

AGENDA

Novato Sanitary District Solid Waste Committee Meeting Novato Sanitary District, 500 Davidson Street, Novato CA

Monday, February 6, 2012
4:30pm – 5:30pm

1. Approve Agenda
2. Approve minutes of November 7, 2011
3. Open Time for 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.*
4. Updates/Routine Business Items
 - City of Novato
 - Novato Disposal
 - Marin County JPA and Local Task Force
 - Legislation
5. Zero Waste Programs Status
6. Household Hazardous Waste Programs
 - 2011 HHW Program Annual report – *to be available*
 - E-Waste event schedule for 2012
7. 2012 Public Outreach Events
8. 2011 Disposal/Diversion monitoring reports
9. Adjourn

Next meeting: May 7, 2012

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.

**NOVATO SANITARY DISTRICT
SOLID WASTE COMMITTEE MEETING
November 7, 2011
4:30pm – 5:30pm**

MINUTES

Members Present:

Jean Mariani George Quesada

Others in Attendance:

Beverly James Dee Johnson Casey Williams
Steve McCaffrey Pat Eklund Scott Pariani
Jason Nutt

1. Approve agenda. The agenda for November 7, 2011 was approved as submitted.
2. Minutes of August 15, 2011. The minutes of August 15, 2011 were approved as submitted.
3. Open Time for Public Comment. Pat Eklund discussed plans for the new City Hall and requested that Novato Disposal review some of the plans with regards to location of recycling and trash bins. She also mentioned some confusion regarding what items are included in Novato Disposal's new bulky waste pickup services. Steve and Scott indicated that they would look into this.
4. Updates/Routine Business Items.
 - City of Novato. Jason Nutt indicated no new updates. George Quesada asked about the City's interest in imposing road impact fees on Novato Disposal trucks. Jason indicated that the City had hired a consultant to review the general issue, and that, if road impact fees were imposed, a traffic study and other reviews would be conducted. Pat Eklund indicated that several council members were looking at this issue.
 - Novato Disposal. Steve McCaffrey reviewed Novato Disposal's 3rd quarter report.
 - Marin County JPA and Local Task Force. Nothing to report.
 - Legislation. Dee indicated that several bills had been signed by the Governor, including AB341 and AB818, which require recycling at commercial and multifamily locations. AB341 changes the diversion requirements, requiring 75% of all solid waste to be reduced, recycled or composted by 2020. Several bills have become 2 year bills, including the battery product stewardship bill (SB515) and the fluorescent lamps bill (SB589). Dee will monitor progress and report back to the Committee.
5. Zero Waste Programs Status. Dee and Steve McCaffrey reviewed the Zero Waste programs calendar/timeline. Steve indicated that a zero waste article was included in the Fall newsletter. 20 gallon can use has increased 22% from the 3rd quarter 2010. Additional outreach campaigns for 2012 include targeting 95 gallon can customers to reduce their can size and targeting commercial customers to recycle. A tentative list of 12 outreach events for 2012 is included. Scott and Dee will work with Jason Nutt to identify City facilities for waste audits in 2012. Scott is working with some HOA's to provide green can service, to include food waste collection. Specific issues of space are always a problem here. Dee and Novato Disposal will be working on AB32/AB341 mandatory commercial/multifamily recycling.
6. Household Hazardous Waste Programs.
 - Planning and Feasibility schedule for HHW facility – Dee and Beverly indicated that an initial feasibility study for move of the HHW facility will be conducted to include, description of the facility and needs; potential sites, options and alternatives, staffing requirements, budget and costs and a project schedule. Consideration is being given to moving the facility, based upon potential sale of the property at 7576 Redwood Blvd, the City's plans for the North Redwood corridor and increased capacity demands on the current facility.
 - 2011 HHW Programs Update. Dee indicated that October participation was 25% higher than October 2010, resulting in the highest monthly participation ever.

- FY 2010/2011 Form 303 and comparison report. Dee reviewed this report pointing out that paints (oil-base and latex) continue to increase. The paint EPR legislation to be enacted next year may provide some cost relief with this waste stream.
 - Fall E-Waste Event final report and recommendations for 2012 Events. The fall E-Waste event collected 53,006 pounds of electronics from 1,007 residents. This was slightly greater participation than our Spring event (+4.5%). Costs for the event were 14% higher than the Spring event, again primarily due to the significant decrease in CRT materials received (12% decrease), which are reimbursable from the state and offset our costs. Although funding is included in the FY2011/2012 budget for these events, costs will continue to increase if CRT waste continues to decrease, and non-reimbursable waste increases. With the increasing availability of E-Waste collection events for Novato residents, and the increasing costs for these events, it was recommended that the E-Waste events for 2012 be reduced from 4 days to 3 days – Saturday, Sunday and Monday. This should result in a decrease in labor costs and some potential cost savings. Following Committee discussion, the Committee agreed to reduce the number of days for the 2012 E-Waste events from 4 to 3.
 - HHW Facility 2012 schedule. Dee distributed copies of the 2012 schedule.
7. Public Outreach Events. Staff (District and Novato Disposal) participated in several outreach events, including the Novato Farmer's Market and Senior Center Health Fair. Upcoming events include the Hamilton Hometown festival, a shredding event over Earth Day 2012 and a backyard compost workshop at the Novato Senior Center in spring 2012.
 8. 2011 Disposal/Diversion monitoring report – 1st-3rd Quarter. Dee distributed the reports which indicate a 51% diversion rate for Novato Disposal for 3rd quarter 2011. (This is only waste reported from Novato Disposal.) In addition, the total AB939 Novato Disposal/Diversion report, including self haul waste, indicates a 56% diversion rate for 2nd quarter 2012. This is primarily due to a substantial increase in self haul waste diversion at Redwood, which is a very positive development.
 9. Adjourn. The next Committee meeting is scheduled for Monday, February 6, 2012. The meeting adjourned at 5:45pm

Updates/Routine Business Items

- City of Novato
- Novato Disposal – *4th Quarter 2011 report attached*
- Marin County JPA & Local Task Force – *C&D Facility Certification report attached*
- Legislation – *update attached*

CITY OF NOVATO
4th Quarterly Report
October- December 2011

Submitted by Novato Disposal Service

A. Solid Waste Data

A. Tons Delivered to Disposal Site

		This Quarter	Same Quarter One Year Ago
Residential	*	3,707.48	4,533.33
Commercial	**	2,913.02	3,561.91
TOTAL:		6,620.50	8,095.24

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

B. Recycling Data

Tons Collected and Processed

This Quarter:	3,777.20
Same Quarter One Year Ago	3,643.97

Commodity	Curbside	Buyback	Total
	Commercial Multifamily Residential		
Cardboard	396.67	-	396.67
Paper (News & Mixed)	2,194.40	-	2,194.40
Paper (Overages)*	33.93	-	33.93
Aluminum Cans & Foil	2.23	11.03	13.26
Metal Cans	38.0	-	38.0
**Glass	724.78	76.16	800.94
Plastic PET	52.87	-	52.87
Plastic NHDPE	9.30	.60	9.90
Plastic All Other	140.03	13.22	153.25
Other diverted materials	83.98	-	83.98
Total	3676.20	101.00	3,777.20

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

**This includes glass overages

C. Greenwaste Data

Tons Collected and Processed

This Quarter:	4,025.17
Same Quarter One Year Ago:	4,362.87

Final Disposition:

All green waste was used as compost.

**D. Construction and Demolition Data, including inert solids
Tons Collected and Processed**

This Quarter: 746.83

E. Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	1,364	1,109
32 gallon	11,350	11,393
68 gallon	3,113	3,365
95 gallon	333	359
Non-Auto	7	11

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	1	0	1	0
32 gallon	20	0	21	0
68 gallon	10	0	14	0
95 gallon	4	1	5	1
100 gallon	2	0	2	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.	17	3	1	18	3	0
3 yd.	26	24	25	29	23	28
4 yd.	0	0	1	0	0	2
6 yd	1	0	3	0	0	2

Commercial Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	0	6
32 gallon	126	134
68 gallon	114	113
95 gallon	103	101

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.	96	10	0	98	8	0
3 yd.	161	99	86	167	101	74
6 yd	5	3	6	6	2	7

Commercial Special Service*		Same Quarter One Year Ago
Bin Size	Number of Customers	Number of Customers
3 yd.	11	12
15 yd.	2	2
20 yd.	2	3
30 yd.	3	4
Compactor	11	9

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

F. E-Waste Event

Novato Disposal Service participated in Novato Sanitary District's E-Waste Collection Event October 7-10. During this 4 day collection period, almost 27 tons of material was collected, of which 9.78 tons were CRTs.

G. Noteworthy Actions

Community Education/Outreach

- Outreach staff hosted a table in collaboration with Novato Sanitary District at the Hamilton Hometown Festival. Passed out compost pails to local residence with an active residential garbage account, that have not picked up a pail as of yet.
- Outreach staff visited the following locations. All locations were given a recycle guide and reminded to break down boxes. The property manager was also contacted. The following locations received a visit:

- Café Cruiser
- Center For Vision
- Center Shoe & Orthotic
- Chem Dry Marin
- Chevron Station Inc.
- Country Moves
- Creekwood Care Center

Schools

- Outreach staff is working to start food composting service and education programs at all schools. A visit to their main office at each school with an attempt to speak with principals showed to be a positive one. As we continue inviting everyone to join us to educate students daily to implement our mission to zero waste.
- Outreach staff emailed all schools in November inviting principals and teachers to examine their current recycling programs and provided information on the resources available to them.

H. Additional Information

Mailers

Please find attached:

- Holiday tree recycling options mailer

Donations

Novato Disposal provided the following donations:

- (1) garbage bin for I.D.E.S.I Of Novato's Community Event
- (1) 20yd yard waste box to San Ramon Elementary for Fall Garden Clean up
- (1) 4 yard garbage bin to Knights of Columbus Veterans Dinner
- (1) 20yd garbage box, (1) 3yd recycle bin, (6) recycle cans for Marin Pirates Swim League
- (1) 6yd yard waste bin for HOA Community clean up
- (2) 30yd box for San Marin High School Tree Recycle Drop off

Season's Greetings

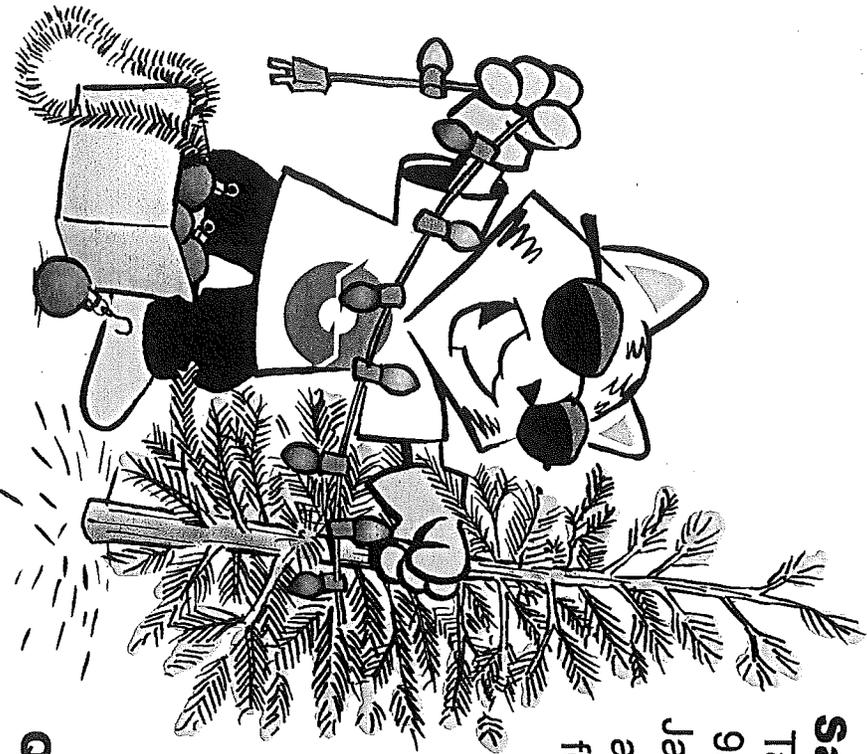
from Novato Disposal, San Marin High School, & the Novato Sanitary District

Holiday Tree Curbside Collection:

During the week of January 9th to January 13th, residential customers may place whole trees at the curb the night before their regular collection day. Stands, lights, tinsel, and ornaments must be removed. Flocked trees will not be collected.

Yard Waste Carts:

Clean holiday trees may be cut to fit inside yard waste carts at anytime. Please remove lights, tinsel, stands and ornaments. No flocked trees will be collected.



San Marin High School Safe Grad Fundraiser:

Take your whole tree to the San Marin High School parking lot 9am-5pm only on December 30, December 31, January 1, January 2, January 7, & January 8. Do not leave trees at the school at any other time! The high school asks for a \$5 donation, or \$10 for flocked trees, which helps fund Safe and Sober Grad Party. You may also schedule a pick-up at your door for a \$10 fee, or \$20 for flocked trees. Email: smtreecycle@gmail.com or call (415) 899-9223 for an appointment.

If you have a flocked tree, please use San Marin High School. Novato Disposal is unable to collect flocked trees.

Collection Schedule:

Because both Christmas and New Year's Day fall on Sunday, there will be no collection service interruptions.

Questions? Call (415)897-4177 or visit www.novatodisposal.com



Consulting Group, Inc.

Resources Responsibility Respect

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 Sacramento, CA 95841
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 www.r3cgi.com

November 29, 2011

Mr. Steve Devine
 Marin County Hazardous and Solid Waste Management JPA
 c/o Department of Public Works
 P.O. Box 4186
 San Rafael, CA 94913-4186

Subject: C&D Facility Interim Certification Process

Dear Mr. Devine:

The Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) engaged R3 to assist with the process of certifying Construction and Demolition (C&D) facilities as part of the JPA's effort to increase the diversion of C&D materials. This letter report presents the results of that process.

Background

R3 prepared a Model Construction and Demolition Debris Program Ordinance (Ordinance) for the JPA as part of the JPA's Zero Waste planning process. As part of the Ordinance, applicable parties applying for a building permit are required to complete a Diversion Report in order to document compliance with the Ordinance's diversion requirements. To receive diversion credit, materials must be delivered to an Approved C&D Recovery Facility or hauled by an Approved C&D Hauler that would be required to deliver all C&D loads to an Approved C&D Recovery Facility.¹ To be certified as an Approved C&D Recovery Facility, the facility must complete a Facility Certification Application (Application). Facilities that have a solid waste facility permit and receive mixed loads of C&D materials are required to process all such mixed C&D loads and achieve a diversion rate of 80 percent as of December 31, 2012.

As a first step in the certification process, JPA staff, with assistance from R3, conducted an interim certification process. That process, which is discussed in more detail below, included identifying facilities interested in applying for certification, having those facilities complete the required Application, and assessing each facility's current compliance with the required processing capabilities and diversion rates.

Interim Certification Process

The JPA engaged R3 to conduct a C&D facility Interim Certification Process and train JPA staff on certification procedures. As a first step in the certification process, a list of facilities was developed within a defined geographic area.

Two applications were developed: (1) a Full Certification Application and (2) an Administrative Facility Certification Application (Attachment A). Facilities that do not have a solid waste facility permit and handle only source separated non-solid waste material are classified as

¹ Prior to final inspection and issuance of occupancy permit, a Member Agency could assess an avoided disposal fee if the building permit applicant does not demonstrate that it used an Approved C&D Hauler or that the materials generated from the project were delivered to an Approved C&D Recovery Facility.

Administrative Facilities. The application and annual reporting requirements for Administrative Facilities are much less detailed than those for facilities which have solid waste facility permits and handle mixed C&D loads. These facilities are required to complete a Full Certification Application, and are classified as one of the following types:

- **Transfer Only Facility** – Facilities that do not process mixed C&D materials, but instead transfer those materials to another C&D Certified Facility;
- **Transfer Station / Processing Facility** – Transfer stations that receive solid waste and process mixed C&D materials; or
- **Landfill / Processing Facility** – Landfills that receive solid waste and process mixed C&D materials.

Table 1 provides a list of facilities with solid waste facility permits that were contacted as part of the certification process:

TABLE 1 Potential C&D Recovery Facilities for Certification			
Facility Name	Operator/ Business Owner	Location	Interest
Alameda County			
Pleasanton Garbage Service	Pleasanton Garbage Service	Pleasanton	Not interested
Davis Street Transfer Station / Resource Recovery Complex	Waste Management of Alameda County	San Leandro	Application received
Alameda County Industries Direct Transfer Facility	Alameda County Industries	San Leandro	Not interested
Fremont Recycling and Transfer Station	CLT Enterprises of Fremont	Fremont	Not interested
Commercial Waste and Recycling, LLC	Commercial Waste & Recycling	Oakland	Application received
Berkeley Solid Waste Transfer Station	Berkeley Solid Waste Management Division	Berkeley	Not interested
Contra Costa County			
Contra Costa Transfer Station and Recovery	Allied Waste Industries	Martinez	Not interested

TABLE 1 Potential C&D Recovery Facilities for Certification			
Facility Name	Operator/ Business Owner	Location	Interest
Central Processing Facility	West County Resource Recovery	Richmond	Application received
West Contra Costa Sanitary Landfill	West Contra Costa Sanitary Landfill		
Golden Bear Waste Recycling Center	Golden Bear Transfer Services		
Recycling Center and Transfer Station	Contra Costa Waste Services	Pittsburg	Not interested
Marin County			
Redwood Sanitary Landfill	Redwood Sanitary Landfill	Novato	Application received
Marin Sanitary Services Transfer Station	Marin Sanitary Service	San Rafael	Application received
Inert Processing			
Marin Resource Recovery Center			
Napa County			
Devlin Road Transfer Station	Napa-Vallejo Waste Management Authority	American Canyon	Application received
Pacific Union College Transfer Facility	Pacific Union College	Angwin	Not interested
Sonoma County			
Howarth Park Transfer Station	City of Santa Rosa Public Works Dept.	Santa Rosa	Not interested – only being used by the City for yard waste
Global Materials Recovery Systems	Global Materials Recovery Systems	Santa Rosa	Not interested

TABLE 1 Potential C&D Recovery Facilities for Certification			
Facility Name	Operator/ Business Owner	Location	Interest
Daniel O. Davis, Inc.	Daniel O. Davis	Santa Rosa	Application received
Windsor Material Recovery Facility / M&M Services, Inc.	Dustin Abbott	Windsor	Application received
West College Transfer Station	City of Santa Rosa	Santa Rosa	Not interested – transfer station for water only
Central Transfer Station	County of Sonoma Public Works Dept.	Petaluma	Not interested
Central Disposal Site		Petaluma	
Guerneville Transfer Station		Guerneville	
Sonoma Transfer Station		Sonoma	
Healdsburg Transfer Station		Healdsburg	
Annapolis Transfer Station		Annapolis	

In addition to the above table, JPA staff sent out notification letters to inform Administrative Facilities of the JPA's certification process and solicit their participation. The letter is included as Attachment B.

Full Certification Applications

The JPA received seven (7) Full Certification Applications from the following facilities that are listed in Table 2 below:

- Commercial Waste & Recycling, LLC;
- Davis Street Transfer Station / Resource Recovery Facility;
- Deviln Road Recycling and Transfer Facility;
- Marin Resource Recovery Center;
- Redwood Sanitary Landfill;
- West Contra Costa Sanitary Landfill; and
- Windsor Material Recovery Facility (a division of M&M Service, Inc.).

TABLE 2 On-Site Reviews		
Interested Facility	Facility Type	Reviewed By
Commercial Waste & Recycling, LLC	Transfer Station/Processing Facility	Steve Devine, JPA Alex Soulard, JPA Carrie Baxter, R3 Melody Lasiter, R3
Davis Street Transfer Station/ Resource Recovery Facility	Transfer Station/Processing Facility	Steve Devine, JPA Alex Soulard, JPA Carrie Baxter, R3 Melody Lasiter, R3
Devlin Road Recycling and Transfer Facility	Transfer Station/Processing Facility	William Schoen, R3
Marin Resource Recovery Center	Transfer Station/Processing Facility	Steve Devine, JPA Alex Soulard, JPA Carrie Baxter, R3
Redwood Sanitary Landfill	Transfer Only Facility	Alex Soulard, JPA William Schoen, R3 Carrie Baxter, R3
West Contra Costa Sanitary Landfill	Transfer Station/Processing Facility	Carrie Baxter, R3
Windsor Material Recovery Facility (a division of M&M Services, Inc.)	Transfer Station/Processing Facility	Alex Soulard, JPA William Schoen, R3 Carrie Baxter, R3

R3 and JPA staff conducted on-site reviews of each of the facilities that submitted Full Certification Applications. Those on-site reviews were conducted to assess existing C&D processing capabilities, as well as policies and procedures that will be used to comply with the various requirements included in the Facility Certification Standards (Attachment C). In all cases, with the exception of the Redwood Sanitary Landfill,² those facilities which applied for Full Certification are currently processing mixed C&D loads in a manner that is consistent with the certification requirements as they relate to processing of mixed C&D loads.³

² The Redwood Landfill is currently operating as a "Transfer Only" facility, sending its loads of mixed C&D debris to the Davis Street Transfer Station for processing. It is currently in the process of developing on-site C&D processing capacity.

³ Processing at a Transfer Station/Processing Facility must include, at a minimum, physical separating (hand pickers, floor sorters, etc.) supported by dedicated heavy equipment (front-end loaders, skip loaders, grapplers etc.). A Landfill/Processing Facility must have, at a minimum, a dedicated mechanical C&D processing line and/or mechanical separation equipment (e.g., shaker screens, magnets, etc.), supported by dedicated heavy equipment.

Attachment D includes photos from the on-site reviews. It should be noted that while all of the facilities listed in Table 2 are currently in compliance with the minimum processing requirements, only two (2) of the facilities reported diversion levels above the 80 percent that is required by December 31, 2012. It is certainly conceivable that certain facilities which are effectively processing mixed C&D loads will not meet the JPA's diversion requirements. In such cases, those facilities can still be certified, provided they can demonstrate to the JPA's satisfaction a "good faith effort." We would suggest that the current processing practices and procedures of each of the facilities listed in Table 2 constitute a "good faith effort," regardless of their net diversion rate.

Unless otherwise noted, C&D materials accepted by these facilities include:

- | | | | |
|----------------|--------------|------------------|---------------|
| ▪ AC Grindings | ▪ Carpet | ▪ Ferrous Metals | ▪ Shingles |
| ▪ Aggregate | ▪ Carpet Pad | ▪ Green Waste | ▪ Stainless |
| ▪ Aluminum | ▪ Ceramics | ▪ Iron | ▪ Tin |
| ▪ Asphalt | ▪ Clean Fill | ▪ Mixed C&D | ▪ Tree Stumps |
| ▪ Base Rock | ▪ Concrete | ▪ Paint | ▪ Wallboard |
| ▪ Brass | ▪ Copper | ▪ Plastic | ▪ Wire |
| ▪ Brick | ▪ Dirt/Soil | ▪ Porcelain | ▪ Wood |
| ▪ Cardboard | ▪ E-waste | | |

Each facility's operation is unique. The following describes each facility and how they qualify to be certified through the JPA's certification program.

Commercial Waste & Recycling, LLC

Commercial Waste & Recycling, LLC (CW&R) is a transfer station / processing facility. The facility does not accept paint, E-waste, AC Grindings, or Clean Fill. CW&R is permitted as a Medium Volume CDI Processing Facility and a small volume chipping and grinding facility. The state requires that all Medium Volume CDI Processing Facilities meet a minimum diversion of 60 percent of incoming materials.

The facility received 18,062 tons of Mixed C&D in 2010. It recycled 1,034 tons, and 12,020 tons were diverted for beneficial reuse. CW&R also transformed 3,253 tons into biomass, and disposed of 1,755 tons. This equates to a 90 percent diversion rate of C&D materials.

Davis Street Transfer Station / Resource Recovery Facility

Davis Street Transfer Station (Davis Street TS) is a transfer station / processing facility. The facility does not accept paint, but does accept fines. Davis Street TS is owned by Waste Management, who also owns Redwood Landfill in Novato and the Altamont Landfill in Livermore.

The Davis Street TS has been in operation since August 28, 2011 and has received 1,836 tons of C&D from outside of Alameda County in the months of September and October. The facility diverted 978 tons of C&D to various markets (wood, metals, cardboard, plastics and fines), used 231 tons as ADC, set aside 49 tons for on-site beneficial use and disposed of 577 tons. This equates to a 69 percent diversion rate of C&D materials.

Devlin Road Recycling and Transfer Facility

Devlin Road Recycling and Transfer Facility is a transfer station / processing facility. The facility accepts reuse items such as clothes, furniture, doors, windows, sports equipment, etc., in addition to the list of C&D materials noted above. All mixed C&D loads are pre-processed with an excavator and then loaded onto the feed belt of the C&D sort line. All material is pre-processed on a 2 inch minus screen to remove dirt and fines for ADC. The remaining material is then hand sorted manually in a sort line.

In 2010, the facility accepted 173,081 tons of material, including 40,924 tons of mixed C&D material. The facility diverted 19,287 tons of C&D to various markets (compost, metals, cardboard, concrete, gypsum, carpet and padding, e-waste, glass, paper, plastic, batteries, mixed reuse, tires and oil), used 22,348 tons as ADC, and disposed of 15,218 tons. This equates to a 63 percent diversion rate of C&D materials.

Marin Resource Recovery Center

Marin Resource Recovery Center is a transfer station / processing facility. The facility accepts all materials except E-Waste and Paint, which are received at the HHW facility on-site. All loads are processed using conveyor belts, mechanical separators and staffed sorting stations.

In 2010, the facility accepted 187,385 tons of material, diverted 121,715 tons to various markets (wood, compost, metals, cardboard, dirt, concrete, gypsum and tires), used 14,576 tons as ADC and disposed of approximately 51,094 tons. This equates to a 73 percent diversion rate of C&D materials.

Redwood Sanitary Landfill

Redwood Sanitary Landfill is a transfer only facility. The facility accepts all materials except E-Waste and paint. Mixed C&D loads are sent to the Davis Street Transfer Station, which has completed the Full Certification Application and is owned by the same company, for processing.

In 2010, the facility accepted 450,000 tons of material. The facility diverted 32,370 tons of C&D to various markets (wood-chips, mulch, compost, metals and mixed C&D), used 12,880 tons as ADC, set aside 110,690 tons for on-site beneficial use and disposed of 292,950. This equates to a 35 percent diversion rate of materials. However, since all designated C&D loads are sent to Davis Street Transfer Station, that facility's rate of 69 percent diversion for C&D materials would apply to all loads which have been paid for at the C&D recycled rate.

West Contra Costa Sanitary Landfill

West Contra Costa Sanitary Landfill is transfer station / processing facility. The facility accepts all materials except paint, E-Waste and dirt/soil; clean fill is accepted on an as needed basis only. The facility uses an excavator and bulldozer along with an elevated conveyor to aid in the processing of the C&D loads. Manual labor is also used, both on the ground and at the conveyor to sort through the mixed C&D materials.

Full mixed C&D operation has only been in place since May, 2011. In July, 2011 the facility diverted 32 tons of C&D to various markets (metals, cardboard, and plastics), used 112 tons for on-site beneficial use and disposed of 144 tons. This equates to a 50 percent diversion rate of C&D materials.

Windsor Material Recovery Facility (a division of M&M Services, Inc.)

Windsor Material Recovery Facility is a transfer station / processing facility. The facility accepts all materials except paint, and also accepts treated lumber. The facility hand sorts all materials.

In 2010, the facility accepted 19,832 tons of material, diverted 13,117 tons to various markets, used 1,988 tons as ADC and disposed of 4,806 tons. This equates to a 76 percent diversion rate of C&D materials.

Administrative Facility Certification Applications

The JPA received five (5) Administrative Certification Applications from the following facilities:

- The Away Station;
- Building Resources;
- Daniel O. Davis, Inc.;
- Heritage Salvage; and
- Urban Ore.

The Administrative Certification Application was completed by facilities that do not have solid waste permits and handle only source separated non-solid waste materials.

Next Steps

Notification to Certified Facilities

As a next step, the JPA should send notification to certified facilities, informing them of the JPA's decision to accept the facilities' certification. In addition, several facilities inquired about reporting requirements. A facility quarterly tonnage report form has been developed and is included as Attachment E. We recommend the JPA include this reporting form when sending the notification, and require that facilities begin providing quarterly reports starting in 2012.

Notification to JPA Member Agencies

Notification should be sent to the JPA Member Agencies of all approved C&D recovery facilities that are being certified by the JPA. A complete list of facilities that are being certified by the JPA has been developed and is included as Attachment F.

Bi-annual Certification Process

During the bi-annual certification process, beginning in approximately 18 months, the JPA should review relevant data, including the facility's original application and quarterly reports from the most recent calendar year and year-to-date. The re-certification process should include:

- Contacting facilities in the geographical area to determine interest;
- JPA staff visiting / revisiting interested facilities to conduct on-site reviews of facility operations and methods used to track and report data;
- Confirming that C&D materials are processed and shipped for secondary use; and
- Completion and submission of a facility certification application by interested facilities (Attachment A).

* * * * *

Mr. Steve Devine
November 29, 2011
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We appreciate the opportunity to assist the JPA in the Interim Certification Process. Please feel free to contact Richard Tagore-Erwin or me by phone at (916) 576-0306, or by e-mail at cbaxter@r3cgi.com or rterwin@r3cgi.com, if you have any questions or comments regarding this letter report.

Sincerely,

R3 CONSULTING GROUP



Carrie Baxter
Associate II

Attachment A: Full Certification Application and Administrative Facility Certification Application

Attachment B: Administrative Facilities Notification Letter

Attachment C: Facility Certification Standards

Attachment D: Photos from On-Site Reviews

Attachment E: Facility Quarterly Tonnage Report

Attachment F: Approved C&D Recovery Facilities

2012 LEGISLATIVE UPDATE – January 2012**SB515 Corbett Recycling: product stewardship: batteries: universal waste management facilities.****Status: Currently a 2 year bill to be heard in this session**

Would require, by April 1, 2013 , a producer , or the household battery stewardship organization created by one or more producers , of a household battery to submit a household battery stewardship plan to the department, which would be required to include specified elements. The bill would allow a registered hazardous waste transporter to elect to submit a household battery stewardship plan to the department on behalf of one or more producers and would require a hazardous waste transporter making that election to comply with the provisions of the bill applicable to a household battery stewardship organization. This bill contains other related provisions and other existing laws.

AB1189 Miller – Recycling batteries**Status: Currently a 2 year bill to be heard in this session**

Would require a producer of household batteries or consumer products incorporating a household battery, acting individually or through a household battery stewardship organization, to submit a plan to the department on January 1, 2012, for a used household battery stewardship transition project, containing specified elements, and to implement the plan by April 1, 2012, for an operation of not less than 12 months. A producer or battery stewardship organization would be required to submit a report to the department regarding the final results of the project by May 1, 2013. This bill contains other related provisions and other existing laws.

AB1442 Wieckowski – Pharmaceutical Waste**Status: On 1/26/12 referred to Committee. on Environmental Safety & Toxic Materials**

Would define pharmaceutical waste for purposes of the Medical Waste Management Act, and would authorize a medical waste generator or parent organization that employs health care professionals who generate pharmaceuticals to apply to the enforcement agency for a pharmaceutical waste hauling exemption if the generator, health care professional, or parent organization retains specified documentation and meets specified requirements. The bill would authorize pharmaceutical waste to be transported by the generator or health care professional who generated the pharmaceutical waste, a staff member of the generator or health care professional, or common carrier, as defined, pursuant to these provisions.

Regulations

**Mandatory Commercial recycling regulation adopted by CalRecycle on
January 17, 2012 as a result of AB341**

Carpet Stewardship regulations adopted in November, 2011

Paint Stewardship regulations adopted in January, 2012

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/Bessie	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	1 Zero Waste feature article in each newsletter Zero waste article in spring 2012 newsletter
2. Promote 20 gallon cans	Casey/Bessie	ongoing	ongoing	Promote in newsletters & bill inserts Note: 20 gal can use increased 23% from 4th Q 2010
3. Promote backyard compost bins	Steve/Casey/Bessie	ongoing	Spring 2012	Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners Workshop at Senior Center Spring 2012
4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Submit ideas for outreach campaigns to District for approval by 4 th quarter (October)of each year for following year	October of each year to District for approval	2012 Outreach Campaigns: 1. Target 95 gallon can customers to reduce can size; 2. Target commercial customers to recycle
5. Promote commercial audits to all businesses of 4 c.y. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	Include in AB32 promotions
6. New customer packets to include Zero Waste promotions	Casey/Bessie	ongoing	ongoing	New customer to be directed to website; packets upon request and update annually

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<p>7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually</p>	<p>Scott/Dee</p>	<p>(see AB32 item)</p>	<p>(see AB32 item)</p>	<p>Visits to determine service level, contact with owners of business and/or property managers; visits with multi-family also identify resident outreach methods</p>
<p>8. Participate in 10 events annually</p>	<p>Steve/Casey/Bessie/Dee</p>	<p>Submit ideas for events to District by 4th quarter of each year for following year</p>	<p>List submitted to District for 2012 events</p>	<p>2012 Events Committed:</p> <ul style="list-style-type: none"> • 4th of July Parade— • Chamber Business Fair – April 19 • An Earth Day event – April • Novato's Clean and Green Day – April • Sr. Center Backyard Compost workshop – April/May • Novato's Art & Wine Festival – June 9-10 • Novato Farmer's Markets – May – Sept • Pollution Prevention Week Event – Sept • E-Waste Events handouts Spring & Fall • Rotary presentations – April/May • Sr. Center Health Fair – October • School Tour of Novato – May 5 • Hamilton Harvest Festival – Oct/Nov

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
9. Conduct annual retraining at Novato schools on recycling and Zero Waste; participate in developing Zero waste curricula for schools; offer Zero Waste & recycling programs for school assemblies	Bessie/MCC	(See Ex. 5 School Recycling and Food Waste Program)	(See Ex. 5 School Recycling and Food Waste Program)	Input from Bessie re: school list
10. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Annual basis before 4 th quarter of each year	Met with City(Jason Nutt) to determine sites and dates for audits	<u>Sites & dates for 2012:</u> <ul style="list-style-type: none"> • City Offices – 2/2/12 • Senior Center – 3/28/12 • Police Dept. – 5/3/12 • Corp. Yard – Fall 2012
11. Bilingual Zero Waste recycling and diversion guides	Casey/Bessie	Initial revisions	Ongoing as needed	Update as needed
12. Paperless billing	Casey	Effective May 2011	Effective May 2011	Promote in newsletter and billing inserts
13. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	
14. Billing inserts on program updates as needed	Steve/Casey	2 inserts for 2012	March 2012 & December 2012	1 billing insert in March 2012 1 billing insert yr.-end/Dec 2012
15. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit scheduled for November 2012	December 2012	2011 conducted route audit for billing purposes; 2012 route audit to determine program participation; truck routes revised to work out of Petaluma yard; program route audits now scheduled for November 2012
16. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	
17. Work with regional Reuse E-network plan	Casey/Dee	Dependent on JPA	Dependent on JPA	JPA is working with Alameda & San Francisco to update regional database; ND will provide link to database on website

Exhibit 5: School Recycling and Food Waste Program outline

Bessie and MCC will be working on this item; needs more discussion and a separate calendar of goals, tasks and due dates

EXHIBIT 6: Zero Waste Program Implementation Schedule

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
Food/Green Waste Composting				
1. Single family residential	Steve/Scott/Casey/Bessie/Dee	- I.D. HOA's – Meet with HOA's	Ongoing	Additional work needed for some HOA's who don't have green carts, but have single family service; <i>Dee updating list of Novato HOA's; Scott, Dee & Bessie to meet with HOA's to provide carts for food & green waste</i>
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	Stickers - April 2012 Food scrap pails ongoing	Food Waste green can stickers mailed January 2012, asking all households to place on cart; <i>notify re: food scrap pails; NDS to do an audit in April to determine compliance; food scrap pails advertised in newsletter, website, ads; distributed at Farmer's Market & Senior Center</i>
3. Supermarket food waste diversion	Steve/Scott/Casey	Schedule	February 2012	<i>Working with worm composting facility to accept material</i>
4. Restaurant Food waste diversion	Steve/Scott/Casey	Schedule	March 2012	
5. Multi-family food waste diversion	Steve/Scott/Casey	Schedule	July 2012	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
C&D Recycling, reports & enforcement 1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	Ongoing	NDS provides quarterly C&D recycling reports to City & Dee NOTE: <i>Current City C&D diversion reported by Novato Disposal at 89.2%</i>
2. Enforce C&D recycling thru Solid Waste ordinance	Beverly/Dee	Ongoing	Ongoing	District solid waste ordinance to be enforced and updated
AB32 /AB341/AB818 Multi-family & Commercial mandated recycling 1. Identify all multifamily & commercial sites & review recent legislation for changes to program	Beverly/Casey/Dee/Scott/Bessie	Staff meeting – 2/1/12		Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; develop 1 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	Bessie/Dee review	Current – April 2012	April 2012-	Develop materials to mail and handout
3. Make site visits	Scott/Dee/Bessie	April – June 2012	June 2012	Visits to include information on AB32 requirements, waste audit availability; Dee, Bessie & Scott will make site visits

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Participate in workshops for multifamily & commercial property managers	Beverly/Dee/Scott/Bessie	Current – June 2012	May-June 2012	District will be responsible for developing workshops, with Novato Disposal's participation and assistance; contact rental housing associations assistance
5. Provide recycling containers	Steve/Scott	Current – June 2012	June 2012	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	July 2012	July 2012	Date mandated by legislation; District to provide ongoing outreach & education
Schools Campaign				
1. Institute food waste recycling	District & Novato Disposal	2010	2010	Program instituted in select schools
2. Monitor food waste & recycling programs; meet with teachers & students	Bessie & MCC	See EX 5	See EX 5	Separate calendar & schedule to be developed
Backyard Composting				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Bessie	Ongoing	Ongoing	See Item EX 4, Item 3
Wet/Dry Route Collections				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	2020	Discussions begin in 2018, with system instituted in 2020 if feasible
Discuss feasibility & diversion potential of conversion technology systems	District & Novato Disposal		2025	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
Zero waste diversion goals 1. 60% diversion	Novato Disposal	12/31/15	12/31/15	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	12/31/20	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	12/31/25	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

E-WASTE COLLECTION EVENTS – 2012

Two E-Waste collection events are scheduled for 2012. The Spring event is scheduled for Saturday, March 24 – Monday, March 26 and the Fall event is scheduled for Saturday, October 13 – Monday, October 15. The events will proceed in the following manner:

1. Novato residents will be able to drop-off E-Waste over three days, Saturday - Monday from 10:00am – 3:00pm at the Novato Recycling Center. No appointment will be necessary
2. The event is advertised by special mailings to residents, newsletters, newspaper ads, fliers, and hotline.
3. Essentially everything with a plug or a cord is considered E-waste and will be collected.

We WILL Accept

✓ Computers (PC's & Laptops) – maximum of 5	✓ Telephones, Cell Phones, Answering Machines
✓ Fax Machines and small table- top copy machines	✓ Electric typewriters
✓ Computer Monitors – maximum of 5	✓ Televisions – over 36" screen or projection TV's call 892-7344
✓ Computer peripherals – (keyboards, printers, scanners, cables, mouse)	✓ Radios, tape players, stereo equipment, DVD's, VCR's, camcorders
✓ Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc)	✓ General Household Appliances – (hair dryers, irons, curling irons, lamps, vacuums, etc.)
<u>We will NOT Accept</u>	
X NO Large Appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers, air conditioners, etc. Novato Disposal Services will arrange for pick-up of these items.	

4. Novato Disposal will be responsible for collecting and sorting E-Waste at the Recycling Center. All SB20/50 E-Waste materials - computer monitors, TV's and laptops – will be sorted separately, palletized and shrink wrapped and stored at the Recycling Center to await pick up by the E-Waste recycler. All other E-Waste will be packaged in large Gaylord boxes and picked up by the E-Waste recycler.
5. Novato Disposal will provide dedicated staff for collecting and sorting the E-Waste. In addition, they will provide at least one staff person each day to assist with traffic control and surveys.
6. Novato Disposal will make special pick-up arrangements for the elderly or handicapped in case of very large TV's.
7. ECS, our E-Waste recycler, will continue to be used for this event. ECS will provide for recycling, transport and delivery of all E-Waste collected, at no charge. ECS will also provide 2 staff, at no charge, on Saturday and Sunday

to assist with collection and packaging. The current reimbursement rate from the state for CRT material is still set at \$0.16/per pound,

8. Dee Johnson is responsible for overall coordination of the event, including development of all fliers, ads and articles; arranging with the printer and the mail house; providing overall direction for Novato Disposal's collection staff and the E-Waste recycler; staffing the event all three days; surveys and traffic control and management of all paperwork.
9. Funding of \$ 12,000. is included in the FY 2011/2012 budget for 2 events. Event costs include printing and mailing of the fliers and Novato Disposal labor. The State reimbursement for all TV's, CRT's and laptops collected will go to offset the event costs.

Public Outreach Events

Staffed participated in the following outreach events in November/December 2011

- November 5, 2011 - Staffed booth, in cooperation with Novato Disposal, at Hamilton Harvest Festival – distributed 50+ food scrap pails; demonstrated worm composting and recycling toss game with kids

Upcoming 2012 Outreach Events include:

1. 4th of July Parade–
2. Chamber Business Fair – April 19, 2012
3. An Earth Day event – April 2012
4. Novato's Clean and Green Day – April 2012
5. Sr. Center Compost Workshop – April/May 2012
6. Novato's Art & Wine Festival – June 9-10, 2012
7. Novato Farmer's Markets –one day or more - May – Sept. 2012
8. Pollution Prevention Week Event – Sept 2012
9. E-Waste Events handouts – Spring & Fall 2012
10. Rotary presentations - April/May 2012
11. Sr. Center Health Fair – October 2012
12. School Tour of Novato – May 5, 2012
13. Hamilton Harvest Festival – October/November 2012

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2011

DIVERSION	1stQ	2ndQ	3rd Q	4th Q	TOTAL 2011
Novato Disposal Recycled (Curbside & Buyback)	3,577	3,461	3,405	3,701	14,143
Novato Disposal C&D Waste & Inerts	640	1,263	1,098	747	3,748
Novato Disposal Green waste used for compost	2,975	3,840	3,188	4,073	14,076
TOTAL TONS DIVERTED	7,217	8,598	7,713	8,557	32,085
DISPOSAL					
MSW& Debris Box/Novato Disposal	7,340	7,840	7,535	6,621	29,336
TOTAL TONS DISPOSED	7,340	7,840	7,535	6,621	29,336
TOTAL WASTE GENERATED(TONS)	14,557	16,438	15,248	15,178	61,420
PERCENT DIVERTED	50%	52%	51%	56.38%	52.24%

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

Reporting period: January - December 2011

	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2011</u>
A. 2011 DIVERSION					
Novato Disposal Recycled (Curbside & Buyback)	3,577.00	3,461.00	3,405.00		
MRRRC recovery	293.50	543.55	293.78		
Self haul Inerts Diverted Redwood Landfill	669.38	1,522.10	1,308.17		
Redwood Landfill self haul C&D recycled	8.16	9.34	55.42		
City of Novato C&D diverted(included in Novato Disposal)	N/A	N/A	N/A		
ADC from MRRRC	0.00	0.00	0.00		
Compost from MRRRC	26.96	59.97	44.44		
Greenwaste From Redwood Landfill self haul/compost	147.96	221.00	230.46		
Novato Disposal Inerts	640.00	1,263.00	1,098.00		
Novato Disposal Green Waste used for compost	2,975.00	3,840.00	3,188.00		
Novato Disposal food waste used for compost	25.00	34.00	22.00		
2011 TOTAL TONS DIVERTED	8,362.96	10,953.96	9,645.27		
B. 2011 DISPOSAL					
MSW& Debris Box/Novato Disposal	7,340.00	7,840.00	7,535.00		
MRRRC Residuals	211.34	198.33	248.08		
MRRRC Wood/Yard Waste incinerated/transformation	49.70	73.48	61.18		
Redwood Landfill self haul C&D waste disposed	436.65	663.15	805.35		
Novato waste disposed out-of-county	N/A	N/A	N/A		
2011 TOTAL TONS DISPOSED	8,037.69	8,774.96	8,649.61		
C. 2011 TOTAL WASTE GENERATED(TONS)	16,400.65	19,728.92	18,294.88		
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	51.29%	55.89%	53.06%		
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)					
REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)					
Inerts/ Diverted	669.38	1,522.10	1,308.17		
Greenwaste Diverted/compost	147.96	221.00	230.46		
C&D/ Disposed	436.65	663.15	805.35		
C&D Recycled	8.16	9.34	55.42		
Total	1,262.15	2,415.59	2,399.40		
Percent Redwood self haul diverted	65.40%	72.55%	66.44%		