WASTE REDUCTION AND RECYCLING PROCEDURE

Purpose
The purpose of this procedure is to implement the Waste Reduction and Recycling Policy.
- Establish zero waste practices at all City Facilities.
- Encourage waste prevention, recycling, market development, and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses, and other governmental agencies.
- Adopt waste prevention, recycling, zero waste and use of recycled supplies/materials as a City priority.
- Generate less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

Definitions
Environmentally Preferable Products (EPP)—Products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and/or disposal of the product.

Recycling—The process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

Recycled Content Products (RCP)—Products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized.
Recycled Product—Any product which is at least partially composed of recovered materials.

Recovered Material—Material and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original process (such as mill broke). This term includes material defined as postconsumer material.

Postconsumer Material—Those recovered materials which have served their intended uses and have been separated and diverted from the solid waste stream for the purposes of collection and recycling. These do not include manufacturing wastes.

Practical—Sufficient in performance and reasonably available at a competitive cost which shall mean no more than 5% more than the cost of other comparable products.

Mill Broke—Trimmings of paper machine rolls.

Waste Reduction—Any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

Procedure for Implementation
The procedure for implementation includes the procurement program, product specifications, equipment and machinery purchases, exemptions, City consulting contracts, public works contracts and waste reduction at events.

Procurement Program for Purchase of Recycled Products

In cooperation with their customers, all City Departments and/or Divisions shall evaluate and practice, at least, the following environmentally preferable product categories and purchase them whenever practical:

Preference The City shall purchase recycled products whenever sufficient quantities are readily available and meet the City's specifications. The City shall purchase recycled products that contain the highest percentage of recovered materials, and are produced to the greatest extent with postconsumer materials. All City departments shall establish purchasing practices which maximize the purchase of materials, goods and supplies that are produced from recovered materials, and/or may be recycled or reused when discarded.

- Purchase of all standard 8 ½ x 11 copy, writing, and printing paper shall contain a minimum of 50% recycled and 30% post-consumer recycled content material when practical.
- Purchase of additional paper products, including letterhead, envelopes, business cards, janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders, and other products comprised largely of paper, shall contain a minimum of 50% recycled and 30% post-consumer recycled content when practical.
• Increase purchases of cleaning supplies and chemicals that are environmentally preferable and are certified by a third party organization such as Green Seal, Eco Logo, Design for the Environment, etc.
• Increase purchases of recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs, and posts.
• Specify that road maintenance projects use recycled content aggregates and that construction projects use recycled content aggregates provided those aggregates meet Caltrans specifications.
• Increase purchases of cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash, or other alternative products.
• Increase purchases of remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
• Maintain purchases of re-refined motor oil at 85% or greater of total motor oil purchases.
• Request staff to rent alternative fueled or clean burning fueled vehicles when traveling.
• Increase purchases of alternative fuel vehicles and/or vehicles with increased fuel economy features, therefore reducing fuel consumption by 10%.
• Save energy and money while being a part of the solution to global warming by purchasing electronics and appliances that are ENERGY STAR compliant.

Promotion. To promote the use of products made from recovered materials, the City, to the extent practicable, shall label applicable products to indicate that they are recycled products.

• Provide all new employees with in-house waste reduction and procurement policy materials at orientation.
• Conduct educational outreach activities or supplemental environmental education.
• The City shall cooperate with neighboring agencies in an effort to develop a comprehensive, consistent and effective procurement effort intended to stimulate the market for recycled products.

Certification of Recovered Material Content. The City may require the seller to certify in writing on a form prescribed by the City, that the recycled product sold to the City contains the minimum percentage of recovered materials set forth in the City's product specification and shall also specify the percentage of postconsumer materials contained in the product.

Product Specifications

• The City shall review and revise product specifications so as to conform to the following guidelines:
  o Specifications shall not require the use of products made from virgin materials.
  o Specifications shall not exclude the use of recycled products.
  o Specifications shall, whenever possible, clearly identify both the expected performance standard(s) for each particular product, and the specific intended use.
  o Performance standards must be reasonable and not so stringent as to purposely exclude recycled products.
  o A minimum percentage of recovered material content shall be incorporated into each
specification when it is known that there are sufficient and readily available supplies of a particular recycled product able to meet the City's specifications.
  o A minimum percentage of postconsumer material content shall be incorporated in each specification when it is known that there are sufficient and readily available supplies of a particular recycled product able to meet the City's specifications.

- Monitoring and Revising Specifications. City staff shall continually monitor the availability of recycled products so as to create new specifications and revise existing product specifications to reflect the availability of newly marketed products and increases in recovered material content (specifically, increases in the postconsumer material content).

**Equipment and Machinery Purchases**

The City shall purchase, whenever feasible, equipment and machinery that is compatible with the City's applicable recycled products specifications.

**Waste Reduction for Events**

All City organized events (including meetings, conferences, employee luncheons, BBQs, trade shows, celebrations, etc.) shall plan for waste reduction and recycling at the beginning of the event planning process. This includes events where the City will be working with concessionaries, caterers, etc.

**Events that serve food or beverages**

All City organized events shall conform to the following guidelines:

- Forecast the head count to avoid food waste.
- Use finger foods and serve food buffet style.
- If finger foods are not feasible, use reusable tableware, cups, flatware and linens.
- If reusable items are not feasible, use recyclable tableware, utensils and cups. Recyclable serving ware includes:
  - Plastic plates
  - Plastic cups
  - Plastic utensils
  - Aluminum foil
- If recyclable items are not feasible, use compostable tableware, utensils and cups. If waste materials from the event will be collected for composting, compostable items may be used instead of recyclable items. Compostable serving ware includes:
  - Paper plates
  - Paper cups
  - Paper napkins
  - BPI certified compostable “bio-plastic” cups, utensils, etc. (usually made from vegetable starch)
- When practical, the City shall not purchase non-recyclable, non-compostable items, including:
  - Expanded Polystyrene (aka “Styrofoam™”) items
Individual packages of condiments (sugar, ketchup, cream, mustard, etc.). Use a larger container or refillable pump condiment dispenser instead.

Juice boxes and other drink cartons

Collecting Recyclables
Whenever possible, recycling containers shall be placed next to every trash can. Recycling containers shall be clearly labeled.

Exemptions
The following are considered exemptions to the above procedure:

- If the City finds it is unable to purchase a sufficient supply of a particular specified recycled, recyclable or compostable product, the City may purchase a non-recycled, non-recyclable or non-compostable product until such time as a sufficient supply of the recycled product becomes available.
- No product shall be purchased that will negatively impact the health and safety of employees and citizens.
- A non-recycled, non-recyclable or non-compostable product may be substituted for the specified recycled, recyclable or compostable product whenever:
  - A particular piece of equipment or operation is unable to function properly with the material specified. In these instances, the preferred substitute product shall be a recyclable, compostable or recycled product containing the highest percentage of recovered material and postconsumer material that allows the particular piece of equipment or operation to function. The substitution of a non-recycled, non-recyclable or non-compostable product shall be used as the last resort.
  - In cases of operational emergency, the City may purchase products from the nearest capable vendor when the specified recycled, recyclable or compostable product cannot be purchased by the time needed.
- If the purchase of a recycled, recyclable or compostable product would significantly impact a department's adopted budget, the department shall document the impact and submit the issue to Council for policy direction.

City Consultant Contracts
All City contracts for consultant work, requiring the submittal of paper document(s) to the City, shall specify that the submitted document must be produced on recycled paper, when practicable, conforming to the City's specifications. All such documents shall be required to have the front cover labeled in such a way as to identify that the document was produced on recycled paper. Where practicable, the pages of all such documents shall be produced double-sided.

Public Works Contracts
This section shall not apply to public works contracts required to be awarded to the lowest responsible bidder under state law.
Responsibility
Public Works, for the administration of this policy. All departments, for implementing this policy.

Solid Waste Division shall:

- Establish and maintain education and outreach materials that will instill a belief and enthusiasm in City employees that demonstrates we care about our environment through actively participating in green procurement policies and recycling programs, and in setting a standard, by example and through leadership, that other public and private agencies can follow.
- Develop on-going supply of educational materials to provide to Human Resources that will be distributed to all new employees at orientation.
- Follow up on all employee comments, questions, or suggestions that are submitted to the Solid Waste Division.

Stores Services shall:

- Maintain and use information furnished by its customers about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage the Departments and/or Divisions to purchase such products whenever possible. Initially, these shall include the products designated in the Procurement Program section of this policy.
- Provide Departments and/or Divisions with vendor-furnished information about recycled products and environmental procurement opportunities.
- Inform vendors of our Procurement Policy.
- Structure applicable contracts, RFP’s and RFQ’s, to offer and/or feature recycled-content products and services whenever possible, (e.g., office supplies, lubricating oils, and janitorial supplies and services).

Each City Department and/or Division shall be responsible for the implementation of this policy and shall:

- Purchase all standard 8 ½ x 11 copy, writing, and printing paper with a minimum of 50% recycled and 30% post-consumer recycled content material.
- Practice waste prevention whenever possible.
- Continue to utilize recycling programs and expand them where possible.
- Procure recycled products whenever practical.
- Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- Ensure that procurement documents issued by the Department and/or Division require environmentally preferred alternatives whenever practical.
• Educate and promote this policy through appropriate staff and the use of resources provided by the Solid Waste Division. This will include documentation of successes, pitfalls, changes, etc.
• Purchase one new item each year that is made with recycled content material that was purchased in prior years made out of raw material, when practical.

Approved:

Steve Pinkerton
City Manager
City Special Event Use Permit for Facilities, Parks and Greenbelts

Here is the current text of the waste management section of the permit application form:

California State law requires each city to divert 50% of solid waste from landfill. Davis Waste Removal (DWR) manages the City of Davis’ solid waste programs. DWR can provide recycling bins for your event. Applicants must contact DWR at (530) 756-4646 at least 2 weeks in advance to request recycling bins. There is no charge to the applicant for delivery or use of the bins.

Will you be providing additional dumpsters?  □ Yes (DWR)  □ No

If yes, please identify the following:  Total number of dumpsters / size:  __________
Delivery Date:  __________ Time:  __________
Pickup Date:  __________ Time:  __________

All waste produced from your event must be removed. Please explain your plan for clean-up and waste removal during and after the event:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Proposed Language:

The City’s solid waste hauler Davis Waste Removal (DWR) can provide you with trash and organic waste dumpsters for your event. DWR can also provide recycling carts at no extra charge. Applicants must contact DWR at (530) 756-4646 at least 2 weeks in advance to request dumpsters.

Will you be providing additional dumpsters?  Yes  No
If yes, please identify the following:  Total number of dumpsters / size:
Delivery Date:  Time:  
Pickup Date:  Time:  

All solid waste produced from your event must be removed. Recyclable materials must be separated for recovery and must be recycled. Compostable materials must be separated and composted. The City Recycling Program rents Clearstream Recycling frames for events and can assist in setting up a recycling plan for your event. Please contact the Public Works Department for details (530) 757-5686 or PWWeb@CityofDavis.org.

Please explain your plan for clean-up, recycling and waste removal during and after the event:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________