

Resource Conservation Ordinance – 2016 Annual Report

City Government Zero Waste Program
San Francisco Department of the Environment

Pursuant to the requirements of the Resource Conservation Ordinance (Chapter 5, Environment Code, Sec. 510), the Department of the Environment hereby submits our annual report to the Board of Supervisors, which highlights the achievements of the City Government Zero Waste Program during calendar year 2016.

The City Government Zero Waste Program helps ensure that San Francisco city agencies meet all of the waste prevention, recycling, composting, disposal and environmentally responsible purchasing requirements outlined in various ordinances, resolutions and directives including but not limited to the Resource Conservation Ordinance, the Mandatory Recycling and Composting Ordinance and Zero Waste Resolutions. Additionally, it is the goal of the Department of the Environment that the City and County of San Francisco's waste reduction efforts exemplify what is possible for the entire community of San Francisco. With Mandatory Recycling and Composting required under city law, it is particularly important for city departments to model the best zero waste behavior. Below is a summary of the City Government Zero Waste Program highlights from 2016.

Compliance with the Mandatory Recycling and Composting Ordinance

The City Government Zero Waste Team monitors and facilitates compliance with the Mandatory Recycling and Composting Ordinance. In 2016, the City Government Zero Waste Team focused its participation improvement efforts and compliance with the law towards the Recreation and Parks Department (RPD) Recreation Centers. We worked with RPD upper management to arrange to present the results of our findings of our 2015 refuse audits which collected data on the composition of the trash, recycling and composting bins to Park Service Managers, custodial supervisors and recreation managers. Our collaboration with RPD management resulted in the issuance of a departmental directive outlining the proper zero waste procedures for recreation centers. With guidance and support from the management, we then conducted site visits with on-site RPD operations staff at 19 recreation centers to implement improvements including proper bin placement, posting appropriate signage, training on-site staff on zero waste and right-sizing service containers to save money on collection costs. As a result of this work we helped RPD save over \$10,000 per year on disposal costs and reduced landfill disposal at each of the 19 Recreation Centers we visited.

The team also helped maintain a high rate of collection service compliance. Ninety-nine point eight percent (99.8%) of city facilities which fall under ordinance jurisdiction have been outfitted with color-coded (blue and green) recycling and composting containers. While there is still some room for improvement in terms of ensuring staff participates properly and facilities have more widespread access to composting and recycling bins in more convenient locations, nearly every facility has both recycling and composting service.

Zero Waste at SFMTA

SF Environment has collaborated with SFMTA for over a decade to improve recycling and composting at some of the City's largest trash generating facilities, their maintenance yards. Most SFMTA yards have seen significant improvement but some have struggled. In 2016, we worked with SFMTA to hire one of the burgeoning zero waste facilitation companies in San Francisco. These companies provide recycling and composting education, post-consumer sorting and consolidation services. In collaboration with SFMTA we issued an RFP and subsequent contract to one of these companies, Green Streets, to test their services at two maintenance yards. While there is still some work to do and time under the contract, we have already seen some improvement, especially with regard to less contamination in the recycling and education of SFMTA staff. We look forward to reporting the final results of the project in the next annual report.

Employee Trainings

The City Government Zero Waste Team focuses much time and energy ensuring city employees are properly trained on how and why to reduce, reuse, recycle and compost. In 2016 staff trained over 1,000 city employees, including coordinating a tour of the upgraded Pier 96 Recology recycling facility for 44 departmental Zero Waste Coordinators.

Green Purchasing

During the year, the City Government Zero Waste team collaborated with the Office of Contract Administration to increase the purchase of products with recycled content and products that are recyclable and compostable. The team researched products, availability in the marketplace and incorporated environmental specifications into two bid processes. In 2016, the City Government Zero Waste team incorporated environmentally preferable purchasing requirements into the janitorial supplies and office supplies RFPs and related contracts in order to help close the loop and develop markets for these important products.

Construction and Demolition Debris Recycling

In 2016, the City Government Zero Waste team began administering the construction and demolition debris recycling requirements for city construction projects. We created a robust training program to teach city construction project managers how to track construction debris recycling to ensure their projects meet the minimum requirements of 75% debris diversion. Last year we worked closely with key employees who oversee construction projects from Public Works, the Port and San Francisco International Airport, developed collaborative relationships and trained about 100 of their staff on this important topic.

The Surplus Disposal Program

City Government Zero Waste staff manage the Surplus Disposal Program, which is comprised of the scrap metal recycling, surplus auctions, and the Virtual Warehouse. The Virtual Warehouse is an online materials exchange system for city surplus items. Useable, unwanted items are redistributed to other city agencies, non-profits and schools via an online database. In 2016, 20,500 items were reused and redistributed through the Virtual Warehouse surplus materials exchange program. These items weighed 120 tons and were valued at \$860,000.

Through a scrap metal contract with Circosta Iron and Metal Company, departments can recycle various types of scrap metal, such as broken metal desks, metal filing cabinets, rails from the MTA system, brass fixtures, and copper pipes. In 2016, the city recycled 1,761 tons of scrap metal and received revenue from the sale of the scrap metal totaling \$176,805.

2016 Waste Assessment Questionnaires

Pursuant to the requirements of the Resource Conservation Ordinance, each department is required to complete an annual waste assessment questionnaire. The questionnaire is intended to summarize landfill diversion efforts, assist the department in better understanding their current programs and identify opportunities for improvement. Since many city departments occupy multiple locations and each location is unique, departments were asked to fill out one form for each location and appoint one Zero Waste Coordinator per location. Below is a table which outlines compliance with the aforementioned Resource Conservation Ordinance requirements.

Department Name	Zero Waste Coordinators assigned at all locations?	Waste Assessment Questionnaire (WAQ) submitted for all locations?	Number of WAQ's completed?
Academy of Sciences	Yes	No	0/1
Adult Probation	Yes	No	0/1
Airport	Yes	Yes	1/1
Animal Care and Control	Yes	Yes	1/1
Arts Commission	Yes	Yes	1/1
Asian Art Museum	Yes	No	0/1
Assessor Recorder	Yes	No	0/2
Board of Supervisor	Yes	Yes	1/1
Building Inspection	Yes	Yes	2/2
Civil Service Commission	Yes	No	0/1
Child Support Services	Yes	No	0/1
Children, Youth & Families	Yes	Yes	1/1
City Attorney	Yes	Yes	2/2
Controller's Office	Yes	Yes	3/3
Convention Facilities	Yes	No	0/2
District Attorney	Yes	Yes	1/1
Economic Workforce Development	Yes	No	0/1
Elections, Department of	Yes	Yes	1/1
Emergency Management, Department of	Yes	No	2/3
Employee Retirement	Yes	Yes	1/1
Environment	Yes	Yes	1/1
Ethics Commission	Yes	No	0/1
Fine Arts Museum	Yes	Yes	2/2
Film Commission	No	No	0/1
Fire Department	Yes	No	20/52
General Services Agency	Yes	Yes	3/3
GSA - Central Shops	Yes	No	0/5
GSA - 311	Yes	Yes	1/1
Health Services Systems	Yes	No	0/1
Human Rights Commission	No	No	0/1
Human Resources, Department of	Yes	Yes	1/1
Human Services Agency	Yes	No	1/14
Juvenile Probation	Yes	No	0/1
Mayor's Office of Housing	Yes	Yes	0/1
Mayor's Office of Neighborhood Services	No	No	0/1
Municipal Transportation Agency	Yes	No	3/7
Planning Department	Yes	Yes	1/1
Police Accountability Department	Yes	Yes	1/1
Police Department	Yes	No	9/14
Port	Yes	No	0/5
Public Defender	Yes	No	0/1
Public Health, Department of	Yes	No	7/53
Public Library	Yes	No	10/2
Public Utilities Commission	Yes	No	1/16
Public Works	Yes	No	4/10
Real Estate	Yes	Yes	1/1
Recreation & Park	Yes	No	3/32
Rent Board	Yes	Yes	1/1
Sherriff	Yes	No	0/12
Status on Women, Department of the	Yes	Yes	1/1
Technology, Department of	Yes	No	0/3
Treasure Island Development Authority	Yes	No	0/1
Treasurer & Tax Collector	Yes	No	0/1
War Memorial Complex	Yes	Yes	3/3

