

REDWOOD CITY RECYCLING POLICIES, PROGRAMS AND AWARDS

Redwood City has and will continue to develop and implement source reduction and recycling programs to set an example to its citizens, businesses, industries and institutions.

While Redwood City continues to operate and expand upon its BFI waste diversion programs, it also actively implements the following source reduction, recycling & sustainability policies and programs:

I. RECYCLING EDUCATION / INCENTIVE PROGRAMS

A. Local Recycling Education/Incentive Programs:

- **Redwood City Web Page Link to Recycling Information and Hotline.** We now have a Recycling Information and Hotline web site. Our recycling web site is also advertised in our quarterly citywide Park and Receptions newsletter guide.
- **Citizen & Workplace Recycling mail outs-** provide information mailouts on *Recycling & Recycling Household Hazardous Waste* to residents. Allied Waste also continues to promote recycling programs to Redwood City residents and businesses through recycling literature and billing inserts.
- **Recycling Public Recognition Award** - Provide recycling incentive (a 'Best Recycling Effort') to residential and business community through a public recognition award program operated by Redwood City's Pride and Beautification Committee.
- **Chamber of Commerce Recycling Video & Educational Materials** – Provided the Chamber of Commerce permanent library with a commercial/ industrial recycling training video and recycling education materials for member's use.
- **Chamber of Commerce & Port of Redwood City Waste Exchange** – Provide the Chamber and the Port with *CALMAX Waste Exchange Program Magazine* and annual *WRAP Waste Reduction Award Program* application materials for member's use.
- **Downtown Businesses/Merchant Group Recycling Presentations-** Conducted recycling information presentation to Downtown Business Group.

- **Earth Day & City Fairs Recycling Education** – Distribute recycling education materials to citizens at annual Earth Day Fair & at Downtown Business Fair booths.
- **Neighborhood & Homeowners Association Recycling Education** – Provide Redwood City Neighborhood and Homeowners Association presidents with recycling education handouts and recycling directory (1993, 1996, 1999, 2003 & 2006).
- **City Government Public Information Recycling Kiosk & Handouts** – Display recycling education kiosk in City Hall & handouts at City Department public information countertops for public use.
- **Department Heads/City Staff Training & Recycling Programs** – Held training sessions (including recycling video and presentation by BFI recycling rep); prepared recycling materials and kits for distribution, including desk-side and common area (i.e. employees kitchens, conference rooms, etc.) recycling containers; and assigned a recycling contact/ coordinator within each city department to manage departmental recycling efforts. (Recycling program implemented 1991; expanded in 1993, 1995, 1998 & continues to present as part of the Redwood City's *Continuous Improvement Recycling Program*).

B. Regional Recycling Education & Programs:

Redwood City also participates in the creation and implementation of San Mateo County regional recycling programs including:

- **SBTSA Recycling Subcommittee Participation** – Participated on a *SBTSA (regional) Recycling Subcommittee* to define and recommend regional recycling programs that would assist San Mateo County cities meet their 25% diversion goal for 1995 and 50% diversion goal for 2000. The Subcommittee ultimately recommended that the SBTSA Board focus on *increasing yard waste recycling, commercial/industrial recycling and multi-unit residential recycling*.

The Subcommittee also recommended to the SBTSA Board, defined the duties of, and hired a Regional Recycling Coordinator to act on behalf of San Mateo County cities in their waste diversion recycling efforts (Implemented 1993. Program continues to date).

- **Citizen Yard Waste Training & Compost Bin Sales**– Participate in Countywide training program to educate Redwood City citizens on compost bin composting techniques (i.e. advertise the sale of compost bins to residents in *Citizen Guide to Park & Recreation Activities pamphlet*; provide compost bin order forms to City Departments (for display at public information counters), nurseries and shopping centers; and provide classroom training space for composting classes.

Redwood City has consistently sold more compost bins for yard waste recycling than any other city in San Mateo County!

- **‘Shop Smart’ Campaign** – Participate in annual Countywide **‘Shop Smart’ Campaigns** (including advertising the ‘Shop Smart Campaign’ in local newspapers, setting up recycling displays in local grocery stores, Community Center buildings, etc.
- **Christmas Tree Recycling Programs** – Participate in annual countywide *Christmas tree* educational outreach recycling program.

II. CITY GOVERNMENT RECYCLING AWARDS/ PRACTICES

- **Planning Permits & Recycling-** Planning Department requires all new development and development additions to incorporate recycling areas within projects.
- **Redwood City Recycling Awards** – Redwood City’s Corporation Yard received awards from the *Peninsula Conservation Center Foundation, Business Environmental Awards Program* and the *League of California Cities* for establishing a *City Corporation Yard Recycling Center*
- **Redwood City Corp Yard** was featured as an example of what is possible in a workshop that was offered by RecycleWorks and the Solid Waste Advisory Committee. These recycling efforts continue to date. The City Corporation Yard recycles the following items:
 - All spoils from excavations (right-of-way asphalt, concrete, storm, water, sewer, native soil and creek sediment)
 - Cardboard
 - Plastic
 - Metal
 - Haz-mat - engine/motor oils
 - Non-water liquids that come in from the right-of-way
 - Green waste
 - All street cleaning dumps from street sweepers
 - Wood products
 - Appliances - washers, dryers, refrigerators, freezers, etc.
 - Catch basin spoils
 - Creek waste including all green waste trimmings
 - All park trash
 - All trash & debris
 - Tires
 - Batteries

- Glass
- Wood pallets
- Florescent lights

The program began in 1995 and has been expanded over the years including the addition of more bins for paper, glass, metal, cardboard, aluminum etc. Public Works Services (PWS) FTE employees have been managing this Continuous Improvement Recycling Program on a part-time basis since 1995.

- The City's Corporation Yard also has a ***Haz-mat Storage and Disposal Program*** and ***Hosts Hazardous Waste Recycling Events*** several times a year.
- **Public Works Department (PW)** – ***PW recycles all of its green waste and mulches 40 + cubic yards/month*** from its *Street Tree Operation*. PW also ***recycles wood-chips*** from a tree trimming service provided to Redwood City citizens (Program started 1993 and expanded to 100% green waste recycling since 1995).
- **Engineering Department** – Uses ***recycled rubber tires*** for street paving and chip sealing.
- **City Offices and Community Centers** – ***City Departments*** (Library, Planning, Engineering, Building, City Manager's Office, Finance, Cash Collection, Human Resources, Information Services, Fire, Police, Water, Public Works and Parks & Recreation Departments) and ***City Community Centers*** (CAB, Fair Oaks, Sandpiper, and Veterans Senior Center buildings) ***recycle mixed office paper, newspaper, cans, bottles and cardboard***. (In 1990-4 some Departments recycled office paper and newspaper with Youth Enterprises; 1995-6 some departments and Community Centers recycled paper, newspaper, cans, bottles and card board with BFI; 1997-to present) all departments and Community Centers, as applicable, began recycling programs and/or expanded existing recycling efforts with BFI).
- **Other City Offices Recycling Efforts** – City Departments that use printers also ***recycle printer toner cartridges and inkbottles*** (1990-to present).
- **Police Department** – Sponsors a cell phone recycling program.
- **Citywide Reduce & Reuse Efforts** – All departments are linked through a computer network and use e-mail to transfer memos, agendas, staff reports and other documents between departments and to customers/clients in an effort ***to reduce paper use***. The City also has a web page that enables customers/clients to view information about Redwood City. In addition, whenever possible, the City ***reuses packaging material*** such as Council, Commission and Committee envelop packages.

- City departments also *use recycled content paper and paper products* (i.e. recycled paper towels and other building maintenance supplies).
- **Computer Recycling** –the city began recycling its computers in 2003.

November 2005: City Council adopts waste reduction and recycling directive as outlined below: WASTE REDUCTION AND RECYCLING DIRECTIVE

Purpose

The City of Redwood City (“the City”) will act to make resource conservation an integral part of the physical operation of the waste reduction and recycling programs. The practice of discarding materials used in City facilities is wasteful of natural resources, energy, and money. It is also a function of the City to set an example of stewardship of our natural resources.

It will be the policy of the City of Redwood City to implement the following actions:

- The City will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- The City will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of nonbiodegradable products wherever possible.
- The City will cooperate with, and participate in, recycling efforts being made by the County of San Mateo. As systems for the recovery of waste and recycling are developed within the jurisdiction, they will participate by appropriately separating and allowing recovery of recyclable waste products.
- The City will purchase, where financially viable, recycled products. The City will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- Representatives of the City will actively advocate where appropriate for resource conservation practices to be adopted at the local, regional, and state levels.