



2010 SARC Annual Report

California Department of Transportation

Alternative Names(s): Caltrans Headquarters

Agency Type(s):

1120 N Street
Sacramento, CA 95814

Total Employees: 4,085

CalRecycle Representative

Kerry Wicker

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(916) 341-6267

Annual Report Status: Submitted

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Contacts

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Address

1120 N Street, MS-89

Sacramento, CA 95814

Facilities

1) Headquarters Office (1,484 employees)

Facility Address

1120 N St.
Sacramento, CA 95814

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Phone: (916) 654-7040

Fax: (916) 654-6376

Contact Address

1120 N Street, MS-89
Sacramento, CA 95814

2) Farmers Market (1,750 employees)

Facility Address

1801 30th St.
Sacramento, CA 95814

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3) Farmers Market (0 employees)

Facility Address
1727 30th St.
Sacramento, CA 95814

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4) M & R Laboratory (350 employees)

Facility Address
5900 Folsom Boulevard
Sacramento, CA 95816

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5) HQ Equipment Shop (135 employees)

Facility Address
3400 R Street
Sacramento, CA 95816

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6) HQ Warehouse (22 employees)

Facility Address
1900 Royal Oaks
Sacramento, CA 95815

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7) Riverpark (26 employees)

Facility Address
1515 Riverpark
Sacramento, CA 95825

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8) Maintenance (28 employees)

Facility Address
1881 Alhambra Blvd
Sacramento, CA 95814

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9) Training (30 employees)

Facility Address
1616 - 29th Street
Sacramento, CA 95814

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10) R Street (0 employees)



State Agency Reporting Center (SARC)

Facility Address
1101 R Street
Sacramento, CA 95814

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11) CADA (0 employees)

Facility Address
1304 O Street
Sacramento, CA 95814

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12) Research & Innovation (0 employees)

Facility Address
1227 O Street
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13) Civil Rights/Permits (70 employees)

Facility Address
1823 - 14th Street
Sacramento, CA 95814

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14) 5th Street IT (122 employees)

Facility Address
1500 - 5th Street
Sacramento, CA 95814

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15) Traffic Ops (3 employees)

Facility Address
1115 P Street
Sacramento, CA 95814

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Contact Address
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16) Lanatt Warehouse (0 employees)

Facility Address
3390 Lanatt Street
Sacramento, CA 95819

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Contact Address
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17) Gateway Oaks (30 employees)



Facility Address
 2379 Gateway Oaks
 Sacramento, CA 95833

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State Agency Reporting Center (SARC)

Contact Address
 1120 N Street, MS-89
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18) Gateway Oaks (35 employees)

Facility Address
 2389 Gateway Oaks
 Sacramento, CA 95833

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Program Information

Program	Existing	Planned/Expanding
Business Source Reduction	X	
Material Exchange	X	
Salvage Yards	X	
Beverage Containers	X	
Cardboard	X	
Glass	X	
Newspaper	X	
Office Paper (white)	X	
Office Paper (mixed)	X	
Plastics	X	
Scrap Metal	X	
Special Collection Events	X	
Other Materials	X	
Commercial pickup of compostables	X	
Tires	X	
Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	
Other special waste	X	

Total Tonnage Disposed: 536.0

Total Employees: 4,085



Total Additional Factor (Visitors): 20,800

Annual Per Capita Disposal (pounds/employee/day): 0.7

50% Equivalent Per Capita Disposal Target (pounds/employee/day): 1.1

Annual Additional Factor Per Capita Disposal (pounds/person/day): 0.1

Additional Factor 50% Equivalent Per Capita Disposal (pounds/person/day): 0.0

Hazardous Materials

Note: Hazardous waste, including universal waste, may NOT be disposed as ordinary trash.

Program	Existing	Planned/Expanding
Electronic Waste	X	
Batteries	X	
Used Oil/Antifreeze	X	
Paint	X	

Promotional Programs

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2010.

- 1) Newspaper Articles/Ads
- 2) Office Paper Recycling Guide
- 3) New Employee Package

Procurement Activities Implemented in 2010

This section of the annual report presents your compliance with the State Agency Buy Recycled Campaign (SABRC). The activities identified below were reported as implemented or continued during 2009. (Note: Completing this section does not meet the SABRC reporting requirements (PCC Section 12162(b)).

- 1) Department-Wide Recycled-Content Procurement (RCP) Policy
- 2) Department-Wide Automated Procurement Tracking System
- 3) Annual Submittal of SABRC Report
- 4) Proactively Working With RCP Suppliers
- 5) Sharing Success Stories With SABRC

Question/Answer

1) IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A and B.

We would like to understand what is still being thrown away and help you find ways to increase recycling. Please describe the types of waste that are thrown away.

What difficulties or obstacles have you had with finding ways to recycle these wastes?

A. "Normal" trash is being disposed, i.e., lunch material, coffee cups, office supplies, etc.

B. As in past years, due to lack of proper instructions, the Department of General Services (DGS) janitorial staff continues to mix recycle paper with waste material. When confronted, the janitorial staff explained that they "separate" at the loading dock prior to waste pickup. Also, when employees at the Warehouse locations call DGS to pick up misc. office furniture, they have been told to just trash it. We're sure this explains why the Warehouse waste figures are so high.

2) SELECT YES OR NO FROM THE DROP DOWN LIST BELOW. IF YOU SELECT YES, YOU MUST DESCRIBE IN THE TEXT BOX BELOW.

Were there any changes in your recycling/waste reduction programs during the report year? For example, did you start, discontinue, or make significant changes to your recycling/waste reduction programs?

In 2010, Caltrans Headquarters opened a Cafeteria on the first floor. The food waste added to waste material collection figures.

3) IN THE TEXT BOX BELOW, PLEASE ANSWER THE FOLLOWING QUESTION.

If the per capita disposal for the current report year is greater than the per capita disposal from the previous report year, then, to the best of your ability, explain why there was an increase. (To find these numbers, look for "View Report" in the left menu and click either "Current Year" or "Previous Year" to display a report summary.)

Figure was approximately the same. Less waste, less employees.

4) IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

In Section III, you entered total tons disposed (thrown away at a landfill) by your agency/facility during the report year. Having an accurate method to consistently calculate this number each year is important because it is used in the calculation to determine the report year per capita disposal for your agency/facility.

Examples of types of methods that may be used include, but are not limited to, conducting a waste generation study, using actual disposal weights provided by a trash hauler, or estimating using weight-to-volume conversions.

Explain the method you, or the person that provided you with this number, used to calculate the total tons disposed. Please provide a detailed explanation of the method so that it could be used in the event someone else from your agency/facility had to produce the same number.

Is this the same method used for last year's report? If not, explain the reason for the change.

A. *Waste generated and disposed from our state-owned facilities was determined from actual disposal weights provided by the trash haulers. Waste disposed from our leased facilities was determined by different methods. In leased facilities where Caltrans occupies the entire facility, disposal amounts were determined from the actual weights provided by the trash hauler. In leased facilities where Caltrans occupies a portion of the facility, a percentage was taken based on the number of Caltrans employees and/or leased space compared to that of the entire building occupancy. This percentage was then applied to the total amount of waste disposed by that facility. In some instances where actual weights were not given to us by the waste hauler, we determined this amount by making logical assumptions. For example, we were given the size of the waste bins and the frequency of how often they were serviced by the waste hauler. We calculated the tonnage by taking the average weight of the bin, assumed that it was 75% full at the time of being emptied. The weight of the bin was determined by figures received by both CalRecycle and the waste management companies.*

B. Yes

5) IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

In Part I of this report, you entered the number of employees for your agency/facility. This information is usually available from your human resources or payroll department. Having an accurate method to consistently calculate this number each year is important because it is used in the calculation to determine the report year per capita disposal for your agency/facility.

(Note: If your agency submits a modified report, per capita disposal is not calculated, but the number of employees is important in verifying your continued eligibility to submit a modified report).

IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

Explain the method you, or the person that provided you with this number, used to calculate the number of employees (e.g. total number of full time employees, full time equivalents, total number of full and part time employees, etc.). Please provide a detailed explanation of the method so that it could be used in the event someone else from your agency/facility had to produce the same number.

Is this the same method used for last year's report? If not, explain the reason for the change.

A. *We received a figure of total employees from Human Resources (as in past years). We also received a figure of employees per leased and/or non-leased Caltrans buildings, then compared and adjusted the two figures.*

B. Yes

6) IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B. (Skip to the next question if you did not enter a non-employee population in Part I.)

NOTE: If there was not an option in Part I to report an additional population, but you believe doing so would be valuable, or if you provided this in the past, but no longer wish to do so, please contact your CalRecycle representative to discuss the merits of adding or deleting this option for future reports.

If your agency/facility also has a non-employee population (such as students, visitors, inmates, residents, patients, etc.) that significantly contributes to the waste your agency/facility creates, Part I of this report asks you for a number for that population. This information is in addition to your employee information - it does not replace it.

Explain the method you (or the person that provided you with this number) used to calculate that number (e.g. full time equivalent students, average number of patients during the report year, etc.). Please provide a detailed explanation of the method so that it could be used in the event someone else from your agency/facility had to produce the same number.

Is this the same method you used for last year's report? If not, explain the reason for the change.

We received a figure of 20,800 visitors from Caltrans Office of Security for our Headquarters and Farmer's Market locations.



7) Additional information you wish to provide in your annual report.

No