



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE: **EP-4**

TO: Each Supervisor
FROM: Donald L. Wolfe
Director of Public Works

ANNUAL REPORT COUNTY DEPARTMENTAL RECYCLING PROGRAM DIRECTIVES

On June 15, 2004, your Board approved Directives to enhance and expand the County Departmental Recycling Program and to instruct all departments to cooperate with Public Works in the implementation of these Directives. Compliance with these Directives will help demonstrate the County's good-faith efforts to comply with the California Integrated Waste Management Act of 1989 which requires jurisdictions to divert 50 percent of their solid waste from landfills. The Directives instruct Public Works to submit an annual progress report on the Program over a three-year period. This first report (see attached table) describes the status of compliance with each Directive.

In short, Public Works is building a foundation for the success of the Program and is working with other departments to enhance waste reduction and recycling programs in compliance with the Directives. We are also working with Internal Services Department to improve a number of existing Countywide recycling contracts. In October 2005, recycling consultants under contract with Public Works began visiting Departmental Recycling Coordinators at their facilities and assisting them to establish or expand recycling programs.

If you have any questions, please contact me or your staff may contact Fred M. Rubin, Assistant Deputy Director, Environmental Programs Division, at (626) 458-3500, Monday through Thursday, 7 a.m. to 5:30 p.m.

RB/WF:sm
P:\sec\DeptRecyclProgram

Attach.

cc: Internal Services Department

DIRECTIVE	STATUS
<p>1. Each County department shall:</p>	
<p>a) Promote waste reduction and materials reuse and recycling where feasible.</p>	<p>On June 15, 2004, the Board awarded a two-year Public Works contract to the consulting firm Strategy Workshop to provide education and outreach to County employees in an effort to promote waste reduction, materials reuse, and recycling in the workplace. Since then, the contractor has implemented the following measures that will help each department to increase waste reduction in their workplace:</p> <ul style="list-style-type: none"> • set up a web database to log County recycling statistics and trained Recycling Coordinators on how to operate the system • interviewed and hired recycling experts as consultants who visit jobsites • developed a Program Manual on how to enhance current recycling programs • established a Telephone Hotline to assist employees with questions on recycling • published an article in the March 2005 <i>County Digest</i> that discussed the ease of recycling and listed resources available to assist employees in enhancing recycling programs
<p>b) Within 30 days, designate a Departmental Recycling Coordinator, and additional recycling coordinators as needed for its field facilities. Inform the Countywide Recycling Coordinator of these individuals and identify other agencies or commissions for which its Departmental Recycling Coordinator is responsible.</p>	<p>By August 2004, all departments had identified Departmental Recycling Coordinators and informed the Countywide Recycling Coordinator who posted their name, contact information, and department on the County Departmental Recycling Program's website www.ladpw.org/drp.</p>
<p>c) Input waste diversion and disposal data on an ongoing basis into a database on the County Departmental Recycling Program's website after training has been provided by the Countywide Recycling Coordinator.</p>	<p>Strategy Workshop developed a training curriculum and held web database training workshops in March 2005. A majority of the Recycling Coordinators attended one of four workshops. Additional training will be provided to those who were unable to attend. A web Database User's Guide was given to all workshop attendees and is available to Recycling Coordinators to assist them in accessing the website and using the database to input diversion data. Currently, the Countywide Recycling Coordinator inputs recycling data for all departments. As Recycling Coordinators are trained, data input will become each coordinator's responsibility.</p>

<p>d) Keep the Countywide Recycling Coordinator informed of any planned changes in waste reduction activities.</p>	<p>Recycling Coordinators have been instructed to advise the Countywide Recycling Coordinator in Public Works of any changes. Public Works will follow-up.</p>
<p>e) In coordination with the Countywide Recycling Coordinator, provide receptacles for the collection and recycling of California Redemption Value beverage containers at appropriate public venues or facilities, such as, beaches, parks, museums, and amphitheatres.</p>	<p>The Department of Conservation has awarded Public Works grant funding to supply receptacles for the collection of California Refund Value beverage containers at various facilities. Public Works has programmed the following amounts for the purchase of receptacles for these public venues or departments:</p> <ul style="list-style-type: none"> • Hollywood Bowl (\$25,000: by fall 2005) • Public Works (\$41,000: completed August 2005) • Beaches and Harbors (\$12,000: by spring 2006) • Museum of History (\$12,000: by spring 2006) • Museum of Art (\$12,000: by spring 2006) • Art Commission (\$12,000: by spring 2006) • Child Support Services (\$25,000: by fall 2006) • Hall of Administration (\$12,000: by fall 2006) • Community Development Commission (\$12,000: by fall 2006) • Superior Courts (\$12,000: by fall 2006) <p>Other venues will be assisted by recycling specialists over the life of the contract with Strategy Workshop to facilitate procurement of receptacles for their needs.</p>
<p>f) Buy recycled-content paper using the County's cooperative recycled-content paper procurement program.</p>	<p>Thirty-six of 42 departments have indicated they are using the County's cooperative recycled-content paper purchasing program with Spicers Paper. Paper purchased through the program now contains 40 percent recycled-content, an increase of 10 percent from previous levels in 2003. In 2004, over 191,000 cases of recycled-content paper were purchased. Those departments not participating in the program will be reminded regularly that their participation is required by the Board. A new contract will be advertised by Internal Services in September 2005 in an effort to obtain quality recycled-content paper at more favorable prices.</p>

<p>g) Within 30 days, establish a link from its intranet (if one exists) to the County Departmental Recycling website and encourage its employees to visit the website to learn more about the County Departmental Recycling Program.</p>	<p>A recent spot check of three accessible department intranets has indicated that this requirement has not been fully complied with by posting the link. For those departments that have not set up the links, Public Works will work with them to offer website assistance in establishing the links.</p>
<p>2. Internal Services shall:</p>	
<p>a) Within nine months, and in consultation with the Countywide Recycling Coordinator and Departmental Recycling Coordinators, conduct studies on the recycling effectiveness and the responsiveness of the existing vendor agreements for (a) paper recycling, (b) recycled-content paper procurement, and (c) document destruction. Within ten months, submit each study to the Countywide Recycling Coordinator for review and possible recommendations.</p>	<p>Internal Services has completed a survey of all departments to assess the job performance of their current vendors for paper recycling, recycled-content paper, and document destruction. Survey results were submitted to Public Works in June 2005 for review. With this information, Public Works will work to improve services and resolve problems, including past complaints, such as slowness to pick up recycled paper, lack of service in the Antelope Valley due to transportation costs, jamming of recycled-content paper in printers, and lack of proof of recycling. Public Works and Internal Services are working to modify or rebid contracts to eliminate these problems, obtain more favorable prices, and improve services. In some cases, multiple vendors will be hired to give departments more choices. The contract for document destruction has been modified to require that vendors certify they are recycling the County's shredded documents.</p>
<p>b) Actively promote procurement of stock items having recycled and/or recyclable content in order to promote recycling market development and to "close the loop" for recycling. On a semi-annual basis, inform the Countywide Recycling Coordinator of the items and of the actions taken to promote their use.</p>	<p>Public Works is working with other departments to identify and encourage procurement of recycled products. Internal Services has taken an active approach towards procuring recycled products and has developed countywide purchasing contracts for recycled-content paper, remanufactured toner cartridges, and recycled silver (X-ray film, photographic equipment).</p>

<p>3. Authorize Public Works to:</p>	
<p>a) Investigate options for establishing comprehensive County departmental computer and e-waste recycling programs.</p>	<p>Public Works and Internal Services are working jointly to develop a service contract that will enable all departments to recycle electronic devices such as computers. This service will conform with specifications of the 2003 Electronic Waste Recycling Act and ensure County compliance with the law in managing e-waste. The Act is intended to ensure safe and convenient recycling of e-waste so that products containing toxic compounds are not disposed of inappropriately. By being an authorized collector in the system established under the Act, the County is eligible to receive a 20 cents per pound rebate of e-waste that is discarded to a licensed processor. This revenue will help offset the costs of the e-waste recycling contract.</p>
<p>b) Investigate options for developing a County policy for the procurement of printers and copiers that are capable of duplex (automatic double-sided) printing.</p>	<p>Many printers within the County have duplex capabilities. Public Works has written standard specifications to procure printers with duplex capabilities and will offer its assistance to any department which needs the capability. Copiers purchased in the County already have the ability to make double-sided prints. This ability saves paper, money, and reduces waste for the County.</p>
<p>c) Investigate options for establishing a toner cartridge reuse and/or recycling program.</p>	<p>Internal Services has current contracts with numerous vendors to provide remanufactured toner cartridges to all departments. These same companies will accept any empty remanufactured cartridges and recycle them. Thirty departments are now purchasing remanufactured toner cartridges. Other departments have encountered problems with remanufactured cartridges and procure new cartridges on their own accord.</p>
<p>d) Implement a Department Recycling Coordinator Incentive program using U.S. Savings Bonds.</p>	<p>Public Works has adopted an incentive award program by offering \$100 U.S. Savings Bonds to commend any County employee who has shown exemplary service in the field of recycling. The award is modeled after the Employee of the Month Recognition award program in Public Works. Any employee can nominate a Recycling Coordinator or coworker for the award; the award will be advertised through the www.ladpw.org/drp website and in the <i>County Digest</i>.</p>