

Wong, Alethea@BOPC

From: sarc@calrecycle.ca.gov
Sent: Wednesday, April 28, 2021 9:11 AM
To: BOPC Board of Pilot Commissioners
Cc: State Agency Recycling Coordinators; Webb, Tracy@CalRecycle
Subject: 2020 Board of Pilot Commissioners State Agency Annual Report Submitted

EXTERNAL EMAIL. Links/attachments may not be safe.

Dear Roma Cristia-plant:

Thank you for submitting the 2020 State Agency Waste Management Annual Report for Board of Pilot Commissioners. CalRecycle will review your submission and notify you if additional information is needed.

If you have any questions about the Annual Report, please contact your CalRecycle liaison, Tracy Webb, at (916) 341-6240.



2020 SARC Annual Report

Board of Pilot Commissioners

Alternative Name(s):

Agency Type(s): General State Agency

Report Type: Modified

Physical Address:

660 Davis St

San Francisco, CA 94111

County: San Francisco

Jurisdiction: San Francisco

Mailing Address:

660 Davis St

San Francisco, CA 94111

CalRecycle Representative:

Tracy Webb

Tracy.Webb@CalRecycle.ca.gov

(916) 341-6240

Number of Employees at Agency: 4

Annual Report Status: Submitted

Submitted by Roma Cristia-plant (bopc@bopc.ca.gov) on 4/28/2021 9:11:27 AM

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.

This report summary displays the report information as submitted by the agency. To see the final report after any corrections made during the CalRecycle staff review please see <https://www2.calrecycle.ca.gov/StateAgency/WasteMgmt/AnnualReports>

<https://secure.calrecycle.ca.gov/SARC/AnnualReport/Summary.aspx?AnnualReportID=2622&Mode=View>

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Contacts

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5) Roma Cristia-Plant (Supervisor) - Assistant Director		
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Facilities

There are no Facilities for this Agency

Annual Per Capital Disposal

Employees

Total Number of Employees: 4

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

The Board of Pilot Commissioners employs 4 full-time employees. All 4 employees work at BOPC Agency HQ.

Non-Employee Population

Total number of non-employee population: 0

Disposal

Total amount disposed: 0.00

Total transformation: 0.00

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Annual Results

	<u>Employee Population</u>		<u>Non-Employee Population</u>	
	<u>Target</u>	<u>Annual</u>	<u>Target</u>	<u>Annual</u>
Per capita Disposal Rate (pounds/person/day):	0.00	0.00	0.00	0.00
Per Capita Transformation Rate:	0.00	0.00		
Calculated Disposal Rate (pounds/person/Day):	--	0.00		

Questions

What types of waste are still thrown away (not reused, recycled, or composted)?
Non-recyclable products, soiled plastic containers, and non-paper packaging

What difficulties or obstacles have you had with finding ways to recycle, reuse or compost these types of wastes?
These products are not reusable or recyclable, therefore must be thrown away

Programs

Recycling

Beverage containers
Glass
Plastics (#3-7)
Cardboard
Newspaper
Office paper (white)
Office paper (mixed)
Confidential shredded paper
Copier/toner cartridges
Wood waste

We have recycling waste containers throughout the office and for visitors to use. The containers are in high visibility areas for staff and visitors.

Material Exchange

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Internal property reutilizations

State surplus (accepted by DGS)

The BOPC maximizes all attempts to reuse excess materials, or materials are transferred inter-departmentally or through state surplus.

Waste Prevention/Re-use

Paper forms reduction - online forms

Washable/Reusable cups, service ware, towels

Reusable boxes

Electronic document storage

Reuse of office furniture, equipment & supplies

Double-sided copies

Email vs. paper memos

The BOPC staff uses emails for correspondences with the public and external staff, uses a group shared drive to store and share documents, staff uses washable plates and utensils and minimizes the use of paper plates and utensils. Excess furniture is transferred to another state agency for reuse.

Green Procurement

Staff procurement training regarding RCP/EPP policies

The BOPC Procurement staff are trained and consistently purchase items with recycle content.

Training and Education

Dedicated Recycling Staff (Existing or implemented by July 1, 2018)*

Signage (signs, posters, labels for recycling bins. Existing or implemented by July 1, 2018)*

Employee training (Existing or implemented by July 1, 2018)*

Adequate number and condition of receptacles (Existing or implemented by July 1, 2018.)*

New employee package

1. There are recycle bins located throughout the office, in high visible locations, and are accessible by staff and visitors. There is appropriate signage on each receptacle.

2. New staff review the CalRecycle information and are trained on completing the Annual and Summary reports. When processing purchase orders, a key factor is in ensuring that items contain recycle content and that vendors complete the Recycle Content form.

3. The Assistant Director serves as the department's Recycling Coordinator and has provided relevant resources and information about recycling opportunities.

4. N/A

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Organics

Organic Materials Generated at this location:

- Food Scraps
- Food Soiled Paper
- Other

For the reuse and waste prevention of organics, the BOPC staff use personal food plates and utensils and food containers that can be washed and reused.

Reuse and Waste Prevention Programs for these materials:

- Other Landlord provides organic material recycling bins and directly recycles the food scraps and food soiled paper.

Amount of Materials Generated:

Less than two cubic yards of solid waste per week

Determination Type:

- Other Direct observation of organics that are recycled by landlord. Landlord recycles all organic materials placed in organic material recycling bins.

How are you diverting your organic materials at this location?

<u>Diversion Category</u>	<u>Diversion Method</u>	<u>Explanation</u>
Food Scraps and Food Soiled Paper	Other	Direct observation of organics that are recycled by landlord. Landlord recycles all materials placed in organic recycling bins.

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