



JAMES A. NOYES, Director

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

June 3, 2004

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012-2713

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JUN 15 2004

Violet Varona-Lukens
VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

Dear Supervisors:

**COUNTY DEPARTMENTAL RECYCLING PROGRAM DIRECTIVES
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Directives listed in Enclosure A to enhance and expand the existing County Departmental Recycling Program and instruct all County departments to cooperate with Public Works in implementation of these Directives. Implementation of the Directives will expand the impact of the Program throughout County departments and thereby demonstrate to the State the County's good-faith efforts to implement meaningful waste diversion practices in compliance with the California Integrated Waste Management Act of 1989 (also known as AB 939) and with the County's time extension to meet the Act's goals. There will be no significant impact to the County General Fund.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to build upon the foundation of the Board's Synopsis 60, dated May 8, 1990 (Enclosure B), which established the County's Departmental Recycling Program, and thereby demonstrates the County's continuing efforts to comply with AB 939. In Synopsis 60, your Board instructed all County departments to develop and implement recycling programs where economically feasible

Sent 6/16/04
Willard Talbot

and instructed the Chief Administrative Officer and the Director of Public Works to appoint a Countywide Recycling Coordinator within the Waste Management Division (subsequently renamed Environmental Programs Division) of Public Works.

Additionally, AB 939 (as amended) requires every city and county in the State to divert 50 percent of solid waste from disposal at landfills or transformation facilities by the year 2000 and every year thereafter. Although the County of Los Angeles has a long tradition of leadership related to solid waste management, the County was unable to document compliance with the 50 percent diversion requirement for the year 2000 or following years. The County has received a time extension from the California Integrated Waste Management Board, the State agency which oversees AB 939 compliance, in order to enhance programs that will assist the County in documenting compliance with the 50 percent diversion rate. The time extension was approved by the Waste Board on October 15, 2002, and the County has until December 31, 2004, to meet the required diversion rate. Failure to meet the diversion requirements could subject the County to fines of up to \$10,000 per day.

Commitment to a comprehensive and aggressive Departmental Recycling Program and the award of the County Departmental Recycling Education/Outreach Contract are important elements contributing to the County's demonstration of its good-faith effort to meet its State-mandated diversion requirement.

Note that a separate Board agenda item on the calendar for June 15, 2004, is for awarding a contract to Strategy Workshop, Inc., to coordinate and enhance the County Departmental Recycling Education/Outreach Program which is the education and outreach element of the overall Departmental Recycling Program.

Implementation of County Strategic Plan Goals

The Directives listed in Enclosure A are consistent with the County Strategic Plan. The Strategic Plan Goal of Organizational Effectiveness, which focuses on ensuring service delivery systems are efficient, effective, and goal-oriented, is met by (a) enhancing the County Departmental Recycling Program to ensure efficient and effective recycling programs are implemented in County departments, (b) examining existing recycling and related procurement agreements for their effectiveness and responsiveness to County needs, and (c) investigating options for programs and policies to encourage the reuse and recycling of computers, e-waste, and toner cartridges by County departments. The Strategic Plan Goal of Fiscal Responsibility is met by more effectively managing the County's resources and waste diversion activities by which the County can meet the

terms of the State-approved AB 939 time extension and avoid fines for failing to meet the State waste diversion mandate.

FISCAL IMPACT/FINANCING

It is anticipated there will be no significant, direct, financial impact on the County General Fund. Each County department will utilize its own staff to implement the County Departmental Recycling Program. The purchase of recycling receptacles and the Department Recycling Coordinator incentive program, as both are listed in Directives 1 and 3 in Enclosure A, are to be funded respectively through a grant secured by Public Works from the California Department of Conservation and by the Solid Waste Management Fund (GD1 Fund). The incentive program funding is included in the County Departmental Recycling Education/Outreach Contract to be awarded to the Strategy Workshop.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under State law, Public Resources Code (PRC) Section 40002, each jurisdiction is responsible to ensure public health and safety and the well-being of the public by making adequate provisions for solid waste handling services within its corporate or political boundaries. Proper collection and management of solid waste is an essential service that must be provided to all residents and businesses in order to protect public health and welfare while conserving natural resources.

Pursuant to PRC Section 41780, the County is mandated to divert 50 percent of the solid waste generated in the County unincorporated areas from disposal at landfills and transformation facilities. State law requires the County to develop and implement waste diversion programs to ensure compliance with its waste reduction mandates. State law, PRC Section 41850, also provides for an assessment of a penalty by the State of up to \$10,000 per day for a jurisdiction's failure to comply. As part of our efforts to comply with this State mandate, the County Source Reduction and Recycling Element (SRRE) was prepared by Public Works in August 1993 for the unincorporated areas of the County, approved by your Board on November 4, 1993, and subsequently approved by the Waste Board in September 1994. An objective identified in the SRRE was the establishment of a recycling program in County facilities that requires separation and recovery of recyclable materials.

In addition, PRC Sections 41750 and 41751 require that each county in the State prepare a Summary Plan document which outlines the steps that will be taken by local agencies to achieve the mandated solid waste diversion goal stated above. The

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Summary Plan for the County of Los Angeles was approved by your Board on January 27, 1998, and later approved by the Waste Board in June 1999. The Summary Plan includes in its Goal 7 a requirement that recycling program design and implementation assistance be provided to each departmental facility as needed. The County Departmental Recycling Program is utilized to accomplish the above objectives and goals.

This letter has been reviewed by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Implementation of the recommended Directives will not have a significant impact on current services. The Directives will support the County Departmental Recycling Program and enhance recycling activities at all County facilities.

CONCLUSION

Upon approval/certification of these Directives, please forward two approved copies of this letter to Public Works and one copy to every County department.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

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Enc.

cc: Chief Administrative Office
County Counsel

COUNTY DEPARTMENTAL RECYCLING PROGRAM DIRECTIVES

Effective immediately, all County departments shall participate with the Department of Public Works, which serves as the Countywide Recycling Coordinator, in the implementation of the enhancement and expansion of the County Departmental Recycling Program and comply with the following Directives.

1. Each County department shall:

- a) Promote waste reduction and materials reuse and recycling where feasible.
- 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.
- c) Input waste diversion and disposal data on an ongoing basis into a database on the County Departmental Recycling website after training has been provided by the Countywide Recycling Coordinator.
- d) Keep the Countywide Recycling Coordinator informed of any planned changes in waste reduction activities.
- 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.
- f) Buy recycled-content paper using the County's cooperative recycled-content paper procurement program.
- g) Within 30 days, establish a link from its intranet site (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.

2. Internal Services Department shall:

- 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.

- 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.

3. Authorize Public Works to:

- a) Investigate options for establishing comprehensive County departmental computer and e-waste recycling programs.
- b) Investigate options for developing a County policy for the procurement of printers and copiers that are capable of duplex (automatic double-sided) printing.
- c) Investigate options for establishing a toner cartridge reuse and/or recycling program.
- d) Implement a Department Recycling Coordinator incentive program using U.S. Savings Bonds.

- 4. Public Works shall submit a report to the Board on the County Departmental Recycling Program's progress approximately 12 months after adoption of the County Departmental Recycling Education/Outreach Contract and these Directives and every 12 months thereafter for a total of three reports over a three-year period.

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