GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR

Office of the City Administrator

Public Report on Recycling
Fiscal Years 2005 - 2007

INTRODUCTION

The District of Columbia is proud to issue its Fiscal Years (FY) 2005 - 2007 Report on recycling activities within the District of Columbia. The report is submitted pursuant to D.C. Law 7-226, the "D.C. Solid Waste Management and Multi-Material Recycling Act of 1988", and presents an overall assessment of the recycling activities of the District of Columbia for FY 2005, FY 2006 and FY 2007. The report also contains information as required by D.C. Law 7-226, D.C. Official Code §8-1014 (2001), which requires the Government of the District of Columbia to develop an annual recycling report that includes:

- an evaluation of the District of Columbia's mandatory recycling program;
- an analysis of the overall success of the residential, commercial and District government building recycling programs in meeting the statutory recovery targets;
- a progress report on enforcement activities;
- information on sustainable practices, including - but not limited to - Environmental Preferable Purchasing (EPP), and new procurement policies and directives;
- an analysis of solid waste and recycling tonnage, cost, revenue; and
- updates on the District Government's public education and outreach efforts.

The FY 2005-07 Report format follows that of the FY 2004 submission, which was redesigned to enhance readability, and to the extent possible, incorporated recommendations submitted to the Government of the District of Columbia by the Environmental Planning Commission based upon its review of the District of Columbia's FY 2003 Annual Report.

RECYCLING PROGRAM OVERVIEW

For the past three fiscal years, the Government of the District of Columbia (District) continued to make improvements to its residential and commercial recycling programs, as well as its government building recycling strategy. The FY 2005-07 Report summarizes the District's major accomplishments in environmentally preferable purchasing, progress in residential and commercial recycling, and waste prevention and recycling efforts in District government occupied buildings. The report also highlights diversion rates achieved with the introduction of its Multi-port/Mini-bin pilot program in the John A. Wilson Building, and its expansion to the Frank D. Reeves Center, the One Judiciary Square Building and the Henry Daly Municipal Center, as well as the introduction of recycling at Department of Parks and Recreation (DPR) facilities. The report also details some of the challenges the District faces in its efforts to not only achieve, but surpass, its statutorily required solid waste diversion rates.

The primary goal of the District's recycling program is to promote environmentally sound policies and procedures that reduce waste and improve the health and quality of life for District residents, its government employees and visitors. A major component of this effort includes increasing recycling rates within the District's residential and commercial sectors, as well as in the District Government's owned and leased facilities. The lead agencies responsible for implementing the District's recycling programs are the Department of Public Works (DPW), the Office of Contracting and Procurement (OCP), and the Office of Property Management (OPM); while the District Department of the Environment (DDOE) assists with recycling policy and coordinating education and outreach events.

DPW implements the District's residential collection and commercial education and enforcement programs. Previously, residential recycling services were provided though contracts administered by DPW's Solid Waste Management Administration (SWMA). However, the contract for this service expired in January 2005. Thereafter, DPW's crews assumed responsibility for residential recycling services. The residential recycling program serves approximately 110,000 single-family housing units annually in the District of Columbia. Multi-family dwellings with four or more units and larger commercial buildings are served by private disposal haulers. The District's recycling activities in the commercial sector focus primarily on compliance with District recycling laws in multi-family apartments, office buildings and businesses. DPW's Office of Recycling leads this effort.

OPM spearheads recycling activities in the District Government's owned buildings and provides technical support to tenant agencies and building managers of leased facilities in support of the City's overall diversion goal. OPM educates on the importance and ease of recycling and the District's regulatory requirements. In addition, OPM ensures that janitorial and hauling contractual language clearly defines performance expectations, and conducts facility assessments to corroborate contractor's performance and agency participation to secure a viable recycling program in buildings under its purview.

The combined efforts of these agencies resulted in a number of positive outcomes from 2005 to 2007. The following information provides a snapshot of the District's overall recycling efforts from FY 2005 to FY 2007:

- the amount of trash collected in the District's Four Core Buildings (John A. Wilson Building, the Frank D. Reeves, the One Judiciary Square Building, and the Henry Daly Municipal Building) decreased 55% in the past 2 years, and the District reached a 40% diversion rate in FY 2007 for the first time;
- the District's residential recycling program achieved a diversion rate of 17.02% and the overall diversion rate from the citywide waste stream was 18.2% by the end of 2007;
- at a minimum 60% of paper purchased by government agencies was made from recycled materials;
- over 231,000 tons of recyclable materials were collected from commercial establishments in the District; and
- 7,649 commercial inspections - resulting in 4,022 violations - were conducted to ensure compliance with District recycling laws. In FY 2007, DPW stepped up enforcement and issued more violations than in the past 3 years combined.

DISTRICT GOVERNMENT EMPLOYEE TRAINING AND OUTREACH/EDUCATION ACTIVITIES

Staffing to Support Recycling Efforts

Nine employees work in DPW's Office of Recycling. There are five Commercial Investigators, one Educator, one Recycling Program Officer and two support staff. Office of Recycling staff participated in numerous training events designed to increase their subject matter knowledge in the area of recycling, and provide them with the skills and expertise needed to work with residents, businesses and employees as the District government works to strengthen its environmental initiatives. A list of the training sessions follows:

- Healthcare Hazardous Waste Compliance Workshop sponsored by the D.C. Hospitals Association;
- Federal Employee Recycling Infrastructure and a tour of the Ronald Reagan Building employee recycling program;
- Energy Star Training with the D.C. Office of Energy;
- Single Stream Technology with Recycle America;
- Communication, Education and Marketing online conference sponsored by the Solid Waste Association of North America (SWANA) and other E-sessions sponsored by SWANA;
- Project Learning Tree Coordinators Conference;
- DiSC Organizational Development training program;
- E-Cycling facility tour sponsored by UNICOR;
- Composting training sponsored by the Mid Atlantic Composting Association;
- Alice Ferguson Foundation Trash Summits;
- SWANA/Maryland Recyclers Coalition Conference;
- EPA Region III E-cycling conference and training; and
- Composting Conference in Orlando

Staff from the Office of Recycling work diligently to promote recycling efforts throughout all sectors of the District of Columbia. They have expanded their networks by forming alliances with other District agencies, business associations, and like minded non-profit organizations by providing training and informative presentations. DPW continues to work with public and private schools in the District of Columbia to institute recycling collection programs, and more than 400 recycling bins have been distributed to DC public, charter and private schools in the past 3 years.

Training of Recycling Coordinators and Other Activities

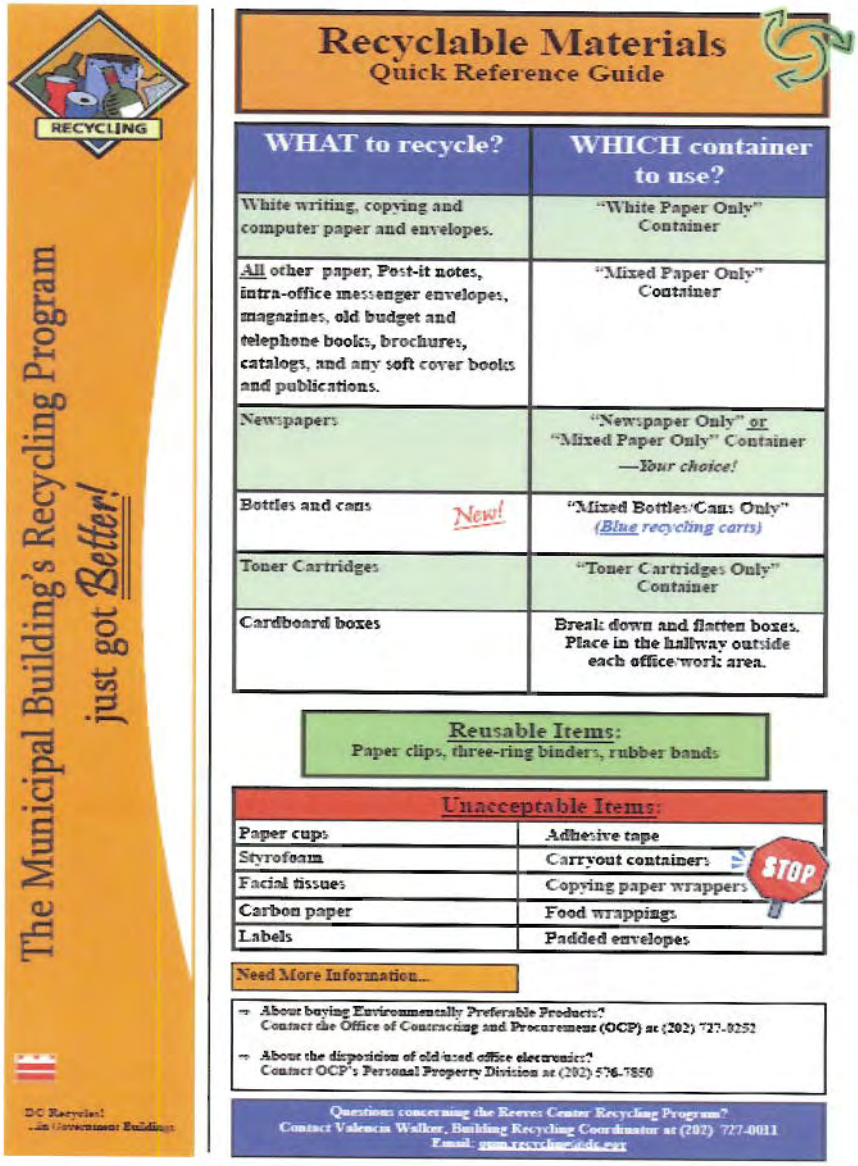
OPM customarily held monthly recycling coordinator meetings on the first Wednesday of each month. OPM also facilitated trainings on the third Friday of the month or on an as needed basis for other agencies, to give participants hands-on education on resource reduction, reuse and recycling in the workplace.

Other OPM recycling related activities worth mentioning included more than twenty annual office clean ups in support of the National Clean Your Files Day Campaign sponsored by the U.S. Conference of Mayors and the National Recycling Coalition; the development of an employee newsletter; and a small number of site visits to discuss best practices. A good example is our visit to the U.S. Environmental Protection Agency's (EPA) Office of Administration and Resources Management (OARM) located at the Ariel Rios North Building. The meeting served as a forum to exchange program best practices, focus on lessons learned, and discuss ways to advance the recycling agenda in government occupied buildings in our Nation's Capital.

In 2006 and 2007 respectively, agency representatives benefited from presentations by OCP on Personal Property Disposal Procedures (surplus/excess), the government auction process, and a special presentation on Managing Waste, Recyclables and Organics at Special Events and Festivals. OPM also provided program assistance to the DC National Guard to implement an office recycling program at the DC Armory; undertook a pilot program for DPR; and conducted a needs assessment for the University of the District of Columbia. OPM, OCP and DPW continue to work together to improve recycling training and education of District employees, see **Figures 1 and 2**.

Figure 1: Educational materials for DC government employees provided by OPM (front & back)

Figure 2: Sample poster which provides information for employees in District Buildings



RECYCLING

The Municipal Building's Recycling Program just got *Better!*

DC Recycles! ...in Government Buildings

Recyclable Materials
Quick Reference Guide

WHAT to recycle?	WHICH container to use?
White writing, copying and computer paper and envelopes.	"White Paper Only" Container
All other paper, Post-it notes, intra-office messenger envelopes, magazines, old budget and telephone books, brochures, catalogs, and any soft cover books and publications.	"Mixed Paper Only" Container
Newspapers	"Newspaper Only" or "Mixed Paper Only" Container —*Your choice!*
Bottles and cans *New!*	"Mixed Bottles/Cans Only" *(Blue recycling carts)*
Toner Cartridges	"Toner Cartridges Only" Container
Cardboard boxes	Break down and flatten boxes. Place in the hallway outside each office/work area.

Reusable Items:
Paper clips, three-ring binders, rubber bands

Unacceptable Items:

Paper cups	Adhesive tape
Styrofoam	Carryout containers
Facial tissues	Copying paper wrappers
Carbon paper	Food wrappings
Labels	Padded envelopes

STOP

Need More Information...

- About buying Environmentally Preferable Products? Contact the Office of Contracting and Procurement (OCP) at (202) 727-0252
- About the disposition of old/used office electronics? Contact OCP's Personal Property Division at (202) 576-7850

Questions concerning the Reeves Center Recycling Program? Contact Valencia Walker, Building Recycling Coordinator at (202) 727-0011 Email: [illegible]

Outreach and Education

DPW strives to educate and inform the public on the proper methods and benefits of recycling through various media including newspaper and radio advertisements, inserts in utility bills, community listservs, and participation at public forums. The agency distributes recycling brochures and reminders through the mail and on the DPW website. Examples of recent publications include the "Slide Guide" reminding residents who receive DPW-provided trash and recycling collections about schedule changes during holiday weeks, a recycling insert included in the annual Seasonal Leaf Collection brochure that was mailed to each District household. All publications are produced in both English and Spanish, see samples in **Figure 3**.

Figure 3: Residential Recycling Mailers (English & Spanish)

The District coordinates and participates in numerous community events to increase awareness of recycling efforts in the community as well as provide citizens the opportunity to recycle non-traditional waste products. Events have included:

- D.C. Green Week
- Nike Reuse-A-Shoe Shoe Sort
- Project Learning Tree Educator Workshop
- Household Hazardous Waste & Electronics Recycling Collection
- Neighborhood Eco-Watch and Youth Service Day Clean up
- Electronics Recycling Event
- Stone Soul Picnic
- Elderfest
- National Wildlife Week at the National Zoo
- National Green Festival
- YMCA Thingamajig Invention Convention

DISTRICT GOVERNMENT EMPLOYEE RECYCLING PROGRAM

Total Tonnage of Recycling Collected from District Buildings

According to data provided by recycling haulers and local shredders, the District government has recycled an average of 1,176 tons of recyclable materials annually for the past four years from District Government facilities.

Table 1: D.C. Government Facilities Recycled Tonnage FY 2004-2007

DC Government Facilities Recyclables Tonnage (this includes all government buildings)	**Estimated Tons**			
	FY 2004	**FY 2005**	**FY 2006**	**FY 2007**
Hauling Contractors (City-wide Contract)				
Urban Services	677	836	846	140
Waste Management	77	152	114	117
TAC Transport, LLC				560
Bates				46
Shredding Contractors (No City-wide Contract)				
Shred-it DC Services	289	285	228	260
RECALL[1]			9	
MidAtlantic Shredding				57
TOTAL	**1,043**	**1,273**	**1,197**	**1,180**

[1] Company no longer providing services to District agency.

It is important to note that recycling haulers servicing District facilities listed as part of the City-wide trash and recyclables contract have dedicated routes to DC sites, however their vehicles are not equipped with scales, which makes it hard to determine how much material is collected from individual sites. For measurement purposes, OPM purchased floor scales for the Four Core Buildings, which now allow us to report actual tonnage weight instead of estimated numbers. Tonnage measurement requirements were added to the janitorial contractor's responsibilities to help us track performance. This task is labor intensive but has proven effective as a performance indicator. Building managers are required to certify the recycling tonnage report and are evaluated annually on the recycling performance of their buildings. In FY 2008, OPM plans to introduce two compactors for recyclables to meet volume demands and help streamline the sorting process at the One Judiciary Square building and the Reeves Center.

OPM continues to work with janitorial contractors to closely monitor deliverables associated with the Trash and Recyclables Materials Collection contract and the City-wide Janitorial contract. OPM conducted a number of site visits with custodial representatives to address contamination and separation/sorting problems encountered in our loading docks. These meetings were conducted by bilingual staff (English-Spanish) and found to be very effective and beneficial in increasing awareness. OPM is amending current contracts to add additional monitoring and performance requirements to ensure compliance with District law in FY 2008.

Another great opportunity seized by OPM in 2007 was the high traffic/high visibility DPR recreation centers that provide an excellent vehicle to outreach and educate our youth and the community about the importance of recycling. DPR operates recreational and educational centers including playgrounds, senior centers, day care facilities, pools, parks, and after school programs for District of Columbia residents and visitors. They maintain a variety of recreational facilities including more than 300 parks and 93 recreation centers, playgrounds areas, more than 150 basketball and tennis courts, numerous ball fields, and over 33 swimming pools throughout the District of Columbia.

OPM working in partnership with DPR unveiled a recycling pilot program at eight recreation centers in FY 2007, which has expanded to forty centers. Locations were selected based on foot traffic information available to DPR staff. The chosen containers, aimed to strengthen recycling in America, were develop by the National Recycling Partnership (NRP), a consortium of nationally recognized organizations like the National Recycling Coalition, the U.S. Environmental Protection Agency, the Food Marketing Institute, the Grocery Manufacturers Association, and the International Bottled Water Association, and the American Beverage Association. The NRP created an advertising campaign commonly referred to as the Recycle It Now campaign, a unique public-private partnership, which provides state and local government officials with much needed tools to promote recycling at the community level. Through the DPR recycling program, OPM hopes to promote the creation of partnerships with diverse groups to develop projects and programs to improve conditions in recreational and park facilities; to increase volunteer recruitment, as well as increase community stewardship and collaboration to respond to the city's evolving needs.

The pilot program was well received by District residents and DPR staff alike. The specially designed bottle-shaped collection container, decorated with colorful artwork, provides the perfect opportunity for recycling where beverage containers are consumed on the go, see **Figure 4**. The visibility the containers bring and the convenience of a mixed paper collection bin are many of the major selling points of this program. So far, we have found very little contamination of our waste stream. By the end of the 3rd quarter in FY 2008 OPM will undertake recycling collections for all 102 locations including recreation centers and early child care facilities.

Figure 4: Recycling containers currently in use at DC recreation centers

Four Core Buildings: Total Tonnage of Recyclables Collected as a Percentage of the Total Waste Stream

As stated above, the District can only estimate the percentage that recyclables represent of the total solid waste stream from all District Government owned properties. However, the District does have the capacity to more accurately measure recycling tonnage from its Four Core Buildings. In FY 2005, 361 tons of recyclable materials were collected from the District's Four Core Buildings, representing 28.86% of the total solid waste stream from these facilities.

Significant improvement was made when we rolled out the Mini-bin, Multi-port pilot in the John A. Wilson Building. The Multi-port/Mini-bin pilot program was designed as a waste prevention program in support of the government's internal recycling efforts. The goal of this program is to reduce the amount of trash generated, increase recyclables collection percentages, change employees' behavior and save money, as we right-size the number of hauling containers and the number of custodial employees assigned to the task of trash and recyclables collection. Individual trash receptacles were removed from offices and cubicles and employees were offered new recycling containers and a mini trash can for their daily trash, see **Figures 5 and 6**. Individuals were provided with program information and were made responsible of their own waste stream. All materials are now sorted at a one-stop waste disposal center or Multi-port. Multi-ports are set up with three bins. One bin holds paper, one holds glass and cans and the last bin holds non-recyclable waste. These units can also be found at the Department of Youth Rehabilitation Services (DYRS) and the University of the District of Columbia (UDC), and similar multi-sorting centers from the same manufacturer are being procured for the Unified Communications Center (UCC).

Figure 5: Multi-port unit

Figure 6: 5" Mini-bin which holds no more than 3 lbs of trash

It is important to highlight the significance this waste prevention program and its impact in waste diversion patterns in FY 2006 and 2007. In FY 2004, OPM recorded record trash tonnage of 1,947 tons. Nonetheless, with the introduction/expansion of the Multi-port/Mini-bin program in FY 2006, OPM was able to reduce its trash stream by 1,126 tons – a reduction of 58%. By FY 2007, the District's diversion rate improved to 40% in the Four Core Buildings as 374 tons of recyclable materials were collected. Trash tons were reported at 569 tons, the lowest ever since the District started tracking waste diversion. As the District looks to improve and build upon this progress, it is important to note the important role the agency recycling coordinators have played day-in and day-out in educating and promoting the District's recycling agenda, and we will continue to build upon this work with the effort of the Mayor's Green Team to ensure that each agency and building has their own recycling champion.

Table 2 provides a comparative analysis of the total tonnage of recyclables collected from the District Government's Four Core Buildings as a percentage of the total waste stream. **Chart 1** shows the trash and recycling tonnage collected in the Four Core Buildings since 2003.

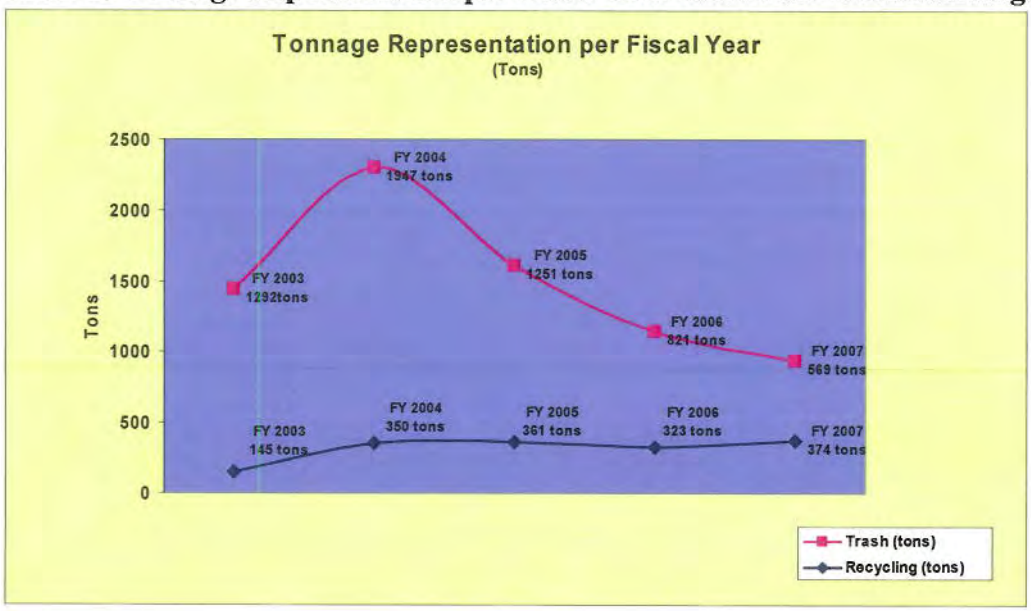
Table 2: FY 2004 - FY 2007 Recyclable Tonnage from Four Core Buildings

Building	2004*	2005*	2006*	2007	Tonnage % Comparison FY04 to FY 07
John A. Wilson Building	18	43	52	84	367%
Reeves Center	58	68	53	47	-23%
Judiciary Square	195	136	110	213	8%
Municipal Center	79	114	108	30**	-62%
Total	**350**	**361**	**323**	**374**	

* Estimated data for FY 2004, 2005 and 2006

** Tonnage dropped due to relocation of the Department of Motor Vehicles to their new headquarters. Note that recyclable tonnage dropped but total solid waste tonnage did not increase.

Chart 1: Tonnage Representation per Fiscal Year from Four Core Buildings



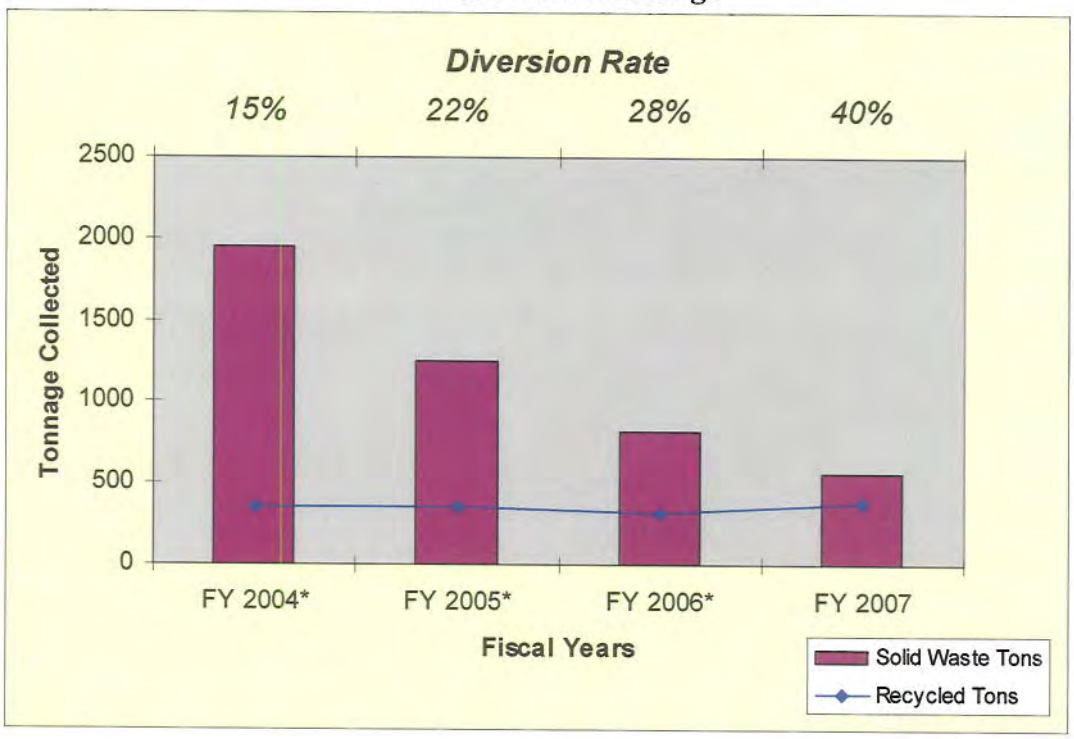
Recycling rates at the four core facilities have steadily increased since OPM began measuring diversion performance, see **Table 3 and Chart 2**. Jointly, our Four Core Buildings are 5% away from achieving the 45% recycling target set by DC law; however, only the Wilson and Judiciary Square buildings have surpassed this target and consequently making the Daly building and Reeves Centers look better than they actually are. The data for the Daly building and Reeves Center is slightly skewed because of recent build-outs which increase construction tonnage and changes in custodial companies.

Table 3: FY 2004 - FY 2007 Diversion Rate from Four Core Buildings

	FY 2004*	FY 2005*	FY 2006*	FY 2007
Solid Waste Tons	1947	1251	821	569
Recycled Tons	350	361	323	374
Diversion Rate	**15%**	**22%**	**28%**	**40%**

* Estimated data for FY 2004, 2005 and 2006

Chart 2: FY 2004 - FY 2007 Diversion Rates and Overall Waste Tonnage Reduction from Four Core Buildings

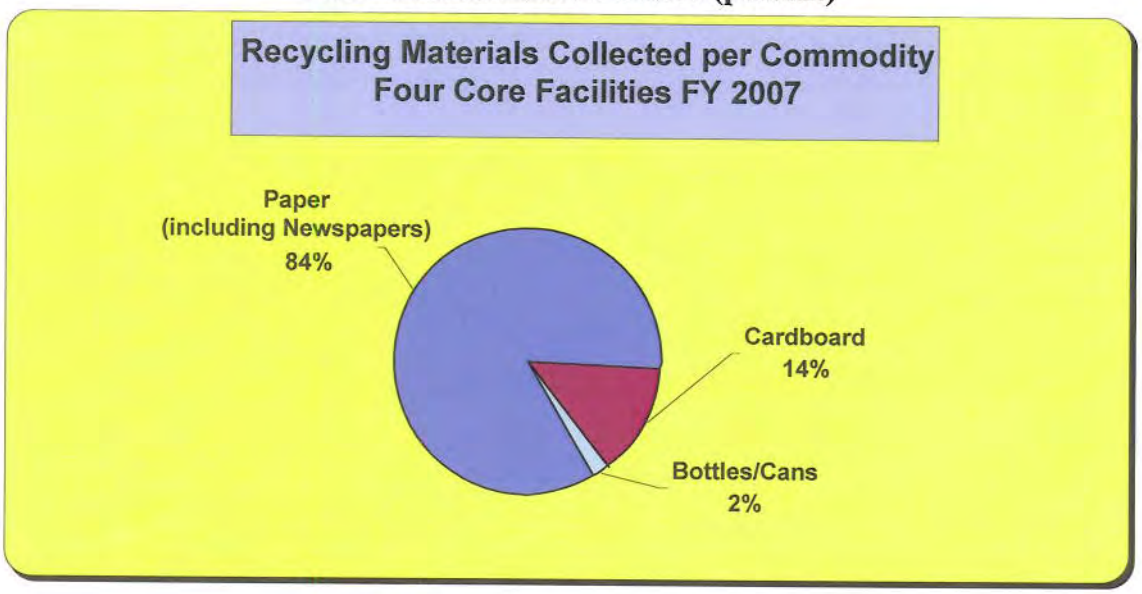


Information on Specific Commodities being Recycled in the Four Core Buildings

Only the Wilson Building was collecting commingle bottles and cans in FY 2005. All four core facilities were collecting white paper only and cardboard. In order to streamline collections and make it easier for employees to recycle, we started collecting all paper (white or any other color), newspapers and paper board as a single stream collection. Percentages have remained constant in all commodities FY 2005-2007; however you can observe great improvement on waste

reduction tonnage due to the introduction of the Multi-port/Mini-bin waste prevention program, see **Chart 3**. OPM is now developing stricter measures to monitor the performance of the new custodial contractors, repairs and construction crews and their subcontractors to reduce waste and increase recycling collections. Some problems encountered in FY 2006-2007 include over seven build-outs at the Reeves Center and Daly building, which increase the facilities waste tonnage, and consequently reduced our diversion rate in staggering numbers. In FY 2008, OPM plans to expand its list of recyclable commodities to include construction materials.

Chart 3: Recyclable Materials Collected per Commodity Four Core Facilities FY 2007 (percent)



Janitorial Contract Improvements to Encourage Recycling

In FY 2005, the District government modified its janitorial solicitation to provide cleaning and related services for District-owned and selected leased facilities. The improved scope of work expended to include the following sections:

C.3.5.7 <u>**Collect and remove trash & recyclables**</u>

C.3.5.7.1 All facility trash and recyclables shall be collected as necessary to assure that trash and paper are not allowed to accumulate and overflow receptacles.

C.3.5.7.2 The recyclables shall be collected separately and stored in designated and clearly labeled recycle contains.

C.3.5.7.3 The Contractor shall empty recyclables on a weekly basis from offices where large and mid-sized centralized containers are located. Centralized containers may be large white corrugated boxes approximately 42" high holding white ledger paper and/or mixed paper and smaller corrugated boxes approximately 18" high holding newspapers. Centralized containers may also be composed of a plastic material.

C.3.5.7.4 The centralized containers shall be emptied into marked plastic recycling containers (with wheels) designed for recycling use only. Most central containers should be serviced at a minimum once a week

or more frequently as needed.

C.3.5.7.5 The Contractor shall provide descriptive labels in Spanish and English on all containers used to transport trash and recyclables to the loading dock or designated pick-up point within each building.

C.3.5.7.6 The recycling containers shall be taken to the loading dock or pick-up point within the building to be replaced by the same size and type of container for recycling transport only. As specified, on a building-by-building basis, there may be a need to empty the recycling containers into another larger container designated by the recycling hauler for transport. In these cases, the recycling containers will not be replaced.

C.3.5.7.7 The Contractor shall separate the recycling materials (white paper, mixed paper, newspaper, corrugated boxes, and commingle (mixed) beverage and food containers (i.e. glass and plastic bottles, and aluminum and tin cans) from the regular trash. Separation is intended to mean that the recyclable commodities will be kept in containers that are different than the trash containers. Commingled bottles and cans should NOT be mixed with recycled paper but placed in a separate container for collection by the recyclables hauler. If such container is not available, place the clear plastic bags containing the bottles and cans next to the other recycling containers for open hauling collection.

C.3.5.7.8 The Contractor shall pull corrugated containers from the trash stream and place them in designated places for recycling. The Contractor shall, if necessary, bundle or bind the corrugated containers to facilitate transport by the recycling hauler. Note: corrugated cardboard should never be placed in trash dumpsters and/or compactors for disposal.

C.3.5.7.9 Dumpster sites shall be kept clean, orderly and trash shall not be allowed to blow around on the ground. Trash receptacles/waste baskets shall be emptied daily to rid them of dirt, food, beverage spoilage and odors. Broken furniture, wooden pallets and similar large objects are to be set aside for bulk collection pick up. If a container is not available, Contractor should contact the COTR.

C.3.5.7.10 The Contractors shall weigh the recycling materials weekly, using scales provided by the District. The Contractor shall designate a set individual(s) to record weekly weights. Names and contact information shall be forwarded to the COTR. The Contractor shall complete and submit the Weekly Recyclable Weight forms to the COTR in accordance with Section F.

Revisions to Building Regulations

After awarding new custodial and hauling contracts in FY 2006, the District updated its building regulations to provide a more cohesive material handling instructions to tenant agencies in support of recycling practices.

OPM Building Regulations now include a better description of the Employee Recycling Program:

222 Recycling Program

223.1 DC Law 7-226, the "DC Solid Waste Management and Multi-Materials Recycling Act of 1988", requires owners and occupants of commercial office buildings, including the District government, is to separate for collection and provide for the recycling of all paper, all glass, plastic and metal containers.

223.2 The DC government employee-recycling program is mandatory.

223.3 Commodities commonly collected for recycling purposes are:
(i) Office paper
(ii) Cardboard

(iii) Bottles and cans
(iv) Toner cartridges

223.4 Office paper
All office paper is to be recycled.
Office paper includes all fine, bond, offset and copying paper --any color ink and paper color, mailing envelopes, Post it Notes, flyers, soft cover publications like magazines, old budget and telephone books, catalogs or miscellaneous publications, messenger envelopes and/or manila envelops, and newspapers –all newsprint and inserts.

223.5 Cardboard
All corrugated cardboard is to be recycled.
Corrugated cardboard boxes are to be disassembled and flatten for collection and placed in the hallways outside each office/work area or by the service elevators for custodial collection.

223.6 Bottles and cans
All food and beverage containers made of plastic, glass, tin or aluminum are to be recycled.
Bottles and cans are to be emptied before there are place in designated recycling receptacles. Labels and lids may be left on.

223.7 Toner cartridges (fax, copiers and printers)
All used toner cartridges are to be recycled.
Used cartridges should be placed inside designated collections boxes marked as "Toner Cartridges Only" located by the office copying center. The office manager and/or designee is to call the telephone number that appears in the front of the box to schedule a pick-up when full.

223.8 Reusable Materials:

- Rubber bands
- Paper and binder clips
- Messenger envelops
- File folders *(in good condition)*
- Removable file folder tabs

223.9 Non-Recyclable Materials:

- Carbon paper
- Photos and blueprints (wax coated paper)
- Metal fasteners
- Food wrappings
- Plastic cups
- Tissue paper
- Paper
- Styrofoam
- Paper cups
- Napkins and paper towels

These materials are to be deposited with the regular trash.

223.10 Hazardous waste:

Used batteries, motor oil, fluorescent light bulbs, cleaning chemicals, mercury thermometers, paint, brake and transmission fluids are all hazardous materials. Disposal of hazardous waste from properties managed by OPM is to be coordinated with OPM's Facilities Management Administration (FMA).

223.11 The DC government employee recycling program:

a) Employees role and responsibilities

Employees are to collect office paper and other recyclable materials at their desk for recycling purposes. The District provides a clearly labeled box for separation and collection of recyclable paper for every government employee's office work area. Upon receipt of a recycling box for the separation of paper, every District employee is required to abide by the operational requirements of the recycling program. At least once a week, the employee is to empty the recyclable materials into clearly labeled central collection center.

b) Custodial staff role and responsibilities

Custodial employee collects recyclables from the central collection centers and takes materials to the designated hauling containers for collection by the recycling hauler.

c) Collection Schedule

Weekly collection schedule varies per building. For more information, contact the building manager's office.

Improving Recycling Practices in Leased Facilities

OPM officials meet with tenant representatives and management companies of leased facilities regularly, typically on a monthly basis, to discuss facility operations and services. Some of the most common recycling problems reported include inconsistencies in how materials are handled by custodial representatives, the hauling contractor and/or their subcontractors. In many cases, we have found high employee turnover as one of the causes as well as lack of training or clear requirements. Problems reported by tenant agencies are brought to the attention of the property manager or the DPW Office of Recycling for appropriate resolution. On occasions, OPM has provided sample material handling instructions to supplement materials used by property owners.

On an annual basis, OPM sent commercial landlords a letter reminding them of their responsibility to register a recycling plan as required by the District of Columbia Municipal Regulations Title 21, Chapter 20. OPM also continues to use Article VI – Use of Premises Section 6.3., to define compliance with all environmental laws, this to include, D.C. Law 7-226, "District's Solid Waste and Multi-Materials Recycling Law of 1988". OPM also incorporated added language to lease agreements to reflect our commitment to environmental stewardship. Article VI – Use of Premises requires compliance with all, present and future, environmental regulations. Below, please find excerpt:

Article VI – Use of Premises

Section 6.3 (a) Defines "Environmental Law" as any present and future law and any amendments (whether common law, statute, rule, order, regulation or otherwise), permits and other requirements or guidelines of governmental authorities applicable to the Building and Land and relating to the environmental and environmental conditions or to any Hazardous Material (including, without limitation, CERCLA, 42 U.S.C. § 9601 et seq.; the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 6901 et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. § 1801 et seq.; the Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq.; the Clean Air Act, 42 U.S.C. § 7401 et seq.; the Toxic Substances Emergency Planning and Community Right-To-Know Act, 42 U.S.C. § 1101 et seq.; the Occupational Safety and Health Act, 29 U.S.C. § 29 U.S.C. § 651 et esq.; and so-called "Super Fund" or "Super Lien" law, any Law requiring the filing of reports and notices relating to hazardous substances, environmental laws administered by the Environmental Protection Agency and any similar state and local Laws, all amendments thereto and all regulations, orders, decisions and decrees now or hereafter promulgated thereunder

concerning the environment, industrial hygiene or public health safety).

OPM currently manages forty three (43) single-tenant office buildings and twelve (12) multi-tenant leases space accounting for 3,182,664.53 sq ft. OPM also oversees six (6) clinics totaling 71,758 sq ft. and seven (7) warehouses totaling 329,882 sq ft. Starting in FY 2008, OPM will start conducting periodic inspections to better assess program participation and understanding of the requirements under DC law. OPM representatives will work with property owners to cure noncompliance issues.

ENFORCEMENT

The Commercial Recycling Investigator's Log is a summary of contacts from recycling inspectors with businesses throughout the District. In an effort to improve compliance with District government recycling laws, DPW's Office of Recycling has replaced the Log with a more comprehensive Site Inspection Report to serve as the primary way to document commercial compliance with the District's recycling law. A site inspection is performed at each business establishment to check and monitor for recycling compliance. When conducting a site inspection the investigators primary goal is to establish whether the establishment has an effective recycling program in compliance with DC Law 7-226.

Some of the information we look for includes:

- An approved recycling plan.
- A business occupancy license.
- A licensed solid waste hauler and a registered recycling hauler.
- Proof that recycling is kept separate from solid waste.
- Making sure all recyclable containers are clean and the materials are not over flowing from the recycling container.
- Evidence that all recyclable materials are being recycled as required by District law.

The investigator also requests to see the business lease or rental agreement along with the hauler's contract agreement. In FY 2005, there was a fundamental shift in the approach to outreach efforts. In an effort to maximize impact, the Office of Recycling met with corporations operating several franchises throughout the District, as opposed to trying to meet with single property venues. The thought was that meeting with the corporate leadership of such companies as Starbucks with many locations throughout the District would have a greater impact. In FY 2007 there were 3,209 recycling site inspections recorded. These inspections represent the primary education and outreach tool used to enroll commercial establishments into the mandatory recycling program of the District. The increase in Notices of Violation issued is a result of our continued outreach into the commercial sector, providing the necessary technical assistance to encourage businesses to recycle. Those who fail to recycle are fined, and DPW is currently reviewing the fine structure to provide greater incentive for commercial establishments to recycle.

Table 4 provides a summary of the activities conducted by DPW's commercial recycling inspectors from FY 2004 to FY 2007.

Table 4: FY 2004 - FY 2007 Recycling Inspection Activity

Activity	FY 2004	FY 2005	FY 2006	FY 2007
Commercial Sites Inspected	2,972	1,423	3017	3,209
Commercial Plans Received	923	1,245	896	969
Commercial Plans Approved*	940	427	947	924
Commercial Plans Disapproved	498	431	627	438
Commercial Contacts/Presentations	46	2	2	13
Official Warnings Issued	508	695	883	692
Notices of Violation Issued	369	696	983	2,343
Haulers Registered	31	42	61	67
Vehicles Registered	128	145	227	242

* Some plans were received in previous years; haulers and vehicles information includes self-implementers

PROCUREMENT

There are currently more than 60 agencies using the Procurement Automated Support System (PASS). This has resulted in automated purchasing by all of OCP's customer agencies. At the tail-end of FY 2006, OCP further enhanced PASS to include a mandatory EPP field. Users are now required to identify in PASS whether the product they are purchasing is an EPP product on non-EPP product before they can finalize their transaction. In FY 2005, purchases of recycled paper and paper products were estimated at $1,152,666.00. In FY 2007 PASS reported approximately $1,237,065.88 of paper and paper products purchased.

During FY 2007, OCP advanced its environmental procurement program by:

(1) *Catalogue Update*: All vendors on the District of Columbia Supply Schedule were mandated to update their catalogues and clearly identify all EPP products.

(2) *EPP Policy*: OCP's EPP policy was updated to include provisions for the purchase of hazardous and bio-degradable products, see **Attachment B**.

(3) *Renegotiating Janitorial Contracts*: The District government renegotiated its janitorial contracts to include a new standard contract clause requiring the use of environmentally friendly products.

Ongoing EPP programs:

(1) *Identifying and Pursuing a Regional Purchasing Program*: OCP will identify and pursue regional cooperative green purchasing agreements.

(2) *Conducting 100% Recycled Paper Cost Comparison*: OCP will conduct a cost comparison to determine the feasibility of purchasing 100% recycled content paper and

determine whether it is feasible to enter into a paper purchasing compact with the Council of Governments (COG).

(3) *Streamline Purchasing Codes:* All paper purchasing codes will be reviewed and most of the purchasing codes not related to the purchase of recycled paper will be eliminated.

After conducting a random survey of the paper purchased in FY 2007 it was discovered that at least 60% of the paper purchased in the District of Columbia government is recycled paper. OCP will launch an education campaign to increase that percentage, and will emphasize the importance of purchasing recycled paper when training contract specialists and agency program employees.

RESIDENTIAL, COMMERCIAL AND CITYWIDE RECYCLING

Residential Recycling Tonnages and Diversion Rates

The District continues to provide residential recycling collection service for approximately 110,000 single-family residences in the District of Columbia. In FY 2005, DPW brought the collection program "in-house". Collections once provided by a contractor are now provided by DPW crews. At the same time, DPW converted from a dual stream to a single stream collection system. The agency distributed more than 100,000 32-gallon blue rolling carts to residents. The carts nearly doubled the capacity of the typical recycling bin and eased the process for residents who no longer needed to sort their recyclables and could roll their carts to the point of collection. DPW experienced a 20% increase in its recycling tonnage during the first full year of operation. Also in FY 2005, DPW began composting a portion of the leaves collected during the annual seasonal leaf collection program. In FY 2005, DPW composted more than 2,000 tons of leaves and in FY 2006, more than 5,000 tons. Unfortunately, in FY 2007, DPW was not able to compost its leaves, as the District was unable to identify sufficient space to store and compost the materials. The space issue was resolved for the FY 2008 leaf program, and DPW is once again composting a portion of the leaves they collect. The lack of composting in FY 2007 is the cause for the drop in recycling tonnage and the diversion rate.

Table 6: FY 2004 - FY 2007 Residential Recycling Collections

	FY 2004	FY 2005	FY 2006	FY 2007
Residential Waste Stream Tons	160,116	167,344	141,776	146,217
Recycling Tons*	21,835	28,261	29,224	24,883
Residential Recycling Missed Collections Reported	6,140	7,300	3,558	4,464
Residential Recycling Bins Requested	4,467	3,824	4,969	627
Diversion Rate	13.6%	17.1%	20.61%	17.02%

* includes residential collections, scrap metal recycled from bulk collections, hazardous and electronic waste recycled, and yardwaste composted

Table 7: FY 2004 - FY 2007 Percentage Change in Residential Recycling Collections

	FY 2004	FY 2005	FY 2006	FY 2007
Tons Collected*	21,835	28,261	29,224	24,883
% Change from Previous Year	1%	29%	3%	-15%

* includes residential collections, scrap metal recycled from bulk collections, hazardous and electronic waste recycled, and yardwaste composted

Total percentage of materials diverted from the waste stream of D.C.

Calculating a precise diversion rate requires that the District Government know how much total trash is disposed of by both its residential and commercial sectors. The District's waste stream is not a closed system, private trash and recycling haulers may take their loads to any licensed transfer or processing facility with which they choose to do business. The District's best measure of this is the volume of trash that passes through its transfer stations. While these figures do not capture the District's entire waste stream, they do reflect the waste stream that the city manages.

Table 8: FY 2004 - FY 2007 Percentage of material diverted and recycled from the total waste stream of DC

	FY 2004	FY 2005	FY 2006	FY 2007
Residential Recycle Tons Collected*	21,835	28,261	29,224	24,883
Commercial Recycle Tons Collected**	47,000	79,588	83,260	68,235
Transfer Station Tons Processed		445,000	497,736	443,493
Diversion Rate	New in FY05	19.6%	19.36%	18.20%

* includes residential collections, scrap metal recycled from bulk collections, hazardous and electronic waste recycled, and yardwaste composted
** all companies did not report

Evaluation of the District's Residential and Commercial Recycling Program

Although the target of recycling 45% of residential and commercial waste District-wide has not yet been achieved, DPW has made a concerted effort to improve the overall effect and success of the program. The residential program is working well. DPW collections are consistently made in a quality manner. The challenge to increase residential recycling is two-fold. The agency needs to convince residents who do not currently participate in the recycling program to begin to recycle. DPW also needs to convince residents who do recycle to recycle more of the waste they produce. Consistent public education is the key to addressing both challenges.

DPW has also improved its commercial recycling program. The agency provides technical assistance to businesses to teach them how to recycle. Those businesses that fail to implement a recycling program face enforcement action. The increased emphasis on enforcement has been demonstrated by the increase in the number of businesses inspected, the number of warnings

issued and the number of notices of violation written. Additionally, a new fine schedule is under development and should be available for public comment in FY 2008. The challenge for the commercial recycling program is to increase participation. DPW will meet that challenge by continuing to reach out to businesses and make a case on the economic benefits of recycling.

FUNDING AND EXPENDITURES FOR RECYCLING

Recycling Expenditures

Table 9 provides a breakdown of expenditures related to recycling activities from FY 2004 to FY 2007.

Table 9: FY 2004 - FY 2007 Expenditures for Recycling Activities

	FY 2004	FY 2005	FY 2006	FY 2007
Enforcement and Technical Assistance	$440,248	$591,051	$486,719	$504,371
Residential Recycling Collection/Processing	$3,759,242	$3,935,430	$5,955,596	$5,863,027
Other Expenditures	$136,780	$195,454	$55,000	$100,000
Total Expenditures	$4,336,270	$4,721,935	$6,497,315	$6,467,398
% increase from Prior Year		**9%**	**37.6%**	**-.05%**

Revenue and Cost Savings Achieved From Recycling Activities

The increase in the yearly amount of revenue received from recycling activities is a direct result of improved market conditions. The District's processing contract is structured in such a manner that the city benefits from strong markets. Should markets fall, the District also would bear some of that risk as well.

Table 10 provides a summary of revenue and cost savings by category for FY 2004 to FY 2007.

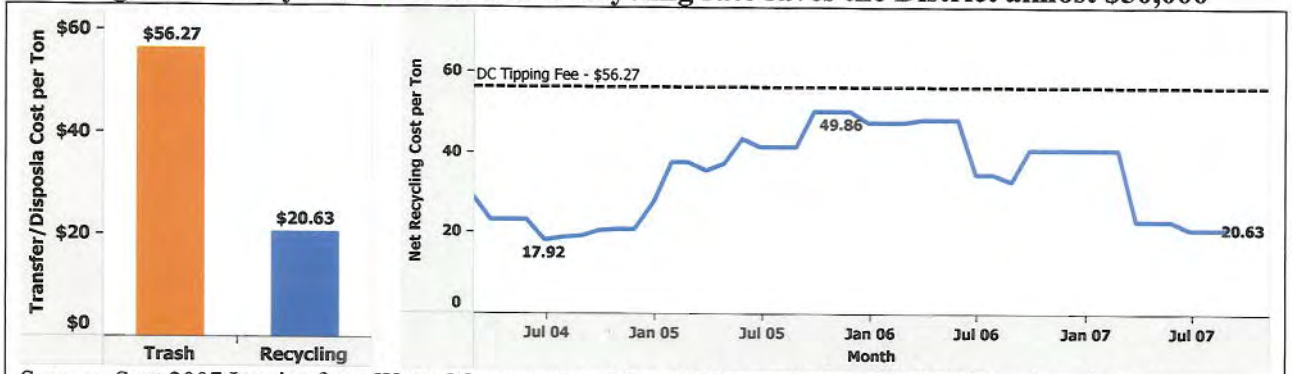
Table 10: FY 2004 - FY 2007 Revenue from Recycling Activities

	FY 2004	FY 2005	FY 2006	FY 2007
Rebate from Residential Recycling Contract	$7,826	$0	$0	$0
Offset Costs from Recycling Contractor	$95,100	$54,465	$0	$0
Rebate from MRF Recycling Contract	$721,117	$1,312,653	$1,392,492	$1,500,708
Recycling Haulers Registration Fee*	$5,304	$3,480	$6,921	$8,184
Total Revenue	**$829,347**	**$1,370,598**	**$1,399,404**	**$1,508,892**
% Increase from Prior Year		**65%**	**2%**	**8%**

*some hauler registration fees are for two years

The approximate cost avoidance achieved through the District's mandatory recycling program is illustrated below in **Figure 7**.

Figure 7: Every 1% increase in the recycling rate saves the District almost $50,000



Source: Sept 2007 Invoice from Waste Management. Mix of DC recycling established through testing once per year. Price per ton from market exchanges quarterly (Waste News for commingled, OBM NY for newspaper). DC pays a $94.95/ton handling fee, and recovers $74.32, for a net of $20.63.

CONCLUSION

While the District of Columbia continues to make progress in improving its recycling programs in District Government operated facilities, and in residential and commercial sectors, a great deal of work remains to be done. In FY 2008 and beyond, the District government will continue to work towards not only achieving, but surpassing, its statutorily required recycling and diversion rates. Efforts are underway at DPW to provide technical assistance to businesses and other establishments to develop and implement recycling programs and to increase compliance with the District Government's recycling laws. OPM continues its efforts to train staff and to ensure that viable and sustained recycling programs exist in each District Government owned and leased facility. OPM also will continue to work with OCP and other entities to ensure contracts for services in District Government buildings, such as solid waste hauling and janitorial services, contain clauses that support the District Government's recycling and broader environmental agenda. In the area of procurement, OCP has continued an environmental agenda under which it will further improve upon its Environmentally Preferred Purchasing program by creating, identifying and including more environmentally friendly commodities in the PASS system and developing a tracking system to more easily identify and monitor Environmentally Preferred Purchases made by District agencies. The agencies involved in implementing the District's recycling programs are following a new Performance Plan model and tracking Key Performance Indicators (KPIs) in FY 2008, see **Appendix A**, and we hope to build upon our success, develop new initiatives and increase our targets related to recycling and sustainability in FY 2009 and beyond.

The Government of the District of Columbia faces many challenges as it strives to improve its recycling programs and to comply with applicable recycling laws. However, we are confident that with the demonstrated commitment of our leaders, employees and citizens, we are well on our way not only to meeting, but exceeding, our statutorily mandated recycling targets.

APPENDIX A

FY 2008 Performance Plan Initiatives & Key Performance Indicators Related to Recycling

Department of Public Works (DPW)

FY08 INITIATIVE 1.3: Increase recycling opportunities in the District. DPW staff will provide technical assistance to small businesses that promotes recycling as a cost-savings strategy to reduce the business's overall solid waste disposal costs. DPW will also establish a permanent household hazardous waste and unwanted electronics drop-off site at both the Benning Road and Fort Totten transfer stations to provide District residents with a convenient disposal option for their vehicle fluids, paints, household chemicals and unwanted electronics. Each transfer station will offer this service for residents at least twice every month at the same cost as the semi annual collection events.

FY08 INITIATIVE 1.4: Redesign the District's residential trash and recycling routes to improve the timeliness and quality of collection services provided by DPW. DPW will redesign the residential trash and recycling routes in the outer ring of the city. This effort would affect residents receiving DPW collection service in Wards 3, 4, 5, 7, and 8. The purpose of the rerouting is to balance routes for the crews and improve service quality for residents. A successful effort would result in fewer requests for missed collections at no additional cost to District residents.

FY08 INITIATIVE 1.5: Rate the city's cleanliness by continually surveying a sample of commercial corridors, residential neighborhoods and industrial areas across the District. DPW will work with the Clean City Coordinator to reinstate the clean city ratings. The ratings are performed by volunteers and gauge the cleanliness of the District's streets and alleys by surveying a sample of gateways, commercial corridors, residential neighborhoods and industrial areas in each ward. Once established, the clean city ratings will be performed at least twice each year and the results published on the District's website.

DPW Key Performance Indicators	*FY06 Actual*	*FY07 Actual*	*FY08 Target*	*FY09 Target*	*FY10 Target*
% of the District's Gateways, commercial and residential areas rated "clean" or "moderately clean"	86.5	---	90	90	90
% of recycling collection routes completed on the scheduled day	99	99.4	99.8	99.8	99.8
Complaint rate for missed recycling collections per 10,000 collections (standard is 6 complaints)	7	---	6	6	6
Pounds of household and bulk trash generated per residence served (annual measure)	2,094	---	2,000	1,960	1,921
Residential recycling diversion rate	20.61%	17.02%	20%	22%	25%

Office of Property Management (OPM)

There are no recycling initiatives or relevant performance indicators in the agency's FY08 Performance Plan.

Office of Contracting and Procurement (OCP)

There are no recycling initiatives or relevant performance indicators in the agency's FY08 Performance Plan.

District Department of the Environment (DDOE)

FY08 INITIATIVE 2.1: Outreach and education. DDOE will redesign educational programs and materials to: a) increase the number of residents and visitors aware of District environmental policies and programs; and b) enhance the environmental education classroom experience for primary and secondary school students. Consumer outreach will include such initiatives as informing property owners of how to contain lead hazards and promoting energy efficient appliances, among others. In order to increase awareness among District residents, the Communications Office will conduct public information campaigns using the DDOE website, TV, radio and print advertising, brochures, and public events.

DDOE Key Performance Indicators	*FY06 Actual*	*FY07 Actual*	*FY08 Target*	*FY09 Target*	*FY10 Target*
% of District residents reached by DDOE environmental education and outreach efforts		NA	25%	25%	30%

APPENDIX B

OCP Directive 1303.00
Effective Date: March 20, 2006

Copy of original attached.

PROCUREMENT POLICY & PROCEDURE DIRECTIVE

SUBJECT: Environmentally Preferable Purchasing

ORIGINATING OFFICE: Office of the Director

1. **PURPOSE**: The purpose of this policy directive is to establish procedures to be followed by the Office of Contracting and Procurement to implement the environmentally preferable purchasing process.

2. **AUTHORITY**: This policy directive is being promulgated pursuant to:

   a) Section 202 of the District of Columbia Procurement Practices Act of 1985, effective February 21, 1986 (D.C. Law 6-85; D.C. Official Code § 2-301.01), as amended by the Procurement Reform Amendment Act of 1996, effective April 9, 1997 (D.C. Law 11-259; D.C. Official Code §§ 2-301.01 *et seq.*);

   b) The District of Columbia Solid Waste Management and Multi-Material Recycling Act of 1988, effective March 16, 1989, (D.C. Law 7-226; D.C. Official Code § 8-1001 *et seq.*);

   c) Title 27, D.C. Municipal Regulations, Chapter 25 (Specifications, Standards, and Other Purchase Descriptions) (July 1988).

3. **APPLICABILITY**: This policy directive shall apply to all OCP employees, contractors, consultants and volunteers (hereinafter referred to as "personnel".)

4. **POLICY AND PROCEDURE STATEMENT**:

   4.1 Environmentally Preferable Purchasing.

   4.1.1 **General Rule**. Pursuant to the procedures established in Title 27 of the D.C. Municipal Regulations, Chapter 25 (Specifications, Standards, and Other

Purchase Descriptions), requesting agencies and contracting officers shall develop and use standard specifications to procure environmentally preferable products and services (EPPS) to the maximum extent possible and feasible.

4.1.2 **Definitions.**

(a) ***Environmentally Preferable***. Environmentally preferable refers to products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal.

(b) ***Environmentally Preferable Products***. Environmentally preferable products may include, among others, items from the following categories: office supplies; paper; janitorial supplies and products; refurbished furniture; pest control; toner cartridges; carpeting and rubber flooring; office equipment; towels tissue; trash bags; paint; lumber; motor oils; anti-freeze; and hazardous materials.

(c) ***Environmentally Preferable Services***. Environmentally preferable services may include, among others, the following: environmental compliance services; environmental planning and documentation services; occupational training; waste management; and environmental re-mediation services.

4.2 Environmentally Preferable Contract Clauses.

4.2.1 This policy directive shall be utilized with the environmentally preferable contract clauses found on the OCP Intranet at www.ocp.in.dc.gov.

5. **AMENDS OR SUPERSEDES**: No other policy directive is being amended or superceded by this policy directive.

6. **EFFECTIVE DATE**: This policy directive shall become effective March 20, 2006.

7. **EXPIRATION DATE**: This policy directive shall remain effective until rescinded.

HERBERT R. TILLERY
Interim Chief Procurement Officer
Office of Contracting and Procurement

3/20/01
Date