
Source Reduction & Recycling Element (SRRE)

2014 Program Status



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City of Thousand Oaks
Source Reduction and Recycling Element
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INTRODUCTION

1.1 Purpose of Element

The City of Thousand Oaks' Source Reduction and Recycling Element (SRRE) was developed in compliance with the California Integrated Waste Management Act of 1989 (AB 939, Ch. 1095). The SRRE has been prepared, adopted, and implemented with components outlining policies and programs that would attain the state-mandated diversion goals of 25% waste diverted from landfills by the year 1995 and 50% by the year 2000. In 2011, the State of California established a new diversion goal of 75% by the year 2020 under AB 341. The City of Thousand Oaks' current diversion rate is approximately 70% based on calculated disposal rates used by CalRecycle.

The City submits annual reports to the California Department of Resources Recycling and Recovery, CalRecycle, (formerly California Integrated Waste Management Board, CIWMB), a public agency with the authority to monitor and oversee statewide waste management practices toward reduced waste generation. Reports submitted by the City to CalRecycle include a discussion of changes in demographics, funding sources, future programs and facilities, and programs not implemented. Within this document, disposal refers to all solid waste created. Waste diversion relates to prevention and reduction of materials from being landfilled through source reduction, recycling, reuse, or composting efforts.

Assembly Bill 341 (AB 341) established increased solid waste diversion to 70% and mandated commercial recycling.

1.2 Community Profile

Located in the Southeastern part of Ventura County, the City of Thousand Oaks is in a regional area known as the Conejo Valley encompassing Thousand Oaks, Newbury Park, and parts of Westlake Village. The City has a rich tradition of environmental awareness from a Chumash Native American history to the City's naming in honor of the area's abundant majestic oak trees by the founding community members.

Since incorporation on October 7, 1964, the City has been a quality community, integrating effective planning and citizen involvement. The City has experienced steady growth from 1964 with 20,000 people living within 14.28 square miles, to the present day population of 127,000 residents living within 55 square miles. City officials remain dedicated to protecting and conserving the City’s natural environment for its citizens and have preserved over 40% of the City as open space.

The Environmental Programs Unit focuses on solid waste management, recycling, energy initiatives, household hazardous waste, and other sustainability initiatives.

1.3 Organization of This Document

Following is a comprehensive review of current policies and programs as well as some highlights, achievements, and future activities planned since the adoption of the SRRE in 1992. Each of the following sections describes a fundamental component of the City’s operations that lead to the reduction, transformation, or diversion of materials within these subsequent categories:

SOURCE REDUCTION
Any action that eliminates the generation of solid waste
WASTE GENERATION
Quantitative analysis of materials entering the waste stream before recycling, composting, special handling or landfill disposal
RECYCLING
Process of reconstituting useful “waste” materials into new, useful products beyond the original intended use
COMPOSTING
Method of waste treatment in which organic solid wastes are biologically decomposed under aerobic or anaerobic conditions
SPECIAL WASTE MATERIALS
Any solid waste which, because of its source of generation, physical, chemical, or biological characteristics or unique disposal practices, is specifically conditioned in a solid waste facilities permit for handling and/or disposal

EDUCATION AND PUBLIC INFORMATION COMPONENT
Outreach aimed at public awareness for reduction, reuse, and recycling of waste
DISPOSAL CAPACITY
Environmentally-safe landfill disposal
PROGRAM FINANCING
Overview of program funding sources
INTEGRATION COMPONENT
City focus on meeting State goals and program growth

2.0 WASTE GENERATION COMPONENT

This component in the original document required the City to do a statistical analysis of the trash generated by each sector: residential, commercial and industrial. The study broke the materials generated into 23 categories and determined the quantity and type of materials produced and disposed or diverted by each sector. This information was then used to determine which additional programs would be most effective.

The City reports to the State annually on our current diversion programs and matches it with disposed materials to estimate our current diversion. The City is diverting approximately 70% of the material generated or estimated that it would have generated if we had not started these programs. Programs that target source reduction or elimination of a material before it is generated are also included in these calculations.

3.0 SOURCE REDUCTION COMPONENT

Introduction

Source reduction is any activity or waste management practice that results in the generation of less waste. While quantification of source reduction is difficult, its place as a priority at the top of the integrated waste management hierarchy dictates that it be implemented to the greatest extent practicable.

Source reduction includes both reductions in material use and reuse of existing materials. Not purchasing goods, also called non-procurement, can prevent waste materials from having to be disposed or recycled, and can be done by using existing resources through their full useful lives. The procurement, or purchase, of goods with source reduction in mind evaluates how goods are produced and packaged with the least amount of waste.

3.1 Government Procurement and Source Reduction Policies

In 1991, the City Manager established a draft policy for purchasing recycled content paper. The City also follows state standards set by the State of California Public Contract Code 12200 which requires state agencies to buy recycled content product for at least 50% of the reportable purchases for a specific target list of products, including copy paper. Approximately 75% of the paper purchased and used by the City print shop is recycled content, exceeding the 50% minimum. The minimum recycled content requirements for printing and writing paper is at least 30%, by fiber weight, postconsumer fiber where the quality is equal, and the price is equal or less than non-recycled paper products. The paper used by the City print shop and in all City copiers is made up of 30% recycled content (postconsumer fiber), meeting the minimum requirement.

To promote source reduction, employees are encouraged to only print when necessary. When printing is necessary policies indicate to use the most efficient process possible, such as double-sided printing. All network printers are default set for double-sided printing.

City Print Shop Recycled and Post-consumer Paper Purchasing Figures:

Year	Cases of Paper	Cases of Envelopes
2012	823	268
2013	770	251

3.2 Existing Programs and Policies

Individual City departments implement policies and practices which coordinate with citywide source reduction efforts. The City maintenance department uses safe-alternative cleaners when possible. Recycled content purchases are made with tissue and toilet paper. Single-use plastic water bottle distribution was eliminated throughout City facilities, and all staff members were provided with reusable water bottles as a source reduction policy.

The City advocates community sustainability and source reduction by handing out reusable grocery totes to the public and employees as promotional items. City staff is encouraged to opt for reusable water jugs/coffee mugs in an effort to reduce usage of single-use coffee/water cups. E-mail memo distribution and communication, double-sided duplication when copying, and the use of scrap paper are promoted. The City uses a “paperless” payroll check processing/issuing system, reducing paper use by 600 sheets per pay-period (15,600 sheets per year).

The City has been awarded the Government Green Fleet Award for its vehicle fleet, ranked among the top 50 “greenest” fleets in 2013. This award was based on the exclusive use of re-refined oil, antifreeze, recap tires, and natural gas. The Fleet Division purchased 1,140 gallons of re-refined oil, 309 gallons of antifreeze, and 98 recapped tires for use in all of the City’s 204 vehicles (380 pieces of equipment maintained) for 2013. The City also recycles all used oil filters, and has replaced all lead wheel-balancing weights with lead-free alternatives.

Since 1991, twenty-two years prior to the October 2013 passage of the Rubberized Asphalt Concrete Market Development Act, or California AB 513, the City of Thousand Oaks Street Maintenance Division has been purchasing and using rubberized asphalt for paving projects. In 2013, approximately 791 tons of class II recycled road base and 715 tons of rubberized asphalt was purchased and utilized. In addition, approximately 1,890 tons of asphalt and 951 tons of concrete was recycled.

The City also refurbishes and reuses aluminum signs to fully employ product life cycles.

4.0 RECYCLING COMPONENT

Introduction

Recycling refers to activities that reconstitute waste materials into useful products. It involves the process of collecting, sorting, cleansing, treating, and/or marketing recyclable materials which would otherwise be considered to be at the end of their product life cycle and disposed of in a landfill. After all options for source reduction and material reuse have been exhausted, recycling becomes the next most preferable option. Existing recycling activities include: residential drop-off, curbside, and buy-back; commercial on-site pickup, special collection events, and special seasonal pickup. Recyclables collected by residential haulers and City events are processed at material recovery facilities.

4.1 Residential Curbside Collection

Multi-stream residential curbside collection refers to a comprehensive waste management system where residents deposit recyclables, trash and greenwaste into designated bins for weekly curbside collection. The system is designed to maximize the amount of residential waste material diverted from landfill disposal.

With the 1989 passage of the Integrated Waste Management Act, AB 939, Thousand Oaks' City Council approved 30 solid waste policies as a guide for its solid waste program implementation and evaluation. Continued success of the solid waste program and the resulting high diversion is due to ongoing City Council and community support, substantial City waste reduction programs, and the strong partnership between the City and its franchised haulers. Franchised haulers play a

PLACEMENT OF RESIDENTIAL CARTS
KEEP SIDEWALKS USER-FRIENDLY

Keep neighborhood sidewalks welcoming by storing your trash carts out of sight except on pick-up days. It's easy, helpful, safe and a city ordinance. Please follow these guidelines and be a good neighbor.

- ◆ Store your trash carts out of public view.
- ◆ Carts may be placed on the street between 6 p.m. the day before collection and up to midnight on collection day.
- ◆ Place carts far enough apart so a child can walk in between each cart.
- ◆ Trash carts should be at least 6 feet from parked cars, mailboxes or other objects.

If you have any questions, please contact the city's Environmental Hotline at (805) 449-SAVE or www.toaks.org/GoGreen




Figure 1: City of Thousand Oaks' Franchised Hauler Carts Out Guide.

pivotal role in providing quality service to residents. Education and outreach efforts are coordinated between the City and haulers (Figure 1).

Residential curbside recyclables collection has been offered to Thousand Oaks residents since the early 1990's. To improve collection efficiency, public participation, and diversion rates, the City maintains a multi-stream residential curbside service through contractors operating under exclusive franchise agreements. Waste Management serves approximately 70% of the City's residential customers and the remaining 30% is served by Newbury Disposal (Harrison). Since 1994, franchise hauler contracts have been adjusted annually and renegotiated every three years.

The most recent renegotiation in 2013 resulted in a rate freeze through 2014, "Zero Waste" collection at City special events, expanded commercial green waste service and enhanced residential hazardous waste disposal options. The franchise agreements also require contractors to ensure that 80% of street sweeping debris is recycled, resulting in the diversion of approximately 2,000 tons (4 million pounds) of material per year from landfill disposal and improved stormwater quality.

Different sized carts are available for residential recyclables, greenwaste and trash collection. Basic service includes one 96-gallon greenwaste cart, one 64-gallon trash cart, and one 64-gallon recyclables cart. Basic service for condominium/ townhome residents with individual collection service includes 64-gallon carts for trash and recyclables, but omits greenwaste service. Curbside cart service is also available to smaller apartment complexes and mobile home parks, subject to approval of the property management. Free waste assessments are available by request to help property managers determine how such services may best be added.

Reduced volume "super recyclers" can opt for a smaller 32-gallon trash cart at a discounted rate. All residents may order an additional recycling container free of charge, and additional refuse and greenwaste carts at per-unit rates. Individuals at least 62 years of age that are head of household are eligible for a \$3.00 per month rate reduction.

Supplementary and seasonal recycling opportunities are also available to residents. Appliances, furniture and electronics (including computers) are accepted by franchised

haulers through a curbside “bulky item” pick-up program that offers two (2) free pick-up appointments and a maximum of four (4) bulky items collected per year. Special allowances are made for extra holiday recyclables, trash and holiday trees during the two weeks following the holiday season.

The City promotes curbside recycling on its website and in other electronic and print materials. All plastics #1-7 may be placed in recycling containers along with steel, aluminum, tin, mixed paper, beverage containers, glass bottles or jars, dry/empty paint and aerosol cans, plastic bags, and cardboard.

4.2 Residential Drop-Off

Six (6) beverage container recycling centers (regulated by CalRecycle) are in operation at various locations throughout the City and offer California Refund Values (CRV) for aluminum, glass, and plastic. The centers are privately owned and operated by (one) Zhak, Inc. and (five) RePlanet, LLC, formerly TOMRA.

RePlanet CRV Collection Overview:

<i>Year</i>	<i>Tons of Aluminum</i>	<i>Tons of Glass</i>	<i>Tons of Plastic</i>
<i>2012</i>	<i>159</i>	<i>733</i>	<i>346</i>
<i>2013</i>	<i>156</i>	<i>766</i>	<i>347</i>

One centrally located recycling dumpster is available for residents to place larger quantities of mixed recyclables that would otherwise exceed their curbside capacity. Residents are also able to self-haul trash, green waste, appliances, concrete, and other construction debris to two free disposal day events at the Simi Valley Landfill and Recycling Center in the Spring and Fall. (It should be noted that the City’s annual Community Cleanup and Recycling Day event was discontinued in 2013 and replaced with the additional free landfill event for residents).

4.3 Multifamily Collection

Multifamily collection is the management of waste from housing where multiple separate housing units are contained within one building, or several buildings within one complex,

such as apartments. State law (AB 341) requires recycling at multifamily communities with five or more units. This means that qualifying communities must provide recycling carts/dumpsters for their residents.

Two types of service are available to multifamily communities in Thousand Oaks to meet the State recycling mandate: multifamily commercial dumpster service or multifamily cart service. The type of service received depends on the unique space and capacity characteristics of each community. Multifamily commercial service provides centrally-located dual-stream dumpsters where community residents deposit trash and recyclables. Multifamily cart service provides two 64-gallon carts, one for trash and one for recyclable materials and weekly curbside collection. Recent additions to the franchised hauler agreement expand multifamily residential service to include bulky item pickup options equivalent to single-family residential service.



Figure 2: City of Thousand Oaks 2013/2014 Multifamily Recycling Guidelines Brochure

In order to comply with the mandated commercial recycling multifamily regulations, the Environmental Programs Unit prepared a pilot outreach program to encourage multifamily communities to subscribe to recycling services and to educate both the unit management and residents of how to recycle. The program included free waste

assessments for property management and outreach to residents to raise awareness of proper recycling procedures in their community. There are approximately 90 multifamily commercial-type dumpster bin service accounts in the City of Thousand Oaks. Compliance has been achieved with 77 multifamily commercial-type dumpster bin service accounts; four of the non-compliant multifamily commercial accounts are limited by single-bin enclosures. All multifamily residential-type communities are now compliant with approximately 3,500 cart service accounts. The outreach program continues to assist multifamily properties with education on waste reduction and recycling.

4.4 School Recycling: CVUSD Recycles Program

The City partnered with the Conejo Valley Unified School District (CVUSD) and received a grant from the California Department of Resources Recycling and Recovery (CalRecycle) to implement a district-wide school recycling program, providing recycling containers and equipment, education and outreach, to all 28 CVUSD school campuses during the 2012/2013 and 2013/2014 school years. The CVUSD Recycles program provided CVUSD public schools with equipment for collecting and redeeming California Redemption Value (CRV) recyclable bottles and cans generated on campus.

Each school is able to direct any money earned from redeeming CRV materials back into the school to support school or club activities. The City/CVUSD partnership also promoted and increased recycling awareness on campuses by educating students on the benefits of waste reduction and recycling with educational activities and presentations, waste audits, and recycling contests. The purpose of the program was to increase recycling and reduce waste, especially of CRV material.

CVUSD School Recycling Program CRV Collection Totals:

<i>2012/13 School Year</i>	<i>2013/14 School Year</i>
- 9,284 lbs. collected/recycled	- 3,447 lbs. collected/recycled
- \$4,350 earned	- \$2,500 earned

Commercial waste hauler, Waste Management, provides recycling service free of charge to CVUSD campuses, in addition to providing free paper recycling “insta-bins” to any school sites requesting them, so there is an environmental and financial incentive to reduce trash volumes and increase recycling.

4.5 Special Collection – Ongoing

Residents and businesses may receive temporary roll-off bin service from twelve City authorized service providers for construction, demolition, and cleanup projects.

For bulky items, residents may request up to two free collections and a total of four items to be picked up per calendar year. Accepted items include computer monitors, televisions, white goods, furniture, carpeting, and oversized yard trimmings.

Up to two weeks following the holidays, residents are allowed to place their holiday tree curbside for collection from their waste hauler. Trees are chipped and reused throughout the community as mulch. During this period, residents may also place twice as much bagged recyclables and trash curbside for no additional charge.

4.6 Special Collection – Events

The City sponsors special collection events and programs that provide residents free waste disposal and recycling options. Twice per year residents can self haul their trash, green waste, concrete, and other items, to the Simi Valley Landfill for free disposal and recycling.

Special Collection Event Figures:

2013 Free Landfill Day: Spring	2013 Free Landfill Day: Fall
- 49 tons of trash	- 58 tons of trash
- 20 tons greenwaste	- 25 tons greenwaste
- 26 tons concrete	- 4 tons concrete
- 69 tons C&D (52 tons recycled)	- 73 tons C&D (54 tons recycled)

It should be noted that the Community Cleanup and Recycling Day event was discontinued in 2013 and replaced with an additional free landfill event for residents.

Going forward, the City will provide two Free Landfill Day events per year for residents; one event in spring (May) and one in the fall (Sept.).

The City's Neighborhood Clean Up program allows residents to coordinate an annual Clean-Up Event for their neighborhood where 40 cubic yard roll-off bins for trash and yard waste are provided for one day at no charge (Saturdays, 8am-12pm). Residents can clean out their garages, yards, and closets and dispose of unwanted items in provided bins. Event coordinators are also strongly encouraged to utilize Goodwill or Salvation Army for donation collection as well.

City Neighborhood Cleanup Program Collection Figures:

<p>2012:</p> <ul style="list-style-type: none"> - 40 scheduled events - 135 tons of trash - 30 tons of greenwaste 	<p>2013:</p> <ul style="list-style-type: none"> - 57 scheduled events - 173 tons of trash - 43 tons of greenwaste
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The City also supports Coastal Cleanup Day, a statewide cleanup event held annually in September, by advertising and organizing several local cleanup sites.

Coastal Cleanup Day Collection Figures:

<p>2012*:</p> <ul style="list-style-type: none"> - 257 community volunteers - 304 lbs. trash - 132 lbs. recyclables 	<p>2013:</p> <ul style="list-style-type: none"> - 243 community volunteers - 1,260 lbs. trash - 236 lbs. recyclables
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**Thousand Oaks' Coastal Cleanup Day efforts for 2012 were limited to two waterway sites (Borchard Community Park and Thousand Oaks Community Park)*

4.7 Commercial Collection

The commercial collection program provides regular solid waste service for commercial customers including businesses, multifamily complexes, schools, industrial and government offices. Service is provided exclusively by Waste Management, and includes trash and single-stream recycling service utilizing cart, dumpster or large volume roll-off and compactor containers, depending on generation quantities.

Single-stream recycling allows commercial customers to co-mingle recyclable items (such as cardboard, office paper, plastics, glass, etc.) in one collection container, enhancing both ease of use and material diversion rates. Rate structures continue to provide incentives for waste reduction and recycling, and Waste Management provides free waste audits on request to any business. In 2012 Waste Management began a pilot food waste collection program that currently services a limited number of local businesses.

In addition to Waste Management's exclusive commercial service, the City has a permitted commercial recycler program that allows qualifying recycling companies to provide free collection of source-separated recyclables from businesses.

Commercial recycling was not mandatory until the passage of AB 341, which requires recycling for businesses that generate more than four cubic yards a week or for multifamily properties with five units or more. The Environmental Programs Unit launched an outreach and education program to encourage businesses to subscribe to recycling services before the July 2012 deadline. A pilot project revealed that businesses may find significant savings if they increase recycling and decrease trash service.

Businesses that recycle are encouraged to take the extra step and participate in the City's Green Business Certification program. This newly leverages the resources of the California Green Business Program to encourage and recognize local businesses that reduce waste, conserve energy, reduce pollution, and make purchases in an environmentally responsible manner (See section 7.5 for Recognition Program details).

4.8 Materials Exchange & Thrift Stores

The City has been actively engaged in materials exchange and thrift shop programs since 1994. Local thrift stores are promoted on the City's website, E-newsletter, and the TOTV Cable Channel. Neighborhood cleanup programs are encouraged to donate reusable items to thrift stores and charity organizations. At Arbor/Earth Day, a "lightly used" fashion show is held every other year promoting clothing reuse.

Goodwill Industries accepts clothing, electronics, and various other donations, and operate a local retail outlet. A local Salvation Army thrift store accepts furniture, clothing, and house wares. The Senior Concerns Bargain Boutique accepts clothing, house wares, decorative items, and furniture (by appointment) and sells items to aid senior citizens and their families within the community. Additionally, the Assistance League of Conejo Valley has a thrift shop located in Thousand Oaks.

Residents and businesses are encouraged to donate new and used building materials, including appliances, hardware, doors, windows, and yard items to the Habitat for Humanity of Ventura County's ReStore program. There are two ReStore locations in Ventura County (Oxnard and Simi Valley) to serve residents countywide. Proceeds from the sale of donated materials go directly to help Habitat for Humanity's home construction and restoration projects.

The City, along with other local jurisdictions provides promotional assistance to raise awareness for other charitable programs that integrate waste reduction into their service model. FOOD Share works with farmers, grocery stores, and vendors as well as local distribution agencies, to collect food that would otherwise spoil and feed over 74,500 needy individuals in Ventura County. Additionally, the Manna Conejo Valley Food Bank is supplied wholly from food overstock and donations by local organizations, businesses, and individuals, and serves an average of 1,400 people per month from the food pantry.

4.9 Government Recycling

In addition to participation in County-wide programs and the City of Thousand Oaks' government source reduction and recycling programs, the City promotes recycling by placing containers for recyclables in each employee break room, parking structure, the Civic Arts Plaza, at City libraries, and various other locations throughout City Hall and other City Facilities. Recycling containers are also utilized and available for each employee's office/cubicle and in communal areas throughout City operations areas.

City housekeeping staff maintains containers and places recyclables in appropriate recycling bins for daily pick up. All print toner cartridges are recycled and all municipal

batteries are reclaimed through the City battery collection program. Each facility sponsors various recycling opportunities unique to that location.

5.0 COMPOSTING COMPONENT

Introduction

Composting is the resource efficient conversion of organic materials such as plant, food, and certain animal waste into soil-like, nutrient-rich, natural fertilizer product.

Composting prevents, or diverts useful organic materials from taking up landfill space and reduces land and air pollutants including (GHG) emissions.

Mulching is a conversion of bulky wood waste into smaller chip material for use as ground cover for soil, nutrient, and water retention. Mulching is like composting in that it prevents useful materials from being sent to the landfill and contributing to GHG emissions. Organic material reduction is promoted and exemplified through a variety of composting and mulching programs.

Per the original SRRE, yard waste consisted of the largest fraction of the City's waste representing 40% of the residential waste stream. Existing composting programs include residential curbside greenwaste service and activities to encourage residential on-site composting. While the City does not have a composting facility, greenwaste collected through the franchised commercial and residential curbside programs is processed in Ventura County. Agromin, a commercial composting company headquartered in Oxnard, has partnered with the City's commercial haulers to receive and process greenwaste at the Simi Valley Landfill and Recycling Center (SVLRC). From there, material is transported to Agromin's composting facilities in Oxnard and Santa Paula. Agromin recycles over 380,000 tons (837,756,664 lbs) of yard waste materials each year. In 2012 Agromin began processing limited quantities of commercial food-waste.

In 2013, the City of Thousand Oaks successfully incorporated biochar in landscaping projects on Hillcrest Avenue and Erbes Road. Biochar is the conversion of green waste into a charcoal-like material used as a durable soil amendment that offers the benefits

of improved soil quality, increased moisture and nutrient retention and higher crop yields. Biochar also promises hundreds of other applications ranging from greenhouse gas (GHG) sequestration, to soil reclamation, and even air and water filtration.

5.1 Residential Backyard Composting

The City has enjoyed an active backyard composting program since 1992. Educational information to help residents get started and answer common questions about composting is available on the City website. The City also presents free composting workshops at annual Arbor-Earth Day events and offers a 40-minute video workshop on the City website and through TOTV. Residents are educated on preventing organic material (yard trimmings and food scraps) from entering the waste stream by composting at the point of generation.



**City of Thousand Oaks
Compost Workshop**

Subsidized compost bins are available to residents for \$20 per unit. A guidebook on composting is included with bin purchases. Order forms and information are available on the City's website and at community events like the City's annual Arbor Earth Day Celebration.

Residential Compost Bin Program Participation Rate:

2012: 186 bins	2013: 103 bins	2014: 89 bins*
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**2014 numbers only include through July.*

5.2 Xeriscaping and Grasscycling

The City has been involved in ongoing xeriscaping and grasscycling programs since 1990. Xeriscape refers to landscape that requires minimal or no irrigation, whereas grasscycling involves leaving grass clippings on a mowed lawn as a method of fertilization. The City Landscape Maintenance Division grasscycles on City-maintained medians and parkways. Los Robles Greens Golf Course, Sunset Hills Country Club,

and Conejo Recreation and Parks District report grasscycling on at least part of their lawns. Conejo Valley Unified School District also practices grasscycling in public areas. In 2006, a drought tolerant garden/landscaping was established at City Hall to promote water conservation and mulching. The City of Thousand Oaks Water Conservation Garden, completed in 2008, includes plant identification tags of drought tolerant and/or California-native species, a drip-irrigation system for efficient water use, and uses mulch for moisture retention and weed abatement. Information about this and other local waterwise gardens is available on the City website.

The Public Works Department’s Landscape Division provides free mulch on an ongoing basis to City residents. Chipped plant trimmings from City landscape projects are deposited in a self-serve enclosure located next to the Thousand Oaks Library. Availability varies, depending on volumes generated from City landscaping activities. Chipped wood waste is also used by the Landscape Division at various locations such as medians, parkways, and planter areas for moisture retention and weed abatement.

Wood Chips/Mulch used for City Landscaping Purposes:

<i>Year</i>	<i>Cubic Yards of wood chips/mulch</i>	<i>Tons of wood chips/mulch</i>
2012	988	267
2013	996	269

Grasscycling, xeriscaping and water conservation practices are promoted through various public education activities, including the City’s annual Public Works Week and online through the City website.

5.3 Residential Greenwaste Curbside Collection

All single family residences receive one 96 gallon cart for yard trimmings to facilitate source-separated curbside greenwaste collection. Residential curbside greenwaste carts are serviced weekly and ultimately turned into compost and mulch by Agromin. During the Holiday season, residents are encouraged to place cut, undecorated Christmas trees next to curbside greenwaste bins for diversion.

Residential Greenwaste Collected by Franchised Haulers:

<i>Year</i>	<i>Tons of Residential Greenwaste Collected (Curbside)</i>
<i>2012</i>	<i>27,542</i>
<i>2013</i>	<i>27,897</i>

5.4 Residential Greenwaste Drop-off

In addition to weekly curbside greenwaste service, the City sponsors two free Simi Landfill Disposal and Recycling events each year; one in the Spring and one in the Fall. Residents with large quantities of greenwaste can self-haul their material and recycle it at the Simi Landfill for free during these events. At other times of the year residents can self-haul excess greenwaste to the Simi Landfill and pay associated disposal fees.

Residential Greenwaste Dropped-off at City-sponsored Events:

<i>Year</i>	<i>Tons of Residential Greenwaste Collected (Drop-off Events)</i>
<i>2012</i>	<i>60.55</i>
<i>2013</i>	<i>44.19</i>

5.5 Commercial Greenwaste and Organics On-site Pickup

Commercial greenwaste service is available on request from the City's commercial waste hauler, Waste Management. This service is generally provided as an on-call service option. The majority of commercial greenwaste, however, is self-hauled by landscape companies who are contracted by the individual property management, and do not report to the City.

In 2012 Waste Management partnered with Agromin to start a pilot food waste collection and composting program. Currently, this pilot program provides weekly collection of pre-consumer organic food waste from three grocery store chains, one hotel and one hospital. Collected organics are composted by Agromin.

5.6 Commercial Greenwaste Self-Haul

Waste Management (in partnership with Agromin) has a greenwaste mulching site at the Simi Valley Landfill, and offers reduced disposal rates for greenwaste taken to this facility. Commercial landscapers, as well as business and residential self-haulers are encouraged to haul their landscaping materials to this facility.

5.7 Other Composting Programs

Several other organics recycling programs in and around Thousand Oaks also benefit our community. The operator of the City owned equestrian center transports the manure to orchards and farmers in Ventura County for use in their fields. The nearby Rancho Las Virgenes Composting Facility in Calabasas creates compost out of dewatered biosolids and recycled woodchips and provides it free of charge to area residents through their “Community Compost” program.

Finally, the City’s Community Enhancement Grant (CEG) Program provides grant funding opportunities for local non-profit community and school groups to raise money to support group activities. Qualifying projects involve waste reduction and/or community beautification activities. Through this program, as well as direct donations, the City has provided compost bins to 10 schools since 2011. City staff also offers compost workshops to support on-campus compost education.

6.0 SPECIAL WASTE COMPONENT

Introduction

Special waste refers to solid wastes that require specialized collection, treatment, and disposal due to its bulk, state, or hazardous/offensive nature. Existing special waste programs include: tires, concrete/asphalt/rubber, rendering, scrap metal, sludge, white goods, and wood waste.

6.1 Household Hazardous Waste

Household hazardous waste refers to waste materials that are dangerous or potentially harmful to our health or the environment. The City provides programs for the management of both household hazardous waste and small business hazardous waste. The Household Hazardous Waste Element (HHWE) Update provides a detailed description of these programs and community resources.

6.2 Tires

Rubberized asphalt which includes ground up tires is used in place of regular road base, reducing tire disposal significantly. Roads that use recycled tires are cost effective, durable, and require fewer repairs. Since 1991, the City Street Maintenance Division has utilized rubberized asphalt for paving projects and was one of the first in the nation to pioneer this practice.

Rubberized Asphalt Purchased for Paving Projects:

<i>Year</i>	<i>Tons of Rubberized Asphalt</i>
2012	22,430
2013	715

The City Fleet Maintenance Division recycles its tires from City vehicles and equipment. The City offers free residential tire recycling at twice per year at the free Simi Valley Landfill and Recycling Day event. Local tire stores offer tire recycling at a nominal cost.

6.3 Construction & Demolition Debris

To increase diversion of Construction & Demolition (C&D) waste materials entering local landfills the City adopted C&D Recycling Ordinance No. 1544-NS in 2010. The ordinance requires that contractors and City residents engaged in demolition and/or construction projects that meet minimum thresholds must divert at least 60% of project-generated waste either through recycling or reuse.

Qualifying projects must submit a C&D Recycling Plan prior to building permit issuance estimating how much waste debris will be generated, who will haul the materials, and to which facility the materials will go for processing. With a few exceptions, only City of Thousand Oaks authorized temporary waste haulers are allowed to provide temporary waste bins and hauling services for construction, demolition, and cleanup projects. Upon completion of qualifying projects, a Final Recycling Report and accompanying refuse/recycling facility weight tickets verifying material totals must be submitted for final sign off.

6.3.1 Concrete/Asphalt

City Street Maintenance Division removes and replaces asphalt and concrete, recycling all material, and purchasing recycled material back as road base. Exclusive and non-exclusive waste haulers report concrete and asphalt collected; the majority of which material is recycled. In addition, concrete is collected twice per year at the free Simi Valley Landfill Day events.

For 2013, City Street Maintenance Division recycled 1,890 tons of asphalt and 634 cubic yards (approximately 951 tons) of concrete material. In addition, approximately 791 tons of class II recycled road base was purchased and used for paving projects within the City.

Landfills use concrete and asphalt to make roads around operations and milling companies reprocess the materials for use as road base and in construction projects. Strong rate incentives at recycling facilities encourage diversion of these materials.

6.3.2 Scrap Metal

The City Municipal Service Center (MSC) maintains a roll-off bin to collect and haul scrap metal and other metals to the recycler on an as needed basis.

Scrap Aluminum Collected at MSC and Recycled:

Year	Lbs of Scrap Aluminum
2012	750 lbs
2013	1,290 lbs

6.4 White Goods

White goods, which refer to major domestic appliances such as clothes washers, dryers, refrigerators, and dishwashers, may be recycled at two annual free Simi Valley Landfill events. Residential waste haulers provide free residential curbside bulky item pickup (4-per year/per residence), in which white goods qualify. There are also a number of facilities that accept used appliances for recycling.

Residents are also encouraged to participate in rebate/incentive programs through their utility providers. This includes Southern California Edison rebate and recycling programs for refrigerators, clothes washers, water heaters, and air conditioning units, as well as Southern California Gas Company rebates on clothes washers, water heaters, and furnaces. In many cases, the old appliances are hauled away for free and recycled.

6.5 Sludge (sewage/industrial)

A portion of the City's biosolid waste from the Hill Canyon Wastewater Treatment Plant is dried and used as Alternative Daily Cover at the Toland Road Landfill. The amount of City sludge from the Plant taken to Toland Landfill is listed below, and either applied as Annual Daily Cover (ADC) or landfilled.

Tons of Sludge to Toland Landfill:

Year	Tons of Sludge
2012	11,957
2013	10,841

6.6 Rendering

Local and regional restaurants and grocery stores participate in rendering for fats, grease, and milk products. Approximately 4,000 gallons of fat/grease per day are received and utilized at the City's Hill Canyon Waste Water Treatment Facility's co-generation energy operation, all coming from local restaurants. Other portions are used for cattle feed, make-up products, soap base, and bio-fuel.

Fat/Grease Processed at Hill Canyon Waste Water Treatment Facility Co-generation Energy Operation:

<i>Year</i>	<i>Gallons of Fat/Grease</i>	<i>Tons of Fat/Grease</i>
<i>2012</i>	<i>7,398,800</i>	<i>16,495</i>
<i>2013</i>	<i>4,868,841</i>	<i>18,258</i>

6.7 Landscape Waste

The City Landscape Maintenance Division chips all wood waste obtained through the City tree maintenance program generating 10-12 cubic yards of wood chips per week. The wood chips are reused in medians, Conejo Valley Park and Recreation sites, and the Conejo Valley Unified School District. Additionally, extra wood chips are made available to residents for free at the City Senior Center and library.

7.0 EDUCATION AND PUBLIC INFORMATION COMPONENT

7.1 Objectives

The Education and Public Information Component outlines how the City informs students, residents, and businesses about waste management objectives. While no waste reduction or diversion credit is allocated to educational programs specifically, the success of other programs outlined in the SRRE can be attributed to the public awareness generated through education and outreach. In 2011 the State of California passed AB 341, requiring all apartment complexes with five or more units or businesses

that generate 4 cubic yards (a small dumpster) or more trash per week to recycle by July 2012. The City will be responsible only for outreach and education; incentivizing recycling is optional. Environment-related programs represent one of the strongest presences in City communications. The foundation of outreach provided by the City regarding environmental programs is based on the following:

- City's GoGreen website (www.toaks.org/gogreen) and blog
- Social media pages (Facebook, Pinterest, Twitter, YouTube, Google+)
- Monthly e-newsletter
- Print media: utility bill inserts, lobby fliers and brochures, newspaper ads, quarterly print newsletter (GreenScene)
- Local cable TV (TOTV)
- GoGreen Environmental Telephone Hotlines (449-SAVE and 376-5007)
- GoGreen presence at community and corporate events year round

7.2 Electronic (Social Media, Web, TV, hotlines)

Residents may access information Environmental program information primarily through the monthly Green Scene e-Newsletter, the City's weekly blog and the City's website, in addition to a social media platform that provides environmental updates and news to a broader audience. The City's website has information on waste reduction, hazardous waste, battery recycling, green business, residential/commercial trash/recycling service, used motor oil/filter recycling, battery and electronics recycling, composting, waste reduction, Beverage Container Recycling Centers, stormwater pollution prevention, water conservation, green living, solar energy and more.

Email contact information is collected from residents at public events, including weekly Household Hazardous Waste events. The City sends monthly e-newsletters – that began in September 2010 – regarding updates on events and programs to over 7,600 contacts.

Besides engaging and sharing in conversations on Social Media platforms, (Facebook, Twitter, Pinterest, YouTube, Google+) some advertising dollars are spent on Facebook online ads and promoted posts.

7.3 Print

Since the primary outreach vehicle utilized to reach residents is electronic, materials available in print form are kept to a minimum in order to conserve paper resources, and allow the user flexibility regarding the information they would like to access.

Flyers/brochures available for pickup in City lobbies include most of the Environmental programs including Junk Mail reduction, Green Business, Prescription Medication Disposal and more. The City continues to participate in ongoing newspaper advertising for programs and events including HHW Disposal, Simi Valley Landfill Day, and Arbor/Earth Day.

7.4 Schools

Staff provides environmental program presentations and outreach to area students at CVUSD schools and local events, including City Arbor Earth Day Celebration, and the City's Municipal Service Center open house during Public Works Week.

In addition, the City awards grant funds to several schools through the Community Enhancement Grant program. The funds are used for such items as compost bins, recycling containers, drought tolerant landscaping, and educational material on recycling, waste reduction, and composting. (See section 4.4 for CVUSD Recycles Program details)

7.5 Recognition Programs

The City discontinued the Wastewatch Awards program in lieu of its Green Business Certification Program, which began in January 2011. The Green Business Certification program, modeled after other leading cities and counties throughout California, recognizes businesses that reduce waste, conserve energy, reduce pollution, and make purchases in an environmentally responsible manner.

The program is managed by the City Public Works Department through the State's California Green Business Program. Businesses must complete a comprehensive checklist of required and optional measures, which include waste assessments and energy audits from utility providers. Certified businesses receive recognition locally from

City Council and in local media, and statewide through the CA Green Business Program website (greenbusinessca.org). They also receive marketing resources to promote themselves as environmentally responsible businesses. The program currently certifies businesses in the Office/Retail sector. Future sectors to be added include Landscape, Food Service and Hospitality.

Staff provides several environmental program presentations and outreach to area residents, students, and businesses. Some examples include:

- CVUSD schools
- Amgen Earth Day Celebration
- City Arbor/Earth Day Celebration
- Public Works Week open house at the Municipal Service Center

7.6 Advertising

The City utilizes the website, social media outlets, e-newsletters, hauler newsletters, TOTV cable channel (the local government access television station for the City of Thousand Oaks), and other alternative modes of communication to announce opportunities including reduced prices on compost bins, community engagement events, and opportunities for free recycling. Some events and programs are advertised through paid newspaper ads.

7.7 Economic Incentives

The City promotes waste reduction through tiered rate incentives for residential and commercial customers. The City's Community Enhancement Grant program provides grant awards ranging from \$2,000 to \$5,000 to local non-profit groups who propose an environmental or enhancement project that benefits the Thousand Oaks community and must involve waste reduction and/or community beautification activities such as litter removal, tree planting and/or trimming, mulching, recycling programs, composting, non-native plant removal, water conservation, or related education.

Thousand Oaks is also a member of the Ventura County Recycling Market Development Zone (RMDZ), which encourages market development of recyclables through incentives to private business.

7.8 Awards

In March 2008, the City of Thousand Oaks was recognized by Popular Science Magazine as one of the 50 Greenest Cities in the United States. In 2007, the City was recognized by the US EPA as one of the top 10 Most Greenest Cities in the United States. In 2006 the City's Household Hazardous Waste and Material Reuse Program was recognized by the California EPA at the Used Oil Household Hazardous Waste Conference in the category of "Program Excellence."

8.0 DISPOSAL CAPACITY COMPONENT

Introduction

While the City opts for reuse as much as possible, there are wastes that cannot be diverted from landfilling and must be disposed in an environmentally sound manner. This component required jurisdictions to evaluate their need for new facilities in the future, including recycling facilities and landfills.

8.1 Materials Recovery Facility

The City does not own or operate a transfer station or a material recovery facility (MRF). These are facilities that sort the recyclables and then transfer them to places that can use this material as a feedstock for their operations.

Franchised and non-franchised haulers use regional sorting facilities in Simi Valley, Oxnard, Ventura, and Azusa for both source separated and comingled recyclables and C&D debris, ranging from hand sorting to mechanical methods.

8.2 Landfill

The Ventura County landfills are Simi Valley Landfill and Recycling Center (SVLRC) and Toland Landfill, in Santa Paula (accepting direct haul waste generated only in the

cities of Santa Paula, Fillmore, and unincorporated areas, but accepting transfer waste from any Ventura County location). Transfer stations and Material Recovery Facilities are Del Norte Regional Recycling and Transfer Station, Waste Management of Azusa, and Gold Coast Recycling/Transfer Station.

Waste Management’s Construction and Demolition (C&D) processing facility at SVLRC has been in operation since 2008. The C&D facility sorts construction and demolition debris, and consistently reports over 80% diversion rates, primarily by converting debris into alternative daily cover for the landfill, soil amendment, recycling, and mulch.

In 2010, SVLRC pursued its previously submitted application for an expansion and an extension. On July 19, 2011, the Ventura County Board of Supervisors approved the landfill’s environmental documents and issued a conditional use permit, providing four additional decades of in-county capacity. Prior to the 2011 increase in capacity, on June 9, using landfill-provided data on Board of Equalization Reports for 2010, both Ventura County landfills reported more than the minimum 15 years of disposal capacity. Toland Landfill reported 15 years, and SVLRC reported 16.3 years. City staff works with SVLRC staff to promote and maximize local waste diversion and recycling.

9.0 Program Financing

9.1 Funding Source

Funding for the City’s solid waste, recycling and hazardous materials programs is derived from a variety of fees incorporated into the waste hauler Franchise Agreements, as well as the City’s waste disposal agreement with the Simi Valley Landfill. Amounts are calculated using negotiated formulas utilizing a number of factors including gross waste hauler revenue, number of accounts serviced

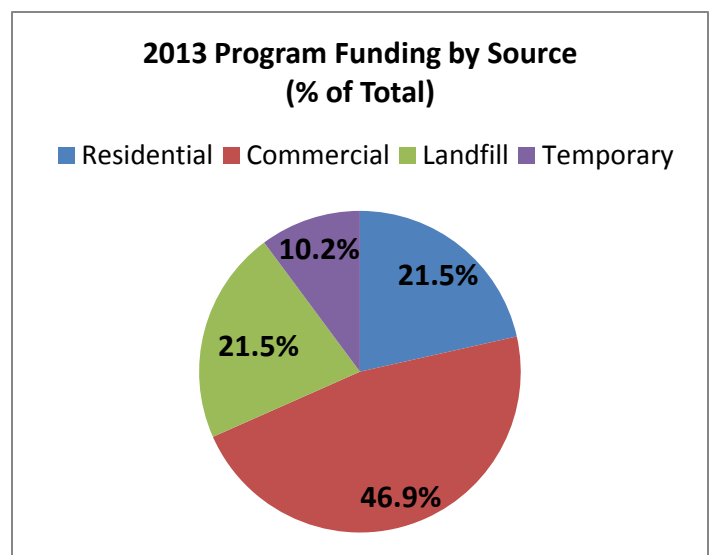


Figure 3: 2013 Program Funding by Source

(residential) and tons of landfilled waste.

In 2013 these fees generated approximately \$1.28 million dollars in revenue to support environmental programs. Approximately \$275,000 came from residential service fees, while \$600,000 came from commercial services. Additionally, \$275,000 was received from the Simi Landfill and \$130,000 came from solid waste haulers providing temporary dumpster service to construction, demolition and cleanup projects under Non-Exclusive Franchise Agreements. Figure 3 provides a breakdown of funding source as a percentage of the total revenue generated.

10.0 Integration Component

The City is well positioned to meet the new requirements for 75% diversion and developing a commercial organics recycling program that will combine with our existing infrastructure.