

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing

October 22, 2015

Central Marin Police Authority  
250 Doherty Drive, Larkspur, CA

9:00 – 9:30 AM

AGENDA

***The public parking lot in front of the CMPA is small, but there is ample parking at Piper Park, which is adjacent to the building.***

Call to Order.

**Minutes**

1. JPA Board Meeting Minutes from May 28, 2015. (Action)

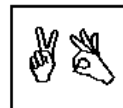
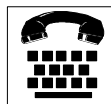
**Regular Agenda**

2. Authorization to Contract with O'Rourke Inc. for Outreach Services (Action)
3. Construction and Demolition Debris Final Report (Action)

The next regularly scheduled JPA meeting is February 25, 2016.

**Agendas & staff reports available at:**  
**<http://zerowastemarin.org/Agenda>**

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All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be requested by calling (415) 473-4381 (voice) (415) 473-3232 (TTY) at least **four work days** in advance of the event. Copies of documents are available in alternative formats, upon written request.

Contact the County's Waste Management Division, at (415) 473-6647 for more information

**DRAFT****MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY**

Board of Directors Meeting  
Thursday May 28, 2015  
Central Marin Police Authority  
250 Doherty Drive, Larkspur  
9:00 – 9:30 AM

**MINUTES****MEMBERS PRESENT**

Nancy Mackle, San Rafael  
David Bracken, Corte Madera  
Garret Toy, Fairfax  
Michael Frank, Novato  
Adam Politzer, Sausalito  
Jim McCann, Mill Valley  
Mary Neilan, Belvedere

**MEMBERS ABSENT**

Rob Braulik, Ross  
Dan Schwarz, Larkspur  
Margaret Curran, Tiburon  
Matthew Hymel, County of Marin  
Debra Stutsman, San Anselmo

**STAFF PRESENT**

Steve Devine, JPA Staff  
Alex Soulard, JPA Staff  
Kiel Gillis, JPA Staff  
Casey Poldino, JPA Staff

**OTHERS PRESENT**

Courtney Scott, San Rafael Fire Dept.  
Patty Garbarino, Marin Sanitary Svc.  
Marv Zauderer, ExtraFood

Call to Order: The JPA Board meeting came to order at 09:04 AM.

**Regular Agenda****1. JPA Board Meeting Minutes from February 26, 2015**

M/s Frank, Bracken to approve the minutes for the February 26, 2015 JPA Board meeting. The motion passed unanimously.

**1a. Open time for Public Comment**

Marv Zauderer, founder of ExtraFood, provided a brief historical summary of his organization which is a countywide non-profit food recovery program. Mr. Zauderer identified the food waste reduction resources he can offer Zero Waste Grant Program awardees. No action was required.

**2. FY 15-16 JPA Budget and Assessment Schedule**

Staff reviewed the proposed Budget Sub-Committee Recommendation and Fee Schedule for FY 15/16. This included a summary of expenditures of the three cost centers: Zero Waste, Administration, and Household Hazardous Waste(HHW). Staff noted expenditures are down in two of the three cost centers, however due to a one-time pay-out of Zero Waste Grant funds there is a 7% increase in hauler assessments. Staff identified 61% of the overall budget (\$1.9M) funds the HHW Program at the HHW facility in San Rafael. 24% of the overall budget (\$768,000) funds Zero Waste programs such as the Zero Waste Grant Program and public outreach campaign executed

by JPA contractor O'Rorke, Inc. Staff noted that the HHW and Zero Waste budgets are optional 6.2 Programs and Novato does not participate. 15% of the overall budget (\$471,000) funds administration of the JPA which includes State mandated reporting and disposal tracking, and recycling requirements.

3. Fourth Cycle Zero Waste Grant Reports and Cycle Five Forms (Action)

Staff provided a summary of activities under Zero Waste Grant Cycle 4 and provided a summary of the proposed Zero Waste Grant Cycle 5 forms. Staff fielded questions from Board members, the public and clarified that Staff will work with each municipality during Cycle 5 to ensure programs are executed. Staff indicated Marin County will resubmit an updated Final Report. Staff requested guidance from the Board on spending and reimbursement policies in relation to the Zero Waste Grants. No public comments were submitted. M/s McCann/Curran to accept the Cycle 4 Grant Reports, approve the Cycle 5 Grant Documents and ensure Staff oversees that each municipality spend Zero Waste Grant funds in accordance with the Grant Guidelines or that a report from the municipalities is provided indicating grant funds are restricted to grant related activities where appropriate.

4. Elect New Chair

Staff explained current JPA Chair (Mackle) will be retiring from her position as San Rafael City Manager, and accordingly a new Chair will need to be elected. No public comments were submitted. M/s Frank/McCann to elect Member Toy to the JPA Chair position. The motion passed unanimously.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
Mary Neilan

Date: October 22, 2015

**Corte Madera:**  
David Bracken

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

*Steve Devine*

**Fairfax:**  
Garrett Toy

Re: Authorization to Contract with O'Rorke, Inc. for Outreach  
Services

**Larkspur:**  
Dan Schwarz

Attached is a proposed contract with O'Rorke Inc. in the amount of \$200,000 to further develop and implement a public outreach campaign to encourage community engagement in the zero waste goal. Funding for this contract is included in the JPA's current zero waste budget.

**Mill Valley:**  
Jim McCann

O'Rorke Inc. has been under contract to the JPA since March of 2013 and this would be the fourth annual contract with the firm in the JPA's zero waste public information campaign. Community feedback from the work conducted in the first three years has been very positive.

**Novato:**  
Michael Frank

**Ross:**  
Joe Chinn

The firm has conducted extensive stakeholder interviews to help design an inclusive zero waste outreach message that incorporates feedback from the eleven cities and towns, the County, the five haulers, many franchisees, your fourteen member Local Task Force and others. From that process, O'Rorke identified a focus of reducing food scrap waste (and composting the remainder) as a main message. This message selection has since been fortified by a number of independent national and international studies that have identified food waste as the number one problem in reducing waste going to landfills.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

O'Rorke Inc. was identified by the JPA in late 2012 via a very thorough Request for Qualifications (RFQ) process that was sent to 70 prospective companies – and the firm was selected from a competitive group of eleven RFQ respondents.

**Tiburon:**  
Margaret Curran

A subcommittee consisting of Local Task Force (LTF) members Patty Garbarino (Marin Sanitary Service) and Renee Goddard (Fairfax), along with Alex Soulard and Steve Devine from staff reviewed the written responses and selected three firms for interview:

The interview panel consisted of former JPA Chair Nancy Mackle, former Local Task Force Chair, David Green, Nicole Forte from West Contra Costa Integrated Waste Management Authority, and JPA staff Michael Frost and Steve Devine. The panel interviewed the three firms and selected O'Rorke Inc. as their preferred vendor.

Founded in 1984 by Corte Madera resident, Maureen O'Rorke, the agency offers a broad range of services to help Zero Waste Marin conduct outreach campaigns. On a regional level, O'Rorke manages all aspects of the Bay Area Air Quality Management District's Spare the Air campaign where they employ traditional advertising methods, as well as community-based and grassroots outreach work, public relations, social media and employer engagement. They have also coordinated extensively with other Bay Area transportation and environmental agencies on the Spare the Air campaigns.

The agency has been working on recycling and waste reduction projects for over 20 years, predominantly in San Francisco. Their Zero Waste Marin project team is knowledgeable about current waste reduction trends and practices.

The O'Rorke team demonstrates a clear understanding about Marin County and its sensibilities. They have worked with Marin County's Department of Public Works on the Transportation Vision Plan, with MMWD on the desalination pilot program, and for over ten consecutive years with Marin Health and Human Services Department on tobacco and alcohol control, specifically as it relates to young adults and binge drinking. Through that work, as well as their regional work with the Air District and other regional agencies, they display an in-depth grasp of Marin's outreach opportunities, as well as the media and community groups.

There has been a very positive response to this fall's zero waste outreach blitz – food waste reduction campaign. In particular there have been many anecdotal reports from citizens, municipal workers and Local Task Force Members who have seen or heard the JPA's zero waste ads at the Ferry Terminal, on Pandora Radio, street banners, the "Green Teas" or other outreach.

Tracy Keough, Managing Principal with O'Rorke Inc., will attend this meeting to brief the Board on the recent zero waste campaign and address any questions.

**Recommendation:**

Adoption of a Motion authorizing the Executive Director to execute the attached contract with O'Rorke Inc.

Attachment.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## PROFESSIONAL SERVICES CONTRACT 2012 - Edition 1

**THIS CONTRACT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY, hereinafter referred to as "JPA" and O'RORKE, INC., hereinafter referred to as "Contractor."

### **RECITALS:**

**WHEREAS**, JPA desires to retain a person or firm to provide the following service: Zero Waste Outreach Services for 2015-2016; and

**WHEREAS**, Contractor warrants that it is qualified and competent to render the aforesaid services;

**NOW, THEREFORE**, for and in consideration of the Contract made, and the payments to be made by JPA, the parties agree to the following:

### **1. SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

### **2. FURNISHED SERVICES:**

The JPA agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

### **3. FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide JPA with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

### **4. MAXIMUM COST TO JPA:**

In no event will the cost to JPA for the services to be provided herein exceed the maximum sum of **\$200,000** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to JPA may be amended by written notice from JPA to reflect that reduction.

### **5. TIME OF CONTRACT:**

This Contract shall commence on the date this agreement is made and entered into, and shall terminate on October 31, 2016. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

### **6. INSURANCE:**

#### Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The JPA shall be named as an additional insured on the commercial general liability policy.

#### Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

#### Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to JPA prior to commencement of work.

#### Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless JPA specifically consents to a "claims made" basis. The insurer shall supply JPA adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the JPA immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, JPA may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

#### **7. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the JPA based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

#### **8. SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the JPA except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and JPA as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the JPA evidence of same.

#### **9. ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the JPA.

#### **10. LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

#### **11. BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit JPA to audit all books, accounts or records relating to this Contract or all

books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at JPA's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from JPA. Contractor shall refund any monies erroneously charged.

## **12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:**

Any and all work product resulting from this Contract is commissioned by the JPA as a work for hire. The JPA shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the JPA.

## **13. TERMINATION:**

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the JPA may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

## **14. APPROPRIATIONS:**

The JPA's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the JPA Board, the State of California or other third party. Should the funds not be appropriated JPA may terminate this Contract with respect to those payments for which such funds are not appropriated. JPA will give Contractor thirty (30) days' written notice of such termination. All obligations of JPA to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the JPA Board, the State of California or other third party, JPA's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, JPA may reduce the Maximum Cost to JPA identified in section 4 to reflect that elimination or reduction.

## **15. RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the JPA. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

## **16. AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

## **17. ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to JPA, as is evidenced in writing.



## **18. JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

## **19. INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold JPA, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

## **20. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

- 1. Pursuant to California Franchise Tax Board regulations, JPA will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
- 2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
- 3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at [www.sam.gov](http://www.sam.gov).**

### **Exhibit D - Debarment Certification**

**By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.**

- The certification in this clause is a material representation of fact relied upon by JPA.
- The Contractor shall provide immediate written notice to JPA if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
  - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
  - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

**21. NOTICES:**

This Contract shall be managed and administered on JPA's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to JPA at the following location:

Contract Manager: Steve Devine  
Dept./Location: Department of Public Works  
P. O. Box 4186  
San Rafael, CA 94913-4186  
Telephone No.: 415 473-2711

Notices shall be given to Contractor at the following address:

Contractor: O'Rorke, Inc.  
Address: 220 Montgomery St,  
San Francisco, CA 94104  
Telephone No.: 415 543-1426

**22. ACKNOWLEDGEMENT OF EXHIBITS**

☒ **Check applicable Exhibits**

**CONTRACTOR'S  
INITIALS**

**EXHIBIT A.**

<input checked="" type="checkbox"/>	Scope of Services	
<input checked="" type="checkbox"/>	Fees and Payment	
<input checked="" type="checkbox"/>	Insurance Reduction/Waiver	
<input checked="" type="checkbox"/>	Contractor's Debarment Certification	
<input type="checkbox"/>	Subcontractor's Debarment Certification	

**EXHIBIT B.**

**EXHIBIT C.**

**EXHIBIT D.**

**EXHIBIT E.**

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date first above written.

**CONTRACTOR:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED BY JPA:**

By: \_\_\_\_\_

Executive Officer

**JPA COUNSEL REVIEW AND APPROVAL** *(required if template content has been modified)*

**JPA Counsel:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXHIBIT "A"**  
**SCOPE OF SERVICES (required)**

This scope of work is intended to provide ramp up time to conduct research to inform the development of the outreach plan, while simultaneously proceeding with grassroots outreach to keep the Zero Waste Marin message in the public consciousness. Contractor shall seek written request to proceed prior to beginning each task or sub-task as it is anticipated priorities may change as research and outreach plan are developed.

**Task 1: Telephone Awareness Survey \$20,000**

Develop and conduct an outreach evaluation survey in November 2015 to determine the effectiveness of O'Rorke's outreach services for Marin. Survey results will be compared to baseline results taken in January 2014 and follow up survey conducted in November 2014.

*Deliverables: Survey questions and final report; baseline data for measurement.*

**Task 2: Refine Outreach Plan \$12,000**

O'Rorke will review results and feedback from outreach efforts in 2015 and develop a comprehensive outreach plan to run from January 2016 – January 2017. Focus and direction of campaign will be largely driven by results of Task 1. O'Rorke will also provide Zero Waste Marin staff with monthly updates and a schedule of monthly events/outreach.

*Deliverables: Detailed strategy for the outreach plan.*

**Task 3: Brand Identity**

**3a: PMS Colors & Style Guide \$3,500**

O'Rorke will work with Zero Waste Marin to select PMS colors for the logo and other key brand materials. O'Rorke will also develop a style guide for logo use including specific guidelines for size, placement, colors and fonts.

*Deliverables: PMS colors and style guide.*

**3b: Zero Waste Marin School Brand \$10,000**

O'Rorke will adapt the existing Zero Waste Marin brand and logo for use on all school outreach materials. Guidelines for use of this sister brand will be incorporated into the style guide referenced in Task 3a. O'Rorke will also work with ZWM to develop school outreach and education materials per school district and hauler area, including developing graphics for signage, education and promotional marketing materials for schools and Green Teams.

*Deliverables: Logo and artwork source files.*

**Task 4: Social Outreach**

This task includes two sub-tasks in which funding is interchangeable at the discretion of the JPA. The flexibility is necessary to accommodate the outcome of Task 1; however, we anticipate a continued focus on food scraps, food waste reduction, pre-purchase waste reduction efforts and overall proper disposal efforts. Specific strategies to be developed include:

**4a: Green Teas & HOA Presentations \$20,000**

Continue to conduct presentations for homeowner associations and other local organizations that were reached over the last two seasons. O'Rorke will also continue to conduct Green Teas to build on the "trusted peer group" model to provide a series of hosted events where friends and neighbors from a small geographic area get together and ask questions/get information from Zero Waste Marin experts. Green Teas will be hosted in the volunteer's home and contractor will assist the host with invitations, refreshments and organization. Each Green Tea will be highly structured to last no more than two hours, and will include a short questionnaire at the end. Contractor will schedule ten Green Teas and/or HOA presentations, focusing on the cities and towns served by Marin Sanitary Service.

*Deliverables: Report detailing outcome of ten hosted Green Teas or HOA presentations and a recommendation for moving forward.*

**4b: Community Outreach \$15,000**

Contractor will continue to provide a presence at chambers of commerce, libraries, schools, grocery & hardware stores, farmer's markets and city and town festivals. This will occur mostly via printed signage, outdoor banners and material distribution with some bicycle outreach. We will also explore promoting Zero Waste Marin events through Nextdoor.com.

*Deliverables: Schedule of outreach events.*

Task 5: Collaborate with Haulers and Member Agencies on Material Dissemination \$5,000

Contractor will continue to provide as-needed support – up to 40 hours – to coordinate with haulers and member agencies to review their materials and provide recommendations on opportunities to refine content and support mutual outreach efforts.

*Deliverables: Written recommendations; content as-needed.*

Task 6: Support AB 341, AB 1826 and Commercial Outreach \$5,000

Contractor will continue to provide as-needed support – up to 40 hours – to coordinate with Cal Recycle on commercial outreach.

*Deliverables: Report on outreach activities.*

Task 7: Residential Construction and Demolition Outreach \$7,500

O'Rorke will develop materials and conduct outreach on residential C&D recycling. Materials will reflect each hauler's preferred C&D disposal methods and educate residents on the unique uses of recycled C&D materials to encourage proper disposal.

*Deliverables: Written recommendations; outreach materials and content.*

Task 8: Website Maintenance and Updates

8a. New School Section \$5,000

O'Rorke will work with Zero Waste Marin to design and build a new 'School' section with content for teachers and students, incorporating the new Zero Waste Marin School brand developed under Task 3b.

*Deliverables: Written recommendation and designs for School section; web content and programming.*

8b. Update Google Maps \$2,000

Once Google Map Maker is available for developers again O'Rorke will update the existing maps on the ZeroWasteMarin.org website and add new maps discussed in 2015.

*Deliverables: Web content and programming.*

8c. Ongoing Website Maintenance \$5,000

O'Rorke will also provide support for as-needed updates to ZeroWasteMarin.org and BYOBagMarinCounty.org.

*Deliverables: Web content and programming.*

Task 9: Outreach Plan Implementation \$90,000

O'Rorke recommends allocating the remainder of the budget to be employed as directed by the final Outreach Plan. While the results of Task 1 will help guide this plan, it is anticipated the Outreach Plan will include a variety of marketing methods to reach all targeted demographics, including:

Material Development – Build on/tailor existing creative based on research and stakeholder input. Develop necessary presentations and leave-behinds, as well as other collateral, such as posters and event signage.

Message Development – Refine messaging based on research and drill down to a local, grassroots level.

Paid Media Placement – Negotiate and place media as needed, including a mix of traditional, local and progressive media.

*Deliverables: All affidavits and analytics; final report and recommended next steps.*

**EXHIBIT "B"**  
**FEES AND PAYMENT SCHEDULE (required)**

Contractor shall be paid up to the maximum sum indicated in Section 4 of this contract.

Contractor shall obtain written approval from JPA prior to beginning each task or subtasks.

Progress payments not to exceed the task sub-total amounts showed below which shall be made to the Contractor within 30 days of receipt and approval of monthly invoices.

Payment amount between tasks and subtasks may be adjusted upon written approval by JPA.

Task 1: Telephone Awareness Survey	\$20,000
Task 2: Refine Outreach Plan	\$12,000
Task 3: Brand Identity	
3a. PMS Colors & Style Guide	\$3,500
3b. Zero Waste Marin Schools Brand	\$10,000
Task 4: Social Outreach	
4a. Green Teas & HOA Presentations	\$20,000
4b. Community Outreach	\$15,000
Task 5: Collaborate with Haulers & Member Agencies on Material Dissemination	\$5,000
Task 6: Support AB 341, AB 1826, and Commercial Outreach	\$5,000
Task 7: Residential Construction and Demolition Outreach	\$7,500
Task 8: Website Maintenance and Updates	
8a. New School Section	\$5,000
8b. Update Google Maps	\$2,000
8c. Ongoing Website Maintenance	\$5,000
Task 9: Outreach Plan Implementation	<u>\$90,000</u>
<b>Total</b>	<b>\$200,000</b>

***The Contractor will not be eligible for compensation for any work performed that is outside of the contractual Scope of Services or in excess of the approved contract amount without prior written authorization from the County.***

\_\_\_\_\_  
**Signature of Contractor**

\_\_\_\_\_  
**Date**

**EXHIBIT "C"**

**INSURANCE REDUCTION/WAIVER (if applicable)**

CONTRACTOR: O' Rorke, Inc.

CONTRACT TITLE: Zero Waste Outreach Services for 2015-2016

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	<i>Check Where Applicable</i>	<i>Requested Limit Amount</i>	<i>CAO Use Only</i>
<b>General Liability Insurance</b>	<input type="checkbox"/>	\$	
<b>Automobile Liability Insurance</b>	<input type="checkbox"/>	\$	
<b>Workers' Compensation Insurance</b>	<input type="checkbox"/>		
<b>Professional Liability Deductible</b>	<input checked="" type="checkbox"/>	\$	

Please set forth the reasons for the requested reductions or waiver.

Professional Liability not needed for this type of service.

Contract Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Extension: \_\_\_\_\_

**EXHIBIT D**

**DEBARMENT CERTIFICATION FOR CONTRACTORS  
(Attach SAM Printout)**

**EXHIBIT E**

**DEBARMENT CERTIFICATION FOR SUBCONTRACTORS  
(Attach SAM Printout)**



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Date: October 22, 2015

**Belvedere:**  
Mary Neilan

To: JPA Board Members

**Corte Madera:**  
David Bracken

From: Alex Soulard, Senior Planner

*Steve Devine*

**County of Marin:**  
Matthew Hymel

Re: Construction and Demolition Debris Final Report

**Fairfax:**  
Garret Toy

In FY 14/15 the JPA hired R3 Consulting Group for a Construction and Demolition Implementation project. This project's aim was to develop outreach for building counters, to conduct facility certifications and work with the Cities and Towns to ensure ordinances are implemented effectively. The report resulting from that work is attached and a set of recommendations are laid out for your Board to consider.

**Larkspur:**  
Dan Schwarz

**Mill Valley:**  
Jim McCann

R3 Consulting Group met with representatives from all member agencies, including many building officials, and visited processing facilities to conduct certifications. Garth Schultz from R3 also met with the Code Advisory Board and multiple times with the Local Task Force (LTF) and the LTF's Construction and Demolition Subcommittee to solicit feedback on the current programs and the contents of the draft report.

**Novato:**  
Michael Frank

**Ross:**  
Joe Chinn

**San Anselmo:**  
Debbie Stutsman

The first draft of the report recommended changes to the model ordinance in the sections regarding facility diversion thresholds and how non-green waste Alternative Daily Cover is counted. It took several meetings of the Subcommittee and the LTF to vet this issue fully. The Subcommittee came to the conclusion that a full C&D Ordinance is not necessary and member agencies can rely on the CALGreen standards of 50% Diversion (which includes non-green waste Alternative Daily Cover "ADC"). The diversion goal will then be updated as CALGreen's diversion requirements are changed, ensuring that all municipalities are meeting their State requirements. It is also recommended that the thresholds for covered building projects be lowered to apply to all projects that require a building permit. This will ensure that all applicants get the appropriate outreach on recycling opportunities and it captures a larger pool of waste generating projects.

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

The report recommends the JPA certify facilities that have met the current CALGreen diversion requirement, and recommends that Cities and Towns apply CALGreen to all building projects administratively. The recommended next steps are for the JPA to provide standardized outreach and reporting forms and work with City/Town staff to improve implementation to streamline the processes and maximize diversion.

The current report was brought to the LTF at their October 7, 2015 meeting for their input. Although there was not a quorum of members at that meeting there was no opposition to any of the recommendations and the group that was present supported the report's recommendations.

### **Recommendation**

Adopt a motion to:

- 1) Certify Construction and Demolition Facilities to CALGreen diversion requirements.
- 2) Encourage Cities/Towns to apply CALGreen to all projects that require a building permit.
- 3) Direct staff to assist Cities/Towns with C&D education, enforcement, and administration moving forward by providing outreach and standardized forms.

### **Attachments**

*f:\waste\jpa\jpa agenda items\jpa 151022\c&d board item ver 3.docx*



CONSULTING GROUP, INC.

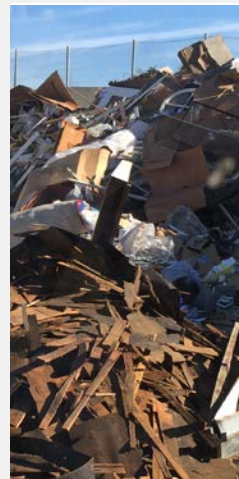
RESOURCES. RESPECT. RESPONSIBILITY.

**FINAL REPORT FOR:**

**Construction and Demolition Recycling Certification  
and Member Agency Outreach**



**ZERØ  
WASTE  
MARIN**



**SUBMITTED TO:**

**Marin County Hazardous and Solid Waste  
Management Joint Powers Authority (Zero  
Waste Marin)**

September 29, 2015



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- A CALGreen Diversion Requirements
- B Photographs from Certification Site Visits
- C List of Certified Facilities and Sample Form
- D Member Agency Contact List

R3

## Section 1

Executive  
Summary

## Executive Summary

R3 Consulting Group, Inc. (R3) was engaged by the Marin County Hazardous and Solid Waste Management Joint Powers Authority (Zero Waste Marin) to conduct certification of construction and demolition (C&D) recycling facilities and provide outreach to eleven Zero Waste Marin Member Agencies (Member Agencies) regarding the 2014 Model C&D Ordinance (Model C&D Ordinance) adopted by the Zero Waste Marin Board of Directors on May 22, 2014.

At the inception of this project, R3 and Zero Waste Marin staff established that the overall **goal is to support maximum levels of cost effective C&D diversion while minimizing administrative, financial, and operational burdens to Member Agencies, property owners, permit holders and builders.**

## Findings

### C&D Facilities

R3 worked with all eight currently certified C&D recycling facilities and five reuse facilities that wished to be recertified under Marin's certification program; there is also one new reuse facility, Marin Community Benefit Cooperative that is seeking certification under Marin's certification program.

Of the currently certified C&D recycling facilities, there are seven recycling facilities that accept mixed C&D continue to effectively recover marketable materials from mixed C&D loads. The remaining recycling facility – Asphalt Shingles Recyclers, LLC – continues to effectively recover and market asphalt from source separated asphalt shingle roofing loads. All eight of these recycling facilities achieved greater than 50% diversion in 2014, including tons used as alternative daily cover (ADC).

Several operators of recycling facilities that sort mixed C&D materials stated that minimum percentage diversion standards can create a disincentive for facilities to divert more C&D materials. This is because some facility operators are often in the position to make their own determinations about which loads of incoming materials will be designated as C&D for processing as a result of significant variability in the recoverability of contents in any given C&D load (which can and often does include materials that are not specifically C&D materials).

### Member Agencies

Nine participating Member Agencies have adopted C&D ordinances; Corte Madera and Ross do not have C&D ordinances, but do have requirements under CALGreen. Of those nine, only Mill Valley, Larkspur and Tiburon have a C&D ordinance modeled after Zero Waste Marin's 2011 Model C&D Ordinance (though Larkspur has not implementing the Model C&D Ordinance). San Rafael and Marin County (County) had previously adopted a version of the 2011 Model C&D Ordinance, but have subsequently amended the ordinance to refer to CALGreen's mandatory diversion requirements for C&D recycling. All of the members are aware of and have planned for compliance with CALGreen's mandatory diversion requirements for C&D materials,

## Section 1

Executive  
Summary

though most members should improve their documentation processes in order to meet CalRecycle requirements for municipal implementation of CALGreen.

Most members report that administration of their C&D ordinance/CALGreen requirements was not a significant burden to staff or contractors, though Corte Madera and Fairfax did report significant administrative burden. All Member Agencies have essentially the same process for implementing their C&D ordinances and programs, entailing an initial waste management plan, encouraging permit holders to direct waste to certified facilities (which according to members and the Marin Builders Association, the vast majority of all projects do), and requiring documentation prior to final inspection. All Member Agencies provide waste management plan forms to most permit applicants as the primary form of C&D recycling outreach.

Few Member Agencies provide the list of certified facilities, and only Belvedere provides supplemental outreach and education to building permit applicants. All members, except Corte Madera and Fairfax, report that permit applicants are now reasonably familiar with C&D program/CALGreen requirements, and that compliance has become the expected standard practice for doing business in Marin County. All members, except Corte Madera and Fairfax, report near 100% compliance with their C&D ordinances/CALGreen requirements.

Deposits and/or avoided disposal fees are administratively burdensome to most Member Agencies, with few Member Agencies implementing a deposit or avoided disposal fee element for their programs. Staff from Member Agencies agree that a county-wide standardized approach to C&D ordinance and program implementation could facilitate greater administrative efficiency for member agency staff and contractors. Mill Valley in particular as well as other members continue to desire options for encouraging and facilitating greater than 50% diversion from certain C&D projects. Several members have green building ordinances or interests that intersect with C&D diversion programs, but R3 found little coordination between C&D ordinances and programs and green building efforts on the whole.

### Model C&D Ordinance

No Member Agencies have adopted Zero Waste Marin's current 2014 Model C&D Ordinance, and fewer than half had previously adopted prior versions of the Model C&D Ordinance. Additionally, San Rafael and Marin County had adopted prior versions of the Model C&D Ordinance, but have since rescinded it in lieu of CALGreen's diversion requirements (Appendix A).

Many aspects of the prior and current Model C&D Ordinance pose administrative hurdles to Member Agencies. For example, diversion reports estimating the amount of C&D waste expected to be generated by each project are unnecessary in most cases, and can be an administrative burden to members and permit applicants. The Model C&D Ordinance established a reasonable level of diversion from mixed C&D materials for the vast majority of building projects in Marin County; however, projects seeking higher rates of diversion (e.g. 80% or more) for LEED credits or Build It Green points may not meet diversion goals simply by processing mixed C&D materials using certified facilities, since those loads would only receive credit for diversion rate for the specific facility used.

R3

## Section 1

Executive  
Summary

Additionally, avoided disposal fees may be unnecessary and overly burdensome for implementation by most Member Agencies. Exemptions to the ordinance are often difficult to administer, and often aren't tracked by Member Agencies.

## Recommendations

Taking into account the findings described above, as well as comments and discussion with the Zero Waste Marin Local Agency Task Force (LTF) and the LTF Subcommittee on C&D recycling, R3 is recommending that the Zero Waste Marin Board of Directors consider the following:

**Certify C&D recycling facilities that meet CALGreen diversion requirements.**

- At present, this means certifying facilities that meet 50% diversion of C&D materials, which includes all previously certified facilities.
- Facilities would need to be recertified if/when CALGreen diversion requirements change.

**Encourage and provide assistance to Member Agencies to promote CALGreen diversion requirements for all building permits.**

- Encourage Member Agencies to consider ordinance or other policy approaches that establish CALGreen diversion requirements as the standard for all building permits.
- Provide technical assistance to Member Agencies to implement ordinance or other policy changes that achieve this recommendation.

**Encourage and provide assistance to Member Agencies to use standardized C&D diversion forms and outreach for all building permits.**

- Encourage Member Agencies to use standardized C&D diversion forms and outreach materials provided by Zero Waste Marin at building counters and for all building permit applicants.
- Provide technical assistance, including the standardized C&D diversion forms and outreach, to Member Agencies including building counter staff and officials.



## Section 2

Facility  
Certifications

## Facility Certifications

R3 conducted facility certifications based on Zero Waste Marin's established Facility Certification Standards. The eight permitted solid waste facilities and five reuse facilities were all previously certified by Zero Waste Marin in 2013. An additional reuse facility, Marin Community Benefit Cooperative, was invited to apply for certification. No other interested and qualified facilities were identified within a reasonable hauling distance of Marin County.

Facilities that do not have a solid waste facility permit and handle only source separated non-solid waste material are classified as reuse facilities. The application and annual reporting requirements for reuse facilities are much less detailed than those for facilities which have solid waste facility permits and handle mixed C&D loads. The following six reuse facilities have provided confirmation in their interest in being certified through Zero Waste Marin's certification program:

- The Away Station
- Building Resources
- Daniel O. Davis, Inc.
- Heritage Salvage
- Urban Ore
- Marin Community Benefit Cooperative

Permitted solid waste facilities have solid waste facility permits and handle mixed loads of C&D material. R3 received applications from the following eight permitted solid waste facilities, each of which were certified by Marin Zero Waste in 2013, and have had no substantial changes in operations since that time:

- Asphalt Shingle Recyclers, LLC
- Commercial Waste & Recycling, LLC
- Davis Street Transfer Station / Resource Recovery Facility
- Devlin Road Recycling and Transfer Facility
- Marin Resource Recovery Center
- Redwood Sanitary Landfill
- West Contra Costa Sanitary Landfill
- Windsor Material Recovery Facility

## Methodology for Facility Certifications

Our methodology for our assessment of mixed C&D processing facilities and reuse facilities was as follows:

- R3's project manager met with Zero Waste Marin staff to review all available information related to the currently certified facilities and any issues, concerns or other facility specific information;



## Section 2

Facility  
Certifications

- R3 then contacted each previously certified facility to discuss their operations, diversion rates, status of permits, and other jurisdiction certifications held by the facility, and the facility's current recovery infrastructure and processing operations;
- R3 requested support for each facility's 2014 C&D tonnage and diversion rate;
- R3 reviewed each facility's reported threshold for selecting loads for processing (i.e., the percentage of recoverable materials) and whether or not that threshold is impacted by specific facility diversion percentage certification requirements;
- R3 requested ballpark approximations from the facilities regarding the type and amount of recoverable C&D contained in loads the facility receives but does not process, including their potential ability to begin to recover portions of that material stream;
- R3 conducted a site visit with management staff from each mixed C&D processing facility, including observations of facility operations such as types of material infeed streams and types of recoverable materials (e.g., diversion for remanufacture, ADC, on-site use); and
- R3 also encouraged input from certified facilities as to how the certification and reporting process may be improved and/or made more efficient for both the facilities and JPA staff.

## Findings for Facility Certifications

All eight processing facilities and all five reuse facilities wish to be recertified under Marin's certification program, and have not changed their operations significantly since recertification in 2013. All seven processing facilities that accept mixed C&D continue to effectively recover marketable materials from mixed C&D loads. The remaining processing facility – Asphalt Shingles Recyclers, LLC – continues to effectively recover and market asphalt from source separated asphalt shingle roofing loads.

All eight processing facilities achieved greater than 50% diversion in 2014, when non-green waste material tons used as ADC are counted towards diversion. ADC tons from all facilities include materials like painted wood, painted sheetrock, commercial (non-asphalt shingle) roofing, PVC piping, and other materials that appear not to be marketable at present.

### Mixed C&D Facility Descriptions

The following provides a brief description of each facility requesting to be certified/recertified through the Zero Waste Marin's certification program. Unless otherwise noted, C&D materials accepted by these facilities include:

- |                                       |   |
|---------------------------------------|---|
| ▪ Asphalt and Concrete (AC) Grindings | ▪ Aluminum                              |
| ▪ Aggregate                           | ▪ Asphalt Shingles (when markets exist) |

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

## Section 2

### Facility Certifications

Table 1 on the following page details the materials handled by each of the facilities.

R3

**Table 1: Zero Waste Marin  
2015 Certified Construction and Demolition (C&D) Processing Facilities**

Section 2

Facility  
Certifications

		<div> <div>Source Separated C&amp;D</div> <div>Mixed C&amp;D Processing</div> <div>Reuse Facilities</div> </div>								<div> <div>Asphalt Shingle Recyclers</div> <div>Commercial Waste &amp; Recycling</div> <div>Davis Street Transfer Station</div> <div>Devin Road Recycling and Transfer Facility</div> <div>Marin Resource Recovery Center</div> <div>Redwood Sanitary Landfill</div> <div>West Contra Costa Sanitary Landfill</div> <div>Windsor Material Recovery Facility</div> <div>The Awey Station</div> <div>Building Resources</div> <div>Daniel O. Davis, Inc.</div> <div>Heritage Salvage</div> <div>Urban One</div> <div>Marin Community Benefit Cooperative</div> </div>							
C&D Loads - Mixed or Source Separated	AC Grindings	BR	BR	BR	BR	BR	T/BR	BR	BR								
	Aggregate	BR	BR	BR	BR	BR	T/BR	BR	BR								
	Aluminum		R	R	R	R	T/R	R	R								
	Asphalt	BR	BR	BR	BR	BR	T/BR	BR	BR								
	Asphalt Shingles	BR	T	L	A	R	T/BR	L									
	Base Rock	BR		BR	BR	BR	T/BR	BR	BR								
	Batteries				R	R			R								
	Brass		R	R	R	R	R	R	R								
	Brick	RP	BR	BR	BR	BR	T/BR	BR	BR								
	Cardboard		R	R	R	R	R	R	R								
	Carpet		L	L	R	R	L	L	L								
	Carpet Padding		R	L	R	R	L	L	L								
	Ceramics	A	A	A	BR	BR	T/BR	BR/A	BR								
	Clean Fill	A		A		BR	T/BR	BR/A	BR								
	Concrete	A	A	BR/A	BR	BR	T/BR	BR/A	BR								
	Copper		R	R	R	R	R	R	R								
	Dirt/Soil	A	A	A	C	C	T/BR	BR/A	C								
	Electronics			R	R												
	Ferrous Metals		R	R	R	R	R	R	R								
	Green Waste		B	C	C	C	C	C	C								
	Iron		R	R	R	R	R	R	R								
	Paint				R				R/L								
	Plastic		R	R	R	R	R	R	R								
	Porcelain	BR	BR	BR	BR	BR	T/BR	BR	BR								
	Stainless		R	R	R	R	R	R	R								
	Tin		R	R	R	R	R	R	R								
	Tree Stumps		B	C	C	C	C	C	C								
	Wallboard		R	C	R	C	T	C	C								
	Wire		R	R	R	R	R	R	R								
	Wood		B	B/C	C	C	A	C	C								
Reusable Items	Appliances									S					S		
	Building Materials									S	S	S			S	S	
	Household Items									S					S		
	Furniture									S	S				S	S	

**Recovery and Disposal Methods Key**

A = ADC, cover material placed on the surface of a solid waste landfill at the end of each operating day.  
 B = Biomass, organic matter used as a fuel in a power station for the generation of electricity.  
 BR = Beneficial reuse/road base, materials reused by a facility in their own operations or sent elsewhere for reuse.  
 C = Compost, soil and mulch, landscape materials created from organic waste.  
 L = Landfill, materials disposed of at a landfill.  
 R = Recycling, materials treated or processed at the facility for recovery.  
 S = Salvage, materials recovered for reuse.  
 T = Transfer, materials sent to a processing facility for recovery.

### Asphalt Shingle Recyclers, LLC

Asphalt Shingle Recyclers, LLC (ASR) is a transfer station / processing facility. The facility only accepts AC grindings, aggregate, asphalt, base rock, brick, ceramics, clean fill, concrete, dirt/soil, porcelain, and shingles. ASR is permitted as a “Small Volume Inert Debris Processing Facility”. ASR accepts clean source separated loads of asphalt shingle roofing, which is then cleaned of contaminants such as wood, metal and cardboard, and then mechanically ground and processed for marketing as source material roads and other uses.

Table 2 on the following page shows the recovery and disposal methods for materials accepted by Asphalt Shingle Recyclers, LLC.

## Section 2

### Facility Certifications

R3

## Section 2

Table 2: Materials Accepted and Recovered, Asphalt Shingle Recyclers, LLC

Facility  
Certifications

		Recovery and Disposal Methods								
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Road Base	Off-site Reuse	ADC	Landfilled Residual
C&D Loads - Source Separated Only	AC Grindings						X			
	Aggregate						X			
	Aluminum									
	Asphalt						X			
	Asphalt Shingles						X			
	Base Rock						X			
	Batteries									
	Brass									
	Brick				X					
	Cardboard									
	Carpet									
	Carpet Padding									
	Ceramics								X	
	Clean Fill								X	
	Concrete								X	
	Copper									
	Dirt/Soil								X	
	Electronics									
	Ferrous Metals									
	Green Waste									
	Iron									
	Paint									
	Plastic									
	Porcelain						X			
	Stainless									
	Tin									
	Tree Stumps									
	Wallboard									
	Wire									
	Wood									
Reusable Items	Appliances									
	Building Materials									
	Household Items									
	Furniture									

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”. CW&R accepts loads of mixed and source separated C&D at its transfer station. Source separated loads are directed to source separated bays, and mixed C&D loads are tipped on a sort floor where they are processed by hand and with heavy equipment to remove recoverable materials including green waste, metals, cardboard, carpet, and other marketable materials. Materials that are left over and do not have current markets (e.g. painted wood and sheetrock, commercial roofing, and PVC piping) are ground onsite for marketing as ADC. ADC and landfill are the primary cost centers for CW&R’s materials; they are very interested in alternative markets for materials currently processed as ADC.

Table 3 on the following page shows the recovery and disposal methods for materials accepted by Commercial Waste & Recycling, LLC.

## Section 2

Facility  
Certifications

R3

## Section 2

Facility  
Certifications**Table 3: Materials Accepted and Recovered, Commercial Waste & Recycling, LLC**

		Recovery and Disposal Methods							
		Transfer to Asphalt Shingle Recyclers	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Off-site Reuse/Road base	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles	X							
	Base Rock								
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet								X
	Carpet Padding		X						
	Ceramics							X	
	Concrete							X	
	Copper		X						
	Ferrous Metals		X						
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps					X			
	Wallboard		X						
	Wire		X						
	Wood					X			
Source Separated Only	Batteries								
	Clean Fill								
	Dirt/Soil							X	
	Electronics								
	Green Waste					X			
	Paint								
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								



### 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. All loads are processed using conveyor belts, mechanical separators, and staffed sorting stations. The remaining material is then hand sorted manually in a sort line. Davis Street TS is permitted as a “Large Volume Transfer/Processing Facility”.

Table 4 on the following page shows the recovery and disposal methods for materials accepted by Davis Street TS.

## Section 2

### Facility Certifications

R3

## Section 2

Facility  
Certifications

Table 4: Materials Accepted and Recovered, Davis Street TS

		Recovery and Disposal Methods							
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Reused on-site or at Altamont Land Fill	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles								X
	Base Rock						X		
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet								X
	Carpet Padding								X
	Ceramics							X	
	Concrete						X	X	
	Copper		X						
	Ferrous Metals		X						
	Green Waste					X			
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard			X					
	Wire		X						
	Wood			X		X			
Source Separated Only	Batteries								
	Clean Fill							X	
	Dirt/Soil							X	
	Electronics		X						
	Paint								
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								

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. Devlin Road Recycling and Transfer Facility is permitted as a “Large Volume Transfer/Processing Facility”.

Table 5 on the following page shows the recovery and disposal methods for materials accepted by Devlin Road Recycling and Transfer Facility.

## Section 2

Facility  
Certifications

R3

## Section 2

Table 5: Materials Accepted and Recovered, Devlin Road

Facility  
Certifications

		Recovery and Disposal Methods							
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Reused on-site as Base Rock	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles							X	
	Base Rock						X		
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet		X						
	Carpet Padding		X						
	Ceramics						X		
	Concrete						X		
	Copper		X						
	Ferrous Metals		X						
	Green Waste			X					
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard								
	Wire		X						
	Wood			X					
Source Separated Only	Batteries		X						
	Clean Fill								
	Dirt/Soil			X					
	Electronics		X						
	Paint		X						
Reusable Items	Appliances								
	Building Materials				X				
	Household Items				X				
	Furniture				X				

### 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. Marin Resource Recovery Center is permitted as a “Large Volume Transfer/Processing Facility”.

Table 6 on the following page shows the recovery and disposal methods for materials accepted by Marin Resource Recovery Center.

## Section 2

### Facility Certifications

R3

## Section 2

Table 6: Materials Accepted and Recovered, Marin Resource Recovery Center

Facility  
Certifications

		Recovery and Disposal Methods							
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Off-site Reuse/Road base	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles		X						
	Base Rock						X		
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet		X						
	Carpet Padding		X						
	Ceramics						X		
	Concrete						X		
	Copper		X						
	Ferrous Metals		X						
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard			X					
	Wire		X						
	Wood			X					X
	Batteries		X						
	Clean Fill						X		
	Dirt/Soil			X					
	Electronics								
	Green Waste			X					
	Paint								
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								

## Section 2

### Facility Certifications

#### 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 is another Permitted Solid Waste Facility and is owned by the same company, for processing. Redwood Sanitary Landfill is permitted as a “Solid Waste Landfill, Composting Facility (Other), and Composting Facility (Mixed)”.

Table 7 on the following page shows the recovery and disposal methods for materials accepted by Redwood Sanitary Landfill.

R3

## Section 2

Facility  
Certifications

Table 7: Materials Accepted and Recovered, Redwood Sanitary Landfill

		Recovery and Disposal Methods							
		Transfer to Davis Street	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/Biomass	On-site Reuse/Road base	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings	X					X		
	Aggregate	X					X		
	Aluminum		X						
	Asphalt	X					X		
	Asphalt Shingles	X					X		
	Base Rock	X					X		
	Brass		X						
	Brick	X					X		
	Cardboard		X						
	Carpet								X
	Carpet Padding								X
	Ceramics	X					X		
	Concrete	X					X		
	Copper		X						
	Ferrous Metals		X						
	Iron		X						
	Plastic		X						
	Porcelain	X					X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard	X							
	Wire		X						
	Wood							X	
	Batteries								
	Clean Fill	X					X		
	Dirt/Soil	X					X		
	Electronics								
	Green Waste			X					
	Paint								
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								



### West Contra Costa Sanitary Landfill

West Contra Costa Sanitary Landfill is a transfer station / processing facility. The facility accepts all materials except paint, E-waste, and dirt/soil; however, 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. West Contra Costa Sanitary Landfill is permitted as a “Solid Waste Landfill”.

Table 8 on the following page shows the recovery and disposal methods for materials accepted by West Contra Costa Sanitary Landfill.

## Section 2

### Facility Certifications

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## Section 2

Facility  
Certifications

Table 8: Materials Accepted and Recovered, West Contra Costa Sanitary Landfill

		Recovery and Disposal Methods							
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	On-site Reuse/ Road Base	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles								X
	Base Rock						X		
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet								X
	Carpet Padding								X
	Ceramics						X	X	
	Concrete						X	X	
	Copper		X						
	Ferrous Metals		X						
	Green Waste			X					
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard			X					
	Wire		X						
	Wood			X		X			
Source Separated Only	Batteries								
	Clean Fill						X	X	
	Dirt/Soil						X	X	
	Electronics								
	Paint								
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								

### Windsor Material Recovery Facility

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 and uses small equipment to source separate all materials and is permitted as a “Medium Volume CDI Processing Facility”.

Table 9 on the following page shows the recovery and disposal methods for materials accepted by Windsor Material Recovery Facility.

## Section 2

### Facility Certifications

R3

## Section 2

Facility  
Certifications

Table 9: Materials Accepted and Recovered, Windsor Material Recovery Facility

		Recovery and Disposal Methods							
		Transfer to C&D Processing Facility	Recycling	Soil, Compost and Mulch	Reuse Partners	Biofuel/ Biomass	Beneficial Reuse/Road base	ADC	Landfilled Residual
C&D Loads - Mixed or Source Separated	AC Grindings						X		
	Aggregate						X		
	Aluminum		X						
	Asphalt						X		
	Asphalt Shingles		X						
	Base Rock						X		
	Brass		X						
	Brick						X		
	Cardboard		X						
	Carpet								X
	Carpet Padding								X
	Ceramics						X		
	Concrete						X		
	Copper		X						
	Ferrous Metals		X						
	Iron		X						
	Plastic		X						
	Porcelain						X		
	Stainless		X						
	Tin		X						
	Tree Stumps			X					
	Wallboard			X					
	Wire		X						
	Wood			X					
	Batteries		X						
	Clean Fill						X		
	Dirt/Soil			X					
	Electronics								
	Green Waste			X					
	Paint		X						X
Reusable Items	Appliances								
	Building Materials								
	Household Items								
	Furniture								

## Section 2

Facility  
Certifications**On-site Review and Analysis**

The on-site reviews of permitted solid waste facilities 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 Zero Waste Marin's Facility Certification Standards. In all cases, with the exception of the Redwood Sanitary Landfill (which is currently operating as a transfer facility, sending its loads of mixed C&D debris to the Davis Street Transfer Station for processing when requested by customers), all of the permitted solid waste facilities are currently processing mixed C&D loads in a manner that is consistent with the certification requirements.

As shown in Table 10 below, all facilities achieved a minimum of 50% diversion in 2014, when ADC materials are counted towards diversion. Appendix B includes photos from the on-site reviews for reference.

<b>Table 10 – 2014 Diversion by Facility</b>		
<b>Facility Name</b>	<b>% Diversion with ADC</b>	<b>% Diversion without ADC</b>
Asphalt Shingle Recyclers	100%	99%
Commercial Waste & Recycling	75%	27%
Davis Street Transfer Station	85%	42%
Devlin Road Recycling & Transfer Facility	84%	32%
Marin Resource Recovery Center	75%	66%
Redwood Sanitary Landfill	85%	42%
West Contra Costa Sanitary Landfill	87%	64%
Windsor Material Recovery Facility	71%	58%

A focus of R3's approach to the facility certification process was on facility policies and procedures for classifying incoming loads. Specifically, we reviewed the basis upon which facility scale house personnel determine if a load is to be classified as C&D debris versus refuse or some other classification, the tonnages of which would not factor into the facilities calculated diversion rate. One of the major issues raised is that a facility may not be able to meet the specific diversion requirements if it chooses to process loads of mixed C&D materials with relatively low levels of recoverable materials.

As such, diversion percentage standards can, and in some cases, do create a disincentive for facilities to divert more C&D debris. For example, minimum diversion thresholds can prevent facilities from processing lower quality loads that have less

## Section 2

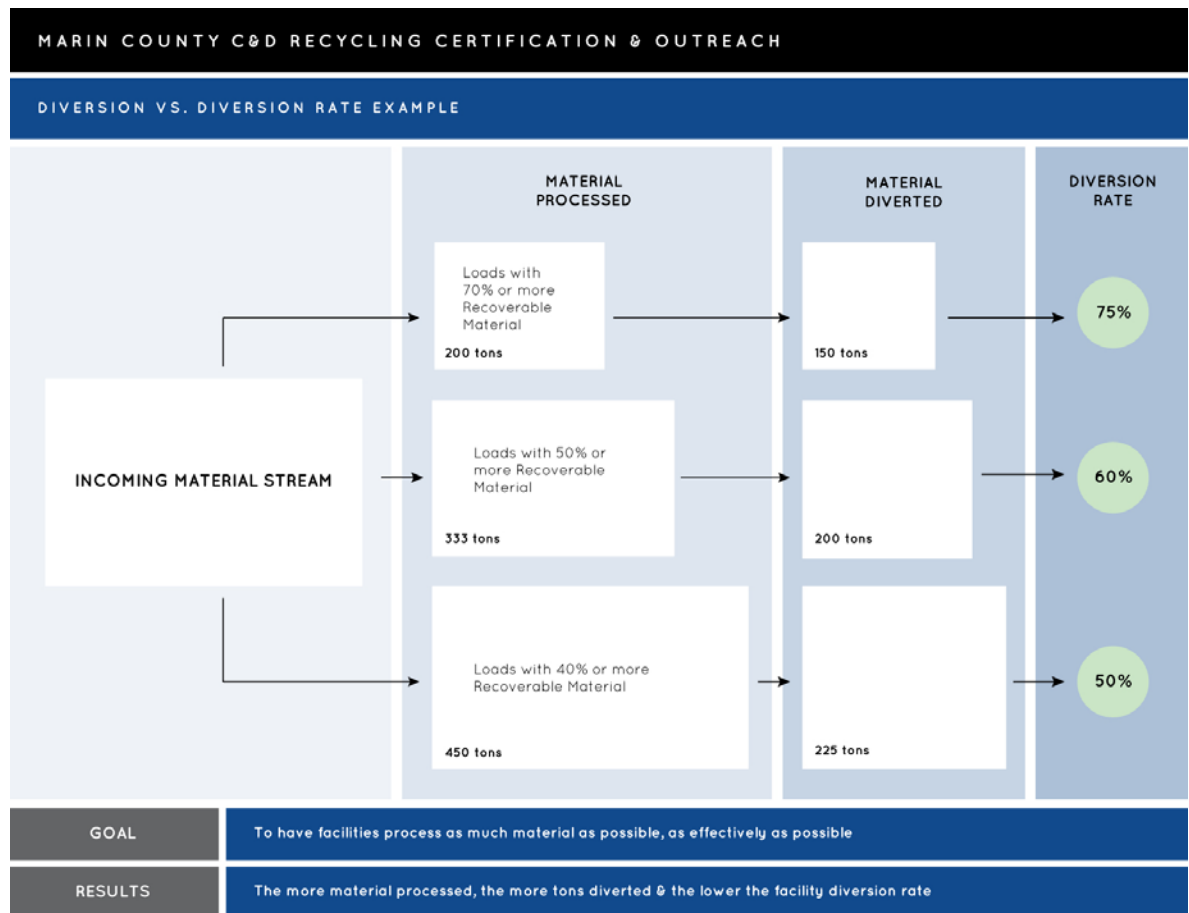
Facility  
Certifications

recoverable material, since doing so would decrease a facility's overall diversion percentage even though it would result in the diversion of additional C&D materials.

### Unintended Effects of High % Diversion Standards

Holding C&D facilities to high minimum standards of diversion, e.g. 70% - 85%, etc. can create a negative incentive for some facilities to process loads of waste containing significant amounts of divertible C&D materials. R3 had identified this as a potential concern prior to starting this project, and during its course found that, as a direct result of minimum diversion thresholds, some C&D facility operators may not sort loads containing less than the target amount of divertible C&D materials. This is because, as some facility operators openly admit, processing loads that contain low amounts of perfectly divertible materials – for example, 25% metal and wood – but are otherwise comprised of non-divertible materials, can bring down their diversion percentage.

Figure 1, below, demonstrates this effect.



It is important to note that this effect is only an issue when C&D facilities have discretion to direct the flow of incoming waste to landfill or C&D sorting, unless C&D material generators request that their materials are sorted for diversion. Though the current Model C&D Ordinance does state that facility operators must sort all loads of mixed C&D materials, loads containing C&D materials are varied in content; unless a

load contains high levels of divertible materials or is specifically requested at the scale house, determining whether a load is a “C&D load” is subject to discretion, and is influenced by the incentive to keep the diversion percentage high.

## Recommendations for Facility Certifications

### **Certify all C&D Recycling Facilities**

Based on the finding that all facilities achieve CALGreen’s 50% diversion requirement, R3 recommends that Zero Waste Marin certify all existing facilities. A list of facilities recommended for certification is included as Appendix C.

## Section 2

### Facility Certifications

R3

## Section 3

Member  
Agency  
Program  
Assessments

## Member Agency Program Assessments

R3 assessed member agency level of implementation of C&D recycling ordinances, programs and outreach for each member agency. This assessment included reviewing current practices at building counters, identifying improvements and potential enhancements to 2014 Model C&D Ordinance, and seeking member agency feedback about potential barriers to efficient and effective implementation of C&D diversion programs. We assessed administration of the ordinance, including current practices, staff time requirements, and historical compliance results. Our objective was to work with each member agency to determine whether any specific enhancements to the Model C&D Ordinance would leverage the specific conditions in each jurisdiction and provide for the most efficient administration county-wide.

It is worth noting that most member agency staff with the responsibility of overseeing and implementing C&D diversion programs are new to their current positions since initial promulgation of the 2011 Model C&D Ordinance. As a result, many conversations with Member Agencies also included an introduction to C&D diversion programs and ordinances. This underscores the need for future and recurrent efforts to work with member agency staff on effective administration of C&D diversion programs.

### Methodology for Member Agency Program Assessments

In support of this assessment of member agency, ordinances, and outreach R3:

- Identified member agency staff responsible for administration of C&D programs and ordinances, which generally included building officials, counter and other staff;
- Scheduled on-site discussion meetings with each member agency to introduce the Model C&D Ordinance as well as gather information and provide support for C&D programs, ordinances and outreach. A list of member agency contacts is included as Appendix D;
- R3 reviewed building counter practices with specific attention to the current responsibilities and requirements of all stakeholders, existing policies and procedures, methods used to determine compliance with the ordinance, and historical compliance results; and
- Reviewed the efficiency and effectiveness of C&D program and ordinance administration, staff time requirements, feedback from project applicants and builders, and feedback regarding enhancements to the program and ordinance that would improve effectiveness and efficiency.

### Findings for Member Agency Program Assessments

Table 11 on the following page provides an overview of county-wide C&D ordinances and programs by member agency.



## Section 3

Member  
Agency  
Program  
Assessments

Table 11 – Member Agency C&D Ordinance / Program Overview					
Agency	C&D Ordinance	Mixed C&D Diversion %	Deposit/ Avoided Disposal Fee <sup>1</sup>	Addresses CALGreen	Covered Project Threshold
Belvedere	✓	50%	3% deposit	✓	All C&D projects and renovations
Corte Madera	NA	NA	NA	No <sup>2</sup>	NA
Fairfax	✓	70%	3% ADF \$10K max	No <sup>3</sup>	\$2,000 residential \$5,000 commercial
Larkspur	✓	80%	3% ADF \$10K max	✓	All permits
Mill Valley	✓	80%	NA	✓	All permits
Ross	NA	NA	NA	✓ <sup>4</sup>	All C&D projects and renovations
San Anselmo	✓	70%	3% ADF \$10K max	No <sup>5</sup>	All permits, <\$10K exemption
San Rafael	NA	65%	NA	✓	CALGreen Tier 1
Sausalito	✓	50%	\$500 verification fee	✓	All permits
Tiburon	✓	80%	3% ADF \$10K max	No <sup>6</sup>	All C&D projects, <500 sf exemption
Marin County	✓	50%	NA	✓	All C&D projects and renovations

<sup>1</sup> Although most member agencies do have a deposit of avoided disposal fee, very few agencies reported implementing these elements.

<sup>2</sup> Corte Madera needs to implement a process to document project compliance with CALGreen 2013 mandatory diversion requirements; the deliverables of this project will facilitate that effort.

<sup>3</sup> The valuation thresholds for covered projects may be in conflict with CALGreen in some cases.

<sup>4</sup> Although Ross does not have a C&D ordinance, it is administering a C&D program that appears to meet the requirements of CALGreen.

<sup>5</sup> The <\$10,000 value exemption may be in conflict with CALGreen in some cases.

<sup>6</sup> The <500 sf exemption may be in conflict with CALGreen in some cases.

## Section 3

Member  
Agency  
Program  
Assessments**Most Member Agencies are Implementing C&D Ordinances**

As shown above, nine Member Agencies have adopted C&D ordinances, with only Corte Madera and Ross without specific C&D ordinances. Of those nine, only Mill Valley, Larkspur and Tiburon have a C&D ordinance modeled after Zero Waste Marin's 2011 Model C&D Ordinance. San Rafael and Marin County had previously adopted a version of the 2011 Model C&D Ordinance, but have subsequently amended or rescinded their ordinances to defer to CALGreen's minimum standards for C&D recycling. All of the members are aware of and have planned for compliance with CALGreen's mandatory diversion requirements for C&D materials, though most members should improve their documentation processes in order to meet CalRecycle requirements for municipal implementation of CALGreen. Most members report that administration of their C&D ordinance/CALGreen requirements was not a significant burden to staff or contractors, though Corte Madera and Fairfax did report significant administrative burden.

**All Member Agencies have Similar Program Administration and Outreach**

Notably, all Member Agencies have essentially the same process for implementing their C&D ordinances and programs, entailing an initial waste management plan, encouraging permit holders to direct waste to certified facilities (which according to members and the Marin Builders Association, the vast majority of all projects do) and requiring documentation prior to final inspection. For example, all Member Agencies provide waste management plan forms to most permit applicants as the primary form of C&D recycling outreach. Few Member Agencies provided the list of certified facilities, and only Belvedere provides supplemental information about deconstruction as a form of diversion.

**Most Member Agencies Report No Issues with C&D Program Implementation**

All members except Corte Madera and Fairfax reported that permit applicants are now reasonably used to C&D program requirements, and that compliance has become the standard practice for doing business in Marin County. All members except Corte Madera and Fairfax reported near 100% compliance with their C&D ordinances/CALGreen requirements. Members also reported that deposits and/or avoided disposal fees are administratively burdensome to most Member Agencies.

**Most Member Agencies see Standardization as a Benefit**

Staff from all Member Agencies agreed that a county-wide standardized approach to C&D ordinance and program implementation could facilitate greater administrative efficiency for member agency staff and contractors. Additionally, Mill Valley and other members continue to desire options for encouraging and facilitating greater than 50% diversion from certain C&D projects. Several members have green building ordinances or interests that intersect with C&D diversion programs, but R3 found little coordination between C&D ordinances and programs and green building efforts.

## Recommendations for Member Agency Assessments

Based on our assessment of ordinance implementation and current management and administrative practices and the goals of this project, R3 recommends that Zero Waste Marin:

### **Encourage and provide assistance to Member Agencies to promote CALGreen diversion requirements for all building permits.**

- Encourage Member Agencies to consider ordinance or other policy approaches that establish CALGreen diversion requirements as the standard for all building permits.
- Provide technical assistance to Member Agencies to implement ordinance or other policy changes that achieve this recommendation.

### **Encourage and provide assistance to Member Agencies to use standardized C&D diversion forms and outreach for all building permits.**

- Encourage Member Agencies to use standardized C&D diversion forms and outreach materials provided by Zero Waste Marin at building counters and for all building permit applicants.
- Provide technical assistance, including the standardized C&D diversion forms and outreach, to Member Agencies including building counter staff and officials.

A sample of the combined flyer/waste management plan form, and facility listing and map is included in Appendix C. R3 anticipates that finalization of this piece will occur in the next iteration of Zero Waste Marin's C&D efforts, involving participation of Zero Waste Marin, the Local Task Force (LTF) and LTF C&D Subcommittee, Zero Waste Marin's Member Agencies, Marin County recycling facilities and haulers, the Marin Builders Association, and the Marin County Codes Advisory Board. Several comments for improvement of the sample form have been received and should be considered prior to finalization and distribution of the forms to the Member Agencies, including:

- Listing any of the parties for whom the form may be applicable, including permittees, contractors, project owners, etc.;
- Revising the text so that it is functional for all parties and clearly distinguishes that the "easy steps" are to deconstruct, source separate, and/or use a certified facility for mixed debris;
- Revising the text to indicate that the "detailed steps" are for use of a non-certified facility;
- Put the onus on the project owner/contractor to direct waste for recycling, not on the person delivering the materials to the facilities; and
- List / number facilities in order of proximity to Marin County.

Through these efforts, Zero Waste Marin could also seek to provide a short list of best practices for contractors, a cheat sheet for building officials, and/or tips for project owners on working with your contractor and recycler.

## Appendix A

### CalGreen C&D Diversion Requirements

## CALIFORNIA GREEN BUILDING STANDARDS CODE – MATRIX ADOPTION TABLE

### CHAPTER 3 – GREEN BUILDING

(Matrix Adoption Tables are non-regulatory, intended only as an aid to the user.  
See Chapter 1 for state agency authority and building applications.)

Adopting agency	BSC	SFM	HCD			DSA		OSHDP				BSCC	DPH	AGR	DWR	CEC	CA	SL	SLC
			1	2	1-AC	AC	SS	1	2	3	4								
Adopt entire CA chapter																			
Adopt entire chapter as amended (amended sections listed below)																			
Adopt only those sections that are listed below	X		X				X	X	X	X									
Chapter/Section																			
301	X		X				X	X	X	X									
301.1			X																
301.1.1			X																
301.2			X																
301.3	X																		
302	X		X				X	X	X	X									
303	X		X				X	X	X	X									
304	X		X					X	X	X									
304.1.1 (2nd paragraph)			X																
305								X											
306							X												

## CHAPTER 3

### GREEN BUILDING

#### SECTION 301 GENERAL

**301.1 Scope.** Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

**301.1.1 Additions and alterations. [HCD]** The mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.

**Note:** On and after January 1, 2014, residential buildings undergoing permitted alterations, additions or improvements shall replace noncompliant plumbing fixtures with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

**301.2 Low-rise and high-rise residential buildings. [HCD]** The provisions of individual sections of *CALGreen* may apply

to either low-rise residential buildings, high-rise residential buildings, or both. Individual sections will be designated by banners to indicate where the section applies specifically to low-rise only (LR) or high-rise only (HR). When the section applies to both low-rise and high-rise buildings, no banner will be used.

**301.3 Nonresidential additions and alterations. [BSC]** The provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above (for occupancies within the authority of California Building Standards Commission). Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work.

A code section will be designated by a banner to indicate where the code section only applies to newly constructed buildings [N] or to additions and alterations [AA]. When the code section applies to both, no banner will be used.

#### SECTION 302 MIXED OCCUPANCY BUILDINGS

**302.1 Mixed occupancy buildings.** In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy.

### SECTION 303 PHASED PROJECTS

**303.1 Phased projects.** For shell buildings and others constructed for future tenant improvements, only those code measures relevant to the building components and systems considered to be new construction (or newly constructed) shall apply.

**303.1.1 Tenant improvements.** The provisions of this code shall apply only to the initial tenant or occupant improvements to a project.

### SECTION 304 VOLUNTARY TIERS

**304.1 Purpose.** Voluntary tiers are intended to further encourage building practices that improve public health, safety and general welfare by promoting the use of building concepts which minimize the building's impact on the environment and promote a more sustainable design.

**304.1.1 Tiers.** The provisions of Divisions A4.6 and A5.6 outline means, in the form of voluntary tiers, for achieving enhanced construction levels by incorporating additional measures for residential and nonresidential new construction. Voluntary tiers may be adopted by local governments and, when adopted, enforced by local enforcing agencies. Buildings complying with tiers specified for each occupancy contain additional prerequisite and elective green building measures necessary to meet the threshold of each tier. See Section 101.7 of this code for procedures and requirements related to local amendments, additions or deletions, including changes to energy standards.

**[BSC & HCD]** Where there are practical difficulties involved in complying with the threshold levels of a tier, the enforcing agency may grant modifications for individual cases. The enforcing agency shall first find that a special individual reason makes the strict letter of the tier impractical and that modification is in conformance with the intent and purpose of the measure. The details of any action granting modification shall be recorded and entered in the files of the enforcing agency.

### SECTION 305 [OSHPD 1] CALGreen TIER 1 AND CALGreen TIER 2

**305.1 CALGreen Tier 1 and CALGreen Tier 2** buildings contain voluntary green building measures necessary to meet the threshold of each level.

**305.1.1 CALGreen Tier 1.** To achieve *CALGreen* Tier 1, buildings must comply with the latest edition of "Savings By Design, Healthcare Modeling Procedures" found online at [http://www.energysoft.com/main/page\\_downloads\\_sbd\\_healthcare.html](http://www.energysoft.com/main/page_downloads_sbd_healthcare.html).

**305.1.2 CALGreen Tier 2.** To achieve *CALGreen* Tier 2, buildings must exceed the latest edition of "Savings By Design, Healthcare Modeling Procedures" by a minimum of 15 percent.

### SECTION 306 [DSA-SS] VOLUNTARY MEASURES

**306.1 Purpose.** For public schools and community colleges, Appendix A5, Nonresidential Voluntary Measures, is provided as a guideline to further encourage building practices that improve public health, safety and general welfare by promoting the use of building concepts which minimize the building's impact on the environment, promote a more sustainable design and high-performance educational facilities.

**306.1.1** The optional provisions of Appendix A5, Divisions A5.1 through A5.5, outline means of achieving enhanced construction levels by incorporating additional measures that exceed the mandatory code.

## CHAPTER 4

# RESIDENTIAL MANDATORY MEASURES

### *Division 4.4 – MATERIAL CONSERVATION AND RESOURCE EFFICIENCY*

#### SECTION 4.401 GENERAL

**4.401.1 Scope.** The provisions of this chapter shall outline means of achieving material conservation and resource efficiency through protection of buildings from exterior moisture; construction waste diversion; employment of techniques to reduce pollution through recycling of materials; and building commissioning or testing, adjusting and balancing.

#### SECTION 4.402 DEFINITIONS

|| **4.402.1 Definitions.** Reserved.

#### SECTION 4.403 FOUNDATION SYSTEMS (Reserved)

#### SECTION 4.404 EFFICIENT FRAMING TECHNIQUES (Reserved)

#### SECTION 4.405 MATERIAL SOURCES (Reserved)

#### SECTION 4.406 ENHANCED DURABILITY AND REDUCED MAINTENANCE

|| **4.406.1 Rodent proofing.** Annular spaces around pipes, electric cables, conduits or other openings in sole/bottom plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.

#### SECTION 4.407 WATER RESISTANCE AND MOISTURE MANAGEMENT (Reserved)

#### SECTION 4.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

**4.408.1 Construction waste management.** Recycle and/or salvage for reuse a minimum of 50 percent of the nonhazardous construction and demolition waste in accordance with either Section 4.408.2, 4.408.3 or 4.408.4, or meet a more stringent local construction and demolition waste management ordinance.

##### **Exceptions:**

1. Excavated soil and land-clearing debris.
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist or are not located reasonably close to the jobsite.
3. The enforcing agency may make exceptions to the requirements of this section when isolated jobsites are located in areas beyond the haul boundaries of the diversion facility.

**4.408.2 Construction waste management plan.** Submit a construction waste management plan in conformance with Items 1 through 5. The construction waste management plan shall be updated as necessary and shall be available during construction for examination by the enforcing agency.

1. Identify the construction and demolition waste materials to be diverted from disposal by recycling, reuse on the project or salvage for future use or sale.
2. Specify if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream).
3. Identify diversion facilities where the construction and demolition waste material will be taken.
4. Identify construction methods employed to reduce the amount of construction and demolition waste generated.
5. Specify that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

**4.408.3 Waste management company.** Utilize a waste management company, approved by the enforcing agency, which can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with Section 4.408.1.

**Note:** The owner or contractor may make the determination if the construction and demolition waste materials will be diverted by a waste management company.

## RESIDENTIAL MANDATORY MEASURES

**4.408.4 Waste stream reduction alternative.** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed four (4) lbs./sq. ft. of the building area shall meet the minimum 50 percent construction waste reduction requirement in Section 4.408.1.

**4.408.4.1 Waste stream reduction alternative. [HR]** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed two (2) pounds per square foot of the building area, shall meet the minimum 50-percent construction waste reduction requirement in Section 4.408.1.

**4.408.5 Documentation.** Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 4.408.2, Items 1 through 5, Section 4.408.3 or Section 4.408.4.

### Notes:

1. Sample forms found in "A Guide to the California Green Building Standards Code (Residential)" located at [www.hcd.ca.gov/CALGreen.html](http://www.hcd.ca.gov/CALGreen.html) may be used to assist in documenting compliance with this section.
2. Mixed construction and demolition debris (C&D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

## SECTION 4.409 LIFE CYCLE ASSESSMENT (Reserved)

## SECTION 4.410 BUILDING MAINTENANCE AND OPERATION

**4.410.1 Operation and maintenance manual.** At the time of final inspection, a manual, compact disc, web-based reference or other media acceptable to the enforcing agency which includes all of the following shall be placed in the building:

1. Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
2. Operation and maintenance instructions for the following:
  - a. Equipment and appliances, including water-saving devices and systems, HVAC systems, water-heating systems and other major appliances and equipment.
  - b. Roof and yard drainage, including gutters and downspouts.
  - c. Space conditioning systems, including condensers and air filters.
  - d. Landscape irrigation systems.
  - e. Water reuse systems.
3. Information from local utility, water and waste recovery providers on methods to further reduce resource

consumption, including recycle programs and locations.

4. Public transportation and/or carpool options available in the area.
5. Educational material on the positive impacts of an interior relative humidity between 30–60 percent and what methods an occupant may use to maintain the relative humidity level in that range.
6. Information about water-conserving landscape and irrigation design and controllers which conserve water.
7. Instructions for maintaining gutters and downspouts and the importance of diverting water at least 5 feet away from the foundation.
8. Information on required routine maintenance measures, including, but not limited to, caulking, painting, grading around the building, etc.
9. Information about state solar energy and incentive programs available.
10. A copy of all special inspection verifications required by the enforcing agency or this code.



## SECTION 5.407 WATER RESISTANCE AND MOISTURE MANAGEMENT

**5.407.1 Weather protection.** Provide a weather-resistant exterior wall and foundation envelope as required by *California Building Code* Section 1403.2 (Weather Protection) and *California Energy Code* Section 150, (Mandatory Features and Devices), manufacturer's installation instructions or local ordinance, whichever is more stringent.

**5.407.2 Moisture control.** Employ moisture control measures by the following methods.

**5.407.2.1 Sprinklers.** Design and maintain landscape irrigation systems to prevent spray on structures.

**5.407.2.2 Entries and openings.** Design exterior entries and/or openings subject to foot traffic or wind-driven rain to prevent water intrusion into buildings as follows:

**5.407.2.2.1 Exterior door protection.** Primary exterior entries shall be covered to prevent water intrusion by using nonabsorbent floor and wall finishes within at least 2 feet around and perpendicular to such openings plus at least one of the following:

1. An installed awning at least 4 feet in depth.
2. The door is protected by a roof overhang at least 4 feet in depth.
3. The door is recessed at least 4 feet.
4. Other methods which provide equivalent protection.

**5.407.2.2.2 Flashing.** Install flashings integrated with a drainage plane.

## SECTION 5.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

**5.408.1 Construction waste management.** Recycle and/or salvage for reuse a minimum of 50 percent of the nonhazardous construction and demolition waste in accordance with Section 5.408.1.1, 5.408.1.2 or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent.

**5.408.1.1 Construction waste management plan.** Where a local jurisdiction does not have a construction and demolition waste management ordinance that is more stringent, submit a construction waste management plan that

1. Identifies the construction and demolition waste materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvage for future use or sale.
2. Determines if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed (single stream).
3. Identifies diversion facilities where construction and demolition waste material collected will be taken.

4. Specifies that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

**5.408.1.2 Waste management company.** Utilize a waste management company that can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with this section.

**Note:** The owner or contractor shall make the determination if the construction and demolition waste material will be diverted by a waste management company.

### Exceptions to Sections 5.408.1.1 and 5.408.1.2:

1. Excavated soil and land-clearing debris.
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist.
3. Demolition waste meeting local ordinance or calculated in consideration of local recycling facilities and markets.

**5.408.1.3 Waste stream reduction alternative.** The combined weight of new construction disposal that does not exceed two pounds per square foot of building area may be deemed to meet the 50 percent minimum requirement as approved by the enforcing agency.

**5.408.1.4 Documentation.** Documentation shall be provided to the enforcing agency which demonstrates compliance with Sections 5.408.1.1 through 5.408.1.3. The waste management plan shall be updated as necessary and shall be accessible during construction for examination by the enforcing agency.

### Notes:

1. Sample forms found in "A Guide to the California Green Building Standards Code (Nonresidential)" located at <http://www.bsc.ca.gov/Home/CALGreen.aspx> may be used to assist in documenting compliance with the waste management plan.
2. Mixed construction and demolition debris (C&D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

**5.408.3 Excavated soil and land clearing debris.** [BSC] 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled. For a phased project, such material may be stockpiled on site until the storage site is developed.

**Exception:** Reuse, either on-or off-site, of vegetation or soil contaminated by disease or pest infestation.

### Notes:

1. If contamination by disease or pest infestation is suspected, contact the County Agricultural Commissioner and follow its direction for recycling or disposal of the material. ([www.cdfr.ca.gov/exec/county/county\\_contacts.html](http://www.cdfr.ca.gov/exec/county/county_contacts.html))

2. For a map of known pest and/or disease quarantine zones, consult with the California Department of Food and Agriculture. ([www.cdffa.ca.gov](http://www.cdffa.ca.gov))

## SECTION 5.409 LIFE CYCLE ASSESSMENT (Reserved)

### SECTION 5.410 BUILDING MAINTENANCE AND OPERATION

**5.410.1 Recycling by occupants.** Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics and metals or meet a lawfully enacted local recycling ordinance, if more restrictive.

**5.410.1.1 Additions.** [A] All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30 percent or more in floor area, shall provide recycling areas on site.

**Exception:** Additions within a tenant space resulting in less than a 30-percent increase in the tenant space floor area.

**5.410.1.2 Sample ordinance.** Space allocation for recycling areas shall comply with Chapter 18, Part 3, Division 30 of the *Public Resources Code*. Chapter 18 is known as the California Solid Waste Reuse and Recycling Access Act of 1991 (Act).

**Note:** A sample ordinance for use by local agencies may be found in Appendix A of the document at the CalRecycle's web site.

**5.410.2 Commissioning.** [N] For new buildings 10,000 square feet and over, building commissioning shall be included in the design and construction processes of the building project to verify that the building systems and components meet the owner's or owner representative's project requirements. Commissioning shall be performed in accordance with this section by trained personnel with experience on projects of comparable size and complexity. Commissioning requirements shall include:

1. Owner's or owner representative's project requirements.
2. Basis of design.
3. Commissioning measures shown in the construction documents.
4. Commissioning plan.
5. Functional performance testing.
6. Documentation and training.
7. Commissioning report.

**Exceptions:**

1. Dry storage warehouses of any size.

2. Areas under 10,000 square feet used for offices or other conditioned accessory spaces within dry storage warehouses.
3. Tenant improvements under 10,000 square feet as described in Section 303.1.1.

\*4. Commissioning requirements for energy systems covered by the 2013 *California Energy Code*.

All building operating systems covered by Title 24, Part 6, as well as process equipment and controls, and renewable energy systems shall be included in the scope of the commissioning requirements.

**5.410.2.1 Owner's or Owner representative's Project Requirements (OPR).** [N] The expectations and requirements of the building appropriate to its phase shall be documented before the design phase of the project begins. This documentation shall include the following:

1. Environmental and sustainability goals.
- \*2. Energy efficiency goals [Refer to 2013 *California Energy Code*, Section 120.8(b)].
3. Indoor environmental quality requirements.
4. Project program, including facility functions and hours of operation, and need for after hours operation.
5. Equipment and systems expectations.
6. Building occupant and operation and maintenance (O&M) personnel expectations.

**5.410.2.2 Basis of Design (BOD).** [N] A written explanation of how the design of the building systems meets the OPR shall be completed at the design phase of the building project. The Basis of Design document shall cover the following systems:

- \*1. Heating, ventilation, air conditioning (HVAC) systems and controls. (Refer to 2013 *California Energy Code*, Section 120.8(c)).
- \*2. Indoor lighting system and controls [Refer to 2013 *California Energy Code* Section 120.8(c)].
- \*3. Water heating system [Refer to 2013 *California Energy Code* Section 120.8(c)].
4. Renewable energy systems.
5. Landscape irrigation systems.
6. Water reuse systems.

**5.410.2.3 Commissioning plan.** [N] Prior to permit issuance a commissioning plan shall be completed to document how the project will be commissioned. The commissioning plan shall include the following:

1. General project information.
2. Commissioning goals.
3. Systems to be commissioned. Plans to test systems and components shall include:
  - a. An explanation of the original design intent.
  - b. Equipment and systems to be tested, including the extent of tests.

## Appendix B

### Facility Photos

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# Facility Certification Photos

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## Asphalt Shingle Recyclers, LLC





# Facility Certification Photos

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## The Away Station



# Facility Certification Photos

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## Commercial Waste & Recycling, LLC





# Facility Certification Photos

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## Davis Street Transfer Station





# Facility Certification Photos

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## Devlin Road Recycling and Transfer Facility





# Facility Certification Photos

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Daniel O. Davis, Inc.



# Facility Certification Photos

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## Marin Resource Recovery Center





# Facility Certification Photos

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## Redwood Landfill and Recycling Center



# Facility Certification Photos

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## West Contra Costa Sanitary Landfill





# Facility Certification Photos

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## Windsor Material Recovery Facility



## Appendix C

### List of Certified Facilities and Sample Form

# Recommended Facility Certifications

## Mixed C&D Processing Facilities

- 1. Asphalt Shingle Recyclers, LLC**  
Joshua Fookes, Owner  
5900 Coliseum Way  
Oakland, CA 94621  
(510) 636-1166  
[joshfookes@gmail.com](mailto:joshfookes@gmail.com)
- 2. Commercial Waste & Recycling, LLC**  
Joshua Fookes, President  
725 Independent Road  
Oakland, CA 94621  
(510) 636-0852  
[joshfookes@gmail.com](mailto:joshfookes@gmail.com)
- 3. Davis Street Transfer Station**  
Rebecca Jewell  
Recycle Program Manager  
2615 Davis Street  
San Leandro, CA 94577  
(510) 563-4214  
[rjewell@wm.com](mailto:rjewell@wm.com)
- 4. Devlin Road Recycling and Transfer Facility**  
Steve Kelley, General Manager  
889 Devlin Road  
American Canyon, CA 94503  
(707) 256-3500 x1221  
[stevek@devlinroadrecycling.com](mailto:stevek@devlinroadrecycling.com)
- 5. Marin Resource Recovery Center**  
Nik Minton  
565 Jacoby St.  
San Rafael, CA 94901  
(415) 458-5646  
[Nicholas.minton@marinsanitary.com](mailto:Nicholas.minton@marinsanitary.com)
- 6. Redwood Landfill and Recycling Center**  
Ramin Khany, District Manager  
8950 Redwood Highway  
Novato, CA 94945  
(415) 408-9053  
[rkhany@wm.com](mailto:rkhany@wm.com)
- 7. West Contra Costa Sanitary Landfill**  
John Valles, Operation Manager  
1 Parr Boulevard  
Richmond, CA 94801  
(510) 970-7246  
[jvalles@republicservices.com](mailto:jvalles@republicservices.com)
- 8. Windsor Material Recovery Facility**  
Dustin Abbott, Vice President  
590 Caletti Avenue  
Windsor, CA 95492  
(707) 838-2597  
[dabbot@pacificsanitation.com](mailto:dabbot@pacificsanitation.com)

## Appendix C

### List of Recommended Facility Certifications

## Reuse Facilities

### 9. The Away Station

Carrie Bachelder  
109 Broadway Boulevard  
Fairfax, CA 94930  
(415) 453-4221  
[carrie@theawaystation.org](mailto:carrie@theawaystation.org)

### 10. Building Resources

Matthew Levesque  
701 Amador Street  
San Francisco, CA 94124  
(415) 285-7814  
[buildingresourcesf@gmail.com](mailto:buildingresourcesf@gmail.com)

### 11. Daniel O. Davis, Inc.

Dustin Davis  
1051 Todd Road  
Santa Rosa, CA 95407  
(707) 585-1903  
[dustin@davisdemolition.com](mailto:dustin@davisdemolition.com)

### 12. Heritage Salvage

Karen Helms  
1473 Petaluma Boulevard  
South  
Petaluma, CA 94952  
(707) 762-6277  
[Office@heritagesalvage.com](mailto:Office@heritagesalvage.com)

### 13. Urban Ore

Dan Knapp, Owner  
900 Murray Street, Berkeley  
CA 94710  
(510) 914-2701  
[Dr.ore@urbanore.us](mailto:Dr.ore@urbanore.us)

### 14. Marin Community Benefit Cooperative

William Callahan  
816 B. Street  
San Rafael, CA 94901  
(415) 454-9948  
[bill@ohias.org](mailto:bill@ohias.org)



C&D Recycling Tracking Sheet

- C&D recycling is required for all loads of C&D materials.
- If using a Certified Facility, you must ask for your load to be sorted for recycling!
- Documentation is easy – just staple paper “weight tickets” from Certified Facilities to this form.
- Make it easy – just have your hauler or contractor show the scale house operator this form!

Date	Ticket #	Facility Name	Materials Sorted for Recycling (Y/N)?

**IMPORTANT:** You must collect all weight tickets and staple them to this sheet to provide proof of recycling. Check your tickets at the facility to make sure each states that the load will be sorted as C&D. For example, your ticket may say “C&D MATERIAL” or “Construction Debris.” At the completion of your project, present this sheet and all weight tickets to your local enforcement agency.

**Congratulations! You prevented tons of material from being landfilled.**  
**Thank you for recycling!**

ZERO  
WASTE  
MARIN

RECYCLING of construction and demolition (C&D) materials is REQUIRED!

[insert  
city name  
here]



STEP 1

Complete this form  
and sign below.

STEP 2

**Send C&D materials to a  
Certified Facility for  
recycling.**

Certified Facility  
operators must provide  
documentation that  
C&D materials were  
sorted for recycling.

STEP 3

Collect weight tickets  
for each load. All C&D  
loads must be sorted  
recycled.

Check your weight ticket.  
Your ticket must state  
the load was sorted as  
C&D for recycling.

**ZERO WASTE MARIN + CALGREEN EXPECTATIONS FOR YOUR PROJECT:**

- Consider reuse and deconstruction first. See **ZERO WASTE MARIN WEBSITE** for more details.
- Have your mixed C&D materials sorted by a Certified Facility and insist on having C&D materials sorted as C&D for recycling.
- Save documentation of recycling via weight tickets from Certified Facilities or other documentation using page 4 of this form and submit it to the City prior to final inspection.

I hereby certify under penalty of perjury that I will recycle C&D materials from my project via (select one):

- ☐ **EASY METHOD:** Use a Certified Facility to sort C&D materials for recycling (page 3) and you are done!
- ☐ **DETAILED METHOD:** Recycle C&D materials via deconstruction, reuse, and/or source separation, or calculate a maximum amount of waste from the project – requires completion of detailed information on the back (page 2) of this form and detailed tracking of weight tickets for all materials generated by your project.

X

SIGNATURE

DATE

[city name] | [dept. name] | [address] | [telephone] | [website]

DETAILED PROCESS: Deconstruction, Reuse, Source Separation

1. **ATTENTION:** Only use this form if you DID NOT select the EASY PROCESS on PAGE 1 of this form.

Project Name:	
Project Location:	
Building Permit #:	Project Sq. Ft.:
Contractor Name:	Telephone:
Owner Name:	Telephone:

2. Construction waste generated on this project for transport to a recycling facility will be: (check appropriate box)

☐ Sorted on-site (source separated)    ☐ Deconstruction and/or reuse    ☐ Maximum disposal estimate per CALGreen

3. The method of waste tracking to be used on this project will be: (check one box)

☐ Weight                                      ☐ Volume

4. Please identify construction and demolition waste materials that will be generated during the course of this project, and how they will be diverted (efficient usage, recycling, reuse on the project, or salvage for future use or sale).

Material	Diversion Method

5. The facility (or facilities) where the construction waste material will be taken is: (attach separate sheets for additional facilities)

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

6. I hereby certify that this project will adhere to the following:

a. Every effort will be made to use reuse and or recycling measures to reduce the amount of construction waste and other materials sent to landfills. Whenever possible, site-sorted debris boxes shall be used to segregate construction waste materials to maximize materials diversion.

b. All personnel that will be performing any work on the project site will receive and read a copy of the Construction Waste Management Plan (CWMP). Additionally, all personnel shall be instructed on the location and proper use of debris boxes for disposal of C&D materials.

c. The process of waste management, recycling and reuse of construction waste materials will be monitored regularly to ensure compliance with the CWMP during the course of the project.

d. A record will be kept of the total amount of construction waste leaving the project site by weight or by volume, and how these materials will be disposed. This includes copies of tickets or detailed receipts from all loads of C&D materials removed from the project site.

e. All supporting documentation which demonstrates compliance with the CWMP will be provided to the [INSERT CITY NAME & DEPT. HERE] upon completion of the project.

X \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE



CERTIFIED FACILITIES LIST

Mixed C&D Processing Facilities

- 1 Asphalt Shingle Recyclers, LLC

Joshua Fookes, Owner

5900 Coliseum Way  
Oakland, CA 94621  
(510) 636-1166  
[joshfookes@gmail.com](mailto:joshfookes@gmail.com)
- 2 Commercial Waste & Recycling, LLC

Joshua Fookes, President

725 Independent Rd.  
Oakland, CA 94621  
(510) 636-0852  
[joshfookes@gmail.com](mailto:joshfookes@gmail.com)
- 3 Davis Street Transfer Station

Rebecca Jewell,  
Recycle Program Manager

2615 Davis St.  
San Leandro, CA 94577  
(510) 563-4214  
[rjewell@wm.com](mailto:rjewell@wm.com)
- 4 Devlin Road Recycling & Transfer Facility

Steve Kelley,  
General Manager

889 Devlin Rd.  
American Canyon, CA 94503  
(707) 256-3500 x1221  
[stevek@devlinroadrecycling.com](mailto:stevek@devlinroadrecycling.com)
- 5 Marin Resource Recovery Center

Nik Minton

565 Jacoby St.  
San Rafael, CA 94901  
(415) 458-5646  
[nicholas.minton@marin-sanitary.com](mailto:nicholas.minton@marin-sanitary.com)
- 6 Redwood Landfill & Recycling Center

Ramin Khany,  
District Manager

8950 Redwood Highway  
Novato, CA 94945  
(415) 408-9053  
[rkhany@wm.com](mailto:rkhany@wm.com)
- 7 West Contra Costa Sanitary Landfill

John Valles,  
Operation Manager

1 Parr Blvd.  
Richmond, CA 94801  
(510) 970-7246  
[jvalles@republicservices.com](mailto:jvalles@republicservices.com)
- 8 Windsor Material Recovery Facility

Dustin Abbot,  
Vice President

590 Caletti Ave.  
Windsor, CA 95492  
(707) 838-2597  
[dabbot@pacificsanitation.com](mailto:dabbot@pacificsanitation.com)

Reuse Facilities

- 9 The Away Station

Carrie Bachelder

109 Broadway Blvd.  
Fairfax, CA 94930  
(415) 453-4221  
[carrie@theawaystation.org](mailto:carrie@theawaystation.org)
- 10 Building Resources

Matthew Levesque

701 Amador St.  
San Francisco, CA 94124  
(415) 285-7814  
[buildingresourcesf@gmail.com](mailto:buildingresourcesf@gmail.com)
- 11 Daniel O. Davis, Inc.

Dustin Davis

1051 Todd Rd.  
Santa Rosa, CA 95407  
(707) 585-1903  
[dustin@davisdemolition.com](mailto:dustin@davisdemolition.com)
- 12 Heritage Salvage

Karen Helms

1473 Petaluma Blvd. South  
Petaluma, CA 94952  
(415) 453-4221  
[office@heritagesalvage.com](mailto:office@heritagesalvage.com)
- 13 Urban Ore

Dan Knapp, Owner

900 Murray St.  
Berkeley, CA 94710  
(510) 914-2701  
[dr.ore@urbanore.us](mailto:dr.ore@urbanore.us)
- 14 Marin Community Benefit Cooperative

William Callahan

844 B St.  
San Rafael, CA 94901  
(415) 454-9948  
[bill@ohias.org](mailto:bill@ohias.org)



## Appendix D

### List of Member Agency Contacts

## Member Agency Contacts

### Belvedere

**Eric Banvard**

Building Official

(415) 435-8919

[ebanvard@cityofbelvedere.org](mailto:ebanvard@cityofbelvedere.org)

450 San Rafael Ave.

Belvedere, CA 94920-2336

### Corte Madera

**Mark Flatter**

Building Official

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300 Tamalpais Dr.

Corte Madera, CA 94925

### Fairfax

**Mark Lockaby**

Building Official

(415) 458-2370

[mlockaby@townoffairfax.org](mailto:mlockaby@townoffairfax.org)

142 Bolinas Rd.

Fairfax, CA 94930

### Larkspur

**Daryl A. Phillips, CBO**

Contract Building Official

(707) 544-6500

[daryl@phillipsseabrook.com](mailto:daryl@phillipsseabrook.com)

400 Magnolia Dr.

Larkspur, CA 94939

**Kristin Teiche**

Senior Planner

(415) 927-5026

[kteiche@cityoflarkspur.org](mailto:kteiche@cityoflarkspur.org)

### Mill Valley

**Vin Smith**

Interim Director, Planning & Building

(415) 388-4033

[vsmith@cityofmillvalley.org](mailto:vsmith@cityofmillvalley.org)

26 Corte Madera Ave.

Mill Valley, CA 94941

**Danielle Staude**

Senior Planner

(415) 388-4033

[dstaude@cityofmillvalley.org](mailto:dstaude@cityofmillvalley.org)

### Ross

**Rob Braulik**

Town Manager

(415) 453-1453x107

[rbraulik@townofross.org](mailto:rbraulik@townofross.org)

PO Box 320

Ross, CA 94957-0320

**Simone Jamotte**

Building Department Secretary

(415) 453-1453x106

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PO Box 320

Ross, CA 94957-0320

### San Anselmo

**Sean T. Condry**

Building Director

(415) 258-4676

[scondry@townofsananselmo.org](mailto:scondry@townofsananselmo.org)

525 Sam Anselmo Ave.

San Anselmo, CA 94960

**Eric Robbe**

Building Inspector

(415) 258-4618

[erobbe@townofsananselmo.org](mailto:erobbe@townofsananselmo.org)

R3

Appendix D

Member  
Agency  
Contacts

## San Rafael

**Paul A. Jensen**

Community Development Director

(415) 485-5064

[paul.jensen@cityofsanrafael.org](mailto:paul.jensen@cityofsanrafael.org)

1400 Fifth Avenue

San Rafael, CA 94915-1560

**Thomas Ahrens**

Chief Building Official

(415) 458-3357

[thomas.ahrens@cityofsanrafael.org](mailto:thomas.ahrens@cityofsanrafael.org)

**Cory Bytof**

Sustainability Coordinator

(415) 485-3407

[cory.bytof@cityofsanrafael.org](mailto:cory.bytof@cityofsanrafael.org)

## Sausalito

**Danny Castro**

Community Development Director

(415) 289-4133

[dcastro@ci.sausalito.ca.us](mailto:dcastro@ci.sausalito.ca.us)

420 Litho St.

Sausalito, CA 94965

**Doug Rider, CBO**

Contract Building Official

(415) 289-4128

[dugrider@aol.com](mailto:dugrider@aol.com)

**Andy Davidson**

Senior Civil Engineer

(415) 289-4180

[adavidson@ci.sausalito.ca.us](mailto:adavidson@ci.sausalito.ca.us)

## Tiburon

**Scott Anderson**

Community Development Director

(415) 435-7392

[sanderson@townoftiburon.org](mailto:sanderson@townoftiburon.org)

1505 Tiburon Blvd.

Tiburon, CA 94920

**Patrick W. Barnes, P.E.**

Director of Public Works

(415) 435-7392

[pbarnes@townoftiburon.org](mailto:pbarnes@townoftiburon.org)

**Clay Salzman, CBO**

Building Official

(415) 435-7380

[csalzman@townoftiburon.org](mailto:csalzman@townoftiburon.org)

## Marin County

**Omar Peña**

Planner

(415) 473-2797

[opena@marincounty.org](mailto:opena@marincounty.org)

3501 Civic Center Dr. Ste. 308

San Rafael, CA 94903-4157