

The program section contains all the information related to waste diversion programs implemented at all of your facilities.

With the exception of organics recycling, we have that in two different spots (to capture that information, if you have facilities in addition to HQ), and I'll explain that later.

We have recycling, organics recycling, waste prevention and reuse material exchange, green procurement and training and education.

And again, this applies for all of your facilities except for organics recycling in this module here and only applies to your headquarters.

So let's go ahead and get started by selecting recycling.

What I did ahead of time was I viewed my programs implemented in the prior year. What was done in the prior year?

You might want to print that out or have it on the side of the screen and that way you can see what was filled out for the prior year to see if there's any changes.

Because once you pull it up, (the current report) it's empty.

And at the beginning of this web and I mentioned some state laws AB 341 and 1826, which are mandatory commercial recycling and mandatory organics.

If you click on these here, you can get more information about that, it'll take you to our website if you're curious and you want to know more.

And AB 75, which is the whole crux of the whole state agency SARC system. That's where it all began.

So you can go ahead and click there.

Also, I'll be talking a little bit more about a AB 2812 in the training and education screen.

But again, if you just needed more information,  
this is where you would go.

So when you're comparing your recycling programs from year to year,  
you can pull up what you had last year, (select the view prior year report on screen)

Always select edit first.

I'm just going to go ahead and select ones here we had last year.

My example we're saying we're not doing 4 -7 plastics.

I'm adding carpet, with our building space optimization.

I want to call out carpet for those agencies that are also  
going through any renovation or construction

carpet is important. We have a carpet care program.

If you look on our website there is more information on carpet.

Cardboard... Newspaper....

These are all the common ones that we're going to use.

Scrap metal, we don't have a lot of

textiles and again we see mattresses as you can see

we have a particular interest in mattresses if you

have recycled any mattress is during the reporting year you

would just go ahead and enter the number here we

don't, but for example the prisons the hospitals or veterans homes may.

If you do, go ahead and enter that number here.

We are going through building space optimization so I'm going to go  
ahead and say the construction materials and debris.

We aren't reporting hazardous materials,

But as you see here we provide this information for  
you as a resource in case you need

to know or if you have some hazardous materials like E waste, what to do.

A lot of this is run by the Department of Toxics Substances Control,  
so we link over to their website.

Cal EPA has a E waste program that you can use as well,  
so this is kind of used as a resource here.

In this box. Is where you provide any details.

So for example, since we are going through construction,  
I'm going to say this year we are adding construction and debris,  
Construction materials due to a renovation.

So if you have any changes in your program,  
you're just going to want to go ahead and explain  
that here. Also 4 through 7 plastics are no longer  
accepted by hauler.

That looks pretty good to me in terms of what  
we had filled out from the prior year.

Again, assuming this is all info from 2019 were going go ahead  
and save.

It brings us back to the entire program screen.

So I had just completed the recycling module.

As you'll see, with the 11 selected activities,  
that means for me that I have completed that section.

Next we're going to do the organics recycling.

So here we have even additional information on AB 1826  
so you can click here to read the instructions.

I just want to point out for 2020.

Please note that its anticipated the threshold for 2020 is  
going to be 2 or more cubic yards of solid  
waste per week which is the threshold as a generator.

Organics recycling would apply to your agency.

The two cubic yards is combined trash, green waste,  
landscaping waste, recycling and food waste.

That's a combined total of the waste that you

generate so that if you generate that from your recycling,  
your green waste and your trash you'll meet that 2 cubic yard threshold,  
you're most likely going to be in the 2020 year threshold.

The year that we're in right now.

But we're reporting for 2019 at the threshold for 2019.

Which is four cubic yards of solid waste,  
so generally speaking, facilities or agencies that have 200 or  
more employees will most likely fit into the four cubic  
yards of solid waste per week threshold,  
and those would be subject to having an organics recycling  
program.

Selecting no organics on site. If you have 200 employees or  
more will definitely trigger us to look a little closely  
into your program. I'm not saying it can't be the case,  
but more times than not it won't be the case.

So when I scroll down and I'm only reporting for  
my headquarters here you can see the agency information (address/employee count).

This is the information for the organics recycling program that I'm  
reporting for.

We do have landscape and pruning waste.

Oh my goodness see what happens there.

So once you select something a whole additional questions  
come up based on my initial answer.

We do have food scraps.

Food soiled paper. And again,

for agencies that are 200 or more,

if you click this, no organic material at this agency,

we're probably going to take a closer look as to

why that is. So based on our own assessment,

we would fall under the four or more cubic yards of solid waste.

Maybe your agency is in the two cubic yards (threshold), which applies this year, or if you have less than 2 cubic yards, we have a lot of state agencies that are very small. They would go ahead and select that.

How do we determine the organics generation at this location?

Well, we use the current service level from our hauler bills and receipts.

You can use the generator ID tool if you're not sure.

It's an ID tool that helps you determine how much based on the type of state agency that you are, how much waste is generated. Just kind of best practice or information from what we know of waste generation.

It provides you a threshold in which you would fall under.

Or select "other" if you have another method, you can select that and then it will ask you how did you determined that.

(Question on report) Please describe your reuse prevention programs for these materials?

We do have xeriscaping here at CalRecycle.

We also do food recovery when we have, for example, our Department picnics or things like that.

We do food donation, the food portion control, and right sizing. This would be important for state agencies that prepare food, like for prisons... Maybe Cal Fire?

If you're an agency like the veteran's homes and hospitals. If you are preparing food. (or serving food onsite)

If you're right, sizing your food proportions – that's a great way you would go ahead and select that here.

Generating organic material at this location.

How are you recycling it?

So for greens waste or landscaping  
and pruning waste it gets recycled.

I want to make sure is if you have landscapers or,  
someone that comes in to do your landscaping.

You want to try to make sure that you  
have a contract with them that says they haul for  
recycling. So for us, I'm going put landscaper contract includes green waste recycling,  
so they haul it away and by contract they are hauling for recycling.

That's taken care of.

Food scraps and food solid paper.

You might have on-site composting or vermicomposting,  
or perhaps you have an anaerobic digester.

There are some agencies that self-haul to a facility  
and if so if you select that it will ask you  
which facility you take it to

For us, it's a hauler pick up,  
so if you have a hauler that comes,  
picks it up. Just go ahead and list which hauler services your agency.

And I'm going to go ahead and enter our hauler and select save.

So the organics program is successfully completed.

Let's go back to all the other programs.

I'm going to kind of whisk through this.

I see that we only have about 20 minutes left.

So you'll see again, here we have the program is completed.

Next is waste prevention and reuse.

We're looking for ways in which are agency implements,  
waste prevention, and we use we provided check boxes for

the most common practices,

but please include in the comment section if you have a practice that isn't less listed here.

Give us a brief description on what that is,

so I'm going to go ahead and do edit and

then to save time, I'm just going to select some

Again, you can refer back to your prior year, what you included in there.

We do have a place for mattress (again)

Double sided copies is a popular one.

OK, so we're going to go ahead and save

I'm just going to stop there.

We do have a place for mattresses for you.

For some reason, if your agency was able to reuse your mattress, go ahead and put that number here.

And provide any details describing your waste prevention program.

So for us, we have many methods of waste prevention.

The staff are educated via the intranet, emails for options to reuse before recycling.

Thank goodness for spell check I will go ahead and just make those corrections.

And select save.

OK, we're almost done. So material exchange will go pretty fast too.

We're going to go ahead and edit.

If you donate to schools or nonprofits, that's very popular. (select the check box)

There is internal property utilizations. We do that in here in our building.

We also surplus to DGS.

Again, another place for mattresses if material exchange mattresses.

If you donate or if you give them away prior

to the end of life, please go ahead and list that number here.

For us, we have the second chance outlet.

That's a way for us to,

recycle or exchange with other departments gently used office supplies in our building,

We have a place where people can put gently

used office supplies.

Where other agencies can come and use them,

and extra furniture is sent to DGS for surplus.

So what we do is we try to find exhaust

every avenue that we can.

If anyone can use the furniture,

it goes there but after that if no one that wants it,

and it's still good enough for another state agency to use,

we go ahead and surplus to DGS.

So I'm going to go ahead and save.

The material exchange section is done.

Green procurement, so some of you might be familiar with the state

agency buy recycled campaign (SABRC).

Some agencies have the recycling coordinators also reported SABRC.

Sometimes it's a different person, (staff that complete SARC and SABRC)

but what it is, it's basically a program to close the loop.

You're recycling on one end and then state agencies are

also required to close the loop by purchasing items made

from recycled material. That's our SABRC program.

If you want to go ahead and view your SABRC via the web,

Select this. It's a SABRC report statewide.

You can go ahead and select that.

It'll take you to our website.

This is our SABRC information.



You're going to scroll down and I believe it's this one.

So this is our last SABRC annual report here.

Currently looking at the 18-19 fiscal year.

I'm going to go ahead and open that and it'll give a list of all the state agencies and whether they met their SABRC compliance or not in all the product categories in which they made purchases in.

So that's how you can go ahead and look up your agency.

Or if you're curious about other agencies, you can also do that here.

So for green procurement, we have a recycled content procurement policy here at Calrecycle and if you don't we can help you with that if you're interested in seeing you know what our policy looks like.

We also have an EPP policy.

They kind of go hand in hand.

We provide a staff training for procurement staff so they could become knowledgeable about SABRC and EPP purchases that we make, so I'm just going to go ahead select all of them.

We are a Fi\$cal reporter

We report all of our SABRC purchases or all of our purchases in fiscal and then we identify the SABRC items in fiscal as well.

So the big thing here is if you are not the one that reports for SABRC what you might want to do is introduce yourself to that person within your agency and just let them know that you're the SARC

reporter and that there is just a small bit of SABRC information in the SARC report and that you'll be entering it on their behalf. So you you'll want to touch base with them and let them know that this happens, and ask if they want to see what it looks like. You can show them. I'm just going to put something here really quickly, You can give a little description on, what your procurement program is like if you have a policy? How did your staff know about the policy? Or even if you want to include the types of green products that your that your agency is purchasing, you can go ahead and include that here. And go ahead and save. Lastly, this is a really important part of our Program training and education. Again, we want to provide you with context on this, what AB 2812 is and it basically states state agencies, are required to have dedicated recycling staff, signage, signage for your bins and education about your recycling program. (Example) Employee training. How do your employees know what is recyclable, or how to recycle and also having the adequate number of recycling bins. So there should be a recycling bin, next to every trash can and where there's organics generated. Maybe in a break room or in a cafeteria or an area where there's picnic tables. There should be trash recycling and organics bin for staff to be able to use all of those bins, and they should all be clearly marked with signage. So these top 4 items here are completely required as part of a AB 2812,

so if your agency doesn't have one of those checked off, or if a program isn't set up, that would be a reason for compliance.

We look at your programs closer for compliance, so just make note of that.

It's something that started July 1 2018.

So I'm guessing most state agencies by now would have that, but if you have any need technical assistance to make that happen, we have resources on our website that you can go there for examples of signage, and posters.

If you go to our CalRecycle website under SARC.

The web page it will lead you to some of those resources.

So for CalRecycle.

I'm going to make sure we do have those top 4 selected.

And again, in the event you don't select one of those top four,

you have to have the program to be able to select it, so make sure that you do.

Also the ones below are additional examples of what you may be doing.

So we have information on our Internet or intranet.

We have brochures and Flyers.

We have an office recycling guide, new employees, when they're brought into new employee orientation, we talk about our recycling program here, so I'm just going to go ahead and select some of these.

You select the ones that pertains to your agency

Some do an Earth Day fair to educate their employees.

Things like that. Maybe you do waste audits.

Go ahead and select the ones that apply to you.

There is a brief mention for community colleges, but they are not required to report this year, so I'm not going to go over that.

They are not subject to this, but they're not reporting this year.

So just go ahead and enter how you educate your suppliers, employees and customers, I'm going to say we have information booths at America recycles day and Earth Day.

We have information on our website.

I'm not going to type this in just for the sake of time we have.

Information on waste diversion programs are available on our website and our Intranet.

And another key thing is our janitorial staff who empties our recycle bins and our organic bins have been trained on emptying the bins once a day, letting us know if there is contamination.

Those things are important to make sure that you have an effective program.

So what we're looking for here is you describing to us a little bit more about your program.

If it's not listed up here, or if you have something you want to brag about, please put it down. I'm going to go ahead and select save.

So now our programs tab is complete.

You'll see the program section is complete.

The training and education was the last module is complete.

So for some state agencies you're done!

That's if you don't have any extra facilities.