



2014 SARC Annual Report

California Department of Transportation, District 12

Alternative Names(s): Caltrans District 12

Agency Type(s): Caltrans

Report Type: Full

Physical Address

3347 Michelson Drive, Suite 100
Irvine, CA 92612
Orange County
Jurisdiction: Irvine

Mailing Address

CalRecycle Representative

Mallory Burden
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Number of Employees at Agency: 416

Annual Report Status: Submitted

Submitted by Orlando Olivos (orlando.olivos@dot.ca.gov) on May 20, 2015

Additional Annual Report Information

The information below is additional information for this annual report provided by the Agency to CalRecycle staff.

No additional information provided.

Contacts

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Facilities

1) University Construction Field Office (13 employees)

Facility Address
3251 1/4 University Dr.
Irvine, CA 92512

Bridget Omar
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Phone: (949) 724-2211

Contact Address
3347 Michelson Drive, Suite 100
Irvine, CA 92512

2) Batavia Maintenance Station (49 employees)

Facility Address
1808 North Batavia Street
Orange, CA 92865

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Phone: (949) 724-2211

Contact Address
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3) Bolsa Chica Maintenance Station (17 employees)

Facility Address
13072 Bolsa Chica Rd
Westminster, CA 92683

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Contact Address
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Irvine, CA 92683

4) Brea Maintenance Station (14 employees)

Facility Address
13571 Central Avenue
Brea, CA 92621

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Contact Address
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Irvine, CA 92621

5) Huntington Beach Construction Field Office (10 employees)

Facility Address
19601 Beach Blvd
Huntington Beach, CA 92648

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Contact Address
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6) Orange Maintenance Station (28 employees)

Facility Address
691 South Tustin Street
Orange, CA 92866

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Contact Address
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Irvine, CA 92866



7) San Juan Maintenance Station (14 employees)

Facility Address
32941 Camino Capistrano
San Juan Capistrano, CA 92675

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Contact Address
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8) Stanton Maintenance Station (15 employees)

Facility Address
8122 Katella Ave.
Stanton, CA 90680

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Phone: (949) 724-2211

Contact Address
3347 Michelson Drive, Suite 100
Irvine, CA 90680

9) Costa Mesa Maintenance Station (49 employees)

Facility Address
1090 S. Bristol St.
Costa Mesa, CA 92626

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10) Traffic Management Center - TMC (10 employees)

Facility Address
6681 Marine Way
Irvine, CA 92618

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11) Toll Road Maintenance Station (21 employees)

Facility Address
6685 Marine Way
Irvine, CA 92618

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12) McFadden Construction Field Office (19 employees)

Facility Address
15700 Tustin Village Way
Tustin, CA 92780

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13) Marine Way Maintenance Station (52 employees)

Facility Address
6641 Marine Way
Irvine, CA 92618

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14) Marine Way Construction Field Office (18 employees)

Facility Address
6521 Marine Way, Trailer 1; 6533
Marine
Irvine, CA 92618

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15) Savi Ranch Construction Field Office (6 employees)

Facility Address
22800 Savi Ranch Parkway, Suite 206
Yorba Linda, CA 92887

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16) Brea Construction Field Office (6 employees)

Facility Address
3020 Saturn Street, Suite 100
Brea, CA 92821

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17) Rossmoor Construction Field Office (2 employees)

Facility Address
3030 Old Ranch Parkway, Suite 375
Seal Beach, CA 90740

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18) Bixby Knolls Construction Field Office (3 employees)

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Seal Beach, CA 90740

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19) Harbor Construction Field Office (2 employees)

Facility Address
200 North Harbor Blvd., Suite 2010
Anaheim, CA 92805

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Annual Per Capita Disposal

Employees

Total Number of Employees: 764

Explain who was included in this number and how was this employee number calculated.

Employees included in the total count are as follows: District 12 employees working at the District office, Construction and Maintenance Field offices; and non-District 12, Departmental employees (D11, D20, D22, D23, D32-Shop 12, D59, and D65) working within District 12 office's.
 The employee count was ascertained by using Personnel reports received from the following offices: Budgets, Construction, and Maintenance. Non-District 12 (Departmental) employee counts were calculated utilizing the District 12 roster.

Non-Employee Population

Total number of non-employee population: 6,786

Population Type: Visitors

How was this population number determined?

The non-employee population is comprised of visitors, vendors and technicians, to the District building. The aforementioned individuals are required to sign-in at the first floor Security Guard station before entering the facility. The sign-in logs are utilized to compute the total number of visitors to the District building.

Disposal

Total amount disposed: 5,873.00 tons

How was this disposal number determined?

The disposal amount was calculated from Solid Waste Disposal and Recycling Report (CEM-4401) forms. The CEM-4401 provides a specific breakdown of materials as follows:

1. Amount Taken to Landfill (tons)
2. Amount diverted from Landfills to a recycling facility (tons)
3. Amount Generated and Then Reused on this job (tons)

Annual Results

	Employee Population		Non-Employee Population	
	Target	Annual	Target	Annual
Per Capita Disposal Rate (pounds/person/day):	74.8	42.12	148.3	4.74

Questions

What types of waste are still thrown away (not reused, recycled, or composted)?

Referring to our CEM-4401 forms, the following materials were taken to a landfill: concrete (295 tons), metal (0 tons), mixed debris (5,562 tons), wood (0 tons) and other (16 tons).

What difficulties or obstacles have you had with finding ways to recycle, reuse or compost these types of wastes?

The materials listed above are reuse from construction projects. Contracts for these projects include specifics on how to handle refuse. Factors as to why these materials were not recycled is unknown.

Programs

Recycling

Beverage containers
Glass
Plastics (#3-7)
Cardboard
Newspaper
Office paper (white)
Office paper (mixed)
Confidential shredded paper
Copier/toner cartridges
Scrap metal
Wood waste
Textiles
Sludge (sewage/industrial)
Tires
Construction materials/debris
Rendering

District 12 fully participates in all recycle programs available through our District building, Field office locations, Field construction and maintenance projects.

The District 12 building is housed in a leased facility and Property Management(LBA Realty) provides recycle bins for paper, plastics, batteries and toner/inkjet cartridges. In addition, LBA Realty offers bi-annual e-cycle events to tenants, and District 12 (including all Field Office locations) fully participates in these events.

Recycle activities for calendar year 2014 are as follows:

- 1. District 12 recycled 4.58 tons of e-waste material.*
- 2. District 12 Construction Field offices recycled 167,202.50 tons of material (asphalt 62,561.00 tons, concrete 22,976.38 tons, metal 80.00 tons, mixed debris 123.00 tons, wood 1,130.00 tons, and other 4,513.00 tons)*
- 3. District 12 Construction Field offices reused 6,764.50 tons of material on the job (asphalt concrete 6000.00 tons, wood .50 tons, and other 764 tons)*
- 4. District 12 Maintenance Field offices recycled 179.38 tons of material. There is a mandatory contract in place which is administered by Calrecycle, to utilize vendor SA Recycling to collect/process recycled materials (majority is metal, aluminum, etc.) from District 12's nine (9) Maintenance field office locations.*
- 5. District 12, Shop 12 office, recycled 18.7307 tons of material (antireeze 1.200 tons, batteries 3.201 tons, motor oil 4.1562.50 tons, tires 10.1735 tons)*

Recycle activities for calendar year 2014 are as follows:

- 1. District 12 recycled tons of e-waste material*
- 2. District 12 Construction Field offices recycled tons of material (asphalt tons, concrete tons, metal tons, mixed debris tons, wood tons, and other tons)*
- 3. District 12 Construction Field offices reused tons of material (asphalt tons, concrete tons, and other tons)*
- 4. District 12 Maintenance Field offices recycled tons of material. There is a mandatory contract in place which is administered by CalRecycle, to utilize vendor SA Recycling to collect/process recycled materials (majority is metal, aluminum, etc.) from District 12's nine (9) Maintenance field office locations.*
- 5. District 12, Shop 12 office, recycled tons of material (antifreeze tons, batteries tons, oil filters tons, oil waste tons, solvent tons, tires tons, metal tons, and absorbent tons)*

Organics Recycling



- Xeriscaping (climate appropriate landscaping)
- Green Waste - On-site composting and mulching
- Green Waste - Self-haul
- Green Waste - Commercial pickup

*Xeriscaping: Our roadside landscape use low-water use landscaping.
Green Waste: Mulching occurs
Green Waste, Self haul: Hauled to the dump
Green Waste, Commercial pickup: Green waste is hauled to the dump.*

Material Exchange

- Nonprofit/school donations
- Internal property reutilizations
- Employee supplies exchange

*Our Property Controller works with DGS to donate appropriate equipment (computer, etc.) to non-profits/schools.
District 12 employees routinely exchange and/or reuse furniture, materials, etc.*

Waste Prevention/Re-use

- Paper forms reduction - online forms
- Bulletin boards
- Remanufactured toner cartridges
- Reusable boxes
- Reusable pallets
- Electronic document storage
- Intranet
- Reuse of office furniture, equipment & supplies
- Reuse of packing materials
- Reuse of construction/remodeling materials
- Double-sided copies
- Email vs. paper memos

Paper forms reduction: All forms utilized by our Department/District are available online.

Bulletin boards: Used throughout our District (all four floors of the District building and all Field office locations) to disseminate information to employees.

Remanufactured toner cartridges: Purchased by our Cal-Card holders.

Reusable boxes: Cardboard boxes are reused for storage, shipment, etc.

Reusable pallets: Our Stockroom and Reprographics areas, routinely use pallets for large shipments of paper/equipment. The pallets are reused by our employees and the vendors that deliver them.

Electronic document storage: Our project Management unit acquired a server designated for file storage. Server was brought online in 2012 and electronic file storage is now occurring.

Intranet: The majority of employees working in District 12 have access to our intranet, and an e-mail account. The District Intranet is utilized to disseminate information to employees, and e-mail accounts are an integral part of our business operations. Employee e-mail accounts are used to send/receive information that include flyers/attachments, which alleviates the need to print and disseminate this information on a large scale.

Reuse of office furniture, equipment & supplies: The various Divisions/Units operating within District 12 purchase their own equipment/furniture/supplies, etc. When new items come in, Divisions/Units will offer their old items to other units/employees. A lot of furniture has been recycled through this process.

Reuse of packing materials: When shipments are received, bubble wrap, etc. are reused by employees/mailroom.

Reuse of construction/remodeling materials: As previously described on CEM-4401 reports.

Double-sided copies: Our Reprographics unit creates a multitude of materials that are double-sided.

E-mail vs. paper memos: E-mail is the standard means of communication within our Department/District. Information/updates are disseminated to employees via e-mail.

Green Procurement

Recycled Content Product (RCP) procurement policy

Environmentally Preferable Purchasing (EPP) procurement policy

Staff procurement training regarding RCP/EPP policies

RCP/EPP language included in procurement contracts for products and materials

Other green procurement activities (explain in Agency Program Notes below)

District 12 adheres to public Contract Code 12153, which requires State Agencies to utilize recycled-content products (RCP). All credit card (CAL-Card) holders receive training through our Division of Procurement and Contracts (DPAC) on the importance of purchasing recycled items and obtaining a Recycle Content Certification form (ADM 2038).

Training and Education

Signage (signs, posters, including labels for recycling bins)

Brochures, flyers, newsletters, publications, newspaper articles/ads

Outreach (internal/external) e.g. environmental fairs

Employee training

Special recycling/reuse events

Earth Day: District 12 employees from Environmental and Transportation planning attended an LBA sponsored Earth Day Event on 04/09/2015 Employees set up a booth and distributed materials and brochures, educating the public on environmental concerns and recycle efforts.

Departmental policy (Deputy Directive DD-105) outlines the Department's Recycle Program and includes the principles of Reduce, Reuse, and Recycle.