

SAM – WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE

CHAPTER 1900 INDEX

This chapter informs employees at state facilities of the Department of Resources, Recycling and Recovery (CalRecycle) policies and procedures regarding the prevention of solid waste generation and, alternatively, the reuse or recycling of solid waste. It describes related state agency and individual state facility responsibilities. This chapter does ***not*** pertain to hazardous materials or confidential records destruction.

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GENERAL POLICY

1900

(Revised 12/2013)

The Department of Resources, Recycling and Recovery ([CalRecycle](http://www.calrecycle.ca.gov/)) is committed to reducing the amount of solid waste entering landfills, and to assist state agencies and facilities in meeting required waste diversion goals, and to enact programs for all recyclable materials where feasible. CalRecycle's Internet location is:

<http://www.calrecycle.ca.gov/>.

For information on state agency requirements and assistance:

<http://www.calrecycle.ca.gov/StateAgency/>.

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TERMS AND DEFINITIONS

1910

(Revised 12/2013)

To access CalRecycle's terms and definitions relating to recycling and waste prevention <http://www.calrecycle.ca.gov/laws/Regulations/Title14/ch9a3.htm>.

For and index of programs and services: <http://www.calrecycle.ca.gov/Index/>.

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STATUTORY AUTHORITY

1920

(New 12/2013)

On and after January 1, 2004, each state agency and each large facility shall divert at least 50 percent of all solid waste through source reduction, recycling, and composting activities. Each state agency and large state facility is also required to designate at least one solid waste reduction and recycling coordinator to oversee the implementation of waste management programs. Commencing January 1, 2007, pursuant to Public Resources Code (PRC) [42921.5](#), the 50 percent diversion requirement is measured by comparing the per capita disposal rate in subsequent years with the equivalent per capita disposal rate that would have been necessary for the state agency or large state facility to comply with the 50 percent diversion requirement (for additional information about the measurement system see [State Agency Laws and Regulations](#)). Also, beginning 2012, each state agency and large state facility is to annually submit a state agency waste management report to CalRecycle by May 1. For more information on state agency waste management report:

<http://www.calrecycle.ca.gov/StateAgency/WMReport/>.

Additionally, Public Contract Code (PCC) sections [12200-12217](#), the State Agency Buy Recycled Campaign (SABRC), and related PCC sections [12180-12184](#), include purchasing and reporting requirements for state agencies regarding products purchased by the State of California, in specific product categories. The requirements state that if fitness and quality are equal, each state agency shall purchase recycled products instead of non-recycled products whenever recycled products are available at the same or lesser total cost than non-recycled products. For more information on SABRC reporting: <http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/Requires.htm>.

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EXECUTIVE MANDATE

1921

(Revised 12/2013)

The Governor's Executive Order [EO-B-18-12](#), requires the Department of General Services ([DGS](#)) to work with other state agencies to develop by July 1, 2013, policies and guidelines for the operation and maintenance of State buildings to achieve operating efficiency improvements and water and resource conservation, and to continually update and incorporate these into the State Administrative Manual ([SAM](#)).

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RECYCLING OF MATERIALS

1930

(Revised 12/2013)

The following subsections provide guidance to state agencies in managing these material wastes: California Redemption Value ([CRV](#)) beverage containers, carpet, construction, and demolition material (C&D), electronic waste (e-waste), food waste, mattresses, organic landscape waste, oil, paint, paper, scrap metal, sharps, tires, toner cartridges and universal waste (u-waste). U-wastes are: batteries, lamps/light bulbs, mercury-containing equipment and thermostats, and non-empty aerosol cans.

For more information on implementation of waste prevention, reuse, and recycling programs: <http://www.calrecycle.ca.gov/StateAgency/Assistance/>.

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CALIFORNIA REDEMPTION VALUE (CRV) BEVERAGE CONTAINERS 1930.1

(Revised 12/2013)

Until placed in a recycling bin, a CRV beverage container is the property of the person who purchased it. CRV beverage containers placed in state-owned recycling bins are the property of the state. CRV beverage containers placed in recycling bins furnished by a contracted recycling service provider are the property of that contracting organization. Unauthorized removal of CRV beverage containers from a CRV recycling bin is a misdemeanor criminal offense.

For agencies needing information on locating a CRV beverage container recycling center:

<http://www.calrecycle.ca.gov/BevContainer/Recyclers/Directory/Default.aspx?lang=en-US>

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CARPET

1930.2

(Revised 12/2013)

California is the first state in the nation to establish a statewide Carpet Stewardship Program which helps ensure that discarded carpet becomes a resource for new products. A non-profit carpet stewardship organization designs and implements the statewide carpet stewardship program.

Information on carpet stewardship is at: <http://www.calrecycle.ca.gov/Carpet/>. This website has information on the carpet stewardship program, the stewardship organization running the statewide program, and associated laws, regulations, plans and guidance.

To best reuse or recycle old carpet, it needs to be dry and not contaminated with other debris.

Reuse is a preferred method for managing carpet, if feasible, however it tends to be limited to carpet tiles. Some manufactures of the carpet tile take it back so check if this is feasible.

Recycling is a preferred option over landfilling because it saves resources, reduces greenhouse gas emissions, and saves landfill space. When purchasing and installing new flooring that requires the removal of old carpet, ask your contractor/vendor to recycle the old carpet.

To locate a carpet collector and/or processor near you to recycle or dispose of old carpet, check the resources on this page:

<http://www.calrecycle.ca.gov/ConDemo/Carpet/Facilities.htm>

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CONSTRUCTION AND DEMOLITION (C&D)

1930.3

(Revised 12/2013)

Historically, construction and demolition waste such as concrete, lumber, and carpet has comprised nearly a third of all materials disposed in California landfills annually.

Title 24, Part 11, California Green Building Standards Code (CalGreen) requires all permitted new construction to divert at least 50% of the construction and demolition wastes generated as part of the project. CalGreen also requires the diversion of 50% of the C&D waste generated resulting from alterations with a permit value \geq \$200,000 or additions adding \geq 1,000 ft² of conditioned space. Executive Order B-18-12 requires all State buildings greater than 50,000 square feet to meet the Leadership in Energy and Environmental Design (LEED) for Existing Buildings.

State agencies shall meet the following requirements, as they apply: Meet the construction and demolition waste diversion requirements of California Green Building Standards Code (CalGreen) for all applicable new and existing buildings; or for existing buildings greater than 50,000 feet, meet the C&D diversion credit requirements of LEED for Existing Buildings where feasible; or for building projects not covered under CalGreen, the agency should divert as much material from the project as is feasible and consistent with the requirements of Public Resources Code (PRC) sections 42920 et seq.

For more information on C&D recycling: <http://www.calrecycle.ca.gov/ConDemo/>

For more information on CalGreen: <http://www.bsc.ca.gov/Home/CALGreen.aspx>

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ELECTRONIC WASTE

1930.4

(Revised 12/2013)

Electronic waste (e-waste) is presumed hazardous when disposed and may not be disposed with municipal solid waste. Functional or refurbishable surplus electronic equipment must be managed pursuant to SAM [3500](#) and SAM [5900](#). Pursuant to SAM [3520.9](#), state agencies must recycle irreparable e-waste using an authorized recycler. Management Memo 12-02 encourages state agencies to consider redirecting functional computers and associated peripherals towards educational reutilization.

To find an E-waste recycler: <http://www.calrecycle.ca.gov/Electronics/Collection/>

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FOOD WASTE (Revised 1/2015)

1930.5

Food waste is one of the largest single disposed materials in California landfills.

All state agencies with food preparation/dining service (either state or contractor operated), shall explore options that reduce or prevent the landfill disposal of food waste. Reducing the generation of food waste is always preferable. In regions where programs exist, state agencies can participate in local or regional efforts to donate unspoiled edible food for human or animal consumption before it is disposed. State agencies can direct that food waste be separated from other waste material and diverted to facilities where it is composted, digested or otherwise processed. Because food waste degrades quickly and can produce odors or attract vectors, state agencies should consult with CalRecycle staff to explore available source reduction and recycling options, compliance with solid waste handling regulations, laws and regulations regarding mandatory organics recycling, as well as any permits which may be required if the option selected includes on-site food waste recycling solutions. Collection of pre-consumer food waste generated at adult correctional institutions may be managed through a master agreement. Example food waste collection contract language for other state agencies is available on the CalRecycle's web site:

<http://www.calrecycle.ca.gov/reducewaste/business/officepaper/Contracts.htm>.

For more information on food waste recovery:

<http://www.calrecycle.ca.gov/Organics/Food/>

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MATTRESS

1930.6

(Revised 1/2015)

Although mattresses are bulky, hard-to-manage products, many of their components can be recycled. In fact, according to a 2012 [CalRecycle-commissioned mattress case study](#) recycling mattresses saves landfill space and is estimated to offset 45 percent of Greenhouse Gas (GHG) emissions associated with the production and landfilling of these products.

The California Used Mattress Recovery and Recycling Act ([SB 254, Hancock, Chapter 388, Statutes of 2013](#)) aims to reduce illegal dumping, increase recycling, and substantially reduce public agency costs for the end-of-use management of used mattresses.

This law requires a non-profit mattress recycling organization (MRO) to design and implement the Mattress Stewardship Program. The MRO's plan will outline how it intends to fulfill its responsibilities under the law and communicates a course of action to stakeholders and the public. CalRecycle is required to approve the stewardship plan and provide oversight and enforcement to ensure a level playing field among program participants. The approved stewardship plan and a list of compliant mattress manufacturers and brands will be posted and made available to the public on CalRecycle's website. The mattress program is expected to be fully operational in early 2016.

Mattresses manufactured by the Prison Industry Authority (PIA) and purchased by the state or its agencies are exempt from the Act's recycling charge and any end-of-life incentives that may be established by the MRO, as noted in Public Resources Code Section [42989.2.1](#). Mattresses sold subject to this exemption shall be permanently marked or labeled to clearly identify them as having been manufactured by PIA.

More information can be found on CalRecycle's Mattress Product Management webpage: <http://www.calrecycle.ca.gov/mattresses/>

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MOTOR OIL

1930.7

(Revised 12/2013)

Used motor oil is a hazardous waste that must be properly managed. It is against the law to pour used oil onto the ground or into storm drains, or place into trash cans (even in a sealed container) as it can contaminate and pollute the soil, groundwater, streams, and rivers. Recycling used motor oil reduces this pollution threat and allows a waste material to be recycled, cleaned, and used again.

Certified used oil collection centers will accept used oil from the public at no charge, and can be found via the [Certified Collection Center](#) search tool. Certified collection centers will not accept used motor oil that has been contaminated with other fluids such as antifreeze, solvents, gasoline, or water. If used oil is suspected of being contaminated, [local agencies](#) can be contacted for information on management options.

More information on used oil management can be found on the [Used Oil Recycling](#) home page.

To find certified used oil recycling centers:

<http://www.calrecycle.ca.gov/UsedOil/Reports/CenterSearch/Default.aspx?lang=en-US>

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ORGANIC LANDSCAPE WASTE

1930.8

(Revised 12/2013)

For all state owned or operated facilities with landscaping: agencies shall reduce the generation of organic waste materials through sustainable practices such as climate-appropriate plantings, reduced plant densities, and grass cycling; and divert from disposal as much as feasible of all organic landscape materials through composting, mulching, anaerobic digestion, or other acceptable organic materials management activity.

For more information on recycling green and organic waste materials:

<http://www.calrecycle.ca.gov/Organics/>

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PAINT

1930.9

(Revised 12/2013)

Existing law prohibits the disposal of paint in the land or waters of the state and authorizes certain entities to accept latex paint for recycling. Paint represents almost one-third of the material collected at local household hazardous waste facilities and costs local government millions of dollars to manage. The California Architectural Paint Recovery Program, established by [AB 1343 \(2010\)](#), requires manufacturers of architectural paint to develop and implement a recovery program to manage the reuse, recycling, and proper disposal of leftover paint. This program allows state agencies to return leftover paint to drop-off locations at certain paint retailers, hardware stores, transfer stations, and household hazardous waste facilities throughout the state at no charge. If a state agency generates over 300 gallons of leftover paint, direct pick-ups may also be arranged.

In order to reduce the generation of leftover paint, only buy an appropriate amount of paint for each project. If paint is purchased in greater quantities than needed, it can be reused or reprocessed to make a high-quality, economical, recycled paint for use in place of standard latex paint. Leftover paint should be taken to a drop-off site for reuse, recycling, or proper management.

For more information on paint product management, including recycling leftover paint: <http://www.calrecycle.ca.gov/Paint/>

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PAPER

1930.10

(Revised 1/2015)

Paper and paperboard products make up around 20% of office or business disposal in California. State agencies should reduce the amount of paper consumed by implementing paper waste prevention activities such as the use of electronic filing systems, setting printer defaults to duplex printing mode, and establishing paper reuse areas for one-sided paper. Many State agencies already have paper and cardboard recycling programs, because paper products comprise the greatest volume of recyclables for the typical office. The most common paper types generated in state offices are: white ledger (copier and printer paper), colored paper, newsprint, magazines, phone books and directories, paper bags, and cardboard. Mixed paper is what occurs when these commodities are not sorted. Sorting white paper from other types could produce revenue depending on the amount generated, market prices, and how well it is sorted. Some facilities mix paper and other recyclables into a single bin that is sorted at a material recovery facility. The single bin concept creates convenience for staff, but produces a lower grade of recycled paper that will produce little or no revenue. Recycling paper, even mixed paper, avoids disposal costs and helps agencies meet their 50% diversion requirement. These recycling programs also support the State of California's 75% statewide waste diversion goal, in accordance with the provisions of [AB 341 \(2011\)](#). For recycling non-confidential records, the shredded paper should be bagged to avoid litter.

For more information on paper waste prevention, reuse, and recycling:

<http://www.calrecycle.ca.gov/Paper/>

CalRecycle manages a paper and beverage container recycling contract that provides free service to participating state agencies in the Sacramento area. For more information on CalRecycle's recycling contracts:

<http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>

For more information on Confidential Records Destruction, see [SAM 1600](#)

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SCRAP METAL

1930.11

(Revised 12/2013)

Scrap metal recycling is common and has a mature, extensive infrastructure. Depending on the quantity and quality of scrap metal generated, state agencies may receive revenue from recycling ferrous (sticks to a magnet, like steel & iron) and non-ferrous (aluminum, copper, brass, etc.) metal. Types of common scrap metal include: used wire, pipes, signs, posts, appliances, tin (steel) cans, empty aerosol and paint cans, rails and fencing, and some types of furniture. Agencies that generate significant amounts of scrap metal may choose to either sort out the most valuable types, or to commingle all types into one bin before sale to a scrap metal recycler. Metals are among the most valuable recycled commodities and they should be protected from theft.

CalRecycle manages two scrap metal contracts in Southern California that are available to state facilities in Los Angeles, Ventura, Orange, Riverside and San Bernardino counties. To reference these contracts:

<http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>

When it is recycled, scrap metal is generally exempt from hazardous waste regulations under both federal and state law. Scrap metal is not exempt from regulations under either federal or State Law when disposed, especially if it exhibits a characteristic of hazardous waste or is contaminated with a listed hazardous waste. Such situations may include metals covered with old, leaded paint, or motor parts covered with oil and grease. In these cases, metal may need to be managed as a hazardous waste under federal law [40 CFR 261.6\(a\)\(3\)\(ii\)](#) and state law [22 CCR 66261.6\(a\)\(3\)\(B\)](#).

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SHARPS

1930.12

(Revised 12/2013)

Although only pertaining to home-generated sharps, beginning in 2008 state law (Section [118286](#) of the California Health and Safety Code) made it illegal to dispose of those sharps in household trash or recycling containers. Thus, state employees who often must self-inject during work hours, must follow similar requirements at home as those described below. Ultimately, decreasing the number of sharps disposed in standard trash receptacles will help prevent potential health risks to janitorial staff and other waste and recycling workers.

Buildings with full-time state employees (excluding contractors) shall make a sharps container available in at least one of each male and female restroom. The sharps container shall meet the standards and receive approval from the federal Food and Drug Administration as a medical device for use as a sharps container (search for “sharps” in the search box at the following link:

<http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfPMN/PMNSimpleSearch.cfm>).

Signage near any restroom trash receptacle lacking a nearby sharps container should reference the location of the sharps container(s) that is/are available for employees. Disposal should be arranged for by the building management and/or by state agency agreement.

For more information on handling sharps:

<http://www.calrecycle.ca.gov/HomeHazWaste/Sharps/>

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TIRES

1930.13

(Revised 12/2013)

CalRecycle is mandated to regulate and manage waste tires generated within the state. The Legislature recognized the need for waste tire management and passed the California Tire Recycling Act in 1989. To further strengthen waste tire management, the Legislature passed Senate Bill (SB) [876 in 2000](#) to augment the California Tire Recycling Act.

California is faced with the challenge of diverting or safely managing more than 45 million reusable and waste tires generated annually in the state. Any state agency transporting 10 or more used or waste tires must be a registered waste tire hauler with CalRecycle and track tire transactions on a manifest form. Any state agency who stores or stockpiles more than 500 waste tires at a specific location are required to acquire a major or minor waste tire facility (WTF) permit and comply with technical standards for the safe storage of waste tires. Information regarding CalRecycle's enforcement program can be found at: <http://www.calrecycle.ca.gov/Tires/Enforcement/default.htm>

For more information on recycling tires, including tire haulers and recyclers:
<http://www.calrecycle.ca.gov/Tires/>

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TONER CARTRIDGES

1930.14

(Revised 12/2013)

In accordance with Public Contract Code, Section [12156\(c\)](#), it is unlawful to prohibit a printer or duplication cartridge that is sold to the State from being recycled or remanufactured, except as specified in subdivision (b). Department of General Services (DGS)'s toner cartridge purchasing contracts require the vendor to provide recycling boxes for toner cartridges to each State agency once they place an order. Once the box is full, the ordering agency should seal the box and contact the contractor's take back contact person to arrange for pickup replacement with an empty recycling box. For remote locations, the contractor will provide a recycling box with a prepaid shipping label. Ordering agencies may contact the contractor's take back contact person to arrange for a shipping pick-up. To purchase high quality low-cost remanufactured toner cartridges, obtain a copy of the current contract available from DGS.

For more information on recycling toner cartridges:

<http://www.dgs.ca.gov/buyinggreen/Home/BuyersMain/OfficeSupplies/InkAndTonerCartridges.aspx>

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UNIVERSAL WASTE (BATTERIES, MERCURY THERMOSTATS AND PRODUCTS NON-EMPTY AEROSOL CANS)

1930.15

(Revised 12/13)

“Universal waste” is a designation that includes certain commonly generated hazardous wastes. Because they pose a relatively lower risk to people and the environment than other hazardous wastes, universal wastes are regulated based on a relaxed set of standards which is more appropriate for the specific hazards they pose. [California's Universal Waste Rule](#) requires large and small quantity handlers to ship their universal waste to another handler, a universal waste transfer station, a recycling facility, or a disposal facility.

See these references for more information on the following individual U-wastes.

- Batteries: <http://www.calrecycle.ca.gov/ReduceWaste/Batteries/>;
- Lamps: <http://www.calrecycle.ca.gov/ReduceWaste/FluoresLamps/>;
- Mercury-containing thermostats:
http://www.dtsc.ca.gov/HazardousWaste/upload/HVAC_Tech_flyer.pdf;
- Other mercury-containing products:
<http://www.dtsc.ca.gov/HazardousWaste/Mercury/Index.cfm>;
- Non-empty aerosol cans:
http://www.dtsc.ca.gov/HazardousWaste/UniversalWaste/upload/HWM_FS_SB1158.pdf.

For more information on U-waste

<http://www.calrecycle.ca.gov/HomeHazWaste/UWaste/>

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THE DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY (CALRECYCLE) RESPONSIBILITIES

1940

(Revised 12/2013)

For new agencies/departments, CalRecycle approves the integrated waste management plan and creates the electronic annual reporting system. For existing agencies/departments, CalRecycle does the following:

1. Assist agencies to implement programs to source reduce, separate and collect recyclable materials and compost, as applicable, purchase recycled-content products. CalRecycle can provide the following:
 - a. Promotional and educational materials.
 - b. Information on entities that collect recyclables.
 - c. Recycling coordinator and general staff training.
2. Consider requests to implement recycling programs at state facilities when those facilities are located in an area already served by an existing CalRecycle contract (see “Recycling Contract Approval” above). For a list of these contracts view this link: <http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>
3. Conduct site assessments to determine:
 - a. Equipment needs,
 - b. Training needs,
 - c. The appropriate recyclable material collector,
 - d. Annual reporting requirements,
 - e. Promotional material needs,
 - f. Purchasing recycled-content products, and
 - g. Potential materials to be collected.
4. Conduct compliance reviews.

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STATE AGENCY RESPONSIBILITIES

1950

(New 12/2013)

These activities are the primary operational components of a state agency's program to comply with the requirements of [AB 75](#). Each state agency shall:

1. Designate a Recycling Coordinator for each facility and provide the name and phone number of that person to [CalRecycle](#). The facility/office Recycling Coordinator is responsible for ensuring that all discarded materials generated in sufficient quantity are source separated and collected for recycling to the extent feasible, and facilitates waste prevention practices such as double sided printing and copying or use of electronic files when possible.
2. For new state agencies, request CalRecycle approval to establish a recycling program on a site-by-site basis.
3. Secure a site management agreement before implementing a recycling program.
4. Provide for collection of office paper, corrugated cardboard, newsprint, beverage containers, plastics, glass, used oil, metals, toner cartridges, paint, carpet, mattresses, sharps, electronic and universal waste, compost, construction and demolition, and other materials as applicable and where feasible.
5. Determine persons at the site that will collect recyclables and ensure that they will collect the recyclables on a regular basis.
6. Purchase recycling equipment to facilitate the collection and recycling of materials. Set up collection bins, deskside containers, and a collection schedule.
7. Place recycling containers in work and common areas that meet approval by the State Fire Marshal.
8. Encourage all employees to use recycling containers to collect recyclables.
9. When initiating a new recycling program issue a "kick-off memo" to all staff announcing a new recycling effort, materials that will be recycled, management support for it, and the time and place of orientation meetings. Utilize various forms of outreach i.e. internal internet, newsletters, and billboards (electronic/physical).

(Continued)

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(Continued)

STATE AGENCY RESPONSIBILITIES

1950 (Cont. 1)

(New 12/2013)

10. Work with CalRecycle Local Assistance and Market Development staff assigned to your agency/department/facility to implement an employee information and education program to ensure their continued participation and cooperation in separating recyclables. A recycling education program should be part of a new employee orientation and should be periodically reviewed and updated for employees.
11. For state-owned and leased facilities, each respective state entity responsible for the planning and development of facilities to house state operations shall consider providing adequate, accessible, and convenient areas for collecting, storing, and loading recyclable materials.
12. Request CalRecycle's approval to establish a recycling program in an area serviced by a CalRecycle contract:
<http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>
13. At least annually, review the adequacy and condition of recycling containers, and associated signage.
14. Ensure that CalRecycle receives annual reports summarizing its progress in reducing solid waste as required in PCC Section [12167.1](#) at each facility, including information on annual disposal, explain changes in waste generated or disposed, a status of diversion programs. Also, ensure CalRecycle receives annual reports for State Agency Buy Recycled Campaign ([SABRC](#)) and their requirement to comply with PCC Section [12200-12217](#).
15. Utilize surplus property. See [Mamangement Memo 11-01](#).

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STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC)

1960

(Revised 12/2013)

Purchasing is a key component in any comprehensive waste management program including buying recycled content products. All state agencies are required to comply with the purchase requirements of the State Agency Buy Recycled Campaign

The State Agency Buy Recycled Campaign ([SABRC](#)), pursuant to Public Contract Code (PCC) Sections [12200-12217](#), was created to promote the increase of state purchases of recycled content products, particularly to encourage the expansion of businesses located in California that manufacture and/or distribute recycled content products, and to encourage the purchase of products that utilize recycled resources. Pursuant to SABRC requirements, state agencies and the Legislature are required to purchase products made with post-consumer recycled content and to report annually to the Department of Resources Recycling and Recovery (CalRecycle) on product purchases within the eleven categories of material types. Please refer to CalRecycle's website for the most up to date information on the SABRC program annual reporting requirements, and product categories:

<http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/>.

Please refer to the State Contracting Manual ([SCM](#)) on how the SABRC program relates to the contracting process. SABRC information is included in [Volume 2](#), Chapters 3 and 12 and SCM [Volume 3](#), Chapters 3 and 12.

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REDUCE AND REUSE

(Revised 12/2013)

1970

The [Integrated Waste Management Act of 1989](#) (AB 939, Sher) declared that the state's hierarchy for waste management is: first, Source Reduction; second, Recycling and Composting; and finally, environmentally safe transformation and disposal.

According to the hierarchy, before considering recycling or disposal, one should first seek opportunities to reduce the generation of waste. Source reduction includes purchasing strategies that help to eliminate waste or packaging. The best example of source reduction is the use of duplex rather than single sided printing. Source reduction also includes reuse. [Reutilizations](#) of surplus properties are an example of reuse, as are "last chance" areas. Last chance areas are places designated to store extra or surplus office supplies and equipment that staff can access rather than purchasing new materials.

For more information on Waste Reduction: <http://www.calrecycle.ca.gov/ReduceWaste/>

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CONTRACTS FOR COLLECTION OF GARBAGE

1980

(Revised 12/2013)

State facility contracts for the collection of garbage must provide for the greatest diversion of discarded materials from landfilling. All garbage collection and hauling contracts with the State should allow flexibility to reduce container size, the number of containers, or pickup frequency to avoid unnecessary costs for excess or unused garbage container capacity

SAM – WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE

THEFT OF RECYCLABLE MATERIALS

1990

(Revised 12/2013)

No person, other than the authorized recycling agent shall remove CRV beverage containers, paper, glass, cardboard, plastic, used motor oil, metal, or other recyclable materials which have been segregated from other waste materials and placed in a designated collection location for the purposes of collection and recycling.

SAM – WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE

MATERIALS BANNED FROM DISPOSAL

1995

(New 12/2013)

Several materials, including many of those listed above, are forbidden from being disposed. For a list of those materials:

<http://www.calrecycle.ca.gov/HomeHazWaste/Info/default.htm>.