



Policy Type: Board

Category: Sustainability

Policy Name: Zero Waste Policy For County Facilities and Operations - Board Policy 8.4

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8.4 ZERO WASTE POLICY FOR COUNTY FACILITIES AND OPERATIONS (Adopted 10-8-13)

Purpose

The County seeks to reduce consumption of materials, to minimize unneeded materials being disposed in landfills and to maximize the highest use of products and materials that are no longer needed.

Responsibility

The policy applies to all County departments and agencies.

Policy

(A) Source Reduction

All County departments shall consider their purchasing practices and reduce the purchase and use of ongoing consumables to the extent that is practicable. At a minimum, departments shall ensure that:

- (1) Printing default on all computers is set to print double-sided.



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- (2) Processes are developed that reduce paper use through utilizing electronic files or reducing the number of copies or forms needed.
- (3) Rechargeable batteries are used when available.
- (4) Unnecessary items are not purchased.
- (5) Items are bought in bulk and packaged in reusable or recyclable packaging.
- (6) Reusable options are considered when making purchasing decisions.
- (7) During office cleanouts, usable supplies and equipment should be reused within the department or given to Property Disposal.

Departments shall seek to reduce the use of natural resources and size purchases according to what will be used. Remainder materials can also be eliminated by refining processes and procedures to require less use of resources.

(B) Appropriate Purchasing Decisions

The County's Environmental Purchasing Policy (EPP) defines the requirements for green purchasing. This policy supports the EPP objectives of purchasing items with recycled content and/or buying long-lasting durable goods, as two criteria that support zero waste.

Purchasing decisions shall take into account the current zero waste program of the County and avoid choosing products for routine purchases that cannot be either composted or recycled. Selection of



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service-ware (plates, cups, utensils) shall comply with current requirements of the County's Zero Waste Program for facilities, which is coordinated by the Facilities and Fleet Department.

Purchasing decisions shall also consider product disposition at end of life and the special management required for hazardous waste.

Purchasing solicitations for items such as paint, fluorescent tubes and batteries, shall require vendors to take back these products at end of life and manage them in a manner compliant with laws and regulations.

(C) Ongoing Consumables

Ongoing consumables are items that have a low cost per unit and are regularly used and replaced in the course of business, such as paper, janitorial supplies, service ware, batteries and food.

For discarded materials that are regularly picked up from County facilities by contracted hauling, recycling, composting and disposal companies, these contracts shall set a minimum goal of 75% for diverting materials from being landfilled or incinerated and contractors will be required to report regularly on progress.

For newly leased buildings where landlords are responsible for costs and oversight of waste management, the County shall require that the landlord provide, at a minimum, a strong recycling program.

All County buildings shall have conveniently located battery recycling containers for used batteries, with a goal of capturing a minimum of 80% of all County portable dry-cell types of batteries, including single-use and rechargeable batteries, used in towel dispensers, tools, radios, phones, cameras, computers and other devices or equipment.



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Departments in LEED buildings shall track the purchase and disposal of batteries to ensure that the 80% target is achieved, as required for certification.

(D) Durable Goods

Durable goods are items that have a useful life of two years or more and are replaced infrequently, such as furniture, office equipment, appliances and electronics.

The Surplus Property Disposal Section of the Procurement Department is responsible for managing all durable goods that are no longer needed. Property Disposal shall identify items able to be reused or recycled and only discard items with no value or which are unable to be sold, given away, recycled or refurbished.

For LEED certification projects, departments shall work with the Procurement Department to track durable goods purchasing and disposal shall be tracked by weight, volume or replacement cost with a goal of 75% diversion.

(E) Facility Alterations, Additions and New Construction

Construction and demolition debris (C&D) resulting from any new, remodeled or renovated County building shall be salvaged for reuse or taken to a C&D sorting facility. Leftover construction materials shall be either directed to another project for use or a salvage company as much as is feasible.

Buildings that contained hazardous materials such as asbestos shall be demolished or deconstructed within health and safety regulations and resulting materials shall be disposed of appropriately.



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A goal of 90% diversion is set for all C&D and shall be noted in any construction contracts, unless there are extenuating circumstances that make this goal unreasonable. Contracts should also include the option to salvage any materials that have reuse value.

(F) Landscape Waste

Plant materials generated through landscaping maintenance and projects, including work done by contractors, shall not be disposed of in a landfill unless it is the only means in which to avoid spreading plant diseases.

Where practicable, discarded grass, clippings, trees, and leaves shall be handled on-site through low-impact grasscycling, mulching or composting processes. Plant discards from County projects or maintenance may also be directed to commercial composting facilities in the County.

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
2/11/2014	Policy Uploaded. (Kyle Larson)
10/8/2013	Policy Adopted. View legislative file.



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