



Executive Directive 06-05
Recycling and Resource Conservation

October 16, 2006

By virtue of the power and authority vested in me by Section 3.100 of the San Francisco Charter to provide administration and oversight of all departments and governmental units in the executive branch of the City and County of San Francisco, I do hereby issue this Executive Directive to become effective immediately:

1. City Department 75% Waste Diversion Goal by 2010

The City and County of San Francisco is committed to being a leader in environmental policy, including recycling and waste reduction. We set a goal of diverting over 75% of our waste from landfill by the year 2010. This ambitious goal is supported by existing policies that require City departments to reuse, recycle, compost, and purchase products with recycled content.

Diversion rates at City departments vary, and some City departments are closer than others to reaching the goal. SF Environment can assist in determining your department's diversion rate, and SFStat will be used to track progress.

2. Department support of diversion goal and collaboration with SF Environment

One of the most critical factors in achieving sustainable programs is support from Directors and upper management. Because many parties are required to reduce waste at a department – purchasers, custodians, property management, IT staff, office managers, and employees – strong support from leadership is required.

All City departments shall work with SF Environment's City Government Recycling Program to enhance the waste reduction programs at your department. Jared Blumenfeld, Director of SF Environment, Julia Chang, City Government Recycling Coordinator, or Julie Bryant, City Government Recycling Associate, may contact you soon to discuss opportunities to reduce waste and save costs at your department.

3. Recycling Coordinator appointment and support

The Resource Conservation Ordinance (Chapter 5 of the SF Environment Code) requires that each Department appoint a Recycling Coordinator to lead their department's waste reduction and recycling programs. In order to sustain these programs, the Recycling Coordinator must be proactive, supportive of environmental initiatives, able to mobilize key people and a skilled communicator. Departments that have achieved success in waste reduction have Recycling Coordinators who are motivated to understand building operations, teach their colleagues about recycling procedures, and follow through on project details. It is important for the Recycling Coordinator to hold a position with a sufficient level of authority over all those involved in aspects of waste management.

Recycling Coordinator duties include attending an annual workshop, performing waste audits, preparing departmental waste reports, and creating new recycling and waste

reduction programs. SF Environment's City Government Recycling Program has developed tools and resources to assist Recycling Coordinators in their duties.

4. City forms and documents shall be double-sided

Per Section 506 of the Resource Conservation Ordinance, City departments should make double-sided printouts and copies. (Exceptions to this requirement are one-sided document required by court rules or other legal mandates.) In the past, many City printers did not have the capability to print double-sided. However, with the new Multi-function Device contract, double-sided printing and copying will become available to many more City departments. The default settings of these devices should be configured to automatically print and copy double-sided. This simple change can save the City over 40% in paper purchasing costs.

5. Reuse of office furniture, computers, and supplies through the Virtual Warehouse

The Surplus Disposal Ordinance requires that City departments turn in surplus office furniture, computers, electronics, and other supplies to the Virtual Warehouse for redistribution to other City departments. Before purchasing new items, check the Virtual Warehouse at www.sfgov.org/surplusdisposal to see if there are items that fit your needs.

6. Purchase of products with recycled content

- A. **Applicable product categories** - Both the Resource Conservation Ordinance and the recently passed Precautionary Purchasing Ordinance, require City departments to purchase products with a minimum level of recycled content for certain categories. These product categories include but are not limited to paper, janitorial paper, construction materials, computers, and office products.
- B. **Appointment of Green Purchasing contact** – Departments shall designate a point of contact to be responsible for your Department's compliance with requirements to buy recycled and environmentally preferable products. This may involve attending product evaluation meetings and providing purchasing information. SF Environment will advise your department on the specific requirements of various products.

7. Special Programs for Recycling and Composting

The following requirements only apply to City departments that have food service operations, hold special events, or manage City construction and demolition projects.

- A. **City Composting Resolution** – In 2004, the Board of Supervisors passed a City Composting Resolution urging departments with food service operations to buy compostable foodservice products and participate in the food scrap collection program. If your Department has food service operations, SF Environment can assist you in implementing this program.
- B. **Special Event/Large Venue and Large Event Recycling– The State of California** requires large venues and special events to plan for waste reduction and recycling and to achieve maximum diversion (AB 2176). SF Environment will assist all City Departments that fall under this category by offering workshops tailored to special needs of venues and events, as well as technical assistance to help you meet the mandate set by the State.

C. Construction & Demolition Recycling – For those City departments that manage the construction or renovation of City buildings, there are Waste Management Requirements. These include using building materials with recycled content, requiring contractors to prepare a waste management plan, and to divert 75% of demolition waste from City projects. SF Environment will work with departments to ensure that City architects, project managers and engineers enforce the Waste Management Requirements.

There are significant environmental and economic benefits that can be realized in meeting these goals. Recycling and composting conserves natural resources and reduces greenhouse gas emissions. Waste reduction can result in substantial fiscal savings related to trash and purchasing costs, and generates jobs in our local economy.

Thank you for your cooperation on this effort. Together we can meet our 75% waste diversion goal, and continue to lead the nation with our environmental achievements.



Gavin Newsom
Mayor

A handwritten signature of Gavin Newsom in black ink. The signature is fluid and cursive, with a prominent 'G' at the beginning and a 'N' at the end. Below the signature, the name 'Gavin Newsom' is printed in a smaller, sans-serif font, followed by 'Mayor' on the next line.