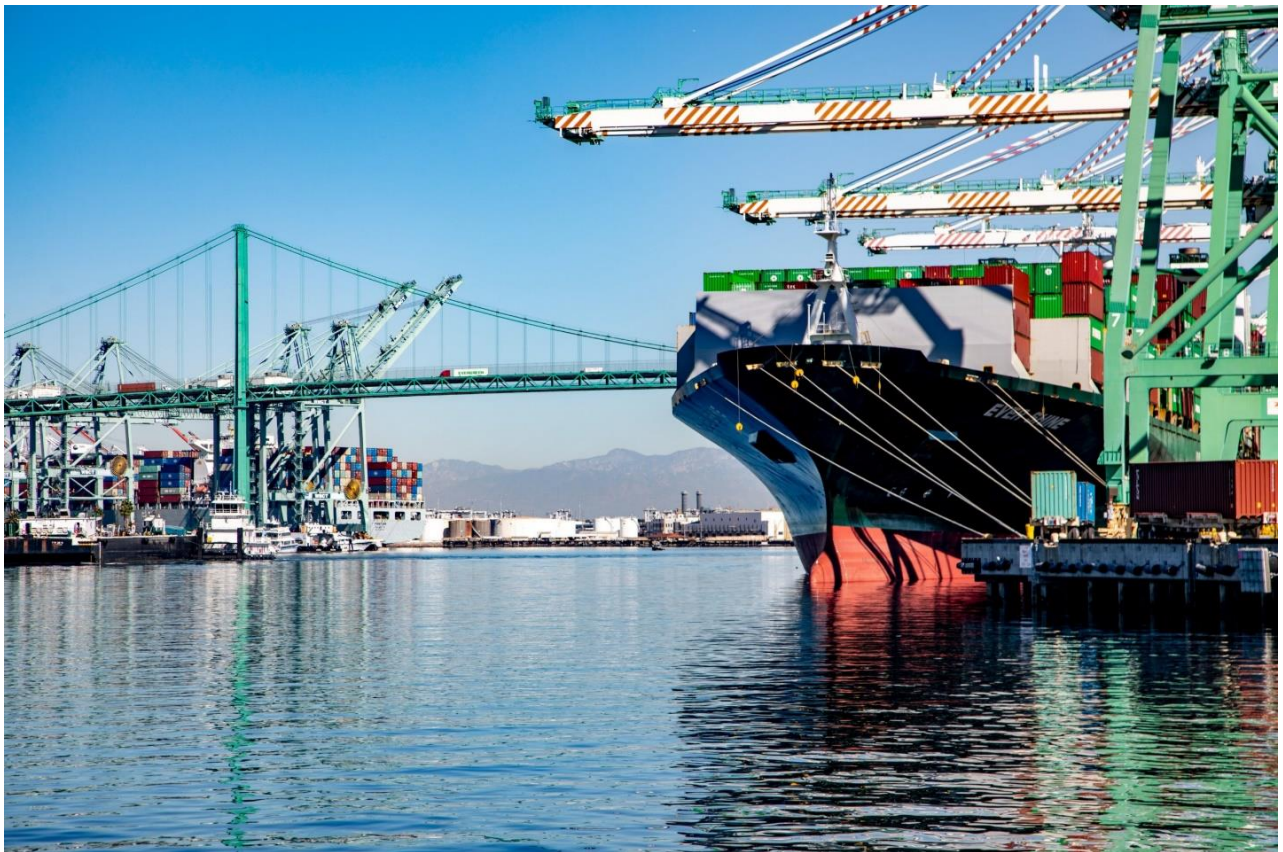


# City of Los Angeles Harbor Department ZERO WASTE PLAN

March 26, 2024



Port of Los Angeles (POLA)  
425 South Palos Verdes Street  
San Pedro, California U.S.A. 90731  
[www.portoflosangeles.org](http://www.portoflosangeles.org)



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## **APPENDICES**

Appendix A                      Executive Directive No. 25

Appendix B	LAHD Zero Waste Checklist 2022
Appendix C	LAHD Zero Waste Checklist 2023
Appendix D	Ordinance 187718
Appendix E	C&D Waste Management Specifications

## List of Abbreviations

Abbreviation	Term/Phrase/Name
AB	Assembly Bill
APP	Application for Port Permit
Athens	Athens Services, Inc.
C&D	Construction and Demolition
C&M	Construction and Maintenance
Citimax	City Materials Reuse Exchange Program
City	City of Los Angeles
CMB	Crushed Miscellaneous Base
EMD	Environmental Management Division
EMS	Environmental Management System
EPP	Environmentally Preferable Purchasing
EPS	Expanded Polystyrene
EV	Electric Vehicle
FCS	Full Trash Capture system
FRTF	Food Recovery Task Force
GHG	Greenhouse Gas
GSD	General Services Department
HAB	Harbor Administration Building
LA	Los Angeles
LAAC	Los Angeles Administrative Code
LAHD	City of Los Angeles Harbor Department
LASAN	Los Angeles Sanitation
LCP	Litter Control Program
MSW	Municipal Solid Waste
MWEO	Model Water Efficient Landscape Ordinance
POLA or Port	Port of Los Angeles
PLU	Priority Land Use
SB	Senate Bill
SWDD	Solid Waste Diversion and Disposal
USEPA	United States Environmental Protection Agency
WRAP	Water Resources Action Plan
Zero Waste Ordinance	Ordinance 187718
ZWP	Zero Waste Plan

## About the City of Los Angeles Harbor Department

The Los Angeles Board of Harbor Commissioners, a commission appointed by the Mayor of Los Angeles, governs the City of Los Angeles (City) Harbor Department (LAHD), which operates the Port of Los Angeles (POLA or Port). The Board of Harbor Commissioners manages POLA and LAHD operations in accordance with the Public Trust Doctrine to promote maritime, commerce, navigation, fisheries, and public access to the waterfront. The LAHD's Executive Director, appointed by the Mayor, leads LAHD under the direction of the Board. LAHD is a proprietary City department not supported by City taxes. Operating as a landlord port with more than 300 tenants (including cargo terminals, passenger terminals, and visitor-serving facilities), LAHD generates its revenues from leasing and shipping service fees. LAHD's jurisdiction is limited to the Harbor District, which includes property in San Pedro, Wilmington, and Terminal Island.

POLA is the nation's premier gateway for international commerce and the busiest seaport in the Western Hemisphere. Located in San Pedro Bay, 25 miles south of downtown Los Angeles, POLA encompasses 7,500 acres of land and water along 43 miles of waterfront.

This thriving seaport is known for groundbreaking environmental initiatives and remains committed to managing resources and conducting developments and operations in both an environmentally and fiscally responsible manner. LAHD has also built a strong reputation for its progressive security measures and community engagement. For the last decade, LAHD has led the revitalization of the LA Waterfront, improving public access to the water, developing public-friendly amenities and infrastructure, and transforming the harbor shoreline into a world-class visitor destination. A map of the major berths, terminals, and facilities at POLA is provided in **Figure 1**.





**Figure 1.** Major berths, terminals, and facilities at the Port of Los Angeles.

## Executive Summary

Zero Waste Background: LAHD has compiled this LAHD Zero Waste Plan (ZWP) in response to: City of Los Angeles Zero Waste Ordinance: “Zero Waste City Facilities And Events On City Property”<sup>1</sup>, and the [City of Los Angeles Mayoral Executive Directive No. 25](#). Additionally, this Zero Waste Plan will assist with compliance with other directives and task forces that are emerging at the State and City levels that influence all City departments’ waste management, which include but are not limited to Assembly Bill 1826, Senate Bill 1383, Los Angeles City Council Motion 20-1587, and the Food Recovery Task Force Charter established by the Los Angeles Board of Public Works. Tenant information is not discussed in depth in this report, as the ZWP has not yet been adopted and the Zero Waste Ordinance has not yet been implemented. Once the ZWP is adopted and the Ordinance has been implemented, LAHD will conduct tenant surveys, perform site visits, and verify tenant data in order to obtain more information about tenants’ waste management.

Existing Program Overview: LAHD’s solid waste streams include office byproducts, paper, plastics, Construction & Demolition (C&D) waste (waste generated from construction, renovation, repair, and demolition of houses, large building structures, roads, bridges, piers, and dams, including asphalt, block, brick, ceramics, clay, concrete, dirt, and plaster), food, landscape waste, electronics, tires, periodic bulky items (e.g., furniture), ferrous metals, clean wood, and hazardous materials (e.g., diesel fuel, treated wood waste, etc.). LAHD practices waste reduction, recycling, and waste collection measures, as described in Section 2.1. The Construction & Maintenance (C&M) Division manages and oversees the disposal of the Port’s waste, sending municipal solid waste (MSW), recyclables, and organic wastes to San Bernardino County landfills (currently operated by Athens Services, Inc.). LAHD has several facilities that generate and collect different types of waste, as discussed in Section 2.2. LAHD has a wide variety of stakeholders that need to be engaged as part of the fulfillment of its commitment to achieving zero waste, including staff from various divisions and groups, as discussed in Section 2.3.

2019 Baseline Waste Composition Data: State solid waste reporting requirements (AB939 and others) require that LAHD track performance by waste type and/or program area. Compliance reporting finds that LAHD has increased the amount of waste recycled year-over-year from 2019 to 2022 (as discussed in the 2020, 2021 & 2022 Waste Generation, Diversion, and Disposal Data section), which demonstrates that existing programs are effective and trending in the right direction.

2020, 2021, & 2022 Waste Generation, Diversion, and Disposal: LAHD’s waste diversion rate (excluding C&D) in 2020 and 2021 was the same as the 2019 diversion rate of 22% and increased to 32% in 2022. This increase in diversion rate is due to improved waste diversion data collection, a decrease in the waste generated in 2022 compared to previous years, and an increase in the quantity of waste diverted compared to previous years, as shown in **Table 4**.

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<sup>1</sup> Ordinance No. 188718, adopted December 6, 2022. and codified in Los Angeles Administrative Code (LAAC) Division 10, Chapter 1, Article 27. See Appendix D.



LAHD Waste Diversion and Disposal Data for 2019-2022 – Excluding C&D (Tons)			
Year	MSW Disposed Of	Total Diverted (Excluding C&D)	Total Generated (Excluding C&D)
2019	2,706	760	3,466
2020	2,758	756	3,514
2021	2,508	714	3,222
2022	1,991	932	2,923

**Table Es-1.** LAHD waste diversion and disposal data for 2019-2022 excluding C&D.

LAHD's waste diversion rate (including C&D) increased from 63% in 2019 to 98% in 2020 due to LAHD completing several large redevelopment construction projects and recovering the C&D. The waste diversion rate (including C&D) has remained above 90% since 2020. Since the majority of LAHD's diverted waste is C&D waste, LAHD's overall diversion rate is highly dependent upon the scope of construction and capital projects in a given year. Because the quantities of C&D waste generated and diverted varies considerably from year to year based on capital projects (as shown in **Table 5**), comparing the diversion rate from 2022 to previous years does not necessarily accurately describe trends in the waste diversion rate. Rather, LAHD will continue the current waste diversion and reduction practices for C&D that have resulted in diversion rates above 90% for each of the last three years.

**Zero Waste Ordinance:** The City of Los Angeles (City) has committed to achieving a zero waste goal by 2050. A significant portion of waste generated in the City is from the consumption of food and beverages, including the use of food ware and food ware accessories. This ordinance will help the City reduce the quantity of MSW generated, divert organic waste from landfill disposal as mandated by SB 1383, as well as reduce plastic pollution.

The Board of Harbor Commissioners plans to adopt this Zero Waste Plan, with the incorporation of the Zero Waste Ordinance, to establish Port-wide policy mandating all applicable tenants, vendors, and contractors to comply with zero waste provisions. Compliance with the Zero Waste Ordinance will be referred to in tenant leases and permit conditions. LAHD will provide information to the tenants to help them comply with the ordinance and annual reporting requirements.

**Recommendations and Next Steps:** To achieve zero waste at the Port, LAHD will undertake the tasks described in Section 7.0. These tasks will provide the basis for an annual Zero Waste Plan update. LAHD will strive to achieve zero waste by reducing its generation of waste and ensuring the recycling or reuse of the remaining waste materials. These tasks are subject to change depending on availability of program resources and City or State requirements. LAHD will continue to conduct annual AB939 reporting and adhere to all applicable regulations.

## 1.0 Zero Waste Background

LAHD has compiled this Zero Waste Plan (ZWP) in response to the City of Los Angeles Zero Waste Ordinance: “Zero Waste City Facilities And Events On City Property”<sup>2</sup> and [City of Los Angeles Mayoral Executive Directive No. 25: L.A.’s Green New Deal – Leading by Example](#) (provided in **Appendix A**), which states:

*Achieve Zero Waste Departments: All General Managers, Heads of Departments/Offices, and Commissions of the City Government shall submit plans...for their departments to achieve the City’s zero waste 2025 target, with an emphasis on waste reduction, including plans for employee and visitor engagement, where applicable...General Managers shall include a status report and waste review, including tonnage by type (recycling, landfill, green waste) at each of their City-owned facilities...*

Additionally, other directives and task forces are emerging at the State and City levels that influence all City departments’ waste management, which include but are not limited to:

- Assembly Bill (AB) 1826: Organic waste must be recycled (recycled, composted, mulched, or sent to an anaerobic facility), not disposed: “A business that generates two cubic yards or more per week of commercial solid waste (“trash”) shall arrange for organic waste recycling services.” This means that organic waste must be recycled (diverted from landfills). Most City Council-controlled facilities are covered by AB 1826.
- Senate Bill (SB) 1383: Reduce the (statewide) disposal of organic waste by 50 percent by 2020 and 75 percent by 2025, based on the 2014 organic waste disposal baseline. “Organic waste” means material originated from living organisms and their metabolic waste products including, but not limited to, food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludge.
- Los Angeles City Council Motion 20-1587: Departmental Chief Sustainability Officers are directed to report to the Council on the process and feasibility, in their respective departments, for creating truly paperless offices, including, but not limited to a usage assessment of each department, identifying usage categories and the respective percentages for each (e.g., draft documents, final documents, personal documents), replacing invoices, identifying all hard copy forms internal to each department and/or division that do not have online digital equivalents, identifying all forms that require wet versus electronic signatures, securely storing key documents

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<sup>2</sup> Ordinance No. 188718, adopted December 6, 2022, and codified in Los Angeles Administrative Code (LAAC) Division 10, Chapter 1, Article 27. See Appendix D.

The Los Angeles City Council requested the City’s Proprietary Departments to adopt the Zero Waste Ordinance. As such, LAHD will adopt the ZW Ordinance through its Board of Harbor Commissioners. Once adopted, LAHD-permitted events held on Port property, food or beverage providers, and other retailers operating on Port property must be in compliance with the ordinance.

digitally, identifying tech-experts in each department to assist with the transition, describing measures to reduce paper and toner usage in the interim, such as requiring employees to print in draft modes, ensuring that all multi-page documents are printed double-sided, creating an implementation plan for the full phase-out, and setting a deadline for implementation.

- Food Recovery Task Force (FRTF) Charter: As of August 2022, LAHD joined the FRTF, which is led by the Los Angeles Board of Public Works. The FRTF Charter was established to carry out the Mayor’s 2019 Green New Deal milestones and initiatives of “reducing food waste, food insecurity, and greenhouse gases (GHG)”, which are “part of an overarching goal to transform Los Angeles to a zero carbon environment by 2050.” The FRTF Charter will “provide thoughtful leadership and active measures to achieve milestones mandated by California and federal regulations. This charter sets guiding principles for the task force and its collaborators, to achieve the following: collaborate and partner with public and private entities...; support and launch awareness, education, and outreach campaigns and programs to support various legislation...; and design more efficient supply chains for the Los Angeles food system.”

## 1.1 Food Waste Hierarchy

The U.S. Environmental Protection Agency (USEPA) recently developed the Wasted Food Scale (as shown in **Figure 2**) based on the findings *From Field to Bin*. This report assesses 11 common pathways for managing wasted food in the U.S. based on their environmental impacts and potential contributions to a circular economy. The Wasted Food Scale is an update to the previous Food Recovery Hierarchy to reflect best practices.

LAHD will use this hierarchy to map out progress on a building and/or division basis.



**Figure 2.** U.S. EPA Food Waste Hierarchy.

Per the City’s Zero Waste Checklist for all City departments (provided in **Appendix B** and **Appendix C**), “While there are many definitions for zero waste, the City defines zero waste as a 90% waste diversion rate by 2025. Regardless of the definition of zero waste, achievement of zero waste always requires a shift in focus to include ‘upstream’ measures (i.e., not producing waste in the first place), the addition of or enhancement to existing midstream measures (which are intended to improve product longevity), and an evaluation of existing downstream measures (collection).” Zero waste strategies include:

- Reduce (don't make waste in the first place, or reduce waste through reuse, etc.);
- Recycle and compost materials;
- Consume Responsibly (review and improve purchasing specifications to minimize MSW generation and packaging, lower toxicity, maximize post-consumer recycled content, mandate take-back programs for hazardous and difficult-to-recycle materials, improve vendor reporting to capture zero waste tonnages);
- Train (to inculcate a zero waste ethic among employees); and
- Rethink (reconsider and reexamine all policies, practices, and guidelines to determine if they can be revised to better support the City's zero waste initiative).

## 1.2 Division-By-Building Approach

LAHD operates several buildings with specific operations, divisions, and tenant operators; LAHD recognizes that each building, division and/or tenant may have unique operations, waste streams and workplace cultures. For example, the C&M Division, which performs construction and maintenance duties for the entire Port including tenants, generates more industrial waste than

the Harbor Administration Building (HAB), which is primarily offices. LAHD plans to prioritize effectiveness over uniformity by developing custom waste reduction and recycling solutions for each building and/or division until the entity achieves zero waste. Tenants also have very diverse operations, among cargo terminals, passenger terminals, recreational marinas, and retail, restaurant and hotel facilities. Early efforts will be targeted across a representative sample of offices, field facilities, operating facilities, and mixed-use locations, so that investments in data collection and program knowledge can be used to extrapolate Department-wide performance.

### 1.3 Outreach & Education

Becoming less wasteful requires involvement at all levels of the hierarchy. Division-specific liaisons have been assigned to form the LAHD Green Team. LAHD envisions the LAHD Green Team to hold regular meetings led by the Environmental Management Division's (EMD) Site Restoration Section, serve as ambassadors to educate colleagues, help implement zero waste programs in respective divisions, and report on progress. Emails and videos will be distributed to all LAHD staff, and flyers or other printed materials will be displayed to increase awareness. LAHD will rely on available zero waste educational resources from City Sanitation (LASAN) and LAHD's waste hauler. LAHD plans to collaborate with the waste hauler to conduct outreach and provide training to LAHD's staff and tenants.

## 2.0 Existing Program Overview

To achieve zero waste, LAHD must specify waste management for recyclables, compostables, combustibles, and toxic and hazardous materials as well as that of LAHD's construction practices. LAHD recycles plastic, cardboard and all types of paper. LAHD has a cafeteria in the Harbor Administration Building, called the Port Pantry, which complies with citywide ordinances, including no plastic straws and no plastic containers for serving food. The Port Pantry has reduced its food waste by better aligning the quantities purchased with the quantities sold. Additionally, the Port Pantry recycles cooking oil through contracted services, and donated food scraps to the adjacent Port of Los Angeles High School for years 2019 and 2020. Tenants have not been evaluated at this time, as the ZWP has not yet been adopted and the Zero Waste Ordinance has not yet been implemented. Once the ZWP is adopted and the Ordinance has been implemented, LAHD will conduct tenant surveys, perform site visits, and verify tenant data in order to obtain more information about tenants' waste management.

LAHD participates in the City's interdepartmental Healthy Soils Initiative, which provides guidance in composting, organic waste management, and redevelopment of unused land for healthy soils.

### **Known Solid Waste Streams**

LAHD's solid waste streams include office byproducts, paper, plastics, C&D waste (asphalt, block, brick, ceramics, clay, concrete, dirt, and plaster), food, landscape waste, electronics, tires, periodic bulky items (e.g., furniture), ferrous metals, clean wood, and hazardous materials (e.g., water treatment chemicals, diesel fuel, treated wood waste, etc.). Annually, LASAN obtains AB939 (landfill disposal/diversion) information from LAHD, along with other City departments, and reports the data to CalRecycle.

### 2.1 Current Waste Practices

LAHD practices the following waste reduction, recycling, and waste collection measures:

- LAHD follows the salvage procedure as indicated by the City of Los Angeles General Services Department (GSD) for handling IT equipment, furniture, appliances, vehicles, etc.
- LAHD conducts drives for used linens (for pet and homeless shelters), clothing, and toys.
- The Graphics and Information Technology Divisions recycle toner cartridges.
- Beginning in 2007, LAHD's C&M division has been successful in creating in-house mulch and compost from tree trimmings and establishing the Wilmington "urban forest," located on the south side of Highway 47 and west of Navy Way. The "urban forest" is a location where a variety of trees were planted in the past as part of a previous Mayor's Million Tree Initiative. LAHD's C&M division has a dedicated chipper to create mulch and applies the mulch in various green spaces throughout the Port complex, including the 22nd Street Park, Wilmington Waterfront Park, Cabrillo Marina Way, and Berth 161 C&M Administration Building Area.
- C&M practices "grasscycling" (leaving clippings on the lawn after mowing) and has replaced some natural grass with artificial turf.
- LAHD conforms to the California Model Water Efficient Landscape Ordinance (MWELO) by designing landscapes based upon native or drought tolerant vegetation, water budget, project location, project size, and maintenance requirements. LAHD ensures all green waste is



composted or reused. LAHD uses a mixture of water conserving irrigation systems, which includes a drip irrigation system.

- LAHD has installed electric hand dryers in some restroom facilities.
- LAHD employee communications encourage less waste.
- LAHD ensures old waste receptacles are recycled or repurposed.
- LAHD C&M installed hydration stations at the C&M Administration Building, to reduce single-use plastic bottles and cups.
- The Engineering Division ensures waste reduction measures are included in the specifications for new facilities and equipment.
- LAHD practices and promotes duplexing, document scanning, and scratch paper pads.
- LAHD encourages tenants to be cognizant of their waste and to avoid contributing to marine debris per the Application for Port Permits (APP) and/or lease agreements.
- LAHD encourages employees to continue to innovate in terms of sustainable practices (e.g., through establishment of a “Green Team” or similar). A green team has been established that includes liaisons from each division.
- LAHD implements sustainable purchasing and contracting practices per the EPP Program.
- LAHD ensures events are held sustainably by implementing permit conditions.
- LAHD provides Electric Vehicle (EV) parking and fueling options for guests and the public.
- LAHD seeks new partners to improve and magnify LAHD’s sustainability practices, such as vendors that recycle wooden pallets and industrial wastes.
- LAHD EMD Water Quality Section implements the Clean Marina Program to advocate clean boater and marina operator activities to protect the harbor water and sediment quality. The Clean Marina Program conducts three free waste disposal events annually to help boaters and marina operators properly dispose of their solid and hazardous waste. The three events are the Dumpster Days Solid Waste Disposal Event; the Dumpster Days Household Hazardous Waste Collection Event; and the Marine Flare Collection Event. In 2022, EMD collected 14.17 tons of solid waste, 0.81 tons of hazardous waste, and 0.22 of marine flares from POLA marina boaters and operators.
- EMD’s Water Quality Section implements the Litter Control Program (LCP), which is part of the Water Resources Action Plan (WRAP) to reduce the loading of trash and litter from port activities into harbor waters. As part of the LCP, EMD is striving to install, operate, and maintain a Full Trash Capture System (FCS) for all storm drain inlets that capture stormwater runoff from priority land use (PLUs) areas. The FCS will capture on-land trash and debris and prevent trash from entering POLA’s storm drain system and receiving waters. EMD has set a goal to install an FCS for 50 percent of all PLUs by 2026 and 100 percent of all PLUs by 2030.
- As part of the LCP, EMD has installed and maintains nine trash collection skimmers throughout the POLA to collect marine debris and oil sheen from harbor waters. The trash and debris material are removed daily or as needed by facility operators to ensure the units are not overloaded with trash and debris and function properly.

LAHD’s C&M Division manages and oversees the disposal of the Port’s waste, sending MSW, recyclables, and organic wastes to San Bernardino County landfills (currently operated by Athens Services, Inc.). LAHD custodial personnel empty the LAHD’s office black and blue bins into dumpsters, and Athens’ curbside program empties the dumpsters.

Prior to 2022, organic waste roll-offs were prone to cross contamination due to a lack of signage and color differentiation. In mid-2022, LAHD addressed this concern by installing signage and procuring green roll-offs.

## 2.2 Places

LAHD has many types of facilities that generate and collect different types of waste. Tenants operate within the Port of Los Angeles Property and will be subject to the Zero Waste Ordinance when it is implemented. LAHD facility types include the following:

- Administrative Offices
- Berth 194 Vessel Demolition Area
- Berth 268 & 73 Commercial Fish Harbor
- Boys and Girls Club of the Los Angeles Harbor – Port Branch
- Cabrillo Marine Aquarium
- Construction & Maintenance Yard
- LAHD Test Lab
- Port Police Facilities
- Maritime Museum
- Port Pantry
- Port Pilot Facilities
- Port Police Dive Facilities
- Public Spaces: Parks, Parking Lots, Plazas, & Walkways
- Service Areas (Construction, Custodial, & Storage)
- Rentable Spaces and Special Events
- 201 Seaside Avenue

## 2.3 People

LAHD has a wide variety of stakeholders that need to be engaged as part of the fulfillment of its commitment to achieving zero waste; they include staff of the following divisions/groups:

- Administrative Services
- Accounting
- Cargo/Industrial and Waterfront/Commercial Real Estate
- Cargo Marketing
- City Attorney
- Commission Office
- Community Relations
- Construction
- Construction & Maintenance
- Contracts & Purchasing
- Debt & Treasury Management
- Emergency Management
- Engineering
- Environmental Management
- Executive Office
- Financial Management

- Good Movement
- Government Affairs
- Graphic Services
- Human Resources
- Information Technology
- Labor Relations and Workforce Development
- Management Audit
- Media Relations
- Planning & Strategy
- Port Pilots
- Port Police
- Risk Management
- Trade Development
- Wharfingers

Tenants are part of the stakeholders and will be addressed via the Zero Waste Ordinance when it is implemented.

## 2.4 Unique Wastes and Challenges

The following summarizes the unique wastes that LAHD generates, organized by specific divisions, and how unique wastes are managed.

### Port Police Division

- Bullet shell casings – Port Police return bullet shell casings to the manufacturer for recycling.
- Armor vests – Once armor vests are depleted of their expected use, the Port Police utilizes them for training situations. Once the vests are worn beyond use, they are shredded and recycled.
- Helmets – Port Police donates old helmets to a local organization, as needed.
- Sharp needles – Port Police collects sharp needles in collection containers and sends them to LAHD EMD's Site Restoration Section for proper disposal.

### Construction & Maintenance (C&M) Division

- C&M creates approximately 10 cubic yards per month of mulch from tree trimmings and places the mulch in LAHD's urban forest, a site for transplanted trees that would have otherwise been destroyed, and various green spaces throughout the Port complex. Excess chipped materials and mulch are placed in green roll-off bins for recycling by the [recycLA](#) waste hauler (currently Athens).
- Clean wood is recycled.
- EMD's contractor disposes of treated wood waste as non-hazardous under the Alternative Management Standards.
- C&M contracts with a third party to recycle used tires and scrap metal.
- C&M reuses and recycles wooden pallets at the Warehouse.

### Construction Division

- All construction/capital projects require contractors to recycle construction and demolition

waste per approved Council File 09-3029 pertaining to the Citywide Construction and Demolition Waste Recycling Ordinance.

- Prior to the closure of the “crusher site” in 2022, the Construction Division diverted construction materials (asphalt and concrete) by recycling and reusing as crushed base in other development projects.
- The Construction Division stockpiles excess clean soil/dirt from projects in various areas for future reuse, as needed.
- Plastic cylinder molds and sand cone bags are put in blue recycle bins after use.
- Fencing materials are put into blue recycle bins after use.
- Cloth rags are thrown in the trash after use as they cannot be reused.

The following are challenges that LAHD faces regarding various wastes and their goal of achieving zero waste:

- Marine debris from uncontrolled sources, such as from upstream, tenant/longshoreman, and public serving areas, that wash into the harbor waters. As discussed above, EMD’s Water Quality Section conducts and continues to improve the LCP program. At a certain degree, influencing the waste origin is complex, but LAHD strives to improve the collection program.
- Single use items, including masks, gloves, utensils, and napkins, at Port-sponsored and permitted events, especially since the COVID-19 pandemic.
- Illegal dumping at Port-owned properties. To resolve this issue, in 2019-2022, LAHD installed “No Illegal Dumping,” signage at Berths 73 and 268, as well as surveillance cameras. **Figure 3** below shows a “no illegal dumping” sign. LAHD previously utilized MSW bins along Harbor Boulevard near Berth 73 that were used by marina boaters; unfortunately, these bins were subject to illegal dumping. LAHD moved these bins away from the main road in 2023, which decreased illegal dumping activity.



**Figure 3.** “No Illegal Dumping” sign at berths.

## 3.0 2019 Baseline Waste Composition Data

State solid waste reporting requirements (AB939 and others) require that LAHD track performance by waste type and/or program area. Compliance reporting finds that LAHD has increased the amount of waste recycled year-over-year from 2019 to 2022 (as discussed in the 2020, 2021 & 2022 Waste Generation, Diversion, and Disposal Data section), which demonstrates that existing programs are effective and trending in the right direction.

However, data collection for compliance purposes can distort the environmental impact of recycling by ignoring harder-to-quantify source reduction opportunities. Currently, compliance reporting shows that source separated recycling programs comprise a majority of LAHD's diversion activities. While recycling programs are long established and successful, tracking for compliance using vendor (currently Athens) billing data has incentivized detailed reporting of recycling only. Source reduction practices should be expanded and quantified, as many opportunities to reduce waste generation remain.

### 3.1 Source Reduction Programs

Reducing waste generation is the simplest and most cost-effective way to achieve Zero Waste. Strategic operational changes can eliminate a waste product altogether (transitioning to paperless paystubs, removing one-time use paper towels in restrooms, planting California native landscapes, and installing bottle fillers). Purchasing green products also reduces waste when products are reusable, made of recycled materials, and/or made of materials that can be recycled.

### 3.2 Environmentally Preferable Purchasing (EPP)

The City of LA's Environmentally Preferable Purchasing Ordinance requires that, beginning in 2009, LAHD consider recyclability, recycled-content, pollutant releases, waste generation, energy consumption, depletion of natural resources, and potential impact on human health and the environment associated with purchased products and services. LAHD complies by closely tracking which products are purchased and by encouraging projects to incorporate environmentally preferable products.

### 3.3 Source Separated Recycling Programs

The majority of LAHD's existing diversion is a result of source-separated recycling programs. LAHD measures diversion rates both including and excluding C&D waste to account for the fact that C&D waste makes up such a large portion of the overall waste stream and represents the vast majority of LAHD's diverted waste. In 2019, LAHD had a total diversion rate of 63% including C&D recycled waste. Excluding C&D recycled waste, LAHD's waste diversion rate was 22%. A summary of LAHD's 2019 baseline diversion rate is provided in **Table 1**.



LAHD 2019 Baseline Waste Diversion Data (Tons)					
MSW Disposed Of	Source Reduced Material	Recyclable Materials Diverted	Organics Diverted	C&D Disposed Of	C&D Materials Diverted
2,706	14	352	395	9	3,910

**Table 1.** LAHD 2019 Baseline Waste Diversion Data.

Existing source separated recycling programs include the following:

### 3.3.1 Organics Recycling

LAHD recycled 406 tons of organic waste in 2019, including primary landscape waste, clean wood, mulch, and wood pallets. This excludes contractor-generated waste and Port Pantry compost since these wastes are classified as tenant waste. LAHD's Warehouse reused and recycled 11.2 tons of wooden pallets. Through the grasscycling and the artificial turf program, LAHD diverted 395.11 tons of landscape waste in 2019.

**Table 2** below shows the 2019 landfill diversion rate of organics/food waste at the Port Pantry. In 2019, LAHD diverted 5 tons of food waste.

Port of Los Angeles - Harbor Department Landfill Diversion Program - Organic: Food Waste Location: Port Pantry 2019 Calendar Year					
Program	Description	Amount (lbs.)	Time Period	Pounds per Year	Tons per Year
Food Waste Prevention	Predict quantities instead of over-purchasing, over-producing, and wasting food	125	week	6,500	3.25
Edible Food Donations	Donate edible food (to employees, local food banks)	20	week	1,040	0.52
Organic Recycling	Recycle cooking oil (through contracted service)	150	month	1,800	0.9
<b>Totals</b>				<b>9,340</b>	<b>5</b>

**Table 2.** LAHD Port Pantry landfill diversion program statistics for 2019.

### 3.3.2 Office Recycling

LAHD recycled 175.11 tons of plastic, glass, metal, mixed paper, cardboard and shredded paper in 2019.

### 3.3.3 Construction & Demolition Recycling

LAHD construction projects adhere to the City of LA's Construction and Demolition Waste Ordinance. In 2019, LAHD diverted a total of 3,910 tons of C&D, including 3,523 tons of concrete and asphalt. The C&M Division re-purposed 387 tons of asphalt and concrete demolition debris by crushing and stockpiling the crushed material for use on other LAHD projects. This practice is both an environmental and monetary benefit because LAHD avoids purchasing crushed miscellaneous

base (CMB) and avoids paying for rubble disposal costs.

#### 3.3.4 Materials & Products Resale

LAHD's Salvage Materials Program, in accordance with GSD, allows valuable materials to be reused, sold as-is or sold as scrap, including aluminum, copper, brass, cast iron, steel, water meters and pallets. Resale diverts valuable commodities from landfills and provides revenue. LAHD's Salvage Materials Program recycled 0.39 tons of waste in 2019.

#### 3.3.5 Non-Food Item Donations

LAHD participates in drives which include used linen for pet shelters, clothing, and toys, amounting to 0.64 tons in 2019.

#### 3.3.6 Toner Cartridge Recycling

LAHD's Graphics and Information Technology divisions recycled 1.38 tons of toner cartridges in 2019.

#### 3.3.7 Duplexing Printing & Copying

LAHD's Graphics Division practiced and promoted duplexing, document scanning, and scratch paper pads, which diverted 12.52 tons of paper waste in 2019.

#### 3.3.8 Used-Tire Recycling

LAHD contracts with a vendor to recycle used tires that are generated and/or collected by the C&M Division. In 2019, LAHD recycled 45.12 tons of used tires.

#### 3.3.9 Ferrous Metals Recovery Program

LAHD contracts with a vendor to recycle ferrous metals that are generated and/or collected by the C&M Division. In 2019, LAHD recycled 119 tons of ferrous metals.

#### 3.3.10 Hazardous Materials Recycling

LAHD contracts with hazardous waste contractors to recycle electronic waste, spent batteries, light bulbs, transformers, used oil filters, anti-freeze, aerosol cans, waste oils, etc., as required by State and Federal Regulations. Since these materials fall outside the scope of the City of Los Angeles' Zero Waste initiatives, existing program performance was not reported as part of the 2019 baseline.

## 4.0 2023 Progress Updates

This section summarizes progress that LAHD has made since the last ZWP update in September 2022. In addition to the items described below, LAHD's C&M Division has met the following environmental objectives and targets within its Environmental Management System (EMS) program set for 2022:

- Achieved 10% landscape recycling.
- Achieved a pool vehicle fleet that is comprised of 15% zero emission vehicles.
- Achieved at least 75% of bilge waste disposed of as non-hazardous; and achieved a 50% recycling rate for hazardous waste.

### Reporting

LAHD completed and submitted AB939 and SB1383 reporting for LAHD facilities and tenants for reporting year 2022 to LASAN.

### Mulch Program

In 2022, LAHD began tracking the C&M Division Mulch Program. The C&M Division applies mulch created from tree trimmings into various green spaces.

### Organic Materials

LAHD coordinated with Athens to onboard six restaurant tenants and seven non-restaurant tenants for organics recycling services. The onboarding process consisted of site walks with tenants, evaluating service levels (including organics) against what tenants are currently generating, educating tenants on diverting organics, and identifying the scope of service needed for each tenant. In addition, LAHD has conducted waste assessment site walks with Athens for all 26 account locations. The purpose of the waste assessment site walks was to re-evaluate service levels and determine organic recycling needs. This information will be used to develop a new service contract with Athens. Finally, POLA's Zero Waste Coordinator attends and participates in Food Recovery Task Force meetings.

### Construction and Demolition Waste

LAHD updated the LAHD C&D Waste Management Specifications to mirror the City of Los Angeles Bureau of Engineering Specification for C&D waste management, which mandates that each construction or demolition project reuse or recycle a minimum of 80% of inert debris and 65% of the remaining C&D waste generated by the project. This is for compliance with Council File 09-3029.

### Education

LAHD distributed zero waste newsletters to educate staff about new organics recycling bins, waste segregation, and the importance of zero waste. Training videos are included in the newsletters. In addition, LAHD posted educational recycling literature in the kitchenettes at the Harbor Administration Building. Finally, LAHD published a "Path to Zero Waste" web page (<https://www.portoflosangeles.org/environment/sustainability/zero-waste>) on POLA's website to educate the public and LAHD's tenants about the ZWP and future zero waste policies.

## 5.0 2020, 2021, & 2022 Waste Generation, Diversion, and Disposal Data

LAHD's waste diversion rates for 2019-2022, both excluding and including C&D waste, are summarized in **Table 3**.

LAHD Waste Diversion Rates for 2019-2022		
Year	Diversion Rate (Excluding C&D)	Diversion Rate (Including C&D)
2019	22%	63%
2020	22%	98%
2021	22%	93%
2022	32%	92%

**Table 3.** LAHD waste diversion rates for 2019-2022.

LAHD's waste diversion rate (excluding C&D) in 2020 and 2021 was consistent with the 2019 diversion rate of 22% and increased to 32% in 2022. This increase in diversion rate is due to improved waste diversion data collection, a decrease in the waste generated in 2022 compared to previous years, and an increase in the quantity of waste diverted compared to previous years, as shown in **Table 4**. Compared to the baseline year of 2019, generated (tons) in 2022 has decreased by 16%, and the quantity of waste diverted (tons) in 2022 has increased by 23%.

LAHD Waste Diversion and Disposal Data for 2019-2022 – Excluding C&D (Tons)			
Year	MSW Disposed Of	Total Diverted (Excluding C&D)	Total Generated (Excluding C&D)
2019	2,706	760	3,466
2020	2,758	756	3,514
2021	2,508	714	3,222
2022	1,991	932	2,923

**Table 4.** LAHD waste diversion and disposal data for 2019-2022 excluding C&D.

A summary of the quantities of waste diverted from 2019-2022 is provided in **Table 5**. Note that the C&D Materials Diverted category includes both C&D waste (e.g., concrete and asphalt) as well as other materials originating from the C&M Division, such as green waste, scrap metal, and wood.

LAHD Waste Generation, Diversion, and Disposal Data for 2019-2022 (Tons)						
Year	MSW Disposed Of	Source Reduced Material <sup>1</sup>	Recyclable Materials Diverted	Organics Diverted	C&D Disposed Of	C&D Materials Diverted <sup>2</sup>
2019	2,706	14	352	395	9	3,910
2020	2,758	6	355	395	593	138,927
2021	2,508	25	214	475	213	36,232
2022	1,991	116	203	614	95	23,110

**Table 5.** LAHD waste generation, diversion, and disposal data for 2019-2022.

1 – Source reduction is defined as the practice of reducing the quantity of waste generated prior to recycling, treatment, or disposal by changing the processes that generate waste in the first place.

2 – Note that the C&D Materials Diverted category includes both C&D waste (e.g., concrete and asphalt) as well as other materials originating from the construction division, such as green waste, scrap metal, and wood.

LAHD's waste diversion rate (including C&D) increased from 63% in 2019 to 98% in 2020 due to LAHD completing several large redevelopment construction projects as a result of COVID-19 and an increase in capital project funds. The waste diversion rate (including C&D) has generally remained above 90% since 2020. Since the majority of LAHD's diverted waste is C&D waste, LAHD's overall diversion rate is highly dependent upon the scope of construction and capital projects in a given year. Because the quantities of C&D waste generated and diverted varies considerably from year to year based on capital projects (as shown in **Table 5**), comparing the diversion rate from 2022 to previous years does not necessarily accurately describe trends in the waste diversion rate. Rather, LAHD will continue the current C&D waste diversion and reduction practices that have resulted in diversion rates above 90% for each of the last three years.

LAHD is committed to redeveloping the San Pedro Waterfront and completing other large capital projects. LAHD's diversion numbers will fluctuate as funding and scope for capital projects vary. Per the City of LA's Construction and Demolition Waste Ordinance, each LAHD construction or demolition project shall reuse or recycle a minimum of 80 percent of the inert waste and 65 percent of the remaining C&D waste generated by the Project.

The following 18 major capital projects are slated for construction during 2024 to 2026, which will contribute to significant C&D waste recycling under the Construction and Demolition Waste Ordinance:

1. State Route 47/Vincent Thomas Bridge & Front St./Harbor Blvd Interchange Reconfiguration
2. Berths 238-240 MOTEMS PBF Energy
3. San Pedro Waterfront Berths 74-83 Promenade
4. San Pedro Waterfront - Harbor Boulevard from SP Slip to 22nd Roadway Improvements
5. Pavement Improvements and Demolition of Southwest Marine Administration Building
6. 1050 Ways Street (Starkist) – Demolition and Storage Lot Conversion
7. South Seaside Avenue Storm Drain Restoration
8. 1025 S Seaside Ave – Demolition and Lot Conversion
9. Wilmington Waterfront – Avalon Pedestrian Bridge and Promenade Gateway
10. Berths 302-305 On-Dock Railyard Expansion
11. Berth 49-51 Outer Harbor Cruise Terminal Development
12. Berth 200 – Roadway Improvements & Extension
13. 208 East 22<sup>nd</sup> Street Lot Improvements
14. Berth 49-51 Outer Harbor Cruise Terminal Development
15. Berth 208-209 CFS Building – Demolition
16. Terminal Island Maritime Support Facility

17. Terminal Island Grade Separation
18. Navy Way and Seaside Avenue Interchange Improvements



## **6.0 Zero Waste Ordinance – Zero Waste City Facilities and Events on City Property**

### **Rationale for Ordinance**

The City of Los Angeles has committed to achieving a zero waste goal by 2050. A significant portion of waste generated in the City is from the consumption of food and beverages, including the use of food ware and food ware accessories. This ordinance will help the City reduce the quantity of MSW generated, divert organic waste from landfill disposal as mandated by SB 1383, as well as reduce plastic pollution.

### **Summary of Ordinance**

The Zero Waste Ordinance 8 (provided in **Appendix D**) requires City facilities, City-permitted events held on City property, food and beverage providers, and other retailers operating on City property to be in compliance with the ordinance. The ordinance requires the following:

- Mandates the recycling of food scraps and the donation of surplus edible food to food rescue organizations.
- Bans many plastic items, including Expanded Polystyrene (EPS) food ware, plastic bags, and promotional items.
- Prohibits all types of disposable food ware.
- Requires compostable food ware at community events.
- Requires reusable food ware at catered events and dine-in meals.
- Prohibits water being sold or distributed in plastic bottles.
- Requires contractors to provide hydration or bottle refill stations.
- Requires contractors who provide dine-in service to provide incentives to customers for dine-in or on-site food consumption.
- Requires contractors to offer a recycling collection program that is similar to the City's curbside collection for recyclables and food scraps.
- Requires contractors to equip restrooms accessible to customers with electric hand dryers.
- Requires the Rules and Procedures to specify how and where contractors must display information or signage about zero waste practices.

### **Enforcement**

The requirements of this ordinance apply to all LAHD contracts and amendments that are executed on or after the Board of Harbor Commissioners' adoption of the Zero Waste Ordinance. Applicable tenants, vendors, and contractors are required to comply with the mandatory provisions outlined in the Ordinance, to the extent feasible. Agreements and leases for restaurants and retailers that were in effect prior to the Ordinance adoption will not need to be revised to incorporate zero waste provisions, but compliance with the provisions is encouraged.

According to the Zero Waste Ordinance, LASAN will administer the requirements of the Ordinance and will promulgate Rules and Procedures for the implementation of the ordinance provisions.

LAHD is responsible for ensuring that the ZWP provisions of all agreements, permits, leases and entitlements for use of POLA property or facilities are observed, e.g., at community events, catered events and restaurant and retailer operations.

**Current Practices**

As of this ZWP update, two of LAHD's 26 internal account locations have organic recycling service. In addition, six restaurant tenants and seven non-restaurant tenants have been onboarded for organics recycling services.

As discussed in the Existing Program Overview section, LAHD has a cafeteria in the main administration building, called the Port Pantry, which complies with citywide ordinances, including no plastic straws and no plastic containers for serving food. The Port Pantry has reduced its food waste by better aligning the quantities purchased with the quantities sold. Additionally, the Port Pantry recycles cooking oil through contracted services, and donated food scraps to the adjacent Port of Los Angeles High School in 2019 and 2020.

Compliance with the ordinance as described above will require additional resources addressing material preparation, program development, participant training, and innovative food ware products.

**Implementation**

The Board of Harbor Commissioners plans to adopt this Zero Waste Plan, with the incorporation of the Zero Waste Ordinance, to establish Port-wide policy mandating all applicable tenants, vendors, and contractors to comply with zero waste provisions. Compliance with the ordinance will be referred to in tenant leases and permit conditions. LAHD will provide information to the tenants to help them comply with the ordinance and annual reporting requirements.

## 7.0 Recommendations and Next Steps

To achieve zero waste at the Port, LAHD will undertake the tasks below. These tasks will provide the basis for an annual work plan that will be developed by LAHD's Environmental Management Division. These tasks are subject to change depending on availability of program resources and City or State requirements. LAHD will continue to conduct annual AB939 reporting and adhere to all pertinent regulations.

### 7.1 Adopt Zero Waste Plan and Applicable Policies

In 2024, LAHD plans to have the ZWP formally adopted by the Board of Harbor Commissioners. The ZWP will apply Department-wide and to LAHD's tenants and contractors. Adoption of the ZWP by the Commissioners will incorporate the Zero Waste Ordinance into the ZWP. Upon adoption of the ZWP, LAHD will implement zero waste provisions in contracts and leases for applicable tenants and contractors. Tenants must comply with mandatory organics recycling per AB 1826 and SB1383 regulations, lease provisions (including Ordinance 187718), and all applicable environmental regulations.

### 7.2 LAHD Education and Training

In early 2024, LAHD plans to conduct waste materials segregation training for the LAHD C&M Division and the City of Los Angeles Recreation & Parks staff that service facilities located on POLA property, such as the Cabrillo Marine Aquarium and the Los Angeles Maritime Museum. The staff will consist of heavy equipment laborers, custodians, laborers, gardeners, etc. The training will be led by Athens and will be a short presentation focused mostly on segregation. LAHD will identify the resources needed to develop an ongoing training program to ensure staff obtain periodic training per SB1383 regulations.

### 7.3 Tenant Education and Training

LAHD is currently developing a more representative sample of tenants in order to obtain more comprehensive information, develop a tenant waste diversion baseline, and streamline tenant data collection. In order to finalize a representative sample of tenants and waste diversion baseline by 2024, LAHD's Environmental Management Division will conduct tenant outreach and site visits to validate waste diversion rates.

Additionally, LAHD will conduct tenant outreach and education about LAHD's ZWP, Ordinance 187718, zero waste recommended practices, future zero waste provisions in leases, and waste diversion reporting requirements. This educational outreach will be conducted prior to the formal adoption of the ZWP by the Board of Harbor Commissioners.

### 7.4 Collection Infrastructure

By 2024, LAHD will inventory collection containers and procure consistent signage and bins throughout the Port. LAHD will provide three-waste-stream bins as reflected in **Figure 4**. LAHD plans to deploy organics bins at all LAHD facilities, including non-Port operated facilities such as the Cabrillo Aquarium, Maritime Museum, and POLA Boys and Girls Club. At the time of this ZWP update, two out of 26 LAHD internal locations have organic recycling

service utilized by C&M operations. These two locations do not have a set frequency for the collection of organics, rather they call for pick up when it is needed.



**Figure 4.** Example of three-waste stream bin system.

## 7.5 Data and Reporting

In 2024-2025, LAHD will conduct baseline waste characterizations of LAHD facilities that generate the majority of LAHD's waste. These facilities include the Harbor Administration Building (HAB), C&M Yard, Berth 194 vessel demolition area, and 201 Seaside Avenue. Waste characterizations will help target actions to achieve zero waste by location/facility, waste stream type, and responsible party. Waste characterizations will be conducted every 2-5 years, or as needed, of LAHD facilities that generate the majority of LAHD's waste to improve diversion rates.

LAHD will communicate to its stakeholders its progress in achieving their ZWP goals. This will be completed through updates of the ZWP, periodic electronic newsletters, and through the Port's annual sustainability report.

## 7.6 Waste Prevention and Environmentally Preferable Purchasing

LAHD's EMD encourages waste prevention through various practices. Provided below is a listing of recommended activities:

- Coordinate with contracts administrators to prevent or reduce targeted waste generation through LAHD's Environmentally Preferable Purchasing Task Force.
- Procure reusable, compostable, and/or sustainable utensils and food containers at the Port Pantry and office kitchens.
- Reduce paper use through partial phase out of paper via change operation processes.

- Audit warehouse inventory of disposable materials for repurposing and/or donation.
- Participate in citywide waste reduction programs, such as:
  - LASAN's City Materials Reuse Exchange Program (Citimax) (to acquire needed items or equipment, or to get rid of unneeded items or equipment);
  - Donate (office equipment, furniture, etc.) and evaluate areas for improvement through procurement; and
  - Ensure all purchasing adheres to the Environmentally Preferred Purchasing Policy (EPP). For more information, contact [greenpurchasing@lacity.org](mailto:greenpurchasing@lacity.org).

An Application for Port Permit (APP) must be submitted to LAHD by LAHD tenants for construction projects or events that take place on LAHD property. Entities that do not have a lease with LAHD must also submit an APP to obtain a one-time permit for specific stand-alone events. APPs must describe the scope of the activities associated with the construction or event. Tenants or other entities that obtain an APP must comply with the environmental provisions in the Permit. LAHD plans to incorporate zero waste provisions into these permits, including requiring signage for bins and requiring a dedicated organics bin.

## 7.7 Construction and Demolition Materials

All construction/capital projects require contractors to recycle construction and demolition waste per approved Council File 09-3029 pertaining to the Citywide Construction and Demolition Waste Recycling Ordinance. Currently, contractors are required to provide Solid Waste Diversion and Disposal (SWDD) Reports with each pay request (See **Appendix E**). Staff will identify the reporting gaps and process used to monitor contractor reporting, including submittal and review through the Port's portal. LAHD's Environmental Management Division will designate a liaison to work closely with the Construction Division to improve process and accountability.

## 7.8 Zero Waste City Facilities and Events on City Property (Zero Waste Ordinance)

The Board of Harbor Commissioners will establish policies regarding the following:

- Require all pre-consumer and post-consumer food scraps generated by contractors, as defined by the Rules and Procedures, to be recycled.
- Ban single use plastic items, including disposable food ware, plastic bags, and promotional items.
- Ban water being sold and distributed in plastic bottles and require contractors to provide hydration or bottle refill stations.

Contractors will also be required to:

- Provide incentives to customers for dine-in or on-site food consumption.
- Offer a recycling collection program that is similar to the City's curbside collection for recyclables and food scraps.
- Equip restrooms accessible to customers with electric hand dryers.
- Display information and signage about zero waste practices.

## 7.9 C&M Division Organics Program

LAHD's C&M Division has established environmental objectives and targets within its EMS program. Objectives are defined as an overall goal, arising from the environmental policy, that LAHD C&M sets itself to achieve, that is quantifiable where possible. Targets are defined as a detailed performance requirement that sets a limit, usually a quantity and/or timeframe, for achieving environmental objectives. The current zero waste objectives and targets for the C&M are as follows:

- Objective: Improve POLA C&M organics recycling.
  - Target: Deploy food waste containers at C&M by end of third quarter 2024.
  - Target: Train C&M staff on food waste segregation during fourth quarter 2024.
  - Target: Conduct baseline assessment of organics diversion rate and set new 2024-2025 organics diversion target by third quarter 2025.

## 7.10 Conclusion

LAHD will strive to achieve zero waste by reducing its generation of waste and ensuring the recycling or reuse of the remaining waste materials. LAHD will accomplish this by working with different divisions, including C&M, Port Police, Port Pilots, Environmental Management, Contracts and Purchasing, Real Estate, and others, and partner with other City departments, including the General Services Department (GSD), Sanitation (LASAN), and Board of Public Works. LAHD relies on LASAN for guidance in compliance with applicable State laws.

Most importantly, LAHD will work closely with the private solid waste hauler, Athens, to conduct waste characterizations, provide and distribute recycling educational literature, conduct organics recycling training, provide insights to sustainable disposal behaviors, and procure waste separation equipment. Internally, LAHD will engage staff of all divisions by integrating zero waste into LAHD's operations and office culture. LAHD will also engage tenants in achieving zero waste by providing waste recycling educational literature, conducting outreach, and updating lease agreements to include zero waste provisions and all applicable environmental regulations.



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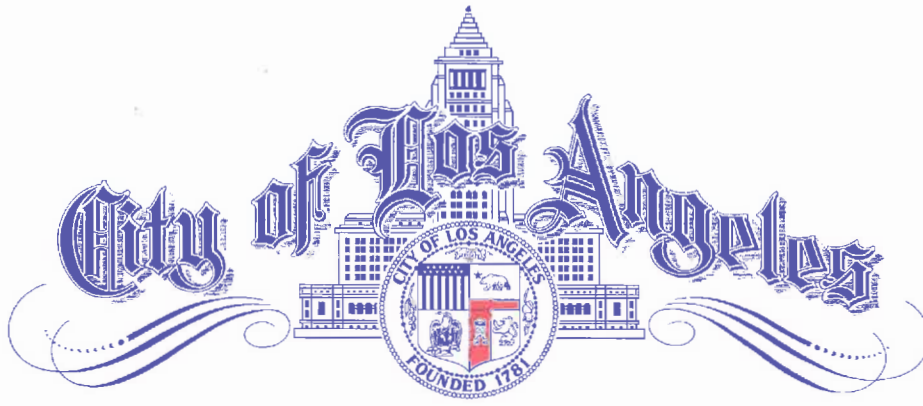
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**WATERFRONT**  
**LOS ANGELES**

**Appendix A**  
**Executive Directive No. 25**



ERIC GARCETTI  
MAYOR

## EXECUTIVE DIRECTIVE NO. 25

Issue Date: February 10, 2020

**Subject: L.A.'s Green New Deal: Leading By Example**

Today marks the end of one era and the beginning of another. No longer will we allow fear, obfuscation, and misinformation to deter us from our generational battle against climate change. At this moment, we are faced with a moral imperative and an economic opportunity, and the City of Los Angeles will take a leading role in the fight for our future. In the face of the climate emergency, Los Angeles will transform how we plan, build, and maintain our City to achieve a low-carbon, green-energy future with ample opportunity and full access for all.

On April 8, 2015, I introduced L.A.'s first Sustainable City pLAN (pLAN) and issued Executive Directive No. 7 — putting us on a path to protect our environment, grow our economy, and ensure that Los Angeles remains a city of opportunity for all people.

Angelenos are already seeing the results: in the last four years, L.A. has been recognized as the number-one solar city in America, pioneered new transportation technologies, reduced our greenhouse gas (GHG) emissions by 11 percent in a single year, and created more than 35,000 green jobs. We brought \$235 million dollars in funding for clean energy and transportation, trees, and transit-oriented affordable housing to our most disadvantaged communities, demonstrating how we can cut carbon and improve people's lives in concert.

Despite our progress, L.A. has seen the escalating effects of a warming planet in our communities. Climate change — from dangerous heat to drought and wildfires — is reaching emergency proportions and the 2020's must become the historic decade of climate action to maintain a world where we all can thrive.

L.A.'s Green New Deal, released on April 29, 2019 as the first four-year update to the pLAN, provides a global model for becoming a carbon-neutral city and upholding the Paris Climate Agreement. It is guided by the key principle that we must marry ecological preservation with environmental justice and economic opportunity and focuses on the "Five Zeros" of climate and clean air action- a zero carbon grid, zero carbon ground transportation, zero carbon buildings, zero waste, and zero wasted water. Furthermore, L.A.'s Green New Deal prioritizes equity and

ensures that the most impacted communities experience the benefits of our work to make our city healthy, prosperous and resilient.

As L.A. embarks on this decade of action with ambitious policies to cut carbon and health-harming emissions and develop an inclusive, green economy, we have to make certain that City government is leading the way. City Hall must be bold in investing our resources, building our infrastructure, and committing our workforce to sustain our environment for future generations of Angelenos.

Accordingly, I hereby order the following:

### **Zero Carbon Grid**

- Provide Equitable Access to Clean Energy Programs: The Board of Water and Power Commissioners shall ensure that the General Manager of DWP accelerates development of programs to increase access to clean energy for multi-family buildings, low-income residents, and affordable housing by July 2020. These programs should be informed by stakeholder input and the department's Equity Metrics Data Initiative and prioritize areas of the City with historically low participation in LADWP rebate and renewable energy programs.
- Build Zero Carbon Microgrids for Resilience at City Facilities: The General Managers, Heads of Departments/Offices, and Commissions of DWP, GSD, Fire, Police, Emergency Management, Library, Sanitation, Recreation and Parks and LAWA shall develop criteria to identify and prioritize micro-grid projects at critical City-owned infrastructure by July 2020.
- Deploy Smart Meters City-wide: The Board of Water and Power Commissioners shall ensure that the General Manager of DWP implement programs to expedite the replacement of all electric meters in the City to be smart meters to ensure the efficient and effective rollout of distributed energy resources, local solar and storage, and demand response programs. The Board shall ensure that starting this year all new and replacement meters will be smart meters, with 50% of the City having smart meters by 2024 and 100% by 2025. By 2022, at least 250,000 smart meters should be deployed.

### **Zero Carbon Buildings**

- Clean and Healthy Municipal Buildings: The City Engineer and the General Manager of the General Services Department (GSD) shall ensure that all new municipally-owned buildings or major renovations be designed to reach carbon neutrality by 2030, including by maximizing deployment of energy efficiency, smart design, on-site renewable generation, and electrification. The Board of Airport Commissioners, the Board of Harbor Commissioners, and the Board of Water and Power Commissioners shall ensure that the General Managers of Los Angeles World Airports (LAWA), Port of Los Angeles (Port), and Los Angeles Department of Water and Power (DWP) provide capital construction work plans by July 1, 2020 detailing their plans to achieve carbon neutral facilities to the Mayor, and report quarterly on their progress.

- Reduce Carbon in Construction Materials: The City Engineer shall cause the Bureau of Engineering (BOE) to adopt the Buy Clean California Act guidelines to reduce greenhouse gas emissions from building materials. The City Engineer shall instruct BOE to require Environmental Product Disclosures for all steel, flat glass, and mineral wool insulation by January 1, 2021, align procurement decisions for steel, flat glass, and mineral wool using State of California- adopted Global Warming Potential limits by July 1, 2021, and examine additional carbon intensive building materials to include in the future. In addition, the City Engineer shall instruct BOE to study the use of building materials that sequester carbon and report back to the Mayor's Office with its findings and recommendation by June 1, 2020.

## **Zero Carbon Transportation**

### *Expanding Zero Emission Vehicles*

- Accelerate Zero Emission Bus Deployment: The General Managers, Heads of Departments/Offices, and Commissions of the Department of Transportation (DOT), the Department of General Services, and DWP, and of the Bureaus of the Department of Public Works shall accelerate zero emission bus purchase and deployment to ensure that the City's bus fleet is entirely zero emission in time for hosting the Olympic and Paralympic Games in 2028. The General Manager of DOT shall prioritize zero emission bus deployment based on the Plan for a Healthy Los Angeles' Community Equity and Health Index. The General Manager of DOT shall ensure that DOT does not purchase any further transit buses powered by fossil fuels.
- Procure Zero Emission Vehicles: By 2021, all municipal fleets shall follow a zero-emission first procurement policy, ensuring that if a zero emission option exists and meets operational requirements, that option will be chosen. By 2021, 100% of all new sedan procurement shall be zero emission.
- Streamline EV Charger Installation: Within 60 days of the execution of this Executive Directive, the General Managers, Heads of Departments/Offices, and Commissions of DWP, Building and Safety, DOT, City Planning, the Port, and of the Bureaus of Engineering, Contract Administration, Street Lighting and StreetsLA shall work through the Mayor's EV Task Force to review internal departmental processes, and develop and present a plan to the Mayor's Office to streamline processes related to EV supply equipment to the maximum extent possible to ensure an accelerated path for transportation electrification, e.g. charging infrastructure in the public right of way, home and workplace chargers, to enable electric drayage, and zero emission transit bus deployment in Los Angeles.

### *Expanding Sustainable Transportation Options*

- Deliver More and Better Bus Transit: In conjunction with the Los Angeles County Metropolitan Transportation Authority (Metro) NextGen Bus Plan, the General Manager of the DOT shall by July 1, 2020 propose a network of bus infrastructure improvements and priority infrastructure, including but not limited to bus-only lanes,

queue jumpers, and signal priority, that improve travel speeds on transit corridors by 30% consistent with the Metro Vision 2028 Strategic Plan. DOT shall begin implementation of these improvements by October 1, 2020. The General Manager of DOT shall prioritize bus infrastructure improvements for bus routes based on the Plan for a Healthy Los Angeles' Community Equity and Health Index and the High Injury Network.

- Deliver More and Better Rail Transit: All General Managers, Heads of Departments/Offices, and Commissions of City Government shall continue to partner with Metro for the efficient delivery of new major transit projects and investments within the City. By July 1, 2020, the General Manager of DOT, in conjunction with Metro, shall develop a rail transit priority program, including but not limited to traffic signal preemption program for existing and future light rail transit lines to improve travel time and reliability. The General Manager of DOT shall begin implementing these improvements by January 1, 2021.
- Activate Streets: To encourage zero emissions trips Citywide and within neighborhoods, beginning July 1, 2020 the General Manager of DOT shall complete at least one major regional active transportation project and neighborhood-oriented active transportation network per year. By July 1, 2020, the General Manager of DOT, in consultation with the Bureaus of the Department of Public Works, shall submit to the Mayor an implementation plan for a comprehensive Citywide network of active transportation corridors for walking, bicycling, and micro-mobility, including but not limited to Class IV protected bike lanes where possible, Class I paths along regional waterways, and Class III low-stress neighborhood bike improvements. The General Manager of DOT shall prioritize active transportation infrastructure based on the Plan for a Healthy Los Angeles' Community Equity and Health Index and the High Injury Network. By January 1, 2021, the General Manager of DOT shall ensure the department increases the frequency of open streets events (e.g., CicLAvia, Play Streets) to monthly and also submit to the Mayor's Office of City Services a phasing plan to deliver weekly open streets events by July 1, 2022.
- Use New Tools to Reduce Congestion: The General Manager of DOT shall designate, by March 1, 2020, a team to support the development of a congestion pricing pilot program to improve mobility and air quality and reduce greenhouse gas emissions. This team shall coordinate with Metro's Congestion Pricing Feasibility Study and shall submit a joint proposal to the Mayor by January 1, 2021 for a congestion pricing pilot.
- Prioritize Land Use and the Right-of-Way: The General Managers, Heads of Departments/Offices, and Commissions of DOT, City Planning, and Bureaus of the Department of Public Works shall, in consultation with the Mayor's Office, submit to the Mayor by July 1, 2020 a set of protocols to ensure all departmental decisions regarding the use and design of the public right-of-way support the reduction of VMT and transportation-related greenhouse gas emissions consistent with the commitments in L.A.'s Green New Deal. These protocols shall prioritize safety and VMT reduction in planning, design, construction, and operations and maintenance of the public right-of-way by encouraging the use of fast and reliable transit, walking, bicycling, and micro-mobility options. In updating the General Plan and Community

Plans, the Director of Planning and General Manager of DOT shall coordinate to ensure that land use planning proposals and supportive strategies can effectively achieve applicable VMT reduction targets.

## **Zero Waste**

- Achieve a Zero Waste City Hall: The General Managers of Sanitation and GSD shall develop and submit to the Mayor's Office a plan by December 31st, 2020 to achieve a zero waste City Hall by 2025. The plan shall emphasize waste reduction, include strategies for employee and stakeholder outreach, and include the development of a zero waste policy for City-sponsored and permitted events.
- Achieve Zero Waste Departments: All General Managers, Heads of Departments/Offices, and Commissions of City Government shall submit plans by December 31st, 2020 for their departments to achieve the City's zero waste 2025 target, with an emphasis on waste reduction, including plans for employee and visitor engagement, where applicable. The General Manager of Sanitation shall support this with the formation of a "Road to Zero Waste" reference guide by September 1, 2020. In addition, attached to each annual General Manager review, General Managers shall include a status report and waste review, including tonnage by type (recycling, landfill, green waste) at each of their City-owned facilities starting in 2021.

## **Zero Wasted Water**

- Advance Safe, Clean Water: By no later than April 2020, the General Managers, Heads of Departments/Offices, and Commissions of Sanitation, DWP, StreetsLA, Bureau of Engineering, and RAP shall present to the Mayor's Water Cabinet final prioritization criteria for advancing projects under the County's Safe, Clean Water Program that meet the water quality, local water and equity goals set forth in LA's Green New Deal.
- Accelerate Technologies to Reduce Water Use: The Board of Water and Power Commissioners shall ensure that the General Manager of DWP implements programs to expedite the replacement of all water meters in the City to be smart meters directly following the deployment of electric smart meters. In the interim, DWP will develop a rebate program by June 2020 to incentivize customer-side products that help track and manage their water use.

## **Resilient and Cool City**

- Grow An Equitable Tree Canopy: Due to drought and increased incidence of pests, the city is losing trees and therefore needed shade and other benefits. The City Forest Officer, working in coordination with the General Managers, Heads of Departments/Offices, and Commissions of RAP, StreetsLA, Sanitation, DWP, and City Planning, shall develop an implementation strategy by April 2020 of LA's Green



New Deal goal to plant and maintain at least 90,000 trees citywide by 2021 and increase tree canopy in areas of greatest need by at least 50% by 2028.

- Build Climate Resilient Streets: The General Managers, Heads of Departments/Offices, and Commissions of the Bureaus of the Department of Public Works, DOT, and City Planning shall develop and submit to the Mayor's Office of Sustainability by July 1, 2020, guiding principles that ensure public right-of-way projects utilize climate resilience strategies and support a multi-modal transportation network by including tree canopy health, green infrastructure, shade amenities, and heat-reducing materials.
- Cool Our Neighborhoods: The General Manager of StreetsLA shall develop and submit to the Mayor an implementation strategy by March 2020 that ensures every high-volume transit stop has access to cooling features by 2021 and identifies ten cool neighborhood pilot locations, the cooling methods for each, and the timeline to complete six neighborhood pilots by 2021 and four more by 2025. The strategy will further the goal to install an estimated 250 lane miles of cool pavement by 2028, prioritizing the neighborhoods with the most severe impacts from increasing temperatures.
- Cool Roofs and Surfaces: The General Manager of Building and Safety, in consultation with the City Attorney, shall propose amendments to the Los Angeles Green Building Code updating the existing (i) cool roof requirements to cover all new roofs and renovations above an appropriate threshold and increasing roof reflectivity requirements by June 1, 2020 and (ii) hardscape requirements for private property (such as walkways and parking) to increase the cool surface requirement to 50% of total surfaces on the property.

### **Clean and Healthy City**

- Smart, Data-Driven Improvements in Air Quality: The General Managers of DOT and Bureau of Street Lighting (BSL) shall develop, in coordination with the Mayor's Office and the Information Technology Agency, an air quality monitoring plan by July 1, 2020 to track baseline air quality, and where possible, air quality improvements resulting from implementing transportation-related projects in Los Angeles. The General Managers of DOT and BSL shall engage partners (e.g. academic, other public sector, etc.) to assess public health outcomes associated with air quality changes due to implementation of projects.

### **Invest in a Low-Carbon Future**

- Green Finance: The City Administrative Officer (CAO) shall research and report back on financing instruments and mechanisms, including executed deals, currently available and occurring in the municipal market which have a positive climate and environmental impact by December 2020.



- Pensions: Request the Boards of the city's retirement systems to evaluate the risk factors associated with fossil fuel investments, the opportunities associated with low and zero carbon-based and renewable energy investments, and, consistent with its fiduciary duties to its members, incorporate findings into the system's investment policies.

Executed this 10th day of February, 2020.

A handwritten signature in black ink, appearing to read "E. Garcetti", is written over a horizontal line.

ERIC GARCETTI  
Mayor

# **Appendix B**

## **LAHD Zero Waste Checklist 2022**

## THE CITY OF LOS ANGELES DEPARTMENTAL ZERO WASTE CHECKLIST

Date Submitted: 9/30/2022
Department: Harbor
Completed by (Name): Paula Ly
Email address: ply@portla.org
Phone #: 310-732-3171



### BACKGROUND

A critical first step in achieving zero waste is measuring the amount of waste produced at your facility. Diversion rates are typically the key metric in monitoring progress towards zero waste. Diversion rates are calculated by dividing the amount of total waste created at your facility by the amount of waste that is diverted from being sent to the landfill (through recycling, composting, reusing, etc.). Below are estimated diversion rates of select buildings occupied by more than one department.\* While there are many definitions for zero waste, the City defines it as a 95% waste diversion rate.

Los Angeles' Zero Waste Goals	
2025	90% diversion
2035	95%
2050	100%

ESTIMATED DIVERSION RATE	
City Hall	65.24%
City Hall East	47.36%
City Hall South	7.61%
Public Works Building	35.54%
Piper Tech	24.42%
Braude Building	44.57%
San Pedro City Hall	70.7%

\*City Hall South and City Hall East: diversion rate for each was calculated by using diversion rate for both buildings combined, then multiplying that by % of total employees that each building represents, to determine the above weighted diversion rate for each building.

### ZERO WASTE STRATEGIES

While there are many definitions for zero waste, the City defines it as a 90% waste diversion rate. No matter the definition, achievement of zero waste always requires a shift in focus so as to include "upstream" measures (i.e. not producing waste in the first place), the addition of or enhancement to existing midstream measures (which are intended to improve product longevity), and an evaluation of existing downstream measures (collection). Key zero waste strategies include:

- Reduce (don't make waste in the first place, or reduce waste through reuse, etc.)
- Recycling and composting of materials
- Review and improve purchasing specifications (to minimize trash generation and packaging, lower toxicity, maximize post-consumer recycled content; mandate take-back programs for hazardous and difficult-to-recycle materials, improve vendor reporting to capture zero waste tonnages)
- Training (so as to inculcate a zero waste ethic among employees)
- Rethinking: reconsider and reexamine all policies, practices, and guidelines to determine if they can be revised to better support the City's zero waste initiative.



Credit: CalRecycle  
(ZWIA: Zero Waste International Alliance)

### PRIORITIZATION OF MATERIALS TO REDUCE AND DIVERT

All departments should strive to significantly reduce their generation and disposal of organic material (green or yard waste, food waste) and plastics. California Senate Bill 1383 requires the diversion of organic materials from landfills, so it is critical for departments to focus on organic material that is usually landfilled, such as food waste. While green or yard waste in the city is usually mulched and not disposed in landfills, minimizing its generation is still critical.

### 2019 DEPARTMENTAL/FACILITY TONNAGES AND DIVERSION RATES

Because 2020 was atypical, 2019 was selected as the baseline year for tracking progress on the City's zero waste efforts. The schedule and metrics for measuring the City's progress will be re-examined after the City's Reconstitution plans and return-to-the-office policies have been implemented.

#### Diversion rate formula for Council-controlled departments/facilities:

LASAN used a very simple method for calculation diversion rates: Total tons of recyclables (Blue bin + green bin materials)/Total Generation (Total trash tonnage + total blue tonnage + total green bin tonnage)

#### Underlying data

Appendix 5 lists the number and capacity of trash, recyclables and green waste bins at each facility and frequency of service (when the bins are emptied). Assumptions about the weight of trash, recyclables and green waste/cubic gallon and cubic yard are also provided (actual weights were/are not available). The estimated 2019 tonnages and diversion rates for Council-controlled facilities were calculated using this information. All trash, recycling and green waste bins were assumed to be 100% full when serviced. Departmental diversion rates were extrapolated from facility diversion rates.

#### Proprietary department diversion rates.

Proprietary department diversion rates. The Harbor Department, LADWP and LAWA receive detailed tonnage reports from their trash/recycling service providers (Athens for Harbor, LASAN for LADWP and LAWA). The service providers or the departments can calculate their diversion rates using their tonnage reports or the formula above.








### WASTE CHARACTERIZATIONS

A waste characterization is the best method for determining the makeup of your trash, recycling, and green waste streams and their relative percentages. For example, one 2018 building waste characterization revealed that food waste and recyclable paper accounted for 34% and 8.1% of all disposed trash, respectively; this was a higher than average percentage of food waste for an office building, based on data from CalRecycle, the state's solid waste regulatory agency. These results speak to the need for a source-separate food waste collection program and improved education about the recycling program. A very small amount of hazardous waste - most likely batteries - was found in recycling bins. This can be addressed via reduction and training.



#### NOTE ABOUT THE CITY'S RECYCLING PROGRAM

Effective in late 2021, Los Angeles will no longer accept plastics #3, 4, 6 or 7 for recycling, so items made from those plastic resins should not be purchased if alternatives exist. Plastics #1, #2 and #5 will be accepted. (Which #5 plastic items will be accepted is still to be determined.) A significant portion of materials now managed via the blue bins will instead be disposed as trash, so keep in mind that trash volumes may increase and will need to be mitigated.

1		PETE or PET	Polyethylene terephthalate	Polyester fibers, thermoformed sheet, strapping, and soft drink bottles.
2		HDPE	High density polyethylene	Bottles, grocery bags, recycling bins, agricultural pipe, base cups, car stops, playground equipment, and plastic lumber.
3		PVC or V	Polyvinyl chloride	Pipe, fencing, and non-food bottles.
4		LDPE	Low density polyethylene	Plastic bags, 6 pack rings, various containers, dispensing bottles, wash bottles, tubing, and various molded laboratory equipment.
5		PP	Polypropylene	Auto parts, industrial fibers, food containers, and dishware.
6		PS	Polystyrene	Desk accessories, cafeteria trays, toys, video cassettes and cases, and insulation board and other expanded polystyrene products (e.g., Styrofoam).
7		Other	Other plastics, including acrylic, acrylonitrile butadiene styrene, fiberglass, nylon, polycarbonate, and polylactic acid.	

#### COVID-19

The zero waste checklist and plans will need to be revisited and assessed based on reconstitution plans. In particular, items with an \* may need to be put on hold or removed based on new return to work rules, plans, and procedures.

#### Relevant State and City Regulations: AB 1826 and SB 1383 and City Council Motion 20-1587

**SB 1826: Organic waste must be recycled (recycled, composted, mulched, or sent to an anaerobic facility), not disposed:** "A business that generates two cubic yards or more per week of commercial solid waste ("trash") shall arrange for organic waste recycling services." This means that organic waste must be recycled (diverted from landfills). Most council-controlled facilities are covered by AB 1826. Link to legislative text:

[https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201320140AB1826&showamends=false](https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill_id=201320140AB1826&showamends=false)

**SB 1383:** Page 56 of the Regulations: "...reduce the (statewide) disposal of organic waste by 50 percent by 2020 and 75 percent by 2025, based on the 2014 organic waste disposal baseline." Page 55: "Organic waste" means material originated from living organisms and their metabolic waste products including, but not limited to, food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges. Link to Regulations: <https://www2.calrecycle.ca.gov/Docs/Web/118371>

**Los Angeles City Council Motion 20-1587:** I FURTHER MOVE that the Departmental Chief Sustainability Officers be directed to report to the Council on the process and feasibility, in their respective departments, for creating truly paperless offices, including, but not limited to a usage assessment of each department, identifying usage categories and the respective percentages for each (e.g., draft documents, final documents, personal documents), replacing invoices, identifying all hard copy forms internal to each department and/or division that do not have online digital equivalents, identifying all forms that require wet versus electronic signatures, securely storing key documents digitally, identifying tech-experts in each department to assist with the transition, describing measures to reduce paper and toner usage in the interim, such as requiring employees to print in draft modes, ensuring that all multi-page documents are printed double-sided, creating an implementation plan for the full phase-out, and setting a deadline for implementation.

Link to Motion 20-1587: [https://clkrep.lacity.org/online/docs/2020/20-1587\\_mot\\_12-09-2020.pdf](https://clkrep.lacity.org/online/docs/2020/20-1587_mot_12-09-2020.pdf)

<p>The City of Los Angeles (City) is part of a worldwide movement to re-evaluate attitudes toward consumption, disposal, product stewardship, and infrastructure, so as to reduce waste and promote sustainability. Critical to achieving zero waste is determining your departmental baseline waste generation and current diversion rate (materials diverted from landfills through waste prevention, reuse, recycling, and composting) and tracking progress against that as zero waste measures are implemented. Appendix 5 provides estimated diversion rates for many departments/facilities.</p> <p>“Zero waste” encompasses a range of behaviors, practices, and policies, ranging from mundane daily measures to the more esoteric. It shifts the common municipal focus from “downstream” strategies – which include collection of recyclable and compostable materials –to midstream and upstream strategies. Midstream strategies maximize the longevity of products and resources through reuse and repair. Midstream strategies will require changes to current purchasing and product management policies. Upstream strategies are designed to reduce and prevent waste through new practices and policies, behavior change, product stewardship (a voluntary approach to manufacturer responsibility) and extended producer responsibility (EPR), which relies upon mandates.</p>	
<b>DIVERSION RATES &amp; INTERIM GOALS</b>	<b>RESPONSES</b>
<b>ESTIMATED DIVERSION RATES FOR COUNCIL-CONTROLLED DEPARTMENTS/FACILITIES</b>	
Verify that you have reviewed the tonnages and estimated diversion rate for your department/facilities (see Appendix 5) by entering "yes" (or "no") :	Yes
If you dispute the diversion rate/s in Appendix 5, please advise the Mayor's Office and enter the departmental and/or facility diversion rates calculated by your department.	The diversion rates listed in Appendix 5 do not apply to the Harbor Department. The Harbor Department does not operate the Harbor City Greenway and Animal Shelter.
<b>Revising estimated diversion rates for Council-controlled departments and facilities</b>	
As noted above, estimated diversion rates for council-controlled departments/facilities assumed all trash, recycling and green materials bins were full when serviced (emptied). Diversion rates would vary if bins, particularly trash bins, were not full. Departments that want to develop more accurate tonnage estimates will need to track bin fullness (1/4, 1/2, 3/4) each time bins are serviced for a 12-month period. Enter "yes" in the space to the right to indicate if your department plans to do this. In facilities occupied by more than one department, also indicate which department will undertake the tracking. (In the interest of fairness, the department with the greatest number of employees/facility should assume this task.) It is recommended tracking reports be submitted quarterly to the Mayor's Office. It is advised that you develop a tracking sheet using bin information found in Appendix 5.	N/A
<b>Proprietary Department Diversion Rates</b>	
Proprietary Departments should provide actual 2019 departmental diversion rates. The Harbor Department, LADWP and LAWA receive detailed tonnage reports from their trash/recycling service providers (Athens for Harbor, LASAN for LADWP and LAWA). The service providers or departments can calculate their 2019 diversion rates using the provided tonnages, or can use the formula described above (total recyclables/total generation). Please enter departmental diversion rate (as a percentage) and indicate if this is an actual or estimated rate.	Estimated rates. 2019 diversion rate with Construction & Demolition (C&D) waste recycling = 52%. 2019 diversion rate without C&D waste recycling = 15%.
<b>INTERIM ZERO WASTE GOALS; ALL DEPARTMENTS</b>	
Should your department want to set interim departmental zero waste goals for 2025 and 2030 (optional but highly recommended), enter those here:	N/A

This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
EXAMPLE: Set all printers/copiers to default to duplex	Reduce	This is not a system-wide setting, must set each computer to default to duplex	35% complete	Have one employee who can be assigned to this task. Will take 4-6 weeks to complete.	
OFFICES: PAPER					
Develop a usage assessment breakdown of hard copy documents (draft, final, personal docs, etc.) for each department	Reduce	Not implemented. Low priority.	0%	Need staff and resources to conduct assessment breakdown.	No
Develop an implementation plan for full phase-out of paper	Reduce	Due to COVID-19 and remote work, LAHD has reduced paper use for day-to-day operations.	30%	Some operations/tasks require paper such as Construction drawings, board reports, items that need wet signatures, etc.	Yes, partial phase out.
Set all printers/copiers to default to duplex	Reduce	This is not a system-wide setting, must set each computer to default to duplex	30%	Need assigned staff to ensure all printers/copiers are default to duplex.	Yes
Instruct all staff to print all draft documents in "draft" mode, to reduce ink usage	Reduce	Low priority. Can provide suggestion in electronic zero waste newsletters.	0%	-	No
Distribute notices via emails and postings on common area bulletin boards, versus providing individual copies	Reduce	This is already being done.	100%	Newsletters and notices are sent via emails. Bulletin boards are used. No printed notices.	Yes
Collect all misprints for use as scratch paper	Reuse	This is already being done by the Graphics Division; they create scratch pads.	70%	Need signage near every copier and printer to place misprints in a bin that could be made into scratch paper.	Yes
Place recycling bins near copiers/printers and in common areas. Recycling bins in lunch rooms should always be paired with trash bins.	Recycle	This is already being done.	100%	-	Yes
Ensure all employees have recycling containers/receptacles at their desks; old boxes etc. will suffice.	Recycle	Currently, all employees have recycling containers at their desk; however, POLA plans to remove these recycling containers, so that employees will be encouraged to take recyclables at centralized areas.	0%	Shortage of custodial staff. Removing individual recycling containers allow custodial staff to collect centralized recycling, landfill, and organics bins.	Yes
As of Jan. 1 2022, state law (SB 1383) mandates that California governments purchase paper products with at least 30% post-consumer content - if the recycled content versions do not cost more. Cease purchasing any paper items that do not have recycled content. Recycled content levels vary by product. The US EPS publishes a list of paper products and recommended minimum levels of post-consumer recycled content for each: <a href="https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products">https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products</a> Departments can purchase items with higher levels of post-consumer content within budgetary limits. (If your Department needs assistance identifying recycled content products, contact LA Sanitation & Environment at <a href="mailto:greenpurchasing@lacity.org">greenpurchasing@lacity.org</a> ).	Recycle	This is already being done.	100%	-	Yes
Verify that all recyclable shredded paper is placed in clear, tied bags and placed near blue bins. Shredded paper should not be placed loose inside recycling bins.	Recycle	This is already being done.	100%	-	Yes
OFFICES: OFFICE SUPPLIES					
Purchase only refillable pens and pencils	Reduce	Need to develop and revamp purchasing guidelines.	0%	Coordination between divisions. Office culture.	Yes
Ensure lightly-used items (hanging and file folders, tablets that still have pages) are restocked for use by others. Post signs in/on storage rooms/cabinets advising employees to restock used supplies.	Reduce	Need to incorporate into zero waste electronic newsletters.	30%	Establishing proper and effective messaging to employees.	Yes
Stop purchasing Post-It notes (use misprints as scratch paper instead or obtain notepads made from misprints from the GSD Print Shop).	Reduce	Notepads made from misprints are available.	10%	Change in office culture.	No
Purchase only pastel papers, not neons/fluorescents	Recycle	Both types are purchased.	30%	Incorporate into Contracts and Purchasing guidelines. Need to evaluate if neon/fluorescent paper are required per operating procedures.	No
Purchase only remanufactured toner cartridges	Recycle	N/A	N/A	N/A	No
If there is not a dedicated supply room, please designate a cabinet or bookcase for supplies. A centralized storage area allows for the restocking and reuse of used office supplies. Reuse not only reduces waste but will also saves money.	Reduce	This is already done.	100%	-	Yes
Cease purchasing <i>single-use disposable items</i> (such as "stick pens," Post-It notes, etc.) if reusable/refillable versions are available through office supply contracts. Note: Make sure you order multiple refills with each pen.	Reduce	Audit single-use disposal items at the Warehouse. Determine appropriate use of items.	10%	Need to incorporate into Contracts and Purchasing guidelines. Change in office culture.	Yes
Unless absolutely necessary, purchase "mesh" chairs versus upholstered chairs. Mesh chairs are easier to clean in the event of spills. Stains from spills are one of the most common reasons that upholstered furniture is sent to Salvage, which is a wasteful practice. Exemptions would be allowed for medical need, etc.	Reuse	This is already done.	100%	-	Yes
ELECTRONICS					
Determine if employees leave used personal electronics (such as toasters) or city-owned items (such as headsets, phones, chargers, etc.) in common areas for someone else to manage. Personal electronics should not be left in city offices. Advise employees that excess/obsolete City-owned electronics must be managed in accordance with City policy: surplus electronics must be first be posted on CitiMAX for 30 days (see informational memo: <a href="http://san.ci.la.ca.us/CitiMax/pdf/E-waste%20CitiMAX%20GSD%20Salvage%20Procedures.pdf">http://san.ci.la.ca.us/CitiMax/pdf/E-waste%20CitiMAX%20GSD%20Salvage%20Procedures.pdf</a> ) then can be sent to Salvage. GSD Electronic Waste Salvage Certification Form: <a href="http://gsd.ci.la.ca.us/gsd/Salvage/Ewaste_Salvage_Cert_Form_03_07.doc">http://gsd.ci.la.ca.us/gsd/Salvage/Ewaste_Salvage_Cert_Form_03_07.doc</a>	Recycle	Need to incorporate into zero waste electronic newsletters to encourage employees to leave city-owned items in common areas. Will not implement this for personal items.	0%	Educate staff on the usage of CitiMAX. POLA does not utilize this service.	Yes
Determine whether all electronic equipment has a power down/power save mode. If it does not, it is likely old and not energy efficient, so inquire about replacement options. (Post old equipment on CitiMAX prior to to sending to Salvage.)	Reduce	-	0%	Educate staff on the usage of CitiMAX. POLA does not utilize this service.	Yes
PRINTING/COPYING					
Paper with a minimum of 30% post-consumer content is recycled for all printed and copied documents, whether printed/copied by a City department or private vendor.	Recycle	POLA procures paper per the Environmentally Preferable Purchasing (EPP) program.	50%	Establishing proper and effective messaging to employees.	Yes
Create an inventory of any individual printers (most of which are found in private offices). Many of these lack duplex (double-sided) printing capabilities. Employees that have these should be encouraged to use common printers/copiers with duplexing capability.	Reduce	Low priority. Can provide suggestion in electronic zero waste newsletters.	0%	Need one staff to conduct this inventory check and outreach.	No
Periodically review at printouts at each copier/printer to determine what percentage (roughly) of multi-page documents were printed single-side. Employees need to be routinely reminded to print double-side copies.	Reduce	LAHD can post reminders.	0%	Low priority. No need to have staff conduct review.	No
GRAPHICS/DESIGN SERVICES					

This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
Instruct graphic designers, whether City employees or private vendors, to design documents that minimize use of paper should hard copies be printed, and to specify a minimum of 30% post-consumer content if printed	Reduce	POLA procures paper per the Environmentally Preferable Purchasing (EPP) program.	0%	-	No
REUSE OPPORTUNITIES					
*Participate in building-wide “rummage sales” sponsored by LASAN . “Rummage sales” can facilitate the immediate exchange of surplus, reusable supplies and equipment	Reuse	Need information from LASAN about this program.	0%	Educate clerical staff of this service.	Yes
*Designate a “white elephant” area (or table, box etc.) where employees can leave/exchange personal items (not City-owned items) they no longer want, for others to take.	Reuse	-	0%	Change in office culture. Possible clutter.	No
REUSE: CITIMAX					
Use CitiMAX, the City’s online materials exchange program, to exchange (advertise and seek) surplus office supplies, equipment and materials. CitMAX is accessible through InsideLA: <a href="https://www.insidela.org/">https://www.insidela.org/</a>	Reuse	Currently, POLA does not participate in CitiMAX.	0%	Educate clerical staff of this service.	Yes
Obtain furniture from CitiMAX or Salvage before purchasing new (except for medical necessity)	Reuse	Currently, POLA does not participate in CitiMAX.	0%	Educate clerical staff of this service.	Yes
*For departments that cannot access/ use Citimax (some proprietary departments), establish an internal materials reuse/exchange program.	Reuse	Currently, POLA does not participate in CitiMAX.	30%	Need staff to create the program and conduct coordination.	No
Designate a departmental CitiMax point person who will advise employees about the program and procedures. Departments may want to designate an area to collect items no longer needed, but suitable for posting on CitiMAX. Point person should photograph items, write descriptions and post items on CitiMAX at regular intervals or as needed. Items with photographs generate more interest.	Reuse	Currently, POLA does not participate in CitiMAX.	0%	Need resources and staff.	No
REUSE: DONATION DRIVES					
*Participate in LASAN-sponsored donation drives (drives for nonperishable food, clothing, toys, toiletries, etc. donate these items to local nonprofit organizations)	Reuse	This is already done.	100%	-	Yes
*Departments that do not participate in LASAN-sponsored donation drives should host their own	Reuse	POLA participates in LASAN-sponsored donation drives.	0%	N/A	No
LUNCH ROOMS: DISPOSABLES / SURPLUS FOOD / FOOD WASTE					
*Create a "share" table, bin or space where employees can leave surplus food they do not want for other employees to take. Someone must monitor this to avoid spoilage. Or stipulate that only non-perishable items can be shared. This item can be instituted once the City’s reconstitution plan is introduced.	Reuse	This is already done. Zero waste electronic newsletters will encourage this practice.	80%	-	Yes
Purchase bottled/boxed condiments for use by all employees (to avoid non-recyclable condiment packets that are often disposed without being used)	Reduce	Low priority.	0%	Change in office culture. COVID-19.	No
Regularly inspect lunch room trash containers to determine if edible food (or what appears to be edible food) has been disposed. Keep track of about how much (as a percentage) of the trash in the lunch/break room is food/food waste.	Reduce	-	0%	Need resources and staff.	No
Purchase sponges or dishcloths and dishwashing detergent for the lunch room, to avoid single-use, disposable paper towels being used to wash dishes.	Reduce	Sponges are available. Disposable paper towels are still available.	70%	Change of office culture for using dishclothes.	Yes, partial.
When placing food orders that will be consumed on-site, stipulate no garnishes, condiments or foodware accessories	Reduce	-	0%	Personal choice.	No
Use garbage disposal for very small pieces of food waste (produce only); post adjacent sign/poster with those instructions	Recycle	Need to conduct assessment/inventory of garage disposal. Some buildings do not have them.	0%	Ensure garbage disposal are in working order. Staff and resources.	No
Participate in LASAN-sponsored food waste collection programs. Employees and visitors can use the food waste collection bins outside the HomeBoy Diner on the 2nd floor of City Hall.)	Compost	Need LASAN to provide information.	0%	N/A	No
Obtain a worm or compost bin for produce scrap (LASAN can provide); an employee must be assigned to manage the bin	Compost	-	0%	No staff and resources.	No
If there is a water dispenser or “cooler,” affix a label reminding employees to provide their own reusable cups.	Reuse	Coolers are available. There are usually no disposal cups available.	0%	Ensure clerical staff does not purchase single-use cups for water stations.	Yes
Do not provide (or purchase with City/Departmental funds) single-use disposable paper or plastic cups.	Reduce	-	0%	Working with divisions to evaluate what single use items are absolutely necessary.	Yes
If there is a dishwasher in your building/lunch room, either assign an employee responsibility for loading and unloading it, or advise employees that they are responsible for loading/unloading their own items.	Reuse	No dishwashers.	0%	N/A	No
If there is no drying rack for washed dishes, purchase one.	Reuse	Contracts and Purchasing to purchase drying racks.	0%	-	Yes
Coffee makers should have reusable versus disposable filters and pods.	Reuse	-	0%	Office culture and personal preference.	No
*If there is interest in home composting, purchase a countertop pail or container to collect vegetative food waste or coffee grounds that employees will later take home.(Very small pieces of vegetative food can be managed through the garbage disposal.)	Recycle	-	0%	Office culture and personal preference.	No
Purchase a cutting board and paring knife so food waste can be cut into smaller pieces suitable for the garbage disposal.	Recycle	Unsure if there are garbage disposal in most buildings.	0%	-	No
If employees do not provide their own reusable plates, cups and utensils, consider purchasing these for meetings/events. Used items are inexpensive and preferable to new ones.	Reuse	Currently, POLA has a few reusable items (i.e. mugs) for sharing.	10%	Budget and shifting office culture.	Yes
Aluminum foil is preferable to plastic wrap, and beeswax wrappers are preferable to both, so purchase a supply of both. Provide a few Tupperware or equivalent containers for the storage of leftovers from meetings/events.	Reuse	No plastic wrap available at POLA.	0%	N/A	No
Require employees to deposit all food waste, including disposable food and beverage containers, in a centralized, designated trash bin/s. Multiple bins may be needed depending upon the work place configuration.	Recycle	POLA working with Athens to obtain these bins and eventually have training.	10%	Office culture. Need staff and resources.	Yes
Ensure that all cardboard boxes are broken down and placed near blue bins.	Recycle	-	20%	Ensure custodial staff are aware. Include messaging in zero waste electronic newsletters.	Yes
SURPLUS FOOD					

This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
Identify generators of surplus edible food that operate on City property, such as restaurants, cafeterias, foodtrucks, catered events, etc. Work with these generators and/or food rescue organizations to develop a plan for the voluntary management of surplus edible food, such as donation to shelters, etc. Should voluntary donations not take place, Departments can mandate this via clauses in lease/operating agreements. Lease/operating agreements can also require these entities to change their food ordering and preparation methods in order to reduce routine generation of surplus edible food. (There are organizations and software that assist with improvements to ordering/preparation. The Department can become a member or require tenants restaurants to do so.)		POLA plans to revise lease/operating agreements to include zero waste provisions and mandates.	5%	Developing appropriate language that applies to all tenants.	Yes
* City departments should work with vendors that provide meals and food services (for seniors, students, etc.) to have the vendors voluntarily donate surplus food. Donations should ideally tracked by weight, Food rescue organization that collected or assisted with donations, donor information, type of food, and recipients of the donated food. If voluntarily donations of surplus food do not occur, Departments should mandate the donation of edible surplus food via "boiler plate" language in contracts; the boiler plate language should also mandate food donation reporting.	Reduce	Need LASAN guidance of what food constitute as food that can be donated. POLA is not a regulatory agency, so will only add lanug for voluntarily donations of surplus food.	0%	Coordination with Real Estate, Communications, and City Attorney divisions to implement boiler plate language. Need coordination with waste hauler (currently Athens) for SB1383 training.	Yes
* Departments should also reviews all event and other applications,all on-call contracts, all contracted back haul services and similar mechanisms to the collection and donation of surplus food from City events.	Reduce	POLA looking into revising Application of Port Permits.	0%	Need resources and staff. POLA needs to understand the requirements of what constituents as surplus food that can be donated.	Yes
* Departments should install public-area signage at catered and public events and near restaurants (said signs to be provided by LASAN), to increase general awareness about hunger and surplus food. The signs will indicate that a) a food provider/restaurant is donating surplus food (when applicable), b) note local hunger statistics and c) explain the linkage between food waste and climate change.	Reduce	POLA will obtain signage from LASAN.	0%	Need resources and staff.	Yes

FACILITY LANDSCAPES

Practice grasscycling (leave grass clippings on the lawn); grass clippings provide nutrients and moisture	Reduce/reuse	C&M does this already. Statistics included in Appendix B of Zero Waste Plan.	100%	-	Yes
Convert large areas of grass (turf) to drought-tolerant native plants (xeriscaping) to reduce water consumption and generation of green waste	Reduce	POLA follows landscape guidelines for water budget per project.	50%	Recording keeping.	Yes
Utilize drip irrigation systems where feasible	Reduce	POLA follows landscape guidelines for water budget per project.	80%	-	Yes
Order dedicated recycling bins for all green waste (to separate green materials from trash to facilitate composting/mulching)	Recycle	POLA C&M has two dedicated 40-cubic yard roll-offs for landscape waste. C&M also uses wood chipper to create mulch.	20%	Need resources and staff. Coordination with waste hauler (Athens) to obtain bins throughout C&M Yard.	Yes
Ensure any green waste that a landscape services contractor removes for offsite management is taken to certified mulch/compost facility and tonnages are reported to department	Compost	All green waste is hauled by Athens, which is taken to a certified mulch/compost facility. Athens provides reports to POLA.	100%	-	Yes

FACILITY MAINTENANCE

Determine if used building maintenance/repair materials (such as spent light bulbs, used air filters, carpeting, etc., or packaging, etc.) have been/are left on premises after service calls, whether services were provided by City staff or private vendors. Identify the location/s where these items are routinely left/discarded. Direct the maintenance employees or vendors employees to remove the materials. If the employees will not comply, notify their management. Leftover supplies should be used, not discarded.	Reduce	N/A	N/A	N/A	No
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ZERO WASTE BUDGET

Departments should budget for purchase of reusable products to replace disposable/non-recyclable items now in use, such as reusable foodware (plates, cups, utensils).	Reduce	-	0%	Office culture, staff, resources, and coordination with management.	Yes
Budget for a 2024 waste characterization to determine if your department is on track to achieve the interim Citywide goal of 90% diversion by 2025 (Departments may wish to set their own interim zero waste goals.)	Reduce	POLA to figure out what buildings to conduct the waste characterization.	10%	Office culture, staff, resources, and coordination with management.	Yes

PURCHASING

Each department should review all product/commodity specifications that it develops, singly or jointly, for compliance with the City's EPP Ordinance 180751. Specifications should be revised when necessary to comply. Attach/submit the original and revised specifications.	Reduce	-	30%	Staff and resources.	Yes
Ensure that all purchases made with petty cash, p-card, and blanket Purchase Orders comply with City's Environmentally Preferable Purchasing (EPP) Ordinance 180751	Reduce	-	0%	Staff and resources.	Yes
Ensure that all purchases comply with the City's ban on the use of EPS (Styrofoam) food and beverage containers on City property, and bans the purchase of these items with City funds.	Reduce	Port Pantry does not use stryofoam.	75%	Implement language in lease agreements.	Yes
Cease ordering titles or the City Seal to be printed on 3-ring binders as this precludes those binders from being reused or sold through the City's Salvage operations.	Reuse	POLA has ceased ordering these.	100%	N/A	No

PACKAGING

Product specifications controlled by your department should address packaging: mandate bulk packaging when available (such as 55-gallon drums vs. quart containers); fully recyclable packaging (no fused materials); and minimized packaging	Reduce	N/A	N/A	Coordination between Contracts & Purchasing division and end users.	N/A
All product bids should request responses regarding refillable packaging and reusable packaging, such as pallets or spools	Reuse	N/A	N/A	N/A	N/A
OPTIONAL: Product specifications controlled by your department should mandate labels that fully disclose contents of products and packaging (paper, metal, plastic), types of plastics (resin numbers), and ratio of packaging to product	Reduce	N/A	0%	N/A	No

SERVICE CONTRACTS



This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
Service contracts are covered by City's EPP Ordinance (No. 180751). A paving contract should mandate use of recycled asphalt. Contracts should support zero waste by addressing management of materials generated from services provided. Ex.: To comply with the organic diversion requirements of AB 1826 and SB 1383,, a landscaping company should be directed to grasscycle (leave grass clippings on lawns) and deposit other green materials (branches, leaves) in dedicated green waste bins provided by the department. If bins are not provided, such contractor should deliver all green materials to certified mulching or composting facility and report tonnages to the Department (for diversion rate calculations). A paving contractor should be required to recycle existing pavement that is removed, report tons recycled (City mandates 70% recycling) and/or disposed, and use recycled-content asphalt for paving.	Recycle	This is already implemented. Green waste are put into designated bins (serviced by waste hauler, Athens). POLA recycles and reuses asphalt for paving.	100%	-	Yes
Review all service contracts for compliance with EPP Ordinance No. 180751 regarding use of recycled-content products and ensure materials management clauses support City's zero waste goals.	Recycle	-	N/A	Staffing.	Yes
TRAINING					
Annually, verify completion of LASAN-sponsored zero waste and recycling training by all employees.	Reduce	Need information and guidance about LASAN about training.	0%	Staffing, resources, and coordination.	Yes
Participate in blue bin visual audit training where offered.	Reduce	Need information and guidance about LASAN about training.	0%	Need information.	Yes
Annually, verify completion of LASAN-sponsored EPP training for all employees involved in purchasing functions	Reduce	Need information and guidance from LASAN about training.	N/A	Need information.	Yes
SIGNAGE					
Food Waste (post outside restaurants, lunchrooms) Sign explaining the connection between food waste and climate change, actions individuals can take to reduce food waste. IF applicable, the sign will indicate that the facility will begin offering reusable food and beverage containers and offer discounts to customers who bring their own containers.	Reuse	-	0%	Need educational literature. Change in office culture.	Yes
Blue Bin Program Sign explaining the change to the the City's recycling program, in which only #1, #2, and #5 plastics will be accepted in the recycling bin.	Recycle	This is already implemented.	100%	Reminders, such as zero waste electronic newsletters and bulletin boards, might be necessary.	Yes
Zero Waste Hierarchy List of zero waste measures in place at City Hall, and those to be implemented	Reduce/Reuse/Recycle	N/A	N/A	N/A	N/A
Sign for City Hall Bathrooms Explains the connection between use of paper towels and climate change, gives tips on how to reduce paper towel usage, and highlights measures to be implemented at City Hall to reduce paper towel use.	Reduce	N/A	N/A	N/A	N/A
HAZARDOUS MATERIALS					
Seek less toxic/hazardous alternatives for all products now purchased; involve current vendors in this process. (for example, use a detergent in place of a chlorinated solvent for cleaning)	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Keep frequently used hazardous materials near the site of use to minimize spills/accidents	Reduce	Covered by Environmental Management Systems (EMS).	80%	-	Yes
Provide transfer methods which prevent spills and quality problems.	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Control access to hazardous raw materials	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Where possible, perform the task without using hazardous substances	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Regularly consult with employees to maintain and improve existing safety and handling practices.	Reduce	Covered by Environmental Management Systems (EMS).	100%	-	Yes
BASIC AUDITING					
Audit blue bins and take steps to address contamination.	Reduce	-	0%	Staff and resources.	Yes
Look in all common areas and in individual work areas to create an inventory of trash and recycling bins.	Reduce	Started to conduct inventory in 2022.	15%	Staff and resources.	Yes
Ensure that each common/public area recycling bin is “paired” with a trash bin.	Reduce	This is already implemented.	80%	Staff and resources.	Yes
Review quarterly all bins to determine if employees are placing trash in recycling bins, or recyclables in trash bins.	Reduce	-	0%	Staff and resources.	Yes
Determine whether employees are leaving desk/cubicle lights/lamps, radios, heaters on when not at their desks. These practices waste energy and the City has committed to reducing its energy usage. Take steps to address these practices (via emails/memos).	Reduce	N/A	0%	N/A	No
SPECIALIZED MATERIALS					
Some departments generate waste that is unique to them; used library books are one example. These are no longer accepted by recycling companies. Each departmentnt should develop a plan to address its specialty wastes.	Reduce/Reuse/Recycle	Unique wastes described in POLA Zero Waste Plan. Examples: Port Police return bullet shell casings to the manufacturer for recycling; once armor vests are depleted of their expected use, the Port Police utilizes it for training situations; and Port Police donates old helmets to a local organization, as needed.	75%	Record keeping.	Yes

PROPRIETARY DEPARTMENTS					
Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
Adopt an EPP/ EPR policy by 2022, and ensure it applies to service contracts. For assistance, contact <a href="mailto:greenpurchasing@lacity.org">greenpurchasing@lacity.org</a>	Reuse	POLA Contracts & Purchasing Division adopted EPP policy.	75%	-	Yes
Implement an internal reuse program for supplies, commodities, furniture by 12/31/2022	Reuse	Items for reuse or sharing are located in designated areas.	70%	-	Yes
Implement a food waste collection program by 12/31/2022	Reduce	In works with Athens.	10%	-	Yes
Implement a surplus food policy and collection/donation program by 12/31/2022	Reuse	Port Pantry (cafeteria) donates surplus food.	50%	-	Yes
Install zero waste informational signage.		Athens and LASAN can provide signage.	0%	-	Yes
Identify and quantify all "specialty wastes" that are generated by your department, and develop a plan to reuse/recycle them, by 2023.	Reuse	-	15%	Coordination between multiple divisions.	Yes
<b>JANITORIAL SERVICES AND SUPPLIES</b>					
Adopt custodial policies to ensure that any partial rolls of paper towels or toilet paper that are removed from dispensers in restrooms in City facilities are utilized or donated, not discarded.	Reuse	N/A	N/A	-	No
*Develop a budget and schedule for replacing paper towel dispensers in City facilities with electric hand dryers. Note: Electric hand dryers require custodial maintenance, so LASAN will consult with all relevant City unions. Note: Electric hand dryers could require modifications to the electrical systems and installation of new outlets.	Reduce	Some buildings have electric hand dryers.	10%	Budget.	No
Should it be necessary/desirable to retain one paper towel dispenser in each restroom, develop a plan to convert to roll towel dispensers exclusively in City facilities. Rolls reduce overall usage by 25-30% when compared to folded sheets. Investigate whether automatic towel dispensers can be programmed to dispense a second towel only after a 3-second delay. Another option is smaller paper towels.	Reduce	N/A	0%	N/A	No
*Develop a budget and schedule to install anti-microbial door handles and/ or foot pedals (or other auto door openers) on interior restroom door in City facilities to reduce COVID anxiety and paper usage. (Many employees use paper towels to open the doors when exiting the restrooms.)	Reduce	N/A	0%	Budget.	No
All janitorial papers should contain at least 30% post-consumer recycled content	Recycle	Already implemented per EPP.	100%	-	Yes
Purchase concentrated cleaners (in bulk packaging when available)	Reduce	N/A	N/A	N/A	Yes
Cease purchasing toilet seat covers	Reduce	N/A	0%	Office culture. Personal preference.	No
*Replace paper towel dispensers with electric hand dryers and install anti microbial door handles on bathroom doors.	Reduce		0%	Budget.	No
<b>FACILITY LANDSCAPES</b>					
Practice grasscycling (leave grass clippings on the lawn); grass clippings provide nutrients and moisture	Reduce/reuse	POLA practices this.	100%	-	Yes
Convert large areas of grass (turf) to drought-tolerant native plants (xeriscaping) to reduce water consumption and generation of green waste	Reduce	POLA follows landscape policies.	80%	-	Yes
Utilize drip irrigation systems where feasible	Reduce	POLA follows landscape policies.	80%	-	Yes
Order dedicated recycling bins for all green waste (to separate green materials from trash to facilitate composting/mulching)	Recycle	In the process of obtaining more organics bins.	40%	POLA has many buildings and service areas. Need to coordinate with waste hauler, Athens, for multiple site visits/evaluations. Budget for bins.	Yes
Ensure any green waste that a landscape services contractor removes for offsite management is taken to certified mulch/compost facility and tonnages are reported to department	Compost	Detailed in contract bids.	80%	-	Yes

**RESTAURANTS & RETAILERS OPERATING ON CITY PROPERTY**

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>RETAILERS OPERATING ON CITY PROPERTY</b>					
Lease agreements should require retailers to abide by all City environmental regulations, including plastic bag ban.	Reduce	POLA has language in lease agreements.	100%	No "checks" or outreach have been done to ensure compliance.	Yes
Retailers should provide customer receipts only upon request and post advisory to that effect.	Reduce	N/A	N/A	N/A	No
Thermal paper receipts are prohibited.	Reduce	N/A	N/A	N/A	No
<b>RESTAURANTS OPERATING ON CITY PROPERTY</b>					
Lease agreements should require retailers to abide by all City environmental regulations, including plastic bag ban.	Reduce	POLA has language in lease agreements. No enforcement or "checks" have been done.	100%	No "checks" or outreach have been done to ensure compliance.	Yes
Retailers should provide customer receipts only upon request and post advisory to that effect.	Reduce	Port Pantry complies. Unknown for other tenant restaurants.	N/A	Tenant outreach required.	No
Thermal paper receipts are prohibited.	Reduce	Port Pantry complies. Unknown for other tenant restaurants.	N/A	Tenant outreach required.	No
All dine-in meals should be served on reusable foodware	Reduce	N/A for other tenant restaurants. Port Pantry does not serve food on reusable foodware.	0%	Personal preference.	Yes
All to-go foodware accessories should be provided only upon request	Reduce	N/A	0%	Tenant outreach required.	No
Enforce City's ban on use of expanded polystyrene (EPS or "foam") foodware on City property; reference this in lease agreements	Reduce	Not referenced directly, however falls under "all environmental regulations."	0%		Yes
OPTIONAL (This "reach" recommendation exceeds current City regulations): Condiment dispensers must be provided for all dine-in meals (versus single-serve condiment packets)	Reduce	N/A	0%	Personal preference.	No
OPTIONAL: In areas with limited egress and/or repeat customers (such as airports, malls), restaurants should offer reusable to-go food containers; must work with facility manager (department) to establish program for collection bins and washing services, etc.	Reduce	N/A	0%	Personal preference.	No
OPTIONAL: Require restaurants to subscribe to a service or software designed to improve ordering, reduce food waste	Reduce	N/A	0%	Personal preference.	No
Restaurants operating on City property must abide by the requirements set forth in the City's Good Food Purchasing Policy		N/A	N/A	Tenant outreach required.	Yes
OPTIONAL: Require restaurants to participate in surplus food donation program; pounds or tonnages donated must be tracked and reported to department; contact LASAN to obtain a donation tracking form	Reduce	POLA reached out to Athens to ensure they provide training to tenants regarding food donation. Will not implement requirement.	0%	Tenant outreach and Athens coordination required.	No
Signage LASAN will provide signs about food waste collection and the linkage between landfilled food waste and climate change. Depending upon which policy recommendations are adopted, LASAN would also provide signs regarding discounts for reusable food and beverage containers and bags, reusable food containers, and other waste prevention measures.			0%	Need materials.	Yes

# **Appendix C**

## **LAHD Zero Waste Checklist 2023**

## THE CITY OF LOS ANGELES DEPARTMENTAL ZERO WASTE CHECKLIST

Date Submitted: 12/21/2023
Department: Harbor
Completed by (Name): Paula Ly
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### BACKGROUND

A critical first step in achieving zero waste is measuring the amount of waste produced at your facility. Diversion rates are typically the key metric in monitoring progress towards zero waste. Diversion rates are calculated by dividing the amount of total waste created at your facility by the amount of waste that is diverted from being sent to the landfill (through recycling, composting, reusing, etc.). Below are estimated diversion rates of select buildings occupied by more than one department.\* While there are many definitions for zero waste, the City defines it as a 95% waste diversion rate.

Los Angeles' Zero Waste Goals	
2025	90% diversion
2035	95%
2050	100%

ESTIMATED DIVERSION RATE	
City Hall	65.24%
City Hall East	47.36%
City Hall South	7.61%
Public Works Building	35.54%
Piper Tech	24.42%
Braude Building	44.57%
San Pedro City Hall	70.7%

\*City Hall South and City Hall East: diversion rate for each was calculated by using diversion rate for both buildings combined, then multiplying that by % of total employees that each building represents, to determine the above weighted diversion rate for each building.

### ZERO WASTE STRATEGIES

While there are many definitions for zero waste, the City defines it as a 90% waste diversion rate. No matter the definition, achievement of zero waste always requires a shift in focus so as to include "upstream" measures (i.e. not producing waste in the first place), the addition of or enhancement to existing midstream measures (which are intended to improve product longevity), and an evaluation of existing downstream measures (collection). Key zero waste strategies include:

- Reduce (don't make waste in the first place, or reduce waste through reuse, etc.)
- Recycling and composting of materials
- Review and improve purchasing specifications (to minimize trash generation and packaging, lower toxicity, maximize post-consumer recycled content; mandate take-back programs for hazardous and difficult-to-recycle materials, improve vendor reporting to capture zero waste tonnages)
- Training (so as to inculcate a zero waste ethic among employees)
- Rethinking: reconsider and reexamine all policies, practices, and guidelines to determine if they can be revised to better support the City's zero waste initiative.



Adopted by ZWIA Board March 2013

Credit: CalRecycle  
(ZWIA: Zero Waste International Alliance)

### PRIORITIZATION OF MATERIALS TO REDUCE AND DIVERT

All departments should strive to significantly reduce their generation and disposal of organic material (green or yard waste, food waste) and plastics. California Senate Bill 1383 requires the diversion of organic materials from landfills, so it is critical for departments to focus on organic material that is usually landfilled, such as food waste. While green or yard waste in the city is usually mulched and not disposed in landfills, minimizing its generation is still critical.

### 2019 DEPARTMENTAL/FACILITY TONNAGES AND DIVERSION RATES

Because 2020 was atypical, 2019 was selected as the baseline year for tracking progress on the City's zero waste efforts. The schedule and metrics for measuring the City's progress will be re-examined after the City's Reconstitution plans and return-to-the-office policies have been implemented.

#### Diversion rate formula for Council-controlled departments/facilities:

LASAN used a very simple method for calculation diversion rates: Total tons of recyclables (Blue bin + green bin materials)/Total Generation (Total trash tonnage + total blue tonnage + total green bin tonnage)

#### Underlying data

Appendix 5 lists the number and capacity of trash, recyclables and green waste bins at each facility and frequency of service (when the bins are emptied). Assumptions about the weight of trash, recyclables and green waste/cubic gallon and cubic yard are also provided (actual weights were/are not available). The estimated 2019 tonnages and diversion rates for Council-controlled facilities were calculated using this information. All trash, recycling and green waste bins were assumed to be 100% full when serviced. Departmental diversion rates were extrapolated from facility diversion rates.

#### Proprietary department diversion rates.

Proprietary department diversion rates. The Harbor Department, LADWP and LAWA receive detailed tonnage reports from their trash/recycling service providers (Athens for Harbor, LASAN for LADWP and LAWA). The service providers or the departments can calculate their diversion rates using their tonnage reports or the formula above.








### WASTE CHARACTERIZATIONS

A waste characterization is the best method for determining the makeup of your trash, recycling, and green waste streams and their relative percentages. For example, one 2018 building waste characterization revealed that food waste and recyclable paper accounted for 34% and 8.1% of all disposed trash, respectively; this was a higher than average percentage of food waste for an office building, based on data from Cal Recycle, the state's solid waste regulatory agency. These results speak to the need for a source-separate food waste collection program and improved education about the recycling program. A very small amount of hazardous waste - most likely batteries - was found in recycling bins. This can be addressed via reduction and training.



#### NOTE ABOUT THE CITY'S RECYCLING PROGRAM

Effective in late 2021, Los Angeles will no longer accept plastics #3, 4, 6 or 7 for recycling, so items made from those plastic resins should not be purchased if alternatives exist. Plastics #1, #2 and #5 will be accepted. (Which #5 plastic items will be accepted is still to be determined.) A significant portion of materials now managed via the blue bins will instead be disposed as trash, so keep in mind that trash volumes may increase and will need to be mitigated.

1		PETE or PET	Polyethylene terephthalate	Polyester fibers, thermoformed sheet, strapping, and soft drink bottles.
2		HDPE	High density polyethylene	Bottles, grocery bags, recycling bins, agricultural pipe, base cups, car stops, playground equipment, and plastic lumber.
3		PVC or V	Polyvinyl chloride	Pipe, fencing, and non-food bottles.
4		LDPE	Low density polyethylene	Plastic bags, 6 pack rings, various containers, dispensing bottles, wash bottles, tubing, and various molded laboratory equipment.
5		PP	Polypropylene	Auto parts, industrial fibers, food containers, and dishware.
6		PS	Polystyrene	Desk accessories, cafeteria trays, toys, video cassettes and cases, and insulation board and other expanded polystyrene products (e.g., Styrofoam).
7		Other	Other plastics, including acrylic, acrylonitrile butadiene styrene, fiberglass, nylon, polycarbonate, and polylactic acid.	

#### COVID-19

The zero waste checklist and plans will need to be revisited and assessed based on reconstitution plans. In particular, items with an \* may need to be put on hold or removed based on new return to work rules, plans, and procedures.

#### Relevant State and City Regulations: AB 1826 and SB 1383 and City Council Motion 20-1587

**SB 1826:** Organic waste must be recycled (recycled, composted, mulched, or sent to an anaerobic facility), not disposed: "A business that generates two cubic yards or more per week of commercial solid waste ("trash") shall arrange for organic waste recycling services." This means that organic waste must be recycled (diverted from landfills). Most council-controlled facilities are covered by AB 1826. Link to legislative text:

[https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201320140AB1826&showamends=false](https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill_id=201320140AB1826&showamends=false)

**SB 1383:** Page 56 of the Regulations: "...reduce the (statewide) disposal of organic waste by 50 percent by 2020 and 75 percent by 2025, based on the 2014 organic waste disposal baseline." Page 55: "Organic waste" means material originated from living organisms and their metabolic waste products including, but not limited to, food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges. Link to Regulations: <https://www2.cairecycle.ca.gov/Docs/Web/118371>

**Los Angeles City Council Motion 20-1587:** I FURTHER MOVE that the Departmental Chief Sustainability Officers be directed to report to the Council on the process and feasibility, in their respective departments, for creating truly paperless offices, including, but not limited to a usage assessment of each department, identifying usage categories and the respective percentages for each (e.g., draft documents, final documents, personal documents), replacing invoices, identifying all hard copy forms internal to each department and/or division that do not have online digital equivalents, identifying all forms that require wet versus electronic signatures, securely storing key documents digitally, identifying tech-experts in each department to assist with the transition, describing measures to reduce paper and toner usage in the interim, such as requiring employees to print in draft modes, ensuring that all multi-page documents are printed double-sided, creating an implementation plan for full phase-out, and setting a deadline for implementation.

Link to Motion 20-1587: [https://clkrep.lacity.org/online/docs/2020/20-1587\\_mot\\_12-09-2020.pdf](https://clkrep.lacity.org/online/docs/2020/20-1587_mot_12-09-2020.pdf)

The City of Los Angeles (City) is part of a worldwide movement to re-evaluate attitudes toward consumption, disposal, product stewardship, and infrastructure, so as to reduce waste and promote sustainability. Critical to achieving zero waste is determining your departmental baseline waste generation and current diversion rate (materials diverted from landfills through waste prevention, reuse, recycling, and composting) and tracking progress against that as zero waste measures are implemented. Appendix 5 provides estimated diversion rates for many departments/facilities.

“Zero waste” encompasses a range of behaviors, practices, and policies, ranging from mundane daily measures to the more esoteric. It shifts the common municipal focus from “downstream” strategies – which include collection of recyclable and compostable materials –to midstream and upstream strategies. Midstream strategies maximize the longevity of products and resources through reuse and repair. Midstream strategies will require changes to current purchasing and product management policies. Upstream strategies are designed to reduce and prevent waste through new practices and policies, behavior change, product stewardship (a voluntary approach to manufacturer responsibility) and extended producer responsibility (EPR), which relies upon mandates.

DIVERSION RATES & INTERIM GOALS		RESPONSES
<b>ESTIMATED DIVERSION RATES FOR COUNCIL-CONTROLLED DEPARTMENTS/FACILITIES</b>		
Verify that you have reviewed the tonnages and estimated diversion rate for your department/facilities (see Appendix 5) by entering "yes" (or "no") :	Yes	
If you dispute the diversion rate/s in Appendix 5, please advise the Mayor's Office and enter the departmental and/or facility diversion rates calculated by your department.	The diversion rates listed in Appendix 5 do not apply to the Harbor Department. The Harbor Department does not operate the Harbor City Greenway and Animal Shelter.	
<b>Revising estimated diversion rates for Council-controlled departments and facilities</b>		
As noted above, estimated diversion rates for council-controlled departments/facilities assumed all trash, recycling and green materials bins were full when serviced (emptied). Diversion rates would vary if bins, particularly trash bins, were not full. Departments that want to develop more accurate tonnage estimates will need to track bin fullness (1/4, 1/2, 3/4) each time bins are serviced for a 12-month period. Enter "yes" in the space to the right to indicate if your department plans to do this. In facilities occupied by more than one department, also indicate which department will undertake the tracking. (In the interest of fairness, the department with the greatest number of employees/facility should assume this task.) It is recommended tracking reports be submitted quarterly to the Mayor's Office. It is advised that you develop a tracking sheet using bin information found in Appendix 5.	N/A	
<b>Proprietary Department Diversion Rates</b>		
Proprietary Departments should provide actual 2019 departmental diversion rates. The Harbor Department, LADWP and LAWA receive detailed tonnage reports from their trash/recycling service providers (Athens for Harbor, LASAN for LADWP and LAWA). The service providers or departments can calculate their 2019 diversion rates using the provided tonnages, or can use the formula described above (total recyclables/total generation). Please enter departmental diversion rate (as a percentage) and indicate if this is an actual or estimated rate.	Estimated rates. 2019 diversion rate with Construction & Demolition (C&D) waste recycling = 63%. 2019 diversion rate without C&D waste recycling = 22%.	
<b>INTERIM ZERO WASTE GOALS; ALL DEPARTMENTS</b>		
Should your department want to set interim departmental zero waste goals for 2025 and 2030 (optional but highly recommended), enter those here:	Refer to 2024 Zero Waste Plan	



This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>EXAMPLE: Set all printers/copiers to default to duplex</b>	Reduce	This is not a system-wide setting, must set each computer to default to duplex	35% complete	Have one employee who can be assigned to this task. Will take 4-6 weeks to complete.	
<b>OFFICES: PAPER</b>					
Develop a usage assessment breakdown of hard copy documents (draft, final, personal docs, etc.) for each department	Reduce	Not implemented. Low priority.	0%	Need staff and resources to conduct assessment breakdown.	No
Develop an implementation plan for full phase-out of paper	Reduce	Due to COVID-19 and remote work, LAHD has reduced paper use for day-to-day operations.	40%	Some operations/tasks require paper such as Construction drawings, board reports, items that need wet signatures, etc.	Yes, partial phase out.
Set all printers/copiers to default to duplex	Reduce	All communal LAHD printers/copiers are defaulted for duplex printing. Individual printers have not been evaluated.	70%	Limited resources to have an employee check all individual printers. Can incorporate messaging in electronic zero waste newsletter.	Yes
Instruct all staff to print all draft documents in "draft" mode, to reduce ink usage	Reduce	Low priority. Can provide suggestion in electronic zero waste newsletters.	0%		No
Distribute notices via emails and postings on common area bulletin boards, versus providing individual copies	Reduce	This is already being done.	100%	Newsletters and notices are sent via emails. Bulletin boards are used. No printed notices.	Yes, already achieved.
Collect all misprints for use as scratch paper	Reuse	This is already being done by the Graphics Division; they create scratch pads.	70%	Need signage near every copier and printer to place misprints in a bin that could be made into scratch paper.	Yes
Place recycling bins near copiers/printers and in common areas. Recycling bins in lunch rooms should always be paired with trash bins.	Recycle	This is already being done.	100%	None, strategy achieved.	Yes, already achieved.
Ensure all employees have recycling containers/receptacles at their desks; old boxes etc. will suffice.	Recycle	Currently, all employees have recycling containers at their desk; however, LAHD plans to remove these recycling containers, so that employees will be encouraged to take recyclables at centralized areas.	10%	Shortage of custodial staff. Removing individual recycling containers allow custodial staff to collect centralized recycling, landfill, and organics bins.	Yes
As of Jan. 1 2022, state law (SB 1383) mandates that California governments purchase paper products with at least 30% post-consumer content - if the recycled content versions do not cost more. Cease purchasing any paper items that do not have recycled content. Recycled content levels vary by product. The US EPS publishes a list of paper products and recommended minimum levels of post-consumer recycled content for each: <a href="https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products">https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products</a> Departments can purchase items with higher levels of post-consumer content within budgetary limits. (If your Department needs assistance identifying recycled content products, contact LA Sanitation & Environment at <a href="mailto:greenpurchasing@lacity.org">greenpurchasing@lacity.org</a> ).	Recycle	This is already being done.	100%	None, strategy achieved.	Yes
Verify that all recyclable shredded paper is placed in clear, tied bags and placed near blue bins. Shredded paper should not be placed loose inside recycling bins.	Recycle	This is already being done.	100%	None, strategy achieved.	Yes
<b>OFFICES: OFFICE SUPPLIES</b>					
Purchase only refillable pens and pencils	Reduce	Need to develop and revamp purchasing guidelines.	10%	Coordination between divisions. Office culture.	Yes
Ensure lightly-used items (hanging and file folders, tablets that still have pages) are restocked for use by others. Post signs in/on storage rooms/cabinets advising employees to restock used supplies.	Reduce	Need to incorporate into zero waste electronic newsletters.	30%	Establishing proper and effective messaging to employees.	Yes
Stop purchasing Post-it notes (use misprints as scratch paper instead or obtain notepads made from misprints from the GSD Print Shop).	Reduce	Notepads made from misprints are available.	10%	Change in office culture.	No
Purchase only pastel papers, not neons/fluorescents	Recycle	Both types are purchased.	30%	Incorporate into Contracts and Purchasing guidelines. Need to evaluate if neon/fluorescent paper are required per operating procedures.	No
Purchase only remanufactured toner cartridges	Recycle	N/A	N/A	N/A	No
If there is not a dedicated supply room, please designate a cabinet or bookcase for supplies. A centralized storage area allows for the restocking and reuse of used office supplies. Reuse not only reduces waste but will also saves money.	Reduce	This is already done.	100%	None, strategy achieved.	Yes
Cease purchasing <i>single-use disposable items</i> (such as "stick pens," Post-it notes, etc.) if reusable/refillable versions are available through office supply contracts. Note: Make sure you order multiple refills with each pen.	Reduce	Audit single-use disposal items at the Warehouse. Determine appropriate use of items.	15%	Need to incorporate into Contracts and Purchasing guidelines. Change in office culture.	Yes
Unless absolutely necessary, purchase "mesh" chairs versus upholstered chairs. Mesh chairs are easier to clean in the event of spills. Stains from spills are one of the most common reasons that upholstered furniture is sent to Salvage, which is a wasteful practice. Exemptions would be allowed for medical need, etc.	Reuse	This is already done.	100%	None, strategy achieved.	Yes

This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>ELECTRONICS</b>					
Determine if employees leave used personal electronics (such as toasters) or city-owned items (such as headsets, phones, chargers, etc.) in common areas for someone else to manage. Personal electronics should not be left in city offices. Advise employees that excess/obsolete City-owned electronics must be managed in accordance with City policy: surplus electronics must be first be posted on CitiMAX for 30 days (see informational memo: <a href="http://san.ci.la.ca.us/CitiMax/pdf/E-waste%20CitiMAX%20GSD%20Salvage%20Procedures.pdf">http://san.ci.la.ca.us/CitiMax/pdf/E-waste%20CitiMAX%20GSD%20Salvage%20Procedures.pdf</a> ) then can be sent to Salvage. GSD Electronic Waste Salvage Certification Form: <a href="http://gsd.ci.la.ca.us/gsd/Salvage/Ewaste_Salvage_Cert_Form_03_07.doc">http://gsd.ci.la.ca.us/gsd/Salvage/Ewaste_Salvage_Cert_Form_03_07.doc</a> .	Recycle	Need to incorporate into zero waste electronic newsletters to encourage employees to leave city-owned items in common areas.	0%	Educate staff on the usage of CitiMAX. LAHD does not utilize this service.	Yes
Determine whether all electronic equipment has a power down/power save mode. If it does not, it is likely old and not energy efficient, so inquire about replacement options. (Post old equipment on CitiMAX prior to sending to Salvage.)	Reduce	Coordination with IT division. Computer settings will need to be changed.	0%	Educate staff on the usage of CitiMAX. LAHD does not utilize this service.	No
<b>PRINTING/COPYING</b>					
Paper with a minimum of 30% post-consumer content is recycled for all printed and copied documents, whether printed/copied by a City department or private vendor.	Recycle	LAHD procures paper per the Environmentally Preferable Purchasing (EPP) program.	60%	LAHD already does this. This strategy is a mandatory provision in Ordinance 187718. Once the 2024 Zero Waste Plan is adopted, applicable private vendors are required to comply with this strategy/mandatory provision.	Yes
Create an inventory of any individual printers (most of which are found in private offices). Many of these lack duplex (double-sided) printing capabilities. Employees that have these should be encouraged to use common printers/copiers with duplexing capability.	Reduce	All communal printers are defaulted duplex printing, but not for individual printers. Can provide suggestion in electronic zero waste newsletters. Low priority.	0%	Need one staff to conduct this inventory check of individual printers and outreach.	No
Periodically review at printouts at each copier/printer to determine what percentage (roughly) of multi-page documents were printed single-side. Employees need to be routinely reminded to print double-side copies.	Reduce	All communal LAHD printers/copiers are defaulted for duplex printing. Individual printers have not been evaluated.	50%	Low priority. Limited staff resources to conduct review of all individual printers/copiers.	No
<b>GRAPHICS/DESIGN SERVICES</b>					
Instruct graphic designers, whether City employees or private vendors, to design documents that minimize use of paper should hard copies be printed, and to specify a minimum of 30% post-consumer content if printed	Reduce	LAHD procures paper per the Environmentally Preferable Purchasing (EPP) program.	0%	LAHD already does this. This strategy is a mandatory provision in Ordinance 187718. Once the 2024 Zero Waste Plan is adopted, applicable private vendors are required to comply with this strategy/mandatory provision.	No
<b>REUSE OPPORTUNITIES</b>					
*Participate in building-wide "rummage sales" sponsored by LASAN. "Rummage sales" can facilitate the immediate exchange of surplus, reusable supplies and equipment	Reuse	Need information from LASAN about this program.	0%	Educate clerical staff of this service.	No
*Designate a "white elephant" area (or table, box etc.) where employees can leave/exchange personal items (not City-owned items) they no longer want, for others to take.	Reuse		0%	Change in office culture. Possible clutter.	No
<b>REUSE: CITIMAX</b>					
Use CitiMAX, the City's online materials exchange program, to exchange (advertise and seek) surplus office supplies, equipment and materials. CitiMAX is accessible through InsideLA: <a href="https://www.insidela.org/">https://www.insidela.org/</a>	Reuse	Currently, LAHD does not participate in CitiMAX.	0%	Educate clerical staff of this service.	Yes
Obtain furniture from CitiMAX or Salvage before purchasing new (except for medical necessity)	Reuse	Currently, LAHD does not participate in CitiMAX.	0%	Educate clerical staff of this service.	Yes
*For departments that cannot access/ use CitiMax (some proprietary departments), establish an internal materials reuse/exchange program.	Reuse	Currently, LAHD does not participate in CitiMAX.	30%	Need staff to create the program and conduct coordination.	No
Designate a departmental CitiMax point person who will advise employees about the program and procedures. Departments may want to designate an area to collect items no longer needed, but suitable for posting on CitiMAX. Point person should photograph items, write descriptions and post items on CitiMAX at regular intervals or as needed. Items with photographs generate more interest.	Reuse	Currently, LAHD does not participate in CitiMAX.	0%	Need resources and staff.	No
<b>REUSE: DONATION DRIVES</b>					
*Participate in LASAN-sponsored donation drives (drives for nonperishable food, clothing, toys, toiletries, etc. donate these items to local nonprofit organizations)	Reuse	This is already done.	100%	None, strategy achieved.	Yes
*Departments that do not participate in LASAN-sponsored donation drives should host their own	Reuse	LAHD participates in LASAN-sponsored donation drives.	0%	N/A	No

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#### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>LUNCH ROOMS: DISPOSABLES / SURPLUS FOOD / FOOD WASTE</b>					
*Create a "share" table, bin or space where employees can leave surplus food they do not want for other employees to take. Someone must monitor this to avoid spoilage. Or stipulate that only non-perishable items can be shared. This item can be instituted once the City's reconstitution plan is introduced.	Reuse	This is already done. Zero waste electronic newsletters will encourage this practice.	80%		Yes
Purchase bottled/boxed condiments for use by all employees (to avoid non-recyclable condiment packets that are often disposed without being used)	Reduce	Low priority.	0%	Change in office culture. COVID-19.	No
Regularly inspect lunch room trash containers to determine if edible food (or what appears to be edible food) has been disposed. Keep track of about how much (as a percentage) of the trash in the lunch/break room is food/food waste.	Reduce		0%	Need resources and staff.	No
Purchase sponges or dishcloths and dishwashing detergent for the lunch room, to avoid single-use, disposable paper towels being used to wash dishes.	Reduce	Sponges are available. Disposable paper towels are still available.	70%	Change of office culture for using dishcloths.	Yes, partial.
When placing food orders that will be consumed on-site, stipulate no garnishes, condiments or foodware accessories	Reduce		0%	Personal choice.	No
Use garbage disposal for very small pieces of food waste (produce only); post adjacent sign/poster with those instructions	Recycle	Need to conduct assessment/inventory of garage disposal. Some buildings do not have them.	0%	Ensure garbage disposal are in working order. Limited staff and resources.	No
Participate in LASAN-sponsored food waste collection programs. Employees and visitors can use the food waste collection bins outside the HomeBoy Diner on the 2nd floor of City Hall.	Compost	Need LASAN to provide information.	0%	N/A	No
Obtain a worm or compost bin for produce scrap (LASAN can provide); an employee must be assigned to manage the bin	Compost		0%	No staff and resources.	No
If there is a water dispenser or "cooler," affix a label reminding employees to provide their own reusable cups.	Reuse	Gradual phase out of disposal cups except for field staff. Encourage staff to bring own cups and reusable bottles.	20%	Ensure clerical staff does not purchase single-use cups for water stations.	Yes
Do not provide (or purchase with City/Departmental funds) single-use disposable paper or plastic cups.	Reduce	LAHD is considering purchasing cups that can be recycled in the green bin for large events and visitors, when reusable cups are not feasible.	20%	Working with divisions to evaluate what single use items are absolutely necessary.	Yes
If there is a dishwasher in your building/lunch room, either assign an employee responsibility for loading and unloading it, or advise employees that they are responsible for loading/unloading their own items.	Reuse	No dishwashers.	0%	N/A	No
If there is no drying rack for washed dishes, purchase one.	Reuse	Contracts and Purchasing to purchase drying racks.	0%	Limited countertop space in some kitchenettes.	No
Coffee makers should have reusable versus disposable filters and pods.	Reuse		0%	Office culture and personal preference.	No
*If there is interest in home composting, purchase a countertop pail or container to collect vegetative food waste or coffee grounds that employees will later take home.(Very small pieces of vegetative food can be managed through the garbage disposal.)	Recycle		0%	Office culture and personal preference.	No
Purchase a cutting board and paring knife so food waste can be cut into smaller pieces suitable for the garbage disposal.	Recycle	Unsure if there are garbage disposal in most buildings.	0%		No
If employees do not provide their own reusable plates, cups and utensils, consider purchasing these for meetings/events. Used items are inexpensive and preferable to new ones.	Reuse	Currently, LAHD has a few reusable items (i.e. mugs) for sharing.	10%	Budget and shifting office culture.	Yes
Aluminum foil is preferable to plastic wrap, and beeswax wrappers are preferable to both, so purchase a supply of both. Provide a few Tupperware or equivalent containers for the storage of leftovers from meetings/events.	Reuse	No plastic wrap available at LAHD.	0%	N/A	N/A
Require employees to deposit all food waste, including disposable food and beverage containers, in a centralized, designated trash bin/s. Multiple bins may be needed depending upon the work place configuration.	Recycle	LAHD working with Athens to obtain these bins and eventually have training.	10%	Office culture. Need staff and resources.	Yes
Ensure that all cardboard boxes are broken down and placed near blue bins.	Recycle	Signages are visible in centralized bins.	60%	Ensure custodial staff are aware. Include messaging in zero waste electronic newsletters.	Yes

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#### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>SURPLUS FOOD</b>					
Identify generators of surplus edible food that operate on City property, such as restaurants, cafeterias, food trucks, catered events, etc. Work with these generators and/or food rescue organizations to develop a plan for the voluntary management of surplus edible food, such as donation to shelters, etc. Should voluntary donations not take place, Departments can mandate this via clauses in lease/operating agreements. Lease/operating agreements can also require these entities to change their food ordering and preparation methods in order to reduce routine generation of surplus edible food. (There are organizations and software that assist with improvements to ordering/preparation. The Department can become a member or require tenants restaurants to do so.)		LAHD plans to revise lease/operating agreements to include zero waste provisions and mandates. Once LAHD adopted the 2024 ZWP, Ordinance 187718 becomes policy.	5%	Limited staff and resources to implement this strategy. LAHD is working on this, but resources are limited. No staff for overseeing if contractors are complying with zero waste provisions.	Yes
* City departments should work with vendors that provide meals and food services (for seniors, students, etc.) to have the vendors voluntarily donate surplus food. Donations should ideally tracked by weight, Food rescue organization that collected or assisted with donations, donor information, type of food, and recipients of the donated food. If voluntarily donations of surplus food do not occur, Departments should mandate the donation of edible surplus food via "boiler plate" language in contracts; the boiler plate language should also mandate food donation reporting.	Reduce	Need LASAN guidance of what food constitute as food that can be donated. LAHD is not a regulatory agency, so will only add language for voluntarily donations of surplus food.	0%	Coordination with Real Estate, Communications, and City Attorney divisions to implement boiler plate language. Need coordination with waste hauler (currently Athens) for SB1383 training.	Yes
* Departments should also reviews all event and other applications, all on-call contracts, all contracted back haul services and similar mechanisms to the collection and donation of surplus food from City events.	Reduce	LAHD looking into revising Application of Port Permits. This will become policy once LAHD adopts the 2024 ZWP with the incorporation of Ordinance 187718.	10%	Need resources and staff. LAHD needs to understand the requirements of what constituents as surplus food that can be donated.	Yes
* Departments should install public-area signage at catered and public events and near restaurants (said signs to be provided by LASAN), to increase general awareness about hunger and surplus food. The signs will indicate that a) a food provider/restaurant is donating surplus food (when applicable), b) note local hunger statistics and c) explain the linkage between food waste and climate change.	Reduce	LAHD will obtain signage from LASAN.	0%	Need resources and staff.	Yes
<b>FACILITY LANDSCAPES</b>					
Practice grasscycling (leave grass clippings on the lawn); grass clippings provide nutrients and moisture	Reduce/reuse	C&M does this already and is detailed in the 2024 ZWP.	100%	None, strategy achieved.	Yes
Convert large areas of grass (turf) to drought-tolerant native plants (xeriscaping) to reduce water consumption and generation of green waste	Reduce	LAHD follows landscape guidelines for water budget per project.	70%	Record keeping.	Yes
Utilize drip irrigation systems where feasible	Reduce	LAHD follows landscape guidelines for water budget per project.	100%	-	Yes
Order dedicated recycling bins for all green waste (to separate green materials from trash to facilitate composting/mulching)	Recycle	LAHD C&M has two dedicated 40-cubic yard roll-offs for landscape waste. C&M also uses wood chipper to create mulch.	70%	Need resources and staff. Coordination with waste hauler (Athens) to obtain bins throughout C&M Yard.	Yes
Ensure any green waste that a landscape services contractor removes for offsite management is taken to certified mulch/compost facility and tonnages are reported to department	Compost	All green waste is hauled by Athens, which is taken to a certified mulch/compost facility. Athens provides reports to LAHD. LAHD does internal landscaping.	100%	-	Yes
<b>FACILITY MAINTENANCE</b>					
Determine if used building maintenance/repair materials (such as spent light bulbs, used air filters, carpeting, etc., or packaging, etc.) have been/are left on premises after service calls, whether services were provided by City staff or private vendors. Identify the location/s where these items are routinely left/discarded. Direct the maintenance employees or vendors employees to remove the materials. If the employees will not comply, notify their management. Leftover supplies should be used, not discarded.	Reduce	N/A	N/A	N/A	No

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#### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>ZERO WASTE BUDGET</b>					
Departments should budget for purchase of reusable products to replace disposable/non-recyclable items now in use, such as reusable foodware (plates, cups, utensils).	Reduce		0%	Office culture, staff, resources, and coordination with management.	Yes
Budget for a 2024 waste characterization to determine if your department is on track to achieve the interim Citywide goal of 90% diversion by 2025 (Departments may wish to set their own interim zero waste goals.)	Reduce	LAHD to figure out what buildings to conduct the waste characterization. Planned for waste characterization in 2024-2025.	10%	Office culture, staff, resources, and coordination with management.	Yes
<b>PURCHASING</b>					
Each department should review all product/commodity specifications that it develops, singly or jointly, for compliance with the City's EPP Ordinance 180751. Specifications should be revised when necessary to comply. Attach/submit the original and revised specifications.	Reduce		30%	Limited staff and resources.	Yes
Ensure that all purchases made with petty cash, p-card, and blanket Purchase Orders comply with City's Environmentally Preferable Purchasing (EPP) Ordinance 180751	Reduce		0%	Limited staff and resources.	Yes
Ensure that all purchases comply with the City's ban on the use of EPS (Styrofoam) food and beverage containers on City property, and bans the purchase of these items with City funds.	Reduce	Port Pantry does not use Styrofoam.	75%	Implement language in lease agreements and adopt 2024 Zero Waste Plan with the incorporation of Ordinance 187718.	Yes
Cease ordering titles or the City Seal to be printed on 3-ring binders as this precludes those binders from being reused or sold through the City's Salvage operations.	Reuse	LAHD has ceased ordering these.	100%	N/A	No
<b>PACKAGING</b>					
Product specifications controlled by your department should address packaging: mandate bulk packaging when available (such as 55-gallon drums vs. quart containers); fully recyclable packaging (no fused materials); and minimized packaging	Reduce	N/A	N/A	Coordination between Contracts & Purchasing division and end users.	N/A
All product bids should request responses regarding refillable packaging and reusable packaging, such as pallets or spools	Reuse	N/A	N/A	N/A	N/A
OPTIONAL: Product specifications controlled by your department should mandate labels that fully disclose contents of products and packaging (paper, metal, plastic), types of plastics (resin numbers), and ratio of packaging to product	Reduce	N/A	0%	N/A	No
<b>SERVICE CONTRACTS</b>					
Service contracts are covered by City's EPP Ordinance (No. 180751). A paving contract should mandate use of recycled asphalt. Contracts should support zero waste by addressing management of materials generated from services provided. Ex.: To comply with the organic diversion requirements of AB 1826 and SB 1383,, a landscaping company should be directed to grasscycle (leave grass clippings on lawns) and deposit other green materials (branches, leaves) in dedicated green waste bins provided by the department. If bins are not provided, such contractor should deliver all green materials to certified mulching or composting facility and report tonnages to the Department (for diversion rate calculations). A paving contractor should be required to recycle existing pavement that is removed, report tons recycled (City mandates 70% recycling) and/or disposed, and use recycled-content asphalt for paving.	Recycle	This is already implemented. Green waste are put into designated bins (served by waste hauler, Athens). LAHD recycles and reuses asphalt for paving.	100%		Yes
Review all service contracts for compliance with EPP Ordinance No. 180751 regarding use of recycled-content products and ensure materials management clauses support City's zero waste goals.	Recycle		N/A	Limited staffing.	Yes
<b>TRAINING</b>					
Annually, verify completion of LASAN-sponsored zero waste and recycling training by all employees.	Reduce	Need information and guidance about LASAN about training.	0%	Staffing, resources, and coordination.	Yes
Participate in blue bin visual audit training where offered.	Reduce	Need information and guidance about LASAN about training.	0%	Need information.	Yes
Annually, verify completion of LASAN-sponsored EPP training for all employees involved in purchasing functions	Reduce	Need information and guidance from LASAN about training.	N/A	Need information.	Yes

This checklist is intended to help City departments develop their zero waste plans. It includes a variety of topics - such as offices/paper, printing/copying, reuse/ donation, landscaping, lunchrooms and food waste - because these operational areas are typically significant contributors to waste generated by facilities and departments. Departments should select the action items most applicable to them. This checklist can also be used to track annual progress on each item.

### Operational Areas Checklist

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>SIGNAGE</b>					
Food Waste (post outside restaurants, lunchrooms) Sign explaining the connection between food waste and climate change, actions individuals can take to reduce food waste. IF applicable, the sign will indicate that the facility will begin offering reusable food and beverage containers and offer discounts to customers who bring their own containers.	Reuse		0%	Need educational literature. Change in office culture.	Yes
Blue Bin Program Sign explaining the change to the City's recycling program, in which only #1, #2, and #5 plastics will be accepted in the recycling bin.	Recycle	This is already implemented.	100%	Reminders, such as zero waste electronic newsletters and bulletin boards, might be necessary.	Yes
Zero Waste Hierarchy List of zero waste measures in place at City Hall, and those to be implemented	Reduce/Reuse/Recycle	N/A	N/A	N/A	N/A
Sign for City Hall Bathrooms Explains the connection between use of paper towels and climate change, gives tips on how to reduce paper towel usage, and highlights measures to be implemented at City Hall to reduce paper towel use.	Reduce	N/A	N/A	N/A	N/A
<b>HAZARDOUS MATERIALS</b>					
Seek less toxic/hazardous alternatives for all products now purchased; involve current vendors in this process. (for example, use a detergent in place of a chlorinated solvent for cleaning)	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Keep frequently used hazardous materials near the site of use to minimize spills/accidents	Reduce	Covered by Environmental Management Systems (EMS).	80%	-	Yes
Provide transfer methods which prevent spills and quality problems.	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Control access to hazardous raw materials	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Where possible, perform the task without using hazardous substances	Reduce	Covered by Environmental Management Systems (EMS).	90%	-	Yes
Regularly consult with employees to maintain and improve existing safety and handling practices.	Reduce	Covered by Environmental Management Systems (EMS).	100%	-	Yes
<b>BASIC AUDITING</b>					
Audit blue bins and take steps to address contamination.	Reduce	-	0%	Limited staff and resources.	Yes
Look in all common areas and in individual work areas to create an inventory of trash and recycling bins.	Reduce	Started to conduct inventory in 2022.	15%	Limited staff and resources.	Yes
Ensure that each common/public area recycling bin is "paired" with a trash bin.	Reduce	This is already implemented.	80%		Yes
Review quarterly all bins to determine if employees are placing trash in recycling bins, or recyclables in trash bins.	Reduce	-	0%	Limited staff and resources.	Yes
Determine whether employees are leaving desk/cubicle lights/lamps, radios, heaters on when not at their desks. These practices waste energy and the City has committed to reducing its energy usage. Take steps to address these practices (via emails/memos).	Reduce	N/A	0%	N/A	No
<b>SPECIALIZED MATERIALS</b>					
Some departments generate waste that is unique to them; used library books are one example. These are no longer accepted by recycling companies. Each department should develop a plan to address its specialty wastes.	Reduce/Reuse/Recycle	Unique wastes described in 2024 Zero Waste Plan. Examples: Port Police return bullet shell casings to the manufacturer for recycling; once armor vests are depleted of their expected use, the Port Police utilizes it for training situations; and Port Police donates old helmets to a local organization, as needed.	75%	Record keeping.	Yes

PROPRIETARY DEPARTMENTS					
Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
Adopt an EPP/ EPR policy by 2022, and ensure it applies to service contracts. For assistance, contact <a href="mailto:greenpurchasing@lacity.org">greenpurchasing@lacity.org</a>	Reuse	LAHD Contracts & Purchasing Division follows the EPP policy, but has not been adopted.	50%	-	Yes
Implement an internal reuse program for supplies, commodities, furniture by 12/31/2022	Reuse	Items for reuse or sharing are located in designated areas.	70%	-	Yes
Implement a food waste collection program by 12/31/2022	Reduce	In works with Athens.	70%	Many account locations throughout the Port and training of multiple staff in each location.	Yes
Implement a surplus food policy and collection/donation program by 12/31/2022	Reuse	Port Pantry (cafeteria) donates surplus food, if applicable. Will become policy with the adoption of Ordinance 187718.	50%	-	Yes
Install zero waste informational signage.		Athens and LASAN can provide signage. Posted recycling signage at centralized bin areas.	0%	-	Yes
Identify and quantify all "specialty wastes" that are generated by your department, and develop a plan to reuse/recycle them, by 2023.	Reuse	Specialty wastes and respective recycling/reuse are detailed in ZWP. Ongoing progress.	50%	Coordination between multiple divisions.	Yes
<b>JANITORIAL SERVICES AND SUPPLIES</b>					
Adopt custodial policies to ensure that any partial rolls of paper towels or toilet paper that are removed from dispensers in restrooms in City facilities are utilized or donated, not discarded.	Reuse	N/A	N/A	-	No
*Develop a budget and schedule for replacing paper towel dispensers in City facilities with electric hand dryers. Note: Electric hand dryers require custodial maintenance, so LASAN will consult with all relevant City unions. Note: Electric hand dryers could require modifications to the electrical systems and installation of new outlets.	Reduce	Some LAHD buildings have electric hand dryers.	30%	Budget.	No
Should it be necessary/desirable to retain one paper towel dispenser in each restroom, develop a plan to convert to roll towel dispensers exclusively in City facilities. Rolls reduce overall usage by 25-30% when compared to folded sheets. Investigate whether automatic towel dispensers can be programmed to dispense a second towel only after a 3-second delay. Another option is smaller paper towels.	Reduce	HAB has rolled paper towels in automatic paper dispensers that only provide one paper towel at a time. No folded sheets in restrooms.	30%	N/A	No
*Develop a budget and schedule to install anti-microbial door handles and/ or foot pedals (or other auto door openers) on interior restroom door in City facilities to reduce COVID anxiety and paper usage. (Many employees use paper towels to open the doors when exiting the restrooms.)	Reduce	N/A	0%	Budget.	No
All janitorial papers should contain at least 30% post-consumer recycled content	Recycle	Already implemented per EPP.	100%	-	Yes
Purchase concentrated cleaners (in bulk packaging when available)	Reduce	N/A	N/A	N/A	Yes
Cease purchasing toilet seat covers	Reduce	N/A	0%	Office culture. Personal preference.	No
*Replace paper towel dispensers with electric hand dryers and install anti microbial door handles on bathroom doors.	Reduce	Both electric hand dryers and paper towel dispensers are provided for personal preference. Electric hand dryers are used to offset paper towel usage.	20%	Budget.	No
<b>FACILITY LANDSCAPES</b>					
Practice grasscycling (leave grass clippings on the lawn); grass clippings provide nutrients and moisture	Reduce/reuse	LAHD practices this.	100%	-	Yes
Convert large areas of grass (turf) to drought-tolerant native plants (xeriscaping) to reduce water consumption and generation of green waste	Reduce	LAHD follows landscape policies.	80%	-	Yes
Utilize drip irrigation systems where feasible	Reduce	LAHD follows landscape policies.	90%	-	Yes
Order dedicated recycling bins for all green waste (to separate green materials from trash to facilitate composting/mulching)	Recycle	In the process of obtaining more organics bins.	40%	LAHD has many buildings and service areas. Need to coordinate with waste hauler, Athens, for multiple site visits/evaluations. Budget for bins.	Yes
Ensure any green waste that a landscape services contractor removes for offsite management is taken to certified mulch/compost facility and tonnages are reported to department	Compost	Detailed in contract bids.	80%	-	Yes



**RESTAURANTS & RETAILERS OPERATING ON CITY PROPERTY**

Operational Areas	Reduce/Reuse/Recycle/Compost	Notes / Info	Indicate if completed, estimate % completed or completion date	Barriers encountered (describe below):	Is this item part of your departmental zero waste plan?
<b>RETAILERS OPERATING ON CITY PROPERTY</b>					
Lease agreements should require retailers to abide by all City environmental regulations, including plastic bag ban.	Reduce	LAHD has language in lease agreements.	100%	No "checks" or outreach have been done to ensure compliance.	Yes
Retailers should provide customer receipts only upon request and post advisory to that effect.	Reduce	N/A	N/A	N/A	No
Thermal paper receipts are prohibited.	Reduce	N/A	N/A	N/A	No
<b>RESTAURANTS OPERATING ON CITY PROPERTY</b>					
Lease agreements should require retailers to abide by all City environmental regulations, including plastic bag ban.	Reduce	LAHD has language in lease agreements.	100%	No "checks" or outreach have been done to ensure compliance.	Yes
Retailers should provide customer receipts only upon request and post advisory to that effect.	Reduce	Port Pantry complies. Unknown for other tenant restaurants.	N/A	Tenant outreach required.	No
Thermal paper receipts are prohibited.	Reduce	Port Pantry complies. Unknown for other tenant restaurants.	N/A	Tenant outreach required.	No
All dine-in meals should be served on reusable foodware	Reduce	N/A for other tenant restaurants. Port Pantry does not serve food on reusable foodware.	0%	Personal preference. Tenant outreach required.	Yes
All to-go foodware accessories should be provided only upon request	Reduce	N/A	0%	Tenant outreach required.	No
Enforce City's ban on use of expanded polystyrene (EPS or "foam") foodware on City property; reference this in lease agreements	Reduce	Not referenced directly, however falls under "all environmental regulations."	0%		Yes
OPTIONAL: (This "reach" recommendation exceeds current City regulations): Condiment dispensers must be provided for all dine-in meals (versus single-serve condiment packets)	Reduce	N/A	0%	Personal preference.	No
OPTIONAL: In areas with limited egress and/or repeat customers (such as airports, malls), restaurants should offer reusable to-go food containers; must work with facility manager (department) to establish program for collection bins and washing services, etc.	Reduce	N/A	0%	Personal preference.	No
OPTIONAL: Require restaurants to subscribe to a service or software designed to improve ordering, reduce food waste	Reduce	N/A	0%	Personal preference.	No
Restaurants operating on City property must abide by the requirements set forth in the City's Good Food Purchasing Policy		Port Pantry abides by this policy. Unsure about tenants.	10%	Tenant outreach required.	No
OPTIONAL: Require restaurants to participate in surplus food donation program; pounds or tonnages donated must be tracked and reported to department; contact LASAN to obtain a donation tracking form	Reduce	LAHD reached out to Athens to ensure they provide training to tenants regarding food donation. Ordinance 187718 captures this.	10%	Tenant outreach and Athens coordination required.	No
Signage LASAN will provide signs about food waste collection and the linkage between landfilled food waste and climate change. Depending upon which policy recommendations are adopted, LASAN would also provide signs regarding discounts for reusable food and beverage containers and bags, reusable food containers, and other waste prevention measures.		Captured in Ordinance 187718	0%	Need materials from LASAN.	Yes

**Appendix D**  
**Ordinance 187718**

ORDINANCE NO. 187718

An ordinance adding a new Article 27 to Chapter 1, Division 10 of the Los Angeles Administrative Code relative to the reduction of single-use plastics, including reusable alternatives, zero-waste events, facilities, and related matters.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section. 1. A new Article 27 is added to Chapter 1, Division 10 of the Los Angeles Administrative Code to read as follows:

**CHAPTER 1, ARTICLE 27**

**ZERO WASTE CITY FACILITIES AND EVENTS ON CITY PROPERTY**

**Sec. 10.53. Legislative Findings and Purpose.**

A. **Findings.** The City Council hereby finds and declares as follows:

1. The City of Los Angeles recognizes that, as a city government, it is a large consumer of goods and producer of waste, including its consumption of food or beverages and related Foodware and Foodware Accessories. The City holds a proprietary interest in its own activities and in activities of those using or operating in City facilities or on City Property, including lessees and permittees. Furthermore, the City recognizes the ways that these activities taking place in City facilities or on City Property can positively or negatively affect the environment.

B. **Purpose.** This article is adopted to accomplish the following purposes:

1. The City shall adopt zero waste policies by specifying ways for eliminating the use of Single-use plastics, including banning Expanded Polystyrene Foodware products and Single-use or Disposable containers at City facilities or events on City Property. Food and beverage providers operating on City Property can and should be required to supply reusable containers and shall permit customers to use their own reusable Foodware or Foodware Accessories. The City can effectuate positive environmental change in its proprietary capacity in additional ways by reducing food waste through rescue or recovery of Surplus Edible Food, participating in use of blue bins for recyclables, and using green bins for food waste and food-contaminated paper Foodware.

2. The City shall promote its zero waste policies by requiring mandatory provisions in contracts associated with use of or operations in City facilities or on City Property by Food or Beverage Providers.

### **Sec. 10.53.1. Definitions.**

The following definitions shall apply throughout this article:

- A. **“City”** means the City of Los Angeles.
- B. **“Contract”** means any agreement, franchise, lease, application, permit, or concession related to use, occupancy, or operation in any City Facility or on City Property as a Food or Beverage Provider.
- C. **“Contractor”** means any Person with a Contract as defined in this article.
- D. **“City Event”** means any event hosted or organized by the City, or any of its officers, offices, or departments, that takes place in a City Facility or on City Property.
- E. **“City Facility”** means all structures owned, operated, controlled, or maintained by the City.
- F. **“City Property”** means all real property owned, operated, controlled, or maintained by the City.
- G. **“Community Event”** means an event as defined by the California Retail Food Code Section 113755 or any successor section.
- H. **“Designated Administrative Agency”** or **“DAA”** means the Department of Public Works, Bureau of Sanitation.
- I. **“Disposable”** means designed to be used once and then discarded, and not designed for repeated use and sanitizing.
- J. **“Expanded Polystyrene”** or **“EPS”** means molded Expanded Polystyrene, a rigid closed cell foam plastic labeled as “#6” plastic or resin. EPS also is referred to as “foam” and “Styrofoam”™.
- K. **“Food or Beverage Provider”** means a Contractor that sells or otherwise provides food or beverages for consumption on or off its premises, and includes, but is not limited to, a shop, sales outlet, restaurant, bar, pub, coffee shop, coffee stand, juice and/or smoothie bar, cafeteria, caterer, convenience store, liquor store, grocery store, supermarket, delicatessen, farmers market, theater, mobile food truck, roadside stand, kiosks, carts, concession stand, vending machine operator, or a Vendor (as defined in Section 42.13 of the

Los Angeles Municipal Code or any successor provision) or any organization, group, or individual that provides food or beverages.

L. **“Food Rescue Organization”** means any Person that performs food recovery services by collecting edible food that would otherwise go to waste and redistributing it consistent with applicable laws and regulations.

M. **“Food Scraps”** means solid waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, coffee grounds, and other food that results from the distribution, storage, preparation, cooking, handling, selling, or serving of food for human consumption. Food Scraps include, but are not limited to, excess, spoiled, or unusable food and includes inedible parts commonly associated with food preparation such as pits, shells, bones, and peels. Food Scraps do not include liquids or large amounts of fat, oils, or grease and meats which are collected for rendering, fuel production, or other non-disposal applications, or any food fit for human consumption that has been set aside, stored properly, and is accepted for donation by a charitable organization, or any food collected to feed animals in compliance with applicable regulations.

N. **“Foodware”** means plates, bowls, cups, serving dishes, containers, or any other item in which a food or beverage product is served.

O. **“Foodware Accessory”** means any item that accompanies a food or beverage served in Foodware, including, but not limited to, items defined in Section 196.01 of the Los Angeles Municipal Code (LAMC) or any successor provision: Utensils, Condiment Packets, Disposable Plastic Drinking Straws and all other Disposable drinking straws, stirrers, splash sticks, cocktail sticks, toothpicks, napkins, wet-wipes, cup or bowl lids, cup sleeves, and beverage trays.

P. **“Person”** means any individual, proprietorship, partnership, joint venture, corporation, limited liability company, trust, association or other entity that may enter into a Contract.

Q. **“Pre-Consumer Food Scraps”** means Food Scraps from the preparation of food or beverages.

R. **“Prepackaged Meals/Food Items”** means food or beverages that are prepackaged in Foodware.

S. **“Post-Consumer Food Scraps”** means Food Scraps remaining following consumer consumption of prepared food or beverages, including, but not limited to, remnants on or in Foodware.

T. **“Rules and Procedures”** means the rules and procedures relating to zero waste policies promulgated by the DAA for waste prevention at City Facilities and events held on City Property to promote source reduction and reuse and/or recycling, and mandate requirements for executing Contracts under this article.

U. **“Single-use”** means Disposable.

V. **“Surplus Edible Food”** means food that is edible and intended for people to eat, including food not sold because of appearance, age, freshness, grade, size, and includes, but is not limited to, prepared foods, packaged foods, or produce.

#### **Sec. 10.53.2. Mandatory Provisions Pertaining to City Facilities and City Events on City Property.**

A. Notwithstanding any other provision of this Code or the LAMC to the contrary, every Contract shall include provisions obligating the Contractor to comply with the City's zero waste policies.

1. Mandatory provisions shall include:

(a) **Donation of Surplus Edible Food to a Food Rescue Organization.** The Contractor must make advance arrangements with a Food Rescue Organization and donate to a Food Rescue Organization any Surplus Edible Food that will not be stored for later sale, or that will not be given to the Contractor's employees or volunteers, whether for off-site or on-site (dine-in) consumption. Depending on the regularity of the production of Surplus Edible Food, the Contractor shall make arrangements with the Contractor-selected Food Rescue Organization at the appropriate frequency, as determined by the Contractor for donations of Surplus Edible Food. Donation of Surplus Edible Food shall be consistent with applicable laws and regulations, including an exception for Community Events. The Contractor may not dispose of Surplus Edible Food, except as prohibited by applicable law or regulation.

(b) **Recycling of Food Scraps.** Contractors must deposit Pre-Consumer Food Scraps and Post-Consumer Food Scraps into designated collection bins as provided by the City. The Rules and Procedures shall identify acceptable Pre-Consumer Food Scraps for depositing into the collection bins, which may include, but are not limited to, all Food Scraps, including raw and cooked meat and bones. The Rules and Procedures shall identify acceptable Post-Consumer Food Scraps for depositing into the collection bins, which may include, but are not limited to, bread, coffee grounds, dairy, fish, fruit, meat, vegetables, all-paper tea bags, and food

or beverage contaminated paper products. Contractors who deposit disallowed items in any designated collection bins shall be subject to a liquidated damage for contamination of \$50 for each collection bin contaminated by the Contractor. This contamination liquidated damage may be deducted from any deposit as permitted under applicable law, or as invoiced by the City. Contractors are encouraged to utilize all portions of foods that they prepare, such as vegetable and fruit foliage, stems, and peels, rather than disposing these items.

(c) **Meal Portion Sizes.** Contractors shall offer half portions, child portions, and a la carte options and avoid garnishes that are not commonly eaten.

(d) **No Disposable Foodware.**

(1) Contractor shall not provide Disposable Foodware for dine-in meal service or catered service. Contractors may permit purchase by customers of reusable, to-go Foodware (i.e., through a vending machine or other similar food container system).

(2) Contractor shall use only recyclable or compostable Foodware for to-go service. Recyclability and/or compostability shall be determined as specified in the Rules and Procedures.

(3) For all meal service, Contractors shall dispense or serve beverages in reusable or recyclable cups, or in recyclable bottles or cans made of glass, metal, or recyclable plastic. When practicable and in the discretion of the Contractor, the Contractor may dispense beverages in their original bottles and cans.

(4) Contractors shall allow customers to provide their own reusable and clean Foodware.

(5) Contractors shall not provide water in plastic bottles or in Disposable cups. Contractors shall provide hydration or bottle refill stations.

(e) **No Disposable Foodware Accessories.** Contractor shall not provide Disposable Foodware Accessories, except as otherwise provided in this article.

(1) Contractors shall serve any Condiments in dispensers, such as manual or electric pump dispensers or their equivalent.

(2) For dine-in meal service or catered service, Contractors shall use only reusable (i.e., washable and cleanable) napkins and tablecloths. Contractors shall not provide Disposable napkins or tablecloths at dine-in meal service or catered service.

(3) Contractors may provide Disposable napkins for take-out, but any Disposable paper napkins shall be unbleached and contain a minimum of 30% post-consumer recycled content. The minimum percentage of postconsumer recycled content may be increased according to applicable law, and as specified in the Rules and Procedures.

(f) **No EPS.** Contractors shall not use EPS Foodware or EPS products of any kind.

(g) **Incentives to Customers of Dine-in Service.** Contractors who provide dine-in service shall provide incentives to customers for dine-in or on-site food consumption by allowing reusable Foodware and Foodware Accessories. Contractors shall offer a discount to customers who provide their own reusable Foodware for beverages or for food. Contractors shall inform customers of any such discounts consistent with the Rules and Procedures.

(h) **Recycling Program Participation.** Contractors must offer a recycling collection program (i.e., recycling bins and foodwaste bins) identical to the City's curbside residential and City facilities recycling programs, as specified in the Rules and Procedures.

(i) **Restroom Supplies.** Contractors shall equip any restrooms accessible to customers with electric hand dryers, to the extent feasible, and by no later than January 1, 2025. If the City provides composting or other processing of used restroom paper towels, then in any restrooms accessible to customers of Contractors, Contractors shall collect and separate used paper towels from other restroom sanitary waste for depositing into designated collection bins, or deliver the used paper towels to designated sites, for composting consistent with the Rules and Procedures. In any restrooms accessible to customers, Contractors shall provide hand soap in refillable containers.

(j) **Signage by DAA.** The Rules and Procedures shall include sample language Contractors can use to explain the rationale for various waste prevention measures for use on signs, menus, and other communications mechanisms, as determined by the Contractor. The



Rules and Procedures will specify how and where Contractors must display information or signage about zero waste measures.

(k) **Composition of Paper Requirements for Informational Literature.** Contractors who distribute informational literature (i.e., brochures, flyers) printed on paper, including, but not limited to, Community Events or catered events, shall use recyclable paper that contains a minimum of 30% postconsumer recycled content and shall include text on the printed paper that refers to the percentage of postconsumer content, such as "Printed on paper that contains 30% postconsumer recycled content" or "Contains 30% postconsumer recycled content." The minimum percentage of postconsumer recycled content may be increased according to applicable law, and as specified in the Rules and Procedures.

(l) **Requirements for Composition of Promotional Items.**

(1) Contractors may only provide promotional items that are functional, including, but not limited to, rulers, plate scrapers, pencil sharpeners, or reusable shopping bags.

(2) Contractors shall not provide any promotional items made of plastic or any synthetic fabric.

(m) **No Disposable Plastic Carry-out Bags for Certain Establishments.** Contractors who are not "stores" as defined by California Public Resources Code Section 42280 or any successor provision shall not provide to customers plastic bags, or bags that are made wholly or partially of synthetic fabrics, including recycled PET plastic. Contractors may provide or sell to customers Disposable paper bags and/or reusable cloth bags.

B. All Contractors who enter into Contracts with the City shall include mandatory provisions specified in the Rules and Procedures in all subcontracts awarded for work to be performed under the Contract with the City.

C. Failure of the Contractor to comply with the requirements of this article shall subject the Contractor to the imposition of any and all sanctions allowed by law, including, but not limited to, the termination of the Contractor's Contract with the City.

D. Nothing contained in this Contract shall be construed in any manner so as to require or permit any act which is prohibited by law.

**Sec. 10.53.3. Administration.**

The DAA shall administer the requirements of this article. The DAA shall promulgate Rules and Procedures consistent with this article for the implementation of the provisions of this article.

**Sec. 10.53.4. Application of this Article.**

The provisions of this article shall apply to all Contracts and amendments to Contracts entered on or after January 1, 2023, or after the effective date of this article, whichever is later.

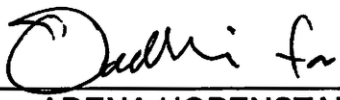
**Sec. 10.53.5. Severability.**

If any part or provision of this article, including, but not limited to, a section, subsection, paragraph, sentence, phrase or word, or the application thereof to any Person or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this article. The City Council hereby declares that it would have adopted this article and each and every section, subsection, paragraph, sentence, phrase and word thereof not declared invalid or unconstitutional, without regard to whether any portion of this article would be subsequently declared invalid or unconstitutional.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By   
ADENA HOPENSTAND  
Deputy City Attorney

Date 12/7/22

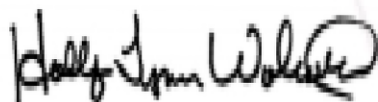
File No. 21-0064

[M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL YELLOW\Ordinance REVISED Zero Waste City facilities and events - LAAC 10.53 et seq.docxDocument file path]

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR





Ordinance Passed December 6, 2022

Approved 12/10/2022

Posted Date: 12/14/2022  
Ordinance Effective Date: 01/23/2023

# **Appendix E**

## **C&D Waste Management Specs**

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Procedures for ensuring optimal diversion of construction and demolition waste generated by Project and documentation procedures for tracking waste generation and diversion.
  - 1. Project shall promote City's sustainable building efforts by creating a resource-efficient and environmentally sensitive Project and maintaining optimum control of Construction and Demolition (C&D) waste generated during Project.
  - 2. Project shall use products with post-consumer recycled content to the greatest extent feasible. Refer to California Department of Resources Recycling and Recovery's (CalRecycle's) website for information about recycled content construction products.

1.2 ABBREVIATIONS

- A. CalMAX: California Materials Exchange
- B. CalRecycle: California Department of Resources Recycling and Recovery
- C. C&D: Construction and Demolition
- D. CCR: California Code of Regulations
- E. CDRG: Construction and Demolition Recycling Guide
- F. LEA: Local Enforcement Agency
- G. SWDD Report: Solid Waste Diversion and Disposal Report
- H. WMP: Waste Management Plan

## 1.3 DEFINITIONS

- A. Certified C&D Waste Processing Facility or Certified C&D Waste Processor: A solid waste processing facility that accepts loads of C&D waste for the purpose of recovering re-usable and recyclable materials and disposing of the non-recyclable residual material. A Certified C&D Waste Processing Facility has been certified by City of Los Angeles (City) Bureau of Sanitation to have a facility specific recycling rate for C&D waste. For information on becoming a certified C&D waste processor, refer to:  
[https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-s/s-lsh-wwd-s-r/s-lsh-wwd-s-r-cdr?\\_adf.ctrl-state=1d5d9u35ny\\_1&\\_afLoop=4798033367694392&\\_afWindowMode=0&\\_afWindowId=null#!%40%40%3F\\_afrWindowId%3Dnull%26\\_afrLoop%3D4798033367694392%26\\_afrWindowMode%3D0%26\\_afrWindowId%3D1d5d9u35ny\\_5](https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-s/s-lsh-wwd-s-r/s-lsh-wwd-s-r-cdr?_adf.ctrl-state=1d5d9u35ny_1&_afLoop=4798033367694392&_afWindowMode=0&_afWindowId=null#!%40%40%3F_afrWindowId%3Dnull%26_afrLoop%3D4798033367694392%26_afrWindowMode%3D0%26_afrWindowId%3D1d5d9u35ny_5). See CDRG for information on the current list of certified processors and recycling facilities.
- B. Class III Landfill: A landfill that accepts non-hazardous solid waste such as household, commercial, and industrial solid waste. A Class III landfill is regulated by LEA and shall have a CalRecycle solid waste facilities permit.
- C. Construction and Demolition Recycling Guide (CDRG): A publication by City of Los Angeles Department of Public Works, Bureau of Sanitation, Solid Resources Citywide Recycling Division. CDRG can be found at:  
<https://www.lacitysan.org/cs/groups/pressrelease/documents/document/y250/mdgy/~edisp/cnt082545.pdf>.
- D. C&D Waste or Mixed C&D Waste or C&D Debris or Mixed C&D Debris: Solid waste and recyclable materials, and building materials from construction, deconstruction, remodeling, repair, or demolition of buildings and other structures, do not contain hazardous waste (as defined in CCR Title 22, Section 66261.3, et seq.), and contain no more than 1 percent putrescible wastes by volume, calculated on a monthly basis. C&D waste includes, but is not limited to: asphalt, concrete, Portland cement, brick, lumber, drywall, roofing material, ceramic tile, pipe, glass, carpet, and associated packaging.
- E. Deconstruction: The process of taking apart a structure with the primary goal of preserving the value of useful building materials, so that they may be reused or recycled.
- F. Disposal: Acceptance of solid waste at a legally operating facility for the purpose of landfilling.

- G. Diversion: Activities that result in reducing the amount of solid waste disposed at a landfill. This can include source reduction activities, composting, recycling, and reuse.
- H. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert debris is taken for the purpose of filling an excavation, shoring, or another soils engineering operation.
- I. Inert Debris: Solid waste and recyclable materials that are source separated or separated for reuse and do not contain hazardous waste (as defined in CCR, Title 22, Section 66261.3 et seq.) or soluble pollutants at concentrations in excess of applicable water quality. Inert debris may not contain any putrescible wastes. Inert debris includes but is not limited to concrete, asphalt, crushed glass, fiberglass, asphalt or fiberglass roofing shingles, brick, slag, ceramics, plaster, clay, and clay products.
- J. Inert Debris Engineered Fill Operation (IDEFO): An activity exceeding 1 year in duration in which only the following inert debris may be used: fully cured asphalt, uncontaminated concrete (including steel reinforcing rods embedded in the concrete), crushed glass, brick, ceramics, clay and clay products, which may be mixed with rock and soil. Those materials are spread on land in lifts and compacted under controlled conditions to achieve a uniform and dense mass which is capable of supporting structural loading, as necessary, or supporting other uses such as recreation, agriculture, and open space in order to provide land that is appropriate for an end use consistent with approved local general and specific plans (e.g. roads, building sites, or other improvements) where an engineered fill is required to facilitate productive use(s) of the land.
- K. Non-Permitted Solid Waste Hauler: A company that does not possess a valid and current solid waste from individuals or businesses in City of Los Angeles.
- L. Permitted Solid Waste Hauler: A company that possesses a valid and current solid waste hauler permit from City of Los Angeles to collect and transport solid waste from individuals or businesses in City of Los Angeles. Refer to: [https://www.lacitysan.org/san/faces/wcnav\\_externalId/s-lsh-wwd-s-c-whp?\\_adf.ctrl-state=jir2v5wty\\_2037&\\_afLoop=14808459037152891&\\_afWindowMode=0&\\_afWindowId=null#!%40%40%3F\\_afWindowId%3Dnull%26\\_afLoop%3D14808459037152891%26\\_afWindowMode%3D0%26\\_adf.ctrl-state%3Djir2v5wty\\_2041](https://www.lacitysan.org/san/faces/wcnav_externalId/s-lsh-wwd-s-c-whp?_adf.ctrl-state=jir2v5wty_2037&_afLoop=14808459037152891&_afWindowMode=0&_afWindowId=null#!%40%40%3F_afWindowId%3Dnull%26_afLoop%3D14808459037152891%26_afWindowMode%3D0%26_adf.ctrl-state%3Djir2v5wty_2041).

- M. 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 that meet the quality standards necessary to be used in the marketplace.
1. On-site Recycling: Materials that are sorted and processed for use in an altered form in Project, (e.g. concrete is crushed for use as base for a parking lot on Project Site).
  2. Off-site Recycling: Source-separated materials hauled to another location and used in an altered form in the manufacture of a new product.
- N. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of a new product. Depending on the types of materials accepted and operating procedures, a recycling facility may or may not be required to have a Solid Waste Facilities permit from CalRecycle or be regulated by LEA.
- O. Reuse: Materials that are recovered for use in the same form. This includes materials that are reused on-site or off-site.
- P. Salvage: Materials recovered for reuse or sale or donation to a third party.
- Q. Source Reduction: Any action causing a net reduction in the generation of solid waste. Source reduction includes, but is not limited to, reducing the use of non-recyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, and reducing the amount of yard waste generated.
- R. Source-Separated Materials (Construction and Demolition Waste): Material that is sorted at the site of generation by individual material type for the purpose of reuse or recycling, i.e., loads of concrete that are source-separated for delivery to an inert debris recycling facility to be crushed into road base material. Note: Contractor may be able to save money on collection fees for source-separated material. Source-separated material is not subject to City's 10 percent AB 939 fee.
- S. Solid Waste: Shall mean waste that CalRecycle has deemed acceptable for disposal at a Class III Landfill and shall not include source-separated material.



- T. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto other trucks and transporting them to a landfill for disposal or recovering some materials for reuse or recycling. Transfer stations shall be permitted by CalRecycle and regulated by LEA.
- U. Solid Waste Hauler or Waste Hauler: Shall mean any person engaged in the business of providing or responsible for the collection, removal, or transportation of Solid Waste, Construction and Demolition Waste, Source-Separated Materials.
- V. Solid Waste Hauler Permit, Waste Hauler Permit, or AB 939 Compliance Permit: Persons who collect, remove, or transport Solid Waste, including Construction and Demolition Waste, Source-Separated Materials or co-mingled recyclables, generated with City, shall obtain, in addition to other required permits, and AB 939 Compliance Permit from City of Los Angeles, Department of Public Works Bureau of Sanitation.

#### 1.4 DIVERSION REQUIREMENTS

- A. Each construction or demolition Project shall reuse or recycle a minimum of 80 percent of the inert debris and 65 percent of the remaining construction and demolition waste generated by Project.
- B. Each construction or demolition Project shall dispose of construction and demolition waste generated from Project in conformance with City's C&D Waste Recycling Ordinance (Ordinance No. 181519). Los Angeles Municipal Code requires that mixed C&D waste generated within City of Los Angeles be taken to a City Certified C&D Waste Processing Facility and source separated C&D waste be taken to a recycling facility or City Certified C&D Waste Processing Facility. Further, C&D waste can only be legally collected, removed, or transported by City of Los Angeles Permitted Solid Waste Haulers. If Contractor plans on collecting, removing, or transporting its own waste, Contractor shall first apply for and obtain a Solid Waste Hauler Permit from Solid Resources Citywide Recycling Division (SRCRD) of the Bureau of Sanitation.
- C. Failure to meet the C&D waste recycling requirements as detailed in Paragraphs 1.4 A and B of this Article shall result in the assessment of penalties up to \$5,000 per each load of mixed C&D waste not taken to City Certified C&D Waste Processing Facility. Further, collecting, removing or transporting C&D waste within City without a valid Solid Waste Hauler Permit is a criminal misdemeanor subject to fines and/or imprisonment.

## 1.5 SUBMITTALS

- A. Waste Management Plan (WMP): Conduct a Project Site assessment and estimate the types and quantities of materials, generated during Project, that are anticipated for on-site or off-site processing, recycling, or reuse.
1. Not more than 10 working days after Notice to Proceed, submit to Engineer a written WMP, Attachment A, based on forms in Appendix "\_\_\_\_\_" of Specifications. The plan shall show a minimum 80 percent recycling for inert debris expected from Project and 65 percent recycling for the remaining C&D waste expected from Project. Submit the plan in the format as shown on Attachment A provided in Appendix "\_\_\_\_\_" of Specifications. Instructions for filling out the form are in Attachment A, Instruction Sheet for Waste Management Plan included in Appendix "\_\_\_\_\_" of Specifications. Work shall not begin until Engineer approves WMP for Project.
  2. If Contractor expects a circumstance that Contractor believes makes it infeasible to comply with the Diversion Requirement, Contractor may submit a written request for an exemption at the time WMP is submitted. If the exemption request is not approved by Engineer, revise and resubmit a WMP.
  3. If City determines that it is infeasible for Contractor to meet Diversion Requirement due to unique circumstances, City shall determine the maximum feasible diversion rate for each material and shall indicate this rate on WMP submitted by Contractor. City shall return a copy of WMP to Contractor marked "Approved for Infeasible Exemption". Contractor shall be required to meet the maximum feasible diversion rates as approved by City. If Contractor fails to meet revised rates, Contractor shall be subject to the stipulated penalties. Exempt Projects are required to keep and submit documentation for Project. This includes receipts, WMP, SWDD Reports, and supporting documentation as required in this Section.
  4. City's approval of Contractor's WMP shall not otherwise relieve Contractor of responsibility for adequate and continuing control of pollutants and other environmental protection measures.

- B. Solid Waste Diversion and Disposal Report (SWDD Report): One week prior to the first of every month, and prior to Engineer's monthly progress estimate for payment, Contractor shall prepare and submit to Engineer a written SWDD Report quantifying material generated, diverted, and disposed in Project during the time period covered by SWDD Report and progress payment. Part 3 of each SWDD Report is a cumulative history of the diversion and disposal for Project. Submit the report in the format provided in Attachment B included in Appendix "\_\_\_\_\_" of Specifications. Failure to submit the report and the supporting documentation shall render the application for progress payment incomplete and delay payment until the proper documentation is submitted. The supporting documentation includes manifests, weight tickets, receipts, reports, invoices, and other supporting documents specifically identifying the projects, the recyclables and solid waste generated by Project, and where the material was sent. Instructions for filling out the forms are in Attachment B, Instruction Sheet for Solid Waste Diversion & Disposal Report included in Appendix "\_\_\_\_\_" of Specifications. Together, all of the SWDD Reports shall cover the complete time period of Project. The final SWDD Report and supporting documentation shall be submitted within 30 Calendar Days of substantial completion of Project but before Affidavits of Completion are submitted.
- C. Substitutions: Should Contractor desire to use materials, equipment, or products that meet the requirements of these specifications but are more environmentally responsive, Contractor shall submit these substitutions in conformance with Proprietary Names and Substitutions Subsection of GENERAL CONDITIONS Section.

#### 1.6 PENALTY

- A. If the diversion requirement has not been met, a per ton penalty shall be applied to the disposed material over that allowed in approved WMP.
- B. The penalty shall be calculated as follows: Tons over that allowed in the approved WMP times the per-ton penalty in effect at the time Contract was awarded. The penalty may not exceed the total payment retention for Project.
- C. Tons of mixed C&D waste either not hauled to City Certified C&D Waste Processing Facilities or hauled by non-permitted waste haulers shall be assessed a per-ton penalty. The penalty may not exceed the total payment retention for Project.
- D. The penalty is \$100 per ton.

- E. The recommended penalty shall be determined by Bureau of Contract Administration and Bureau of Sanitation and shall be considered by Board of Harbor Commissioners at the time of Project closeout.

#### 1.7 WASTE MANAGEMENT PLAN SUBMITTAL MEETING

- A. On or about 5 working days after Notice to Proceed, Engineer shall schedule and attend a meeting with Contractor to discuss the proposed WMP submittal. This meeting shall be held to allow Department and Contractor an opportunity to develop a mutual understanding regarding the recycling and reuse requirements and programs.

#### 1.8 REUSE, SALVAGE, AND RECYCLING OPTIONS

- A. Construction projects shall make use of as many reuse and salvage options as is feasible. One option is CalMAX, a free program sponsored by CalRecycle. The most recent issues of CDRG, contains contact information for non-profit organizations, salvage facilities, and other reuse organizations.
- B. Recycling shall include both on-site and off-site recycling of source-separated materials, as well as mixed C&D waste recycling efforts.
- C. On-site recycling programs shall produce a quality product to meet Specifications identified in Contract Documents, subject to approval. Estimate the amount of material to be used in Project and include a program for off-site recycling of any excess material that cannot be used in Project.
- D. Develop and implement a program to include source separation of solid waste, to the greatest extent feasible, of the following types:
  - 1. Asphalt
  - 2. Concrete, concrete block, slump stone (decorative concrete block)
  - 3. Rock
  - 4. Wood (lumber)
  - 5. Green material (i.e. tree trimmings)
  - 6. Other materials, as appropriate, such as red clay brick, building fixtures, architectural details, drywall, carpet, carpet padding, and corrugated cardboard.

- E. Mixed C&D Waste Recycling: Develop and implement a program to transport commingled construction and demolition materials that cannot be feasibly source-separated to Certified C&D Waste Processing Facility.
- F. Certified C&D Waste Processing Facility: These facilities have facility recycling rates, established by City of Los Angeles for mixed C&D waste. Mixed C&D waste taken to these facilities are considered to have been recycled at the rate of the certified processing facility. For example, 100 tons of material taken to a facility with an 80 percent recycling rate results in 80 tons of recycling and 20 tons of disposal for Project. A list of these facilities and their recycling rates is in the most recent issue of CDRG.
- G. Recycling, Reuse, Mixed C&D Waste Processing, and Salvage Facilities: CDRG is incorporated in this Section by reference and contains information about processing, recycling, reuse, and salvage facilities.
- H. Revenue: Revenue or savings obtained from recycled, reused, or salvaged materials shall accrue to Contractor unless otherwise noted in Contract Documents. Note: Contractor may be able to save money on collection fees for source-separated material. Source-separated material is not subject to City's 10 percent AB 939 fee.
- I. AB 939 Fee: AB 939 fee is assessed on solid waste hauled within City of Los Angeles in conformance with Section 66.32 of Los Angeles Municipal Code.
  - 1. Solid waste haulers hauling material from City of Los Angeles locations must be permitted in conformance with Section 66.32 of City of Los Angeles Municipal Code.
  - 2. Source-separated material is not assessed this fee.

#### 1.9 HAULING AND DISPOSAL OPERATIONS

- A. Hauling: Arrange the collection and hauling of C&D waste by a solid waste hauler that is permitted by City of Los Angeles in conformance with Section 66.32 of Los Angeles Municipal Code.
- B. Recycling and Processing Facilities: Transport C&D waste to recycling or processing facilities. Contractor shall be familiar with the requirements for acceptance of C&D waste at the recycling and processing facilities before the material is delivered. The most recent issue of CDRG, includes a partial list of these facilities. Always call facilities in advance.

- C. Disposal Facilities: Transport C&D waste that cannot be accepted at a recycling or processing facility, to a transfer station or disposal facility that can legally accept the materials for the purpose of disposal. A load of C&D waste may be taken to a disposal facility only after it has been rejected by 2 different certified processing facilities and the driver is in possession of both rejection slips. The rejection slips and the weight ticket from the final destination shall be kept together and submitted to Contractor and copy furnished to Engineer.
- D. Project Site Disposal: Do not burn, bury, or otherwise dispose of solid waste on the Project Site.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

## **ATTACHMENT A - INSTRUCTION SHEET FOR WASTE MANAGEMENT PLAN**

1. For assistance, contact the Solid Resources Citywide Recycling Division of LA Sanitation & Environment at (213) 485-3460 or [sansrcrd\\_cdrecycling@lacity.org](mailto:sansrcrd_cdrecycling@lacity.org).
  2. Please print very clearly or type.
  3. Waste Management Plan (WMP) is to be completed and approved prior to start of construction. Along with the WMP, the Contractor is to include a copy of the waste hauler's waste hauler permit.
  4. Attachment A includes: **Part 1**-Inert Debris and **Part 2**-Metal, Wood, C&D waste, and all other materials.
  5. Must meet  $\geq 80\%$  recycling rate in **Part 1** – Inert Debris such as concrete, asphalt, dirt, rock, and brick.
  6. Must meet  $\geq 65\%$  recycling rate in **Part 2** – Metal, wood, green waste, C&D waste, and all other materials.
  7. The information required includes but is not limited to, the following:
    - a. Contractor and project work order number.
    - b. Permitted solid waste hauler(s) and permit number(s).
    - c. Facility names and addresses that are to process the C&D materials.
    - d. Estimated quantities of **all** C&D materials listed in **tons**.
    - e. Verify whether the Waste Management Plan meets the minimum recycling requirement of 80% for inert debris in Part 1. Verify whether the Waste Management Plan meets the minimum recycling requirement of and 65% for other C&D waste.
  8. Calculating recycling and disposal for mixed C&D waste taken to a certified processing facility: the total tons taken to certified processing facility times the recycling rate = amount to be recycled. Total tons taken to facility minus amount to be recycled = amount for disposal. E.g. 100 tons x 0.80 (80% recycling rate) = 80 tons diverted and 20 tons disposed.
-

**ATTACHMENT A**  
**WASTE MANAGEMENT PLAN (PART 1-INERT DEBRIS)**

Project Title:	W. O. Number:	Date Submitted:
Name & Title of Responsible Person:	Signature:	
Permitted Waste Hauler Name(s) and Permit No(s):		
Material	Facility Name and Address	Tons Diverted
<b>RECYCLING/REUSE</b>		Tons Disposed
Asphalt		
Concrete		
Brick		
Dirt		
Mixed Inerts		
Other (Describe)		
Other (Describe)		
<b>DISPOSAL</b>		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>DIVERSION AND DISPOSAL TOTALS</b> =		
Percent Recycling = $\frac{\text{Total diversion}}{\text{Total diversion} + \text{Total disposed}} \times 100 =$		
Percent Recycling = $\frac{\quad}{\quad + \quad} \times 100 = \quad \%$		
Does Part 1 (Inert Debris) of this Waste Management Plan meet the minimum recycling requirement of 80% for Inert Debris? <div style="text-align: center;">YES <input type="checkbox"/>                      NO <input type="checkbox"/></div>		



**ATTACHMENT A**  
**WASTE MANAGEMENT PLAN (PART 2-ALL OTHER C&D WASTE)**

W. O. No.:		Date Submitted:	
Contractors Name:			
Street address:			
City, State, Zip:			
Phone:		Fax:	
		Email:	
Permitted Waste Hauler Name(s) and Permit No(s):			
Material	Facility Name and Address	Tons Diverted	Tons Disposed
<b>RECYCLING/REUSE</b>			
Glass			X
Wood/Greenwaste			X
Metal			X
Cardboard			X
Other (Describe)			X
<b>DISPOSAL</b>			
Other (Describe)		X	
Other (Describe)		X	
<b>CERTIFIED PROCESSING**</b>			
Mixed C&D Waste			
Mixed C&D Waste			
<b>DIVERSION AND DISPOSAL TOTALS</b>		<b>=</b>	
Percent Recycling = $\frac{\text{Total Diversion}}{\text{Total Diversion} + \text{Total Disposed}} \times 100 =$			
Percent Recycling = _____ X 100 = % <div style="text-align: center;">+</div>			
Does Part 2 (All Other C&D Waste) of this Waste Management Plan meet the minimum recycling requirement of 65% for all other C&D Waste?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

**\*\*Recycling tonnages for mixed C&D waste taken to a certified processing facility = total tonnage x recycling rate. Remaining tonnage counts as disposal. Example: 200 tons x 0.80 = 160 tons diverted and 40 tons disposed.**

**EXAMPLE WASTE MANAGEMENT PLAN**  
**ATTACHMENT A**  
**WASTE MANAGEMENT PLAN (PART 1-INERT DEBRIS)**

Project Title: <i>Big Street Overcrossing</i>	W. O. Number: <i>XYZ12345</i>	Date Submitted: <i>01/01/2020</i>	
Name & Title of Responsible Person: <i>Bobby Lee, Project Manager</i>	Signature: <i>Bobby Lee</i>		
Permitted Waste Hauler Name(s) and Permit No(s): <i>Grava Gravel Haulers, PER-22-333</i>			
Material	Facility Name and Address	Tons Diverted	Tons Disposed
<b>RECYCLING/REUSE</b>			
Asphalt	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>	<i>600</i>	X
Concrete	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>	<i>55</i>	X
Brick	<i>Inert Recycling Facility B, 777 Valle Valley, CA 12345</i>	<i>6</i>	X
Dirt	<i>The Landscaping Co., 222 Valle Valley, CA 12345</i>	<i>200</i>	X
Mixed Inerts			X
Other (Describe)			X
Other (Describe)			X
<b>DISPOSAL</b>			
Other (Describe)		X	
Other (Describe)		X	
Other (Describe)		X	
<b>DIVERSION AND DISPOSAL TOTALS</b>		<b>=</b>	<i>861</i>
Percent Recycling = $\frac{\text{Total diversion}}{\text{Total diversion} + \text{Total disposed}} \times 100 =$			
Percent Recycling = $\frac{861}{861 + 0} \times 100 = 100.00 \%$			
Does Part 1 (Inert Debris) of this Waste Management Plan meet the minimum recycling requirement of 80% for Inert Debris? <div style="text-align: center;">             YES <input checked="" type="checkbox"/>      NO <input type="checkbox"/> </div>			

**ATTACHMENT A**  
**WASTE MANAGEMENT PLAN (PART 2-ALL OTHER C&D WASTE)**

W. O. No.: XYZ12345		Date Submitted: 01/01/2020	
Contractors Name: Awesome Engineering Contractors			
Street address: Circular Drive			
City, State, Zip: Ciudad City, CA 12345			
Phone: (123) 456-7891		Fax: (321) 123-4567	
Email: AEC@zmail.com			
Permitted Waste Hauler Name(s) and Permit No(s):			
Material	Facility Name and Address	Tons Diverted	Tons Disposed
<b>RECYCLING/REUSE</b>			
Glass			X
Wood/Greenwaste	The Landscaping Co., 222 Valle Valley, CA 12345	50	X
Metal	Kim Loai Metal Recycling, 333 Camino St, CA 12345	6	X
Cardboard			X
Other (Describe)			X
<b>DISPOSAL</b>			
Other (Describe)	Municipal Landfill, 456 Montana Mountains, CA 12345	X	15
Other (Describe)		X	
<b>CERTIFIED PROCESSING**</b>			
Mixed C&D Waste	Certified Processor A (Recycling Rate = 75% = 0.75)	18.75	6.25
Mixed C&D Waste	25 tons x 0.75 = 18.75 tons recycled and 6.25 tons disposed		
<b>DIVERSION AND DISPOSAL TOTALS</b>		<b>=</b>	
		74.75	21.25
Percent Recycling = $\frac{\text{Total Diversion}}{\text{Total Diversion} + \text{Total Disposed}} \times 100 =$			
Percent Recycling = $\frac{74.75}{74.75 + 21.25} \times 100 = 77.86 \%$			
Does Part 2 (All Other C&D Waste) of this Waste Management Plan meet the minimum recycling requirement of 65% for all other C&D Waste?           YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			

**\*\*Recycling tonnages for mixed C&D waste taken to a certified processing facility = total tonnage x recycling rate. Remaining tonnage counts as disposal. Example: 200 tons x 0.80 = 160 tons diverted and 40 tons disposed.**

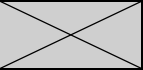
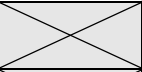
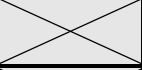
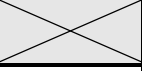
## **ATTACHMENT B - INSTRUCTION SHEET FOR SOLID WASTE DIVERSION & DISPOSAL REPORT**

1. For assistance, contact the Solid Resources Citywide Recycling Division of LA Sanitation & Environment at (213) 485-3460 or sansrcrd\_cdrecycling\_lacity.org.
2. Please print very clearly or type.
3. All **three (3) pages** of Attachment B and **all** manifests, weight tickets, receipts, reports, invoices, and other supporting documents specifically identifying the projects, the recyclables and solid waste generated by the project, and where the material was sent must be submitted to the inspector with each application for progress payment.
4. Attachment B includes: **Part 1** - Inert Debris, **Part 2** - All Other C&D Waste, **Part 3** - Project Cumulative Total.
5. Must meet ≥80% recycling rate for Inert Debris by end of construction.
6. Must meet ≥65% recycling rate in Metal, wood, green waste, C&D waste, and all other materials by end of construction.
7. In **Part 1 and Part 2**, record:
  - a. Material type generated.
  - b. Permitted solid waste hauler(s) and permit number(s).
  - c. Facility names and addresses where materials were delivered.
  - d. Tons diverted/disposed for a particular pay period.
  - e. Verify whether Part 1 meets the minimum recycling requirement of 80% for Inert Debris. Verify whether Part 2 meets the minimum recycling requirement of 65% for other C&D Waste. Contractor is to meet the minimum recycling requirements by the end of construction.
8. In **Part 3**, record:
  - a. Pay period beginning and period ending
  - b. Diversion and disposal for the pay period and cumulative diversion and disposal for the project
  - c. Cumulative waste generated (diversion disposal) for the project
  - d. Cumulative recycling rate for the project (diverted/generated) 100
9. The information required includes but is not limited to, the following:
  - a. Contractor and project identification information
  - b. Actual quantities of **all** materials listed in tons
10. Source-separated material taken to a recycling facility or certified processing facility is 100% recycled.
11. Calculating recycling and disposal for mixed material taken to a certified processing facility: the total tons taken to certified processing facility times the recycling rate = amount to be recycled. Total taken to facility minus amount to be recycled = amount for disposal. E.g. 100 tons x 0.80 (80% recycling rate) = 80 tons diverted and 20 tons disposed.

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## **ATTACHMENT B**

**SOLID WASTE DIVERSION AND DISPOSAL REPORT  
PART 1 OF 3 - INERT DEBRIS**

Project Title:		W. O. Number:	Date Submitted:	Progress Payment #
Company Name:		Daytime Phone Number:		
Period Covered In This Report:				
From:		To:		
Permitted Waste Hauler Name(s) and Permit No(s):				
Material	Facility Name and Address	Tons diverted	Tons Disposed	
<b>RECYCLING/REUSE</b>				
Asphalt				
Concrete				
Brick				
Dirt				
Mixed Inerts				
Other (Describe)				
Other (Describe)				
<b>DISPOSAL</b>				
Other (Describe)				
Other (Describe)				
Other (Describe)				
<b>DIVERSION AND DISPOSAL TOTALS * =</b>				

**\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.**

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**ATTACHMENT B**  
**SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 2 OF 3 - ALL OTHER C&D WASTE**

W. O. Number:		Date Submitted:	
Permitted Waste Hauler Name(s) and Permit No(s):			
Material	Facility Name and Address	Tons Recycled	Tons Disposed
<b>RECYCLING/REUSE</b>			
Metal			X
Wood / Lumber			X
Greenwaste / Landscaping			X
Glass			X
Cardboard			X
Other (Describe)			X
Other (Describe)			X
<b>DISPOSAL</b>			
Mixed Solid Waste		X	
Other (Describe)		X	
Other (Describe)		X	
<b>CERTIFIED PROCESSING**</b>			
Mixed C&D Waste			
Mixed C&D Waste			
Mixed C&D Waste			
<b>DIVERSION AND DISPOSAL TOTALS*    =</b>			

**\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.**

**\*\*Recycling tonnages for mixed C&D waste taken to a certified facility = total tonnage x recycling rate. Remaining tonnage counts as disposal. Example: 200 tons x 0.80 = 160 tons diverted and 40 tons disposed.**

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**ATTACHMENT B**  
**SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 3 OF 3 - PROJECT CUMULATIVE TOTAL**

W. O. Number:				Date Submitted:			
Period Beginning	Period Ending	*Period Diversion	Cumulative Project Diversion, <u>R</u>	*Period Disposal	Cumulative Project Disposal, <u>D</u>	Cumulative Waste Generated <u>R + D</u>	Cumulative Recycling % ( <u>R/G</u> )100
<b><u>INERT DEBRIS CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 1 OF 3</u></b>							
<b><u>ALL OTHER C&amp;D WASTE CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 2 OF 3</u></b>							
Does this Report meet the minimum recycling requirement of 80% for Inert Debris and 65% for All Other C&D Waste? Contractor is to meet the minimum recycling requirements of 80% for Inert Debris and 65% for All Other C&D Waste by the end of construction. <div style="text-align: center;">           YES <input type="checkbox"/>                      NO <input type="checkbox"/> </div>							
Name & title of person responsible for the information in this form:					Signature:		

**\*From appropriate Part 1 or 2 during each period.**  
**Each Attachment B Part III Report needs to have the Tons Diverted and Tons Disposed from every previous Diversion and Disposal Report documented in it, as well as the totals from this Report.**  
**Attach another Part III form and continue information if more rows are needed.**

**EXAMPLE SOLID WASTE DIVERSION AND DISPOSAL REPORT FOR  
PROGRESS PAYMENT #1**

**ATTACHMENT B  
SOLID WASTE DIVERSION AND DISPOSAL REPORT  
PART 1 OF 3 - INERT DEBRIS**

Project Title: <i>Big Street Overcrossing</i>		W. O. Number: <i>XYZ12345</i>	Date Submitted: <i>03/15/2020</i>	Progress Payment # <i>1</i>
Company Name: <i>Awesome Engineering Contractors</i>		Daytime Phone Number: <i>(123)456-7891</i>		
Period Covered In This Report: From: <i>2/1/2020</i> To: <i>2/28/2020</i>				
Permitted Waste Hauler Name(s) and Permit No(s): <i>Grava Gravel Haulers, PER-22-333</i>				
Material	Facility Name and Address	Tons diverted	Tons Disposed	
<b>RECYCLING/REUSE</b>				
Asphalt	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>	<i>45</i>		
Concrete	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>	<i>10</i>		
Brick	<i>Inert Recycling Facility B, 777 Valle Valley, CA 12345</i>	<i>6</i>		
Dirt	<i>The Landscaping Co., 222 Valle Valley, CA 12345</i>	<i>150</i>		
Mixed Inerts				
Other (Describe)				
Other (Describe)				
<b>DISPOSAL</b>				
Other (Describe)				
Other (Describe)				
Other (Describe)				
<b>DIVERSION AND DISPOSAL TOTALS * =</b>			<i>211</i>	

**\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.**



**ATTACHMENT B**  
**SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 2 OF 3 - ALL OTHER C&D WASTE**

W. O. Number: <i>XYZ12345</i>		Date Submitted: <i>03/15/2020</i>	
Permitted Waste Hauler Name(s) and Permit No(s): <i>Grava Gravel Haulers, PER-22-333</i>			
Material	Facility Name and Address	Tons Recycled	Tons Disposed
<b>RECYCLING/REUSE</b>			
Metal	<i>Kim Loai Metal Recycling, 333 Camino St, CA 12345</i>	<i>2</i>	<i>X</i>
Wood / Lumber	<i>The Landscaping Co., 222 Valle Valley, CA 12345</i>	<i>15</i>	<i>X</i>
Greenwaste / Landscaping			<i>X</i>
Glass			<i>X</i>
Cardboard			<i>X</i>
Other (Describe)			<i>X</i>
Other (Describe)			<i>X</i>
<b>DISPOSAL</b>			
Mixed Solid Waste	<i>Municipal Landfill, 456 Montana Mountains, CA 12345</i>	<i>X</i>	<i>1</i>
Other (Describe)		<i>X</i>	
Other (Describe)		<i>X</i>	
<b>CERTIFIED PROCESSING**</b>			
Mixed C&D Waste	<i>Certified Facility A (Recycling Rate = 75% = 0.75)</i>	<i>9</i>	<i>3</i>
Mixed C&D Waste	<i>12 tons x 0.75 = 9.00 tons recycled and 3.00 tons disposed</i>		
Mixed C&D Waste			
Mixed C&D Waste			
<b>DIVERSION AND DISPOSAL TOTALS*    =</b>		<b>26</b>	<b>4</b>

\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.

\*\*Recycling tonnages for mixed C&D waste taken to a certified facility = total tonnage x recycling rate. Remaining tonnage counts as disposal. Example: 200 tons x 0.80 = 160 tons diverted and 40 tons disposed.

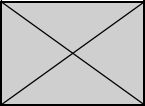
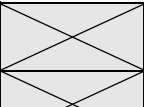
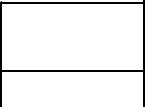
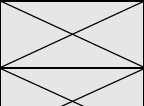

**ATTACHMENT B**  
**INERT SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 3 OF 3 - PROJECT CUMULATIVE TOTAL**

W. O. Number: <i>XYZ12345</i>				Date Submitted: <i>03/15/2020</i>			
Period Beginning	Period Ending	*Period Diversion	Cumulative Project Diversion, <u>R</u>	*Period Disposal	Cumulative Project Disposal, <u>D</u>	Cumulative Waste Generated <u>R + D</u>	Cumulative Recycling % ( <u>R/G</u> )100
<b>INERT DEBRIS CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 1 OF 3</b>							
<i>2/1/2020</i>	<i>2/28/2020</i>	<i>211</i>	<i>211</i>	<i>0</i>	<i>0</i>	<i>211</i>	<i>100(211/211)= 100.00</i>
<b>ALL C&amp;D OTHER WASTE CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 2 OF 3</b>							
<i>2/1/2020</i>	<i>2/28/2020</i>	<i>26</i>	<i>26</i>	<i>4</i>	<i>4</i>	<i>26+4=30</i>	<i>100(26/30)= 86.67</i>
<p>Does this Report meet the minimum recycling requirement of 80% for Inert Debris and 65% for All Other C&amp;D Waste? Contractor is to meet the minimum recycling requirements of 80% for Inert Debris and 65% for All Other C&amp;D Waste by the end of construction.</p> <p style="text-align: center;">YES <input checked="" type="checkbox"/>      NO <input type="checkbox"/></p>							
Name & title of person responsible for the information in this form: <i>Bobby Lee, Project Manager</i>						Signature: <i>Bobby Lee</i>	

\*From appropriate Part 1 or 2 during each period.  
 Each Attachment B Part III Report needs to have the Tons Diverted and Tons Disposed from every previous Diversion and Disposal Report documented in it, as well as the totals from this Report.  
 Attach another Part III form and continue information if more rows are needed.

**EXAMPLE SOLID WASTE DIVERSION AND DISPOSAL REPORT FOR  
PROGRESS PAYMENT #2**

**ATTACHMENT B  
SOLID WASTE DIVERSION AND DISPOSAL REPORT  
PART 1 OF 3 - INERT DEBRIS**

Project Title: <i>Big Street Overcrossing</i>		W. O. Number: <i>XYZ12345</i>	Date Submitted: <i>04/15/2020</i>	Progress Payment # <i>2</i>
Company Name: <i>Awesome Engineering Contractors</i> Daytime Phone Number: <i>(123)456-7891</i>				
Period Covered In This Report: From: <i>3/1/2020</i> To: <i>3/31/2020</i>				
Permitted Waste Hauler Name(s) and Permit No(s): <i>Grava Gravel Haulers, PER-22-333</i>				
Material	Facility and Location	Tons diverted	Tons Disposed	
<b>RECYCLING/REUSE</b>				
Asphalt	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>			
Concrete	<i>Inert Recycling Facility A, 888 Valle Valley, CA 12345</i>	<i>300</i>		
Brick	<i>Inert Recycling Facility B, 777 Valle Valley, CA 12345</i>			
Dirt	<i>The Landscaping Co., 222 Valle Valley, CA 12345</i>	<i>100</i>		
Other (Describe)				
Other (Describe)				
<b>DISPOSAL</b>				
Other (Describe)				
Other (Describe)				
Other (Describe)				
<b>DIVERSION AND DISPOSAL TOTALS * =</b>		<i>400</i>		

**\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.**

**ATTACHMENT B**  
**SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 2 OF 3 - ALL OTHER C&D WASTE**

W. O. Number: <i>XYZ12345</i>		Date Submitted: <i>04/15/2020</i>	
Permitted Waste Hauler Name(s) and Permit No(s): <i>Grava Gravel Haulers, PER-22-333</i>			
Material	Facility and Location	Tons Recycled	Tons Disposed
<b>RECYCLING/REUSE</b>			
Metal	<i>Kim Loai Metal Recycling, 333 Camino St, CA 12345</i>	<i>1</i>	<i>X</i>
Wood / Lumber	<i>The Landscaping Co., 222 Valle Valley, CA 12345</i>	<i>16</i>	<i>X</i>
Greenwaste / Landscaping			<i>X</i>
Glass			<i>X</i>
Cardboard			<i>X</i>
Other (Describe)			<i>X</i>
Other (Describe)			<i>X</i>
<b>DISPOSAL</b>			
Mixed Solid Waste	<i>Municipal Landfill, 456 Montana Mountains, CA 12345</i>	<i>X</i>	<i>1</i>
Other (Describe)		<i>X</i>	
Other (Describe)		<i>X</i>	
Other (Describe)		<i>X</i>	
<b>CERTIFIED PROCESSING**</b>			
Mixed C&D Waste	<i>Certified Processor A (Recycling Rate = 75% = 0.75)</i>	<i>7.5</i>	<i>3.5</i>
Mixed C&D Waste	<i>10 tons x 0.75 = 7.5 tons recycled and 2.5 tons disposed</i>		
Mixed C&D Waste			
Mixed C&D Waste			
<b>DIVERSION AND DISPOSAL TOTALS*    =</b>		<b>24.5</b>	<b>4.5</b>

\*Copy the Tons Diverted and Tons Disposed totals to Part 3 Project Cumulative Total. Each Report needs to have the totals from every previous Diversion and Disposal Report documented on it, as well as the totals from this Report.

\*\*Recycling tonnages for mixed C&D waste taken to a certified facility = total tonnage x recycling rate. Remaining tonnage counts as disposal. Example: 200 tons x 0.80 = 160 tons diverted and 40 tons disposed.

**ATTACHMENT B**  
**INERT SOLID WASTE DIVERSION AND DISPOSAL REPORT**  
**PART 3 OF 3 - PROJECT CUMULATIVE TOTAL**

W. O. Number: <i>XYZ12345</i>				Date Submitted: <i>04/15/2020</i>			
Period Beginning	Period Ending	*Period Diversion	Cumulative Project Diversion, <u>R</u>	*Period Disposal	Cumulative Project Disposal, <u>D</u>	Cumulative Waste Generated <u>R + D</u>	Cumulative Recycling % ( <u>R/G</u> )100
<b>INERT DEBRIS CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 1 OF 3</b>							
<i>2/1/2020</i>	<i>2/28/2020</i>	<i>211</i>	<i>211</i>	<i>0</i>	<i>0</i>	<i>211</i>	<i>100(211/211)= 100.00</i>
<i>3/1/2020</i>	<i>3/31/2020</i>	<i>400</i>	<i>211+400=611</i>	<i>0</i>	<i>0</i>	<i>211+400=611</i>	<i>100(611/611)= 100.00</i>
<b>ALL OTHER C&amp;D WASTE CUMULATIVE PROJECT HISTORY, REFER TO ATTACHMENT B PART 2 OF 3</b>							
<i>2/1/2020</i>	<i>2/28/2020</i>	<i>26</i>	<i>26</i>	<i>4</i>	<i>4</i>	<i>26+4=30</i>	<i>100(26/30)= 86.67</i>
<i>3/1/2020</i>	<i>3/31/2020</i>	<i>24.5</i>	<i>26+24.5=50.5</i>	<i>4.5</i>	<i>4+4.5=8.5</i>	<i>50.5+8.5=59</i>	<i>100(50.5/59)= 85.59</i>
<p>Does this Report meet the minimum recycling requirement of 80% for Inert Debris and 65% for All Other C&amp;D Waste? Contractor is to meet the minimum recycling requirements of 80% for Inert Debris and 65% for All Other C&amp;D Waste by the end of construction.</p> <p style="text-align: center;">YES <input checked="" type="checkbox"/>      NO <input type="checkbox"/></p>							
Name & title of person responsible for the information in this form: <i>Bobby Lee, Project Manager</i>						Signature: <i>Bobby Lee</i>	

\*From appropriate Part I or II during each period.

Each Attachment B Part III Report needs to have the Tons Diverted and Tons Disposed from every previous Diversion and Disposal Report documented in it, as well as the totals from this Report.

Attach another Part III form and continue information if more rows are needed.

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