

**NOVATO SANITARY DISTRICT  
Solid Waste Committee**

**Meeting Date: March 10, 2016**

**The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm  
Thursday, March 10, 2016 at the District offices, 500 Davidson Street, Novato CA**

**AGENDA**

**1. APPROVE AGENDA**

**2. PUBLIC COMMENT: (PLEASE OBSERVE A THREE MINUTE TIME LIMIT.)**

This item is to allow anyone present to speak on an item not on the agenda, or to request consideration to place on item on a future agenda. No action will be taken by the Committee at this time as a result of public comments made

**3. REVIEW OF MINUTES:**

- a. Consider approval of minutes of October 20, 2015 meeting

**4. UPDATES/ROUTINE BUSINESS ITEMS:**

- a. City of Novato
- b. Redwood Landfill
- c. Novato Disposal quarterly report
- d. Marin County JPA and Local Task Force
- e. Legislation

**5. TENTATIVE 2016 MEETING SCHEDULE**

**6. DISPOSAL/DIVERSION REPORTS 2015**

**7. ZERO WASTE PROGRAMS CALENDAR/TIMETABLE STATUS**

**8. HOUSEHOLD HAZARDOUS WASTE PROGRAMS**

- a. 2015 HHW programs report
- b. E-Waste event scheduled for April 23 – 25, 2016

**9. ADJOURN**

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District offices at (415) 892-1694 during their regular business hours, at least 24 hours prior to the scheduled meeting. This will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.*

*Materials that are public records and that relate to an agenda item will be made available for public inspection at the District offices, 500 Davidson Street, Novato, CA, during regular business hours. They are also available on the District's website: [www.novatosan.com](http://www.novatosan.com)*

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**NOVATO SANITARY DISTRICT  
SOLID WASTE COMMITTEE MEETING  
October 20, 2015**

**MINUTES**

Members Present:

Jean Mariani                      Gary Butler

Others in Attendance:

Sandeep Karkal	Dee Johnson	Steve McCaffrey	William Schoen
Casey Williams	Scott Pariani	Delyn Kies	John Warren

1. Approve agenda. The agenda for October 20, 2015 was approved as submitted.
2. Public Comment. There was no comment from the public.
3. Minutes of August 31, 2015. The minutes of August 31, 2015 were approved as submitted. .
4. Calendar Year(CY) 2016 Solid Waste Rate Adjustment. Sandeep Karkal presented the rate adjustment report. Gary Butler indicated the report was very clear and complete. Jean Mariani and Gary Butler recommended the rate review request be moved to the full District Board for approval.
5. Updates/Routine Business Items.
  - City of Novato. There was no update from the City. .
  - Redwood Landfill. There was no representative present from Redwood Landfill
  - Novato Disposal quarterly report- This item was moved to be included with Item 6.
  - Marin County JPA and Local Task Force(LTF). Dee and Delyn Kies indicated that the LTF had revised the C&D report recommendations to coincide with the Cal Green Building standards which would be distributed to the JPA Board and the cities and county.
6. Disposal/Diversion Report 2015. Steve and Dee reviewed the diversion numbers. Novato Disposal 3<sup>rd</sup> quarter diversion has decreased 1% from 2<sup>nd</sup> quarter – (52.83% vs. 53.97%) Numbers are not yet available for 3<sup>rd</sup> quarter from Redwood Landfill. Steve indicated that more restrictions are being put on types of plastics accepted, including plastic bags and shrink wrap. Although recycling tonnage is up slightly, greenwaste and food waste is down, while disposal is up. Gary Butler indicated that diversion percentage is essentially flat from 3<sup>rd</sup> quarter 2014 to 3<sup>rd</sup> quarter 2015. Steve discussed the difficulties in the markets for recyclables. Asked about commercial food waste, Steve indicated that Redwood Landfill was not moving forward with accepting additional commercial food waste due to their concerns over certifying their compost product as organic. Currently commercial food waste is being delivered to Richmond. Jean Mariani suggested that a Redwood representative be contacted to attend these meetings. Attaining 60% diversion was also discussed.
7. Household Hazardous Waste Programs. Dee indicated that participation at the HHW facility continues to increase, although September was a little slower than July and August. Participation at the October E-Waste event was 781.
8. Adjourn. The meeting adjourned at 3:27pm.

**CITY OF NOVATO**  
**4<sup>th</sup> Quarterly Report**  
**October- December 2015**

Submitted by Novato Disposal Service

## Solid Waste Data

### A. Tons Delivered to Disposal Site

	<b>This Quarter</b>	<b>Same Quarter One Year Ago</b>
<b>Residential</b>	<b>3,803.42</b>	<b>3,731.76</b>
<b>Commercial</b>	<b>2,988.40</b>	<b>2,932.10</b>
<b>TOTAL:</b>	<b>6,791.82</b>	<b>6,663.86</b>

\*includes commercial/multifamily locations served with carts

\*\*includes multifamily accounts service with bins

## Recycling Data

### Tons Collected and Processed

<b>This Quarter:</b>	<b>3,171.15</b>
<b>Same Quarter One Year Ago</b>	<b>2,769.67</b>

<b>Commodity</b>	<b>Curbside</b>	<b>Buyback</b>	<b>Total</b>
	Commercial Multifamily Residential		
<b>Cardboard</b>	335.57	-	335.57
<b>Paper (News &amp; Mixed)</b>	1,117.27	-	1,117.27
<b>Paper (Overages)*</b>	1,088.93	-	1,088.93
<b>Aluminum Cans &amp; Foil</b>	3.06	9.43	12.49
<b>Metal Cans</b>	12.24	-	12.24
<b>**Glass</b>	422.57	49.72	472.29
<b>Plastic PET</b>	41.47	-	41.47
<b>Plastic NHDPE</b>	7.41	0.45	7.86
<b>Plastic All Other</b>	39.77	19.59	59.36
<b>Other diverted materials</b>	14.29	-	14.29
<b>Total</b>	<b>3,091.96</b>	<b>79.19</b>	<b>3,171.15</b>

\* Please note this number was included in Mixed Paper in past reports.

\*\* This includes glass overages

## Greenwaste Data

### Tons Collected and Processed

This Quarter: 3,489.63  
 Same Quarter One Year Ago: 3,757.53

### Final Disposition:

All green waste was used as compost.

## Construction and Demolition Data, including inert solids

### Tons Collected and Processed

This Quarter: 773.01  
 Same Quarter One Year Ago: 529.33

## Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	2,296	2,150
32 gallon	11,075	11,264
68 gallon	3,071	3,068
95 gallon	323	303
Non-Auto	6	6

Multifamily Cart Customers**			Cart Amt. , Same Quarter One Year Ago**	
Can size	Weekly	2 or more times weekly	Weekly	2 or more times weekly
20 gallon	13	0	13	0
32 gallon	299	0	307	0
68 gallon	109	0	111	0
95 gallon	26	0	21	0

Multifamily Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly
2 yd.	11	4	2	18	4	2
3 yd.	39	38	56	39	40	56
4 yd.	0	0	2	0	0	2
6 yd	0	1	7	1	0	7

Commercial Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	0	0
32 gallon	231	231
68 gallon	180	172
95 gallon	123	125

Commercial Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly
2 yd.	104	10	3	96	10	3
3 yd.	159	99	79	158	93	86
4yd	14	11	9	0	0	4
6 yd	7	3	10	7	3	9

Commercial Special Service*		Same Quarter One Year Ago
Bin Size	Number of Customers	Number of Customers
3 yd.	9	15
15 yd.	2	2
20 yd.	1	3
30 yd.	2	4
Compactor	10	9

\*Special service is bimonthly, monthly, on-call or other irregular service

## **E-Waste Event**

Novato Disposal Service participated in Novato Sanitary District's E-Waste Collection Event October 10-12, 2015. This partnership between NDS, NSD, and ECS Refining continues to help provide a safe and convenient way to get rid of old or unwanted electronic waste with a free drop off event.

## **Noteworthy Actions**

### **Community Education/Outreach**

#### **Commercial Sites**

Novato Disposal Staff visited 12 commercial sites during the fourth quarter of 2015. The primary goal of these visits is to provide general education and assistance with recycling operations. The services provided during these visits include:

- Meeting with on-site managers or qualified employees in charge of waste disposal
- Offering suggestions for Re-use and diversion when appropriate
- Providing site-specific handouts for employees
- Reviewing contamination issues
- Providing training to employees if needed
- Offering recycling where none exists or to new customers
- Providing assistance in establishing new recycle program
- Assuring proper signage is in place
- Reviewing container location, size and frequency of collection
- Performing informal "waste audits"

Commercial establishments within Novato generally have been receptive to these visits and welcome the assistance from Novato Disposal Staff. The majority of businesses contacted recognize the inherent value of recycling and are making good-faith attempts to maximize diversion.

In addition to outreach requirements, the Novato Disposal Outreach Department responds to incoming calls and emails regarding requests for education.

#### **Multi Family Units (MFU)**

Novato Disposal Recycling Outreach Staff visited 4 multifamily complexes during the fourth quarter of 2015. The primary goal of these visits is to provide general education and assistance with recycling operations. Services provided during these visits may include:

- Meeting with on-site manager in charge of waste disposal (when applicable)
- Assuring proper signage is in place

- Reviewing container location, size and frequency of collection
- Performing informal “waste audits” to determine sites with high contamination
- Providing handouts for tenants including bilingual literature
- Providing posters for common areas such as laundry rooms
- Providing household hazardous waste information
- Providing training and community recycling presentations as needed

## **Schools**

During the 4th quarter of 2015, Novato Disposal Staff visited the following schools to check in on recycle programs and left a packet with business card, current recycle guides and bin/can stickers:

- Montessori School
- Novato Charter

## **H. Additional Information**

### **Mailers**

Please find attached:

- Connected with commercial and Multi-Family Units (MFU), provided new recycling stickers, recycling guidelines thru educational materials (based on need) and Zero Tolerance cards.
- Holiday tree recycling disposal information mailer
- Year in advance feature post card: a new option for customers to pay their bill 1 year in advance to receive savings
- New start post cards
- Fall 2015 Newsletter: Included articles on mandatory commercial recycling, yard and food waste guidelines, single-stream “curbside” recycling guide, household hazardous waste and pharmaceuticals disposal and free E-Waste event.
- Recycle guide poster – visual media instructions for sorting trash

### **Donations**

Novato Disposal provided the following donations:

- Novato Disposal Service donated (10) 64 gallon carts, 4 standard toilets, 1 handicap (ADA) toilet and 2 portable hand washing sinks to the Marin Color 5K on October 2<sup>nd</sup>, 2015.
- Novato Disposal Service donated (1) 3 yard garbage bin to Our Lady of Loretto School for the Fall Festival on October 9th, 2015.
- Novato Disposal Service donated (1) 3 yard garbage bin to I.D.E.S.I for Novato's Community Event Our Lady of Fatima Festa on November 9, 2015.
- Novato Disposal Service donated (1) 20 yard garbage box & (8) 64g recycle carts to the Novato Chamber of Commerce for the Scream on the Green Faire on October 24<sup>th</sup>, 2015.
- Novato Disposal Service donated (1) 3 yard garbage bin to I.D.E.S.I. for the Festa Das Contas Annual Meeting on November 13<sup>th</sup>, 2015.
- Novato Disposal Service donated (1) 3 yard garbage & (1) 3 yrd recycle to the Knights of Columbus for the KC Salute to Veterans and first Responders on November 13<sup>th</sup>, 2015.
- Novato Disposal Service donated (8) 30 yard waste boxes to San Marin Safe & Sober for San Marin High School Tree Recycle Fund on December 24<sup>th</sup>, 2015.

## TENTATIVE 2016 MEETING SCHEDULE

The Solid Waste Committee generally meets once every quarter. The following dates are suggested to schedule the next three Committee meetings for 2016:

- **Wednesday, June 1 – 3:00pm**
- **Monday, August 29 - 3:00pm**
- **Tuesday, October 18 – 3:00pm**

It is requested that Committee members review these dates and confirm their availability as soon as possible.

**NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2015**

<b>DIVERSION</b>	<b><u>1stQ</u></b>	<b><u>2ndQ</u></b>	<b><u>3rdQ</u></b>	<b><u>4thQ</u></b>	<b><u>TOTAL</u></b>
<b>Novato Disposal Recycled Shipped (Curbside &amp; Buyback)</b>	1,991	3,320	3,409	3,119	11,839
Novato Disposal C&D, Wood, Inerts & Bulky waste	728	937	1,234	794	3,693
Novato Disposal Green waste & residential food waste for compost	3,586	3,271	3,034	3,483	13,374
Novato Disposal Commercial Food Waste for compost	19	19	41	64	143
<b>TOTAL TONS DIVERTED</b>	<b>6,323</b>	<b>7,547</b>	<b>7,718</b>	<b>7,460</b>	<b>29,049</b>
<b>DISPOSAL</b>					
MSW& Debris Box/Novato Disposal	6,277	6,438	6,890	6,792	26,397
<b>TOTAL TONS DISPOSED</b>	<b>6,277</b>	<b>6,438</b>	<b>6,890</b>	<b>6,792</b>	<b>26,397</b>
<b>TOTAL WASTE GENERATED(TONS)</b>	<b>12,600</b>	<b>13,985</b>	<b>14,609</b>	<b>14,252</b>	<b>55,446</b>
<b>PERCENT DIVERTED</b>	<b>50.18%</b>	<b>53.97%</b>	<b>52.83%</b>	<b>52.34%</b>	<b>52.39%</b>
<b>PERCENT DIVERTED WITH REDWOOD &amp; MRRC</b>	<b>55.31%</b>	<b>57.50%</b>	<b>55.68%</b>		
<b>NOVATO DISPOSAL RECYCLED COLLECTED(CURBSIDE &amp; BUYBACK)</b>	2,924	2,972	2,941		

**NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2010 - 2015**

<b>DIVERSION</b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
Novato Disposal Recycled (Curbside & Buyback)	13,962	14,143	14,296	14,306	12,091	11,839
Novato Disposal C&D, Wood, Inerts & Bulky waste	6,371	3,748	3,440	4,023	3,333	3,693
Novato Disposal Green/residential food waste for compost	14,974	14,076	14,328	13,397	13,162	13,374
Novato Disposal Commercial Food Waste for compost		117	137	100	88	143
<b>TOTAL TONS DIVERTED</b>	<b>35,307</b>	<b>32,085</b>	<b>32,201</b>	<b>31,825</b>	<b>28,674</b>	<b>29,049</b>
<b>DISPOSAL</b>						
MSW& Debris Box/Novato Disposal	31,558	29,336	25,859	25,923	26,093	26,397
<b>TOTAL TONS DISPOSED</b>	<b>31,558</b>	<b>29,336</b>	<b>25,859</b>	<b>25,923</b>	<b>26,093</b>	<b>26,397</b>
<b>TOTAL WASTE GENERATED(TONS)</b>	<b>66,864</b>	<b>61,420</b>	<b>58,060</b>	<b>57,749</b>	<b>54,767</b>	<b>55,446</b>
<b>PERCENT DIVERTED</b>	<b>52.80%</b>	<b>52.24%</b>	<b>55.46%</b>	<b>55.11%</b>	<b>52.36%</b>	<b>52.39%</b>

**CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING**

Haulers: Novato Disposal  
Self Haulers

Reporting period: January - December 2015

<b>A. 2015 DIVERSION</b>	<b><u>1st Qtr.</u></b>	<b><u>2nd Qtr</u></b>	<b><u>3rd Qtr.</u></b>	<b><u>4th Qtr.</u></b>	<b><u>TOTAL 2015</u></b>
Novato Disposal Recycled (Curbside & Buyback)	1,991.00	3,320.00	3,409.00		
MRRC recovery	523.94	637.90	505.55		
Self haul Inerts Diverted Redwood Landfill	2,188.57	1,635.97	1,821.37		
Redwood Landfill self haul C&D& wood waste recycled	100.37	156.11	88.80		
City of Novato C&D diverted(included in Novato Disposal)	N/A	N/A	N/A		
ADC from MRRC	0.00	0.00	0.00		
Compost from MRRC	44.89	37.19	54.38		
Greenwaste From Redwood Landfill self haul/compost	81.31	106.21	105.75		
Novato Disposal Inerts	728.00	937.00	1,234.00		
Novato Disposal Green/Food Waste used for compost	3,586.00	3,271.00	3,034.00		
Novato Disposal commercial food waste used for compost	19.00	19.00	41.00		
North Marin Metal Recycling	N/A	N/A	N/A		
<b>2015 TOTAL TONS DIVERTED</b>	<b>9,263.08</b>	<b>10,120.38</b>	<b>10,293.85</b>		
<b>B. 2015 DISPOSAL</b>					
MSW& Debris Box/Novato Disposal	6,277.00	6,438.00	6,890.00		
MRRC Residuals	279.29	294.40	382.91		
MRRC Wood/Yard Waste incinerated/transformation	117.78	90.98	139.37		
Redwood Landfill self haul C&D waste disposed	1,023.97	816.18	1,032.75		
Novato waste disposed out-of-county	N/A	N/A	N/A		
<b>2015 TOTAL TONS DISPOSED</b>	<b>7,698.04</b>	<b>7,639.56</b>	<b>8,445.03</b>		
<b>C. 2015 TOTAL WASTE GENERATED(TONS)</b>	<b>16,961.12</b>	<b>17,759.94</b>	<b>18,738.88</b>		
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>	<b>55.31%</b>	<b>57.50%</b>	<b>55.68%</b>		
<b>Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)</b>					

**REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)**

	<b><u>1st Qtr.</u></b>	<b><u>2nd Qtr</u></b>	<b><u>3rd Qtr.</u></b>	<b><u>4th Qtr.</u></b>	<b><u>TOTAL 2015</u></b>
Inerts/ Diverted	2,188.57	1,635.97	1,821.37		
Greenwaste Diverted/compost	81.31	106.21	105.75		
C&D/ Disposed	1,023.97	816.18	1,032.75		
C&D & Wood Waste Recycled	100.37	156.11	88.80		
<b>Total</b>	<b>3,394.22</b>	<b>2,714.47</b>	<b>3,048.67</b>		
<b>Percent Redwood self haul diverted</b>	<b>69.83%</b>	<b>69.93%</b>	<b>66.12%</b>		

March 2016

## CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

All items taken from Exhibits 4 through 6 of March 14, 2010 Solid Waste Franchise Agreement

### **EXHIBIT 4: Zero Waste Community Outreach**

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Novato Disposal newsletters	Casey/Tina	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	One Zero Waste feature article in each newsletter <i>Spring newsletter article still to be determined</i>
2. Promote 20 gallon cans	Casey/Tina	Ongoing	Ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 7% from 4Q 2014</i>
3. Promote backyard compost bins	Steve/Casey/Tina	Ongoing	Ongoing	Promote at events & with Backyard Compost classes run by Marin Food Scrap Coalition or Marin Master Gardeners
4. 2 Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Ideas for 2016 campaign	October of each year to District for approval	<u>2016 Outreach Campaigns</u> <i>1. Commercial, multifamily &amp; school recycling outreach, including "keeping it clean" campaign</i> <i>2. Commercial food scraps composting – AB1826</i>
5. Promote audits to all businesses of 4 cy. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	<i>Include in AB32 promotions</i>
6. New customer packets to include Zero Waste promotions	Casey/Tina	Ongoing	Ongoing	New customer to be directed to website; packets upon request and update annually
7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually	Scott/Dee	(see AB32 item)	Ongoing	Visits to determine service level, contact business owners, property managers; identify resident outreach methods; conduct presentations

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
8. Participate in 10 events annually	Steve/Casey/Tina/Dee	Submit ideas for events to District by 4 <sup>th</sup> quarter of each year for following year	List submitted to District for 2016 events	<p><b><u>2016 Events Scheduled</u></b></p> <ul style="list-style-type: none"> <li>• Sr. Center Health Fair – <b>February 17</b></li> <li>• Novato’s Clean &amp; Green Day – <b>April 25</b></li> <li>• E-Waste Events handouts <b>April 23 - 25</b></li> <li>• School Tour of Novato – <b>May 14</b></li> <li>• Novato Art &amp; Wine Festival <b>June 11 &amp; 12</b></li> <li>• 4<sup>th</sup> of July Parade</li> <li>• Rotary presentations – <b>to schedule</b></li> <li>• Farmer’s Markets - <b>to schedule</b></li> <li>• E-Waste event handouts – <b>October 8-10</b></li> </ul>
9. Conduct annual retraining at schools on recycling & Zero Waste; participate in developing Zero Waste curricula for schools; offer Zero Waste & recycling programs for school assemblies	Tina/MCC/Dee	(See Ex. 5 School Recycling and Food Waste Program)	Ongoing	<b><i>Novato Disposal sends email out to all schools re: recycling education opportunities; schedule meeting with School District; work with San Marin &amp; Novato H.S. re: food waste</i></b>
10. Annual Waste Audit of all City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Ongoing	Ongoing	<p><u>Sites for 2016</u></p> <ul style="list-style-type: none"> <li>• <b><i>Check with City staff on sites &amp; Zero Waste goals</i></b></li> </ul>
11. Bilingual Zero Waste guides(Spanish/English)	Casey/Tina	Initial revisions	Ongoing	Update as needed
12. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	<b><i>NSD website has this function; Novato Disposal is updating their website</i></b>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
13. Billing inserts on program updates as needed	Steve/Casey	4 2-sided inserts annually	March 2016, June 2016, Sept 2016 & December 2016	<i><b>March insert – June insert – Sept. insert.- Dec. insert – Permanent 2<sup>nd</sup> side –</b></i>
14. Annual selective residential route audits to gauge program success	Steve/ Scott	Annual baseline audit	Ongoing	Conducted route audits in 2011, 2012 and 2013 for food waste program and green waste program participation; <i><b>route audit for “set out rates” now scheduled for spring 2016-</b></i>
15. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	

**Exhibit 5: School Recycling and Food Waste Program outline**

See Exhibit 5 from Franchise Agreement

**EXHIBIT 6: Zero Waste Program Implementation Schedule**

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<b>Food/Green Waste Composting</b>				
1. Single family residential	Steve/Scott/Casey/Tina/Dee	Ongoing	<b>2/28/11;</b> Implemented April 2011; ongoing program	Work with HOA's without green carts, but with single family service; List of Novato HOA's updated; residential food waste audit in 2013; <b>meet with HOA's to provide carts for food and green waste</b>
2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability	Steve/Scott/Casey	Stickers mailed week of 1/20/12	<b>10/01/11;</b> Stickers mailed January 2012  Over 1500 <b>free</b> food scrap pails distributed	Food Waste green can stickers mailed January 2012, asking all households to place on cart; 85% of households have stickers on green cans; food scrap pails advertised in newsletter, website, ads; distributed at Farmer's Market & Senior Center; <b>NDS notice in newsletters re: can stickers and availability of food scrap pails for purchase at \$6.00 each</b>
3. Supermarket food waste diversion	Steve/Scott/Casey	Begin early 2013	<b>02/2012;</b> Implemented June 2012; Ongoing program	<b>Redwood accepting small amount of commercial food waste in compost program; promote businesses diverting food waste in newsletter and window stickers</b>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Restaurant Food waste diversion	Steve/Scott/Casey	Begin early 2013	<b>03/2012;</b> Implemented 2013; Ongoing program	<i>Redwood accepting small amount of restaurant food waste in compost program; promote businesses diverting food waste in newsletter and window stickers</i>
5. Multi-family food waste diversion	Steve/Scott/Casey	Ongoing	<b>07/2012;</b> Implemented 2014; Ongoing program	<i>Continue work with multifamily units on food waste diversion; review cost structure</i>
<b>C&amp;D Recycling, reports &amp; enforcement</b>				
1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	<b>Ongoing</b>	NDS provides quarterly C&D recycling reports to City & Dee
2. Enforce C&D recycling thru Solid Waste ordinance	Sandeep/Dee	Ongoing	<b>Ongoing;</b> revisions to Solid Waste ordinance pending	District solid waste ordinance to be reviewed, updated & enforced
<b>Public Outreach/Education Campaign</b>				
1. Revise Novato Disposal website to include zero waste messages	Steve/Casey/Tina	Ongoing	<b>09/2011;</b>	<i>Novato Disposal updating website; Zero Waste messages to be added</i>
2. Include zero waste messages in newsletter, ads, etc	Steve/Casey/Tina	Ongoing	<b>Ongoing</b>	Zero Waste messages included in newsletters, promotions and outreach

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<b>AB32 /AB341/AB818 Multi-family &amp; Commercial mandated recycling</b>				
1. Identify all multifamily & commercial sites	Casey/Dee/Scott/Tina	Staff meeting – completed	<b>May 2011</b> Ongoing database implementation	Database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage; recycling); site visits; outcome
2. Develop materials for commercial & multifamily residents	Tina/Dee review	Ongoing	<b>01/2012;</b> Ongoing	Novato Disposal developed mailers, door hangers and web page; information on District web page; <b>additional handouts &amp; mailers for property managers to develop</b>
3. Make site visits	Scott/Dee/Tina	Ongoing	<b>09/2012</b> Ongoing	Visits to include information on AB32 recycling requirements, waste audit availability; <b>Dee, Tina &amp; Scott to make ongoing site visits in commercial and multi-family areas; Bel Marin Keys area walk-thru conducted in May 2015; additional BMK walk –thru scheduled for spring 2016</b>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Participate in workshops for multifamily & commercial property managers	Dee/Scott/Tina	Ongoing	<b>03/2012</b> Ongoing	Novato Disposal develops materials & schedules meetings with property managers as necessary; revised HOA list; <b>contact rental housing associations, HOA's and property managers; follow-up with site visits</b>
5. Provide recycling containers	Steve/Scott	Ongoing	<b>05/2012</b> Ongoing	Following site visits determine size & placement, deliver containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Ongoing	<b>07/2012</b> Ongoing	Multifamily/commercial implemented; <b>a/o FY2015 865 commercial and 122 multifamily sites provided with recycling;</b> District & Novato Disposal provide ongoing outreach thru site visits, brochures, etc.
<b>Schools Campaign</b>				
1. Institute food waste recycling	District & Novato Disposal	Ongoing	<b>2010</b> Ongoing	Program instituted in select schools and central kitchen 3/2011; <b>meet with School District staff re: food waste in new San Marin &amp; Novato H.S. cafeterias and school site recycling</b>
2. Monitor food waste/recycling programs; meet with teachers & students	Tina	Ongoing	<b>Ongoing</b>	Separate calendar & schedule to be developed

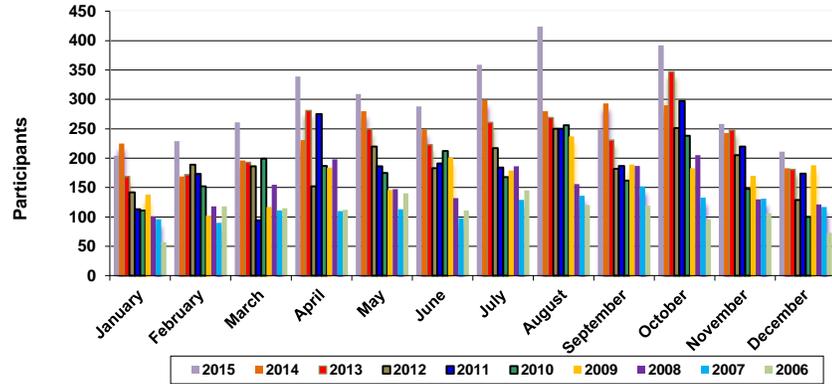
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<b>Backyard Composting</b>				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Tina	Ongoing	<b>Ongoing</b>	See Item EX 4, Item 3
<b>Wet/Dry Route Collections</b>				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	<b>2020</b>	Begin discussions in 2018, with system instituted in 2020 if feasible
<b>Discuss feasibility &amp; diversion potential of conversion technology systems</b>	District & Novato Disposal		<b>2025</b>	
<b>Zero waste diversion goals</b>				
1. 60% diversion	Novato Disposal	12/31/15	<b>12/31/15</b>	With 60% diversion required by 12/31/2015, reports will be required within 60 days , or by end of February 2016 to District to prepare final reports
2. 70% diversion	Novato Disposal	12/31/20	<b>12/31/20</b>	With 70% diversion required by 12/31/2020, reports will be required within 60 days , or by end of February 2021 to District to prepare final reports
3. 80% diversion	Novato Disposal	12/31/25	<b>12/31/25</b>	With 80% diversion required by 12/31/2025, reports will be required within 60 days , or by end of February 2026 to District to prepare final reports

HHW FACILITY SUMMARY 2015	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
<b>Total Participants</b>	204	229	261	339	309	288	359	424	249	392	258	211	3,523
Been to events before?(Yes)	159	190	220	250	243	219	281	325	199	310	212	170	2,778
Permanent facility?	130	161	184	210	199	191	226	285	173	239	188	143	2,329
Temporary events?	37	40	46	56	57	43	72	66	36	59	28	35	575
First time user?	45	39	41	89	66	68	78	99	50	82	46	41	744
<b>Type of waste brought in?</b>													
Antifreeze	9	13	26	14	18	22	25	25	22	37	10	11	232
Asbestos	1	0	2	4	2	2	2	4	2	6	8	3	36
<b>Auto products</b>	<b>23</b>	<b>39</b>	<b>38</b>	<b>48</b>	<b>61</b>	<b>53</b>	<b>73</b>	<b>69</b>	<b>37</b>	<b>65</b>	<b>36</b>	<b>20</b>	<b>562</b>
Car batteries	2	8	9	9	10	3	10	20	6	11	9	6	103
<b>Computer monitors</b>	<b>14</b>	<b>11</b>	<b>22</b>	<b>9</b>	<b>14</b>	<b>13</b>	<b>11</b>	<b>22</b>	<b>4</b>	<b>21</b>	<b>9</b>	<b>10</b>	<b>160</b>
Cements, sealers	17	32	37	41	45	54	58	57	41	51	30	28	491
<b>E-Waste(all types)</b>	<b>57</b>	<b>57</b>	<b>70</b>	<b>64</b>	<b>55</b>	<b>64</b>	<b>71</b>	<b>95</b>	<b>53</b>	<b>63</b>	<b>51</b>	<b>59</b>	<b>759</b>
<b>Fluorescent tubes&amp; bulbs</b>	<b>47</b>	<b>37</b>	<b>42</b>	<b>54</b>	<b>50</b>	<b>42</b>	<b>49</b>	<b>62</b>	<b>38</b>	<b>49</b>	<b>42</b>	<b>38</b>	<b>550</b>
Fuels(gas,kerosene,diesel)	16	25	30	34	38	37	54	25	22	35	18	14	348
Household batteries	46	64	55	85	82	61	83	87	52	81	63	47	806
Household cleaners, polishes	40	63	73	98	83	74	89	129	70	98	63	46	926
<b>Latex paint</b>	<b>77</b>	<b>91</b>	<b>94</b>	<b>154</b>	<b>128</b>	<b>122</b>	<b>143</b>	<b>175</b>	<b>119</b>	<b>163</b>	<b>93</b>	<b>70</b>	<b>1,429</b>
Motor oil/filters	17	29	44	44	49	36	57	49	44	55	33	16	473
<b>Oil base paint</b>	<b>52</b>	<b>56</b>	<b>63</b>	<b>97</b>	<b>84</b>	<b>70</b>	<b>102</b>	<b>118</b>	<b>87</b>	<b>120</b>	<b>63</b>	<b>34</b>	<b>946</b>
<b>Paint thinners, solvents</b>	<b>42</b>	<b>58</b>	<b>71</b>	<b>87</b>	<b>87</b>	<b>78</b>	<b>111</b>	<b>117</b>	<b>84</b>	<b>101</b>	<b>50</b>	<b>52</b>	<b>938</b>
<b>Pesticides,herbicides,insecticides</b>	<b>28</b>	<b>60</b>	<b>53</b>	<b>72</b>	<b>67</b>	<b>65</b>	<b>71</b>	<b>81</b>	<b>44</b>	<b>86</b>	<b>49</b>	<b>28</b>	<b>704</b>
Pet care products	2	6	11	10	8	7	12	10	5	10	7	3	91
Photo chemicals	0	0	3	2	1	3	3	4	3	2	0	0	21
Pool Chemicals	4	8	7	18	10	9	7	11	11	16	2	1	104
Propane/helium tanks/fire extinguishers	14	30	25	37	21	27	39	33	24	39	32	21	342
Sharps	4	5	5	2	9	4	3	2	4	9	4	5	56
<b>Spray paints</b>	<b>35</b>	<b>46</b>	<b>54</b>	<b>67</b>	<b>65</b>	<b>58</b>	<b>62</b>	<b>84</b>	<b>50</b>	<b>72</b>	<b>43</b>	<b>24</b>	<b>660</b>
Television	45	25	32	35	28	29	31	38	25	34	18	32	372
Thermometers/Thermostats	2	4	2	5	3	3	5	6	1	6	4	2	43
Wood preservatives, stains	14	30	34	45	57	47	67	69	49	54	28	23	517
Other	13	14	17	14	15	12	17	20	8	13	11	9	163
<b>Hear about program?</b>													
Recycling Center flier	77	92	104	161	118	105	134	138	86	135	100	87	1,337
Sanitary District newsletter	35	41	42	49	66	56	77	77	44	86	61	30	664
Sanitary District website	23	22	27	19	20	36	38	42	24	31	28	29	339
Novato Disposal newsletter	83	108	97	169	136	103	134	177	97	180	101	74	1,459
Word of mouth	31	21	47	23	45	39	45	68	43	42	35	20	459
Other	17	15	16	21	18	15	28	40	13	33	18	15	249
<b>Change your own motor oil?</b>													
<b>Yes</b>	<b>16</b>	<b>35</b>	<b>38</b>	<b>37</b>	<b>40</b>	<b>38</b>	<b>46</b>	<b>38</b>	<b>37</b>	<b>58</b>	<b>26</b>	<b>28</b>	<b>437</b>
Novato Recycling Center	13	23	28	21	30	24	28	24	25	36	18	20	290
O'Reilly's	3	14	16	13	12	13	16	15	16	20	10	8	156
Pennzoil	1	2	1	0	0	4	0	1	0	1	1	0	11
Other	0	0	2	3	1	3	2	1	1	0	1	0	14
If yes, want curbside pickup?	4	15	16	12	11	14	16	13	15	25	8	8	157
<b>No</b>	<b>190</b>	<b>196</b>	<b>223</b>	<b>302</b>	<b>271</b>	<b>250</b>	<b>313</b>	<b>386</b>	<b>212</b>	<b>334</b>	<b>232</b>	<b>183</b>	<b>3,092</b>
<b>Comments</b>													
<b>Compliments/Good</b>	<b>61</b>	<b>66</b>	<b>84</b>	<b>101</b>	<b>119</b>	<b>98</b>	<b>132</b>	<b>139</b>	<b>85</b>	<b>133</b>	<b>95</b>	<b>68</b>	<b>1,181</b>
<b>Complaints</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>30</b>

## HHW PARTICIPANTS 2006 - 2015

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>	
2015	204	229	261	339	309	288	359	424	249	392	258	211	3,523	open 3 days in April, 6 days in August
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957	open 3 days in April
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825	
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306	
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344	
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108	August 6 days
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034	August 6 days
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836	
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416	
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311	
<b>% Change from 2014</b>	-9.33%	35.50%	33.16%	46.75%	10.36%	15.66%	20.07%	51.43%	-15.02%	35.17%	-1.53%	15.30%	<b>19.14%</b>	

### HHW Facility Monthly Participation 2006- 2015





# FREE HOUSEHOLD *E-WASTE* DROP-OFF

**Saturday, April 23 – Monday, April 25, 2016**  
**Novato Recycling Center, 7576 Redwood Blvd.**  
**10:00 AM – 3:00 PM**

**No Appointment Necessary**

A special **three-day FREE** drop-off event for Novato residents to recycle old common electronic products - *E-Waste* - such as televisions, computers, VCR's and other small home electronics. Many common electronic products such as computer monitors and old television sets can damage the environment if disposed of improperly. *E-Waste* is considered a hazardous waste and **CANNOT** be disposed of in the trash.



## ✓ What WILL be Accepted at this drop-off \*:

✓ <b>Computers (PC's &amp; Laptops) - maximum of 5</b>	✓ <b>Telephones, Cell Phones, Answering Machines</b>
✓ <b>Fax Machines and small table-top copy machines</b>	✓ <b>Electric typewriters</b>
✓ <b>Computer Monitors - maximum of 5</b>	✓ <b>Televisions</b>
✓ <b>Computer peripherals - (keyboards, printers, scanners, cables, mouse)</b>	✓ <b>Radios, tape players, stereos, DVD players, VCR's, camcorders</b>
✓ <b>Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc)</b>	✓ <b>General Household Appliances - (hair dryers, irons, vacuums, lamps, etc.)</b>
* This is only a partial list of items. If you have a question about an item, please call 892-7344	

## ✗ What will NOT be accepted at this drop-off \*:

✗ <b><u>NO</u> Large Appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers, air conditioners, etc.</b> If you have any of these items please contact Novato Disposal Services at 897-4177 for a pick-up.
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Although both working and non-working electronics will be accepted at this event, please consider donating working equipment to a local charity or thrift store.

Novato Disposal offers free pick-up of household electronics for single-family residential customers up to four (4) times a year, limited to three (3) large items per collection. Call Novato Disposal at 897-4177 to schedule a pick up."

Event is for **NOVATO HOUSEHOLDS ONLY**.

Novato Businesses please call 892-6395 for further disposal information

**Questions? Call the HHW Hotline at 892-7344**

*Event sponsored by Novato Sanitary District, Novato Disposal Services and ECS Recycling*