----------------------------|
| If you need an outside line          | Dial 8 then outside number  |
| If you need an internal extension    | Dial 101 then the extension |
| GSA Facility Manager                 | 805-654-3721                |
| GSA Landscape/Custodial Manager      | 805-654-2116                |
| GSA Custodial Contract Administrator | 805-654-3852                |
| Risk Management                      | 805-662-6538                |
| GSA Surplus Desk                     | 805-645-1311                |
| GSA Mail & Distribution Supervisor   | 805-654-3811                |
| GSA Maintenance Dispatch             | 805-654-3878                |



## General Services Agency County of Ventura Employee Recycling Guide

*The purpose of this guide is to provide the general rules, regulations and procedures that employees should follow while on County property. It entails information regarding why we recycle, what we recycle and how we recycle to educate and motivate employees to recycle to the fullest extent possible.*



<http://www.ventura.org/general-services-agency/earthday> July 29, 2020



## ADDITIONAL INFORMATION

### MULCH

At the County of Ventura, GSA Grounds department, all grass, tree and plant clippings are either reused on site as mulch or are hauled to Agromin and recycled to wood chips and green waste.



### FREQUENTLY ASKED QUESTIONS

#### Paper Recycling

Can paper include clips/staples? [yes](#)

Can glossy/coated paper be recycled? [yes](#)

Sticky notes? [yes](#)

Can reports still bound in those plastic spiral bindings be recycled? [yes](#)

Assume cardboard boxes are recyclable? [Yes](#)

Assume paper towels can NOT be recycled. [Paper towels cannot be recycled.](#)

Is laminated paper recyclable? [No. Laminated paper is considered film plastic and as such is not recyclable.](#)

#### Food Packaging

We have a lot of people who eat lunch/snack throughout the day.

Can plastic microwave trays be recycled? [Yes. Food should be removed from the item that you are recycling.](#)

How about yogurt containers? [yes](#)

Plastic "clam shell" containers? [yes](#)

Plastic silverware? [yes](#)

Glass jars and bottles? [yes](#)

Aluminum soda cans? [yes](#)

Plastic water bottles? [yes](#)

## ADDITIONAL INFORMATION

### STYROFOAM

Expandable polystyrene, commonly referred to by the trade name “Styrofoam” is a food product container material that incurs excessive environmental impacts in comparison to readily available alternatives.

The County of Ventura has prohibited “the use of expandable polystyrene food service products by vendors, franchisees, lessees, contractors or other commercial food and beverage purveyors at all Harbor, Park, and County Government Center facilities...”

In addition, “The use of expandable polystyrene food service products at special events at County facilities that are sponsored or co-sponsored by the County shall be prohibited. This prohibition shall apply to the event organizers, agents of the event organizers, event vendors and any other party (including non-profit organizations) who have an agreement with one or more of the co-sponsors of the event to sell goods or beverages at the event or otherwise provide an event related service...” “Written agreements with any vendor, including non-profit organizations, to sell food or beverages at an event that is sponsored or co-sponsored by the County of Ventura, shall specifically prohibit the usage and distribution of expandable polystyrene food service products.”

If the product should unavoidably come into your possession, please dispose of it in a trash receptacle.

### ID BADGES

For your information: ID Badges are recycled by returning the used ID Badges to stock and reissuing them with a new activation and employee or vendor identification label.

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## INTRODUCTION

Every employee must understand that improving the environment 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 all children to come.

We 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.

## REFERRALS

Christopher Ramirez  
805-654-3811

E-Waste, Batteries

Risk Management  
805-662-6538 or  
805-654-3197

Hazardous Materials,  
Hazardous Waste

Landscape/Custodial  
805-654-3797

Solid Waste, Custodial, Landscape

Procurement  
805-645-1322

Toner Cartridges

County employees with internet permission can access the County CEO web page and click on Risk Management for additional information relating to Battery Recycling and Hazardous Waste management guidance.

**PREPARED BY:**  
**CYNDY TASCHMAN**  
**ROSALIND HARRIS**  
**GSA HOUSEKEEPING AND GROUNDS**

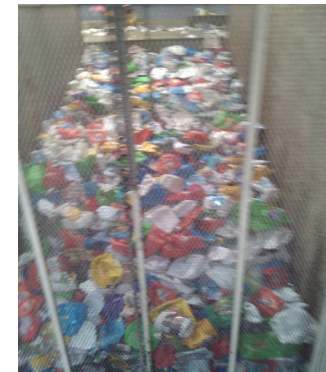
## HOW WE RECYCLE RECYCLING PROCESS AT EJ HARRISON

Glass is sorted by hand to remove plastic caps and other foreign objects. The glass is sent to Strategic Glass Company in Anaheim for processing and then to the Gallo Company headquartered in Modesto, California.



## HOW WE RECYCLE RECYCLING PROCESS AT EJ HARRISON

This is a container of recycled plastic. Surprisingly large numbers of laundry detergent containers are recycled.





## HOW WE RECYCLE YOUR OFFICE

Use a RAP box for all recycling. Once the RAP box is full, empty it into the nearest blue recycling bin located in your department.

## GSA CUSTODIAL

The custodial staff will pick up the blue recycling container and empty it into the large outdoor recycling containers. They will be picked up by the County's vendor, EJ Harrison. Once EJ Harrison picks up the trash receptacle, the trash and recyclables are sorted. The sorting process allows for the separation of paper, aluminum cans, bottles, cardboard and construction material.

## RECYCLING PROCESS AT EJ HARRISON

EJ Harrison employees sort aluminum cans, plastic containers, glass, cardboard, etc. When they are finished, they will have bundles of paper.



## POLICY

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 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. Audits shall be conducted annually and the results submitted to the General Services Agency, Facilities and Materials Department, and the Housekeeping and Grounds Department.

Managers and supervisors are required to review this policy with all employees and provide them with a copy of the 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 recycling products. For additional information or to obtain RAP boxes and/or blue bins, please call 805-654-2051. Employees are urged to come forth with suggestions, further reducing waste in their own work area 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 805-654-2116.

## PLEDGE

"The County of Ventura places a high priority on protecting the environment. As an employee of the County, I (add your name) pledge to

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

To participate in the County's "Reduce, Reuse, Recycle" program, please go to: [https://gsa-docushare.countyofventura.org/lfserver/Recycling\\_Pledge\\_1](https://gsa-docushare.countyofventura.org/lfserver/Recycling_Pledge_1). Once there, fill out the requested information and click on submit. Within a few days you will receive a wristband with the County's pledge. Please wear the wristband to remind yourself and to encourage others to participate.

## RELEVANT LAWS AND HISTORY

The County of Ventura is committed to protecting the environment. Wet garbage accounts for an estimated 45-51 percent of the non-hazardous solid waste stream. Disposing of debris in landfills is both economically and environmentally costly. Putting unnecessary waste 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 (1987)
- Electronic Waste Recycling Act (2006)
- Cell Phone Recycling Act of 2004
- Rechargeable Battery Recycling Act (2006)
- Recycled Newsprint Act (1989)
- Jobs and Recycling Act (AB 341) (2011)

## WHAT WE RECYCLE FOOD WASTE

For large serving facilities throughout the County, thousands of meals are prepared and served daily. Until recently, those scraps were simply dumped with other trash. The contents of the trash compactor ended up in the landfill, releasing tons of harmful GHG into the environment.

County departments and GSA, together with E. J. Harrison and their strategic partner Agromin, are working together to develop composting programs that will divert food scraps from the waste stream and convert them to composted soil amendments.

If you are interested in starting a composting program, please call 805-654-2116 for further information.



## WHAT WE RECYCLE

### SHREDDED PAPER RECYCLING

Shredded paper should be placed into a clear, plastic bag. Once the bag is full, it should be tied shut. There are two ways to have the bags picked up. The first is to have employees place their bags of shredded paper in the general collection area by the recycle bin. These collection areas can be found throughout most County facilities. For those who do not have collection areas in the facility, dropping off the bag in the banana brute with the rest of the recyclables is also appropriate.

Once the shredding has been delivered, the custodial staff will place the bags of shredded paper into the outdoor recycle container where it will be picked up by EJ Harrison and Sons and taken to Gold Coast Recycling.

Once the bags reach the EJ Harrison plant, they are opened and the paper is placed with the rest of the recycled paper. Once the compression



process is complete, the compressed paper is shipped out.

## 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.

## RELEVANT LAWS AND HISTORY

**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 (CIWMB) 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 determined this diversion by looking at the base-year solid waste generation (waste normally disposed of in landfills) to determine the amount of solid waste diverted. To help increase 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 of 1986 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 government, 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.

## RELEVANT LAWS AND HISTORY

***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 annual reports about the amount of recycled-content newsprint that is used.

***Jobs and Recycling Act (AB341):***

AB 341 is a landmark piece of legislation that will move California forward from land-filling to waste reduction, recycling, and composting, by creating a commercial recycling program and setting a bold goal for the State's waste reduction efforts. This bill went into effect on July 1, 2012.

While local diversion efforts have largely focused on residential recycling, there is still a large untapped recycling opportunity in the commercial sector, which comprises two-thirds of California's waste stream. For example, California as a whole diverts 58 percent of its waste but large office buildings divert only 7 percent. More than half of the material disposed at these buildings consists of readily recyclable paper and cardboard. Other businesses also recycle at far lower rates than the rest of the state. Each day that these materials go to landfills represents a wasted opportunity to conserve our natural resources, reduce greenhouse gases and create local green jobs. Finally, this bill expands recycling to the underserved apartment and business sectors.

In addition, this bill builds on the success of California's landmark 1989 recycling legislation (AB 939), which requires each city and county to cut their garbage in half by the year 2000, by directing CalRecycle to increase statewide diversion to 75 percent by 2020.

For additional information go to [www.arb.ca.gov/cc/waste/waste.htm](http://www.arb.ca.gov/cc/waste/waste.htm)

## WHAT WE RECYCLE BATTERY RECYCLING

Every employee is required to recycle batteries. Just look for The Big Green Box (TBGB). If you require one in your area, send an email request to [GSASore.surplus@ventura.org](mailto:GSASore.surplus@ventura.org) and include the following information (allow one to two business days for delivery).

Number of boxes needed

Your brown mail location number

Your name and agency/department name

TBGB includes pre-paid shipping, which FedEx is currently providing. Carefully follow the battery accumulation and full-box sealing instructions before having the GSA courier return it to the GSA mail room for pickup. Each box is limited to 43 pounds when full, so be sure to weigh the box. Additional charges will be assessed if the box is rejected at the TOXCO recycling facility.

If you have any questions about pick up or delivery, contact the GSA Warehouse at 805-654-3763. For any questions on battery recycling, contact Tony Dominguez at 805-662-6538. County employees with internet permissions can access the County CEO web page and click on Risk Management for additional information relating to Battery Recycling and Hazardous Waste management guidance.



## WHAT WE RECYCLE TONER CARTRIDGES

All toner cartridges should be recycled through the vendor with whom you purchase the cartridges. This is typically done in three ways:

- A telephone call to the vendor requesting a pick up.
- A monthly email from the vendor, inquiring if there are any used cartridges for pick up.
- Mailing the cartridges back to the vendor with an address label supplied by the vendor.

The County of Ventura has a new toner cartridge vendor— *Onestop*. This company supplies 100 percent green, refurbished toners. If they pick them up for recycling, nothing goes to a landfill!

Compuwave is the OEM cartridges vendor. Toner cartridges can be recycled through this vendor in the two ways mentioned above.

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



## RELEVANT LAWS AND HISTORY

### ***California Global Warming Solutions Act (AB 32):***

The California Global Warming Solutions Act of 2006 (AB 32, Nunez, Chapter 488, Statutes of 2006) established the world's first comprehensive program of regulatory and market mechanisms to achieve real, quantifiable, cost effective reductions of GHG's. In response to Assembly Bill 32, the Air Resource Board developed the Scoping Plan which contains the main strategies California will use to reduce the greenhouse gases (GHG) that cause climate change. The proposed scoping plan was released on October 15, 2008 and approved at the board hearing on December 12, 2008.

The AB32 Scoping Plan initiated the process of identifying opportunities to achieve greenhouse gas (GHG) reductions from the Waste Management Sector (Waste Sector). Control of landfill methane emissions was identified as an early action measure. The 2008 Scoping Plan also identified the need for mandatory commercial recycling and other programs to develop and implement alternatives to landfilling. In the Scoping Plan Resolution 11032, the Board directed the Air Resources Board (ARB) staff to work with the Department of Resources Recycling and Recovery (CalRecycle) and other stakeholders to characterize emission reduction opportunities for handling solid waste, including recycling, reuse, remanufacturing of recovered materials; composting and anaerobic/aerobic digestion; biomass conversion; waste thermal processes; and landfilling.

Further, in the Cap and Trade Regulation Resolution 12-33, the Board directed ARB staff to propose a comprehensive approach for the most appropriate treatment of the Waste Sector under the Cap-and-Trade program based upon the analysis of emission reduction opportunities. In response to the Board directive, ARB and CalRecycle established a joint workgroup to begin developing a Waste Sector Plan.

## RELEVANT LAWS AND HISTORY

### *Statutes of 2013*

**AB 480** (Solorio)--*Solid Waste Facilities: Captive Insurance* (effective 1/1/13) --AB 480 temporarily revises the conditions under which the use of captive insurance as a financial assurance mechanism for solid waste landfills would be allowed, while limiting its use to providing not more than 50 percent of an owner's and operator's financial assurance obligation. (Chapter 713)

**AB 549** (Carter)--*Electronic Waste* (effective 1/1/13) --AB 549 codifies the Department of Resources Recycling and Recovery's (CalRecycle) regulatory authority under the Electronic Waste Recovery and Recycling Program and specifies that the clarifications contained within the bill related to California source materials and payment claim reviews are consistent with the Legislature's original intent of the 2003 Electronic Waste Recycling Act (Sher, Chapter 526, Statutes of 2003). (Chapter 573)

**AB 837** (Nestande)--*Plastic Products* (effective 1/1/13) --AB 837 places the onus to substantiate the environmental marketing claim of a plastic food container product on the manufacturer or supplier of that product. This requirement would sunset on January 1, 2018. (Chapter 525)

**AB 845** (Ma)--*Solid Waste* (effective 1/1/13) --AB 845 prevents a local entity from restricting or placing limits on the importation of solid waste into a privately-owned, solid waste facility based on place of origin. (Chapter 526)

**SB 1219** (Wolk)--*Plastic Bags* (effective 1/1/13) --SB 1219 extends the sunset date for the At-Store Recycling Program from January 1, 2013 to January 1, 2020, and repeal the provision prohibiting local governments from passing ordinances that impose a fee on single-use plastic carryout bags. (Chapter 384)

## WHAT WE RECYCLE ELECTRONIC WASTE

Electronic waste is handled through the GSA, Business Support department and is defined as discarded computers, office electronic equipment, entertainment device electronics, mobile phones, television sets and refrigerators.

For electronic waste at the County of Ventura, the process begins with the request for pick up/drop-off. <http://vcweb/gsanew/bsupport/SurplusForm.asp>. Once the electronic items have been picked up or dropped off, it is determined whether the item(s) are reusable. If they are reusable, they may be obtained by other County Agencies/Departments by doing the following:

To Register go to: <http://www.publicsurplus.com/sms/venturaco,ca/register/employee>. Use registration code: AM 49 CANT 91 Code is intended for County reuse ONLY, not for general public use. If purchasing item for personal use, please create another account and do not use registration code.

Once Registered, login at [www.publicsurplus.com](http://www.publicsurplus.com). At the Surplus home page, go to "Browse auctions within area"  
Click On "Select Region" (California)  
Click On "Select Agency" (County Of Ventura)  
Click on "View all auctions for County Of Ventura"  
This will take you to "[Current Auctions for County of Ventura](#)"

Surplus available for reissue is identified with the "key" symbol. Multiple identical items will have the symbol of a wooden shoe (Dutch auction). Once a bid has been placed on an item, we DO NOT have the ability to cancel the auction. New Surplus is normally posted each Tuesday, Days 1-7 (VC agencies only) Days 8-14 (VC agencies & school district), Days 15-21 (general public).

Please feel free to call the Mail and Distribution Manager at 805-654-3811.

## WHAT WE RECYCLE

### RAP BOXES AND BLUE RECYCLING BINS

A RAP (Recycle All Products) box is a cardboard box that is used to recycle paper, (excluding paper towels, napkins and tissue) cans, plastic bottles, and glass. To recycle, most employees keep the RAP boxes under or near their desks for easy recycling. Once the RAP box is full, the employee will empty the RAP box into the nearest blue recycling bin in their department. The custodial staff will pick up the blue recycling bins and empty them into the large outdoor recycling containers where they will be picked up by the County's vendor, EJ Harrison.

If a RAP box or blue recycling bin is required in your area, or a replacement is needed, please contact GSA Dispatch at 805-654-3878.



### RECYCLE DUMPSTER

If you would like to begin recycling and require a large recycle dumpster, contact the GSA Grounds Division, Landscape Supervisor at 805-654-3821. Recycle dumpster arrangement and placement, as well as the pick up schedule, will be arranged with the vendor.

### CARDBOARD RECYCLING

Cardboard should always be placed in the recycle dumpster for pickup; however, if your agency/department has an overabundance of cardboard that requires recycling disposal, please contact GSA Dispatch at 805-654-3878. For small cardboard pickups, place the cardboard next to the blue recycle bin in your area and the custodial staff will pick it up. If it has not been picked up within 24 hours, please call GSA Dispatch at 805-654-3878.

## WHY WE RECYCLE

### LANDFILL REDUCTIONS

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 unnecessary waste 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 recycled material sales. The County of Ventura saves approximately \$245,838.00 per year through our recycling efforts, which is a no-cost program.

### GREENHOUSE EMISSIONS

In addition to trees reducing greenhouse gasses by 50 tons each year, we reduce greenhouse gas emissions (GHG) by diverting solid waste from landfills. Over time, waste produces and emits carbon dioxide. This is known as carbon sequestration. By reducing waste, we reduce this occurrence. We oversee the recycling of 12,831 tons of paper each year. By recycling this much 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.

### TREE CONSERVATION

We have reduced the amount of energy and fuel required to extract and process trees to manufacture paper products. The County of Ventura saves approximately 307,944 trees per year through our recycling efforts.

## WHAT WE RECYCLE

Every employee should recycle cans, plastic bottles, glass, paper and cardboard. They are all recycled by our partner EJ Harrison and Sons.

Be sure to watch the County's recycling video, detailing what we do and how we do it. The video is located on the GSA home page <http://myvcweb/index.php/departments-agency/general-services-agency>, then click on Recycle Video; or go to:  
<https://www.youtube.com/watch?v=kaNXozyaZzc&list=UU9MuTt2e0DT1jsybVeVQYgg>.

## SINGLE STREAM RECYCLING

Single stream, or fully commingled recycling, is a system in which all paper fibers (excluding paper towels and tissue) and containers are collected in the same bin instead of sorted into separate commodities in separate bins (source separated), such as newspaper, cardboard, plastic, glass, etc. Single stream recycling typically collects a greater variety of materials than source separated or dual-stream (paper in one bin; glass, plastic, and cans in another).

### Who is doing it?

The idea of single stream recycling took hold in California in the late 1990s. Since then, single stream programs have been established all over the nation, steadily moving eastward. Today, an estimated 100 city and regional single stream programs are in operation in 22 states serving about 22 million people; this is compared to 11 states and 16 million people five years ago, according to Government Advisory Associates (CBS, 2005).

## WHAT WE RECYCLE SINGLE STREAM RECYCLING

### What are the motivating factors to switch to single stream?

Motivating factors include:

- Simplified recycling — all recyclable materials are collected in one container, making collection easy and convenient for participants. This typically increases the number of participants, tonnage collected, and material diverted from landfills.
- Reduced collection costs by using single-compartment trucks. These are cheaper to purchase and operate - can be used for garbage collection, and allow for larger loads and fewer trips to the recycling center than two-compartment trucks.
- The County of Ventura collects all their recycled materials into one container by providing RAP boxes to all employees for materials such as paper, plastic, aluminum cans and glass. It is separated at Gold Coast Recycling.

