



2008 SARC Annual Report

California Department of Transportation, District 1

Alternative Names(s): Caltrans District 1

Agency Type(s): CalTrans Facilities

1656 Union Street
Eureka, CA 95501

Total Employees: 634

CalRecycle Representative

Yasmin Satter

Yasmin.Satter@CalRecycle.ca.gov

(916) 341-6262

Annual Report Status: Submitted

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Contacts

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Address

6100 Hwy 101 N

Eureka, CA 95501

Facilities

1) District Office Complex (246 employees)

Facility Address

1656 Union Street

Eureka, CA 95501

Nita Brake-Mills

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Phone: (707) 445-6474

Fax: (707) 441-2025

Contact Address

Caltrans Annex, 1656 Union St.

Eureka, CA 95501

2) Equipment Shop I (14 employees)

Facility Address

1650 Albee Street

Eureka, CA 95501

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Contact Address

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3) District Lab (10 employees)

Facility Address
1726 Albee Street
Eureka, CA 95501

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Contact Address
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4) Bracut Maintenance Office (47 employees)

Facility Address
6100 North Highway 101
Eureka, CA 95501

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5) Drill Crew Office (2 employees)

Facility Address
1637 Union Street
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6) Traffic Electrical (6 employees)

Facility Address
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7) Maintenance Field Office (Idlewild) (9 employees)

Facility Address
15600 Highway 199
Gasquet, CA 95543

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8) Maintenance Field Office (Willits) (12 employees)

Facility Address
21340 Baechtel Road
Willits, CA 95490

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Contact Address
Caltrans Annex, 1656 Union St.
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9) Maintenance Field Office (Ukiah) (33 employees)

Facility Address
90 West Lake Mendocino Drive
Ukiah, CA 95482

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Contact Address
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Eureka, CA 95501

10) Maintenance Field Office (Crescent City) (11 employees)



Facility Address
711 Highway 101 North
Crescent City, CA 95531

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State Agency Reporting Center (SARC)

Contact Address
Caltrans Annex, 1656 Union St.
Eureka, CA 95501

11) Maintenance Field Office (Fortuna) (9 employees)

Facility Address
1924 Smith Lane
Fortuna, CA 95540

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12) Maintenance Field Office (Bridgeville) (9 employees)

Facility Address
Highway 36
Bridgeville, CA 95526

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13) Maintenance Field Office (Manchester) (8 employees)

Facility Address
Highway 1
Manchester, CA 95459

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Contact Address
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14) Maintenance Field Office (Booneville) (10 employees)

Facility Address
Highway 128
Booneville, CA 95415

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15) Maintenance Field Office (Clearlake) (11 employees)

Facility Address
13070 East Highway 20
Clearlake Oaks, CA 95423

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16) Maintenance Field Office (Garberville) (14 employees)

Facility Address
1500 Redwood Drive
Garberville, CA 95542

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Contact Address
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17) Maintenance Field Office (Leggett) (11 employees)



Facility Address
Highway 271
Leggett, CA 95585

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18) Maintenance Field Office (Fort Bragg) (9 employees)

Facility Address
925 No. Franklin
Fort Bragg, CA 95437

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19) Maintenance Field Office (Orleans) (10 employees)

Facility Address
Highway 96
Orleans, CA 95556

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20) Maintenance Field Office (Lakeport) (11 employees)

Facility Address
3218 Hill Rd. East
Lakeport, CA 95453

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21) Maintenance Field Office (Willow Creek) (12 employees)

Facility Address
Highway 96
Willow Creek, CA 95556

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Contact Address
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22) Shop (Ukiah) (6 employees)

Facility Address
3290 North State Street
Ukiah, CA 95482

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Contact Address
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23) Construction Field Office (Eureka) (12 employees)

Facility Address
5601 Spruce Point
Eureka, CA 95501

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Contact Address
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24) Construction Field Office (Crescent City) (6 employees)



Facility Address
700 Park Place
Crescent City, CA 95531

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25) Construction Field Office (Redwood Valley) (13 employees)

Facility Address
20 West School Way
Redwood Valley, CA 95470

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Contact Address
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26) Construction Field Office (Hydesville) (1 employees)

Facility Address
3575 Johnson Road, Suites 1 & 2
Hydesville, CA 95547

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Contact Address
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27) Construction Field Office (Clearlake) (4 employees)

Facility Address
15513 40th Avenue
Clearlake, CA 95442

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Contact Address
Caltrans Annex, 1656 Union St.
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28) Del Norte County Rest Stop (Collier Tunnel) (0 employees)

Facility Address
3 miles south of Oregon State Line
Collier Tunnel, CA 95543

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Contact Address
Caltrans Annex, 1656 Union St.
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29) Humboldt County Rest Stop (Trinidad) (0 employees)

Facility Address
0.5 miles south of Patrick's Point U.C.
Trinidad, CA 95570

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Contact Address
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30) Humboldt County Rest Stop (Trinidad) (0 employees)

Facility Address
0.5 miles south of Seawood Drive U.C.
Trinidad, CA 95570

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Contact Address
Caltrans Annex, 1656 Union St.
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31) Mendocino County Rest Stop (Empire Camp) (0 employees)



Facility Address
9.0 miles south of Leggett
Empire Camp, CA 99999

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32) Mendocino County Rest Stop (Irvine Lodge) (0 employees)

Facility Address
7.9 miles south of Laytonville
Irvine Lodge, CA 99999

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Contact Address
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33) Mendocino County Rest Stop (Moss Cove) (0 employees)

Facility Address
10.5 miles south of Laytonville
Moss Cove, CA 99999

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34) Construction Field Office (Arcata) (8 employees)

Facility Address
5065 Boyd Road
Arcata, CA 95521

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35) Caltrans Annex (40 employees)

Facility Address
1835 6th Street
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36) Construction Field Office (Fort Bragg) (9 employees)

Facility Address
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37) Construction Field Office (Confusion Hill) (8 employees)

Facility Address
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Leggett, CA 95585

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38) Kelseyville Field Construction Office (8 employees)



Facility Address
7663 S. Hwy 29
Kelseyville, CA 95451

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State Agency Reporting Center (SARC)

Contact Address
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39) Construction Field Office (Nice) (8 employees)

Facility Address
2617 E. Hwy 20
Nice, CA 95464

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Contact Address
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40) Construction Field Office (Fortuna) (7 employees)

Facility Address
1487 Sandy Prairie Court Suite E
Fortuna,, CA 95540

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Program Information

Program	Existing	Planned/Expanding
Business Source Reduction	X	
Material Exchange	X	
Salvage Yards	X	
Beverage Containers	X	
Cardboard	X	
Glass	X	
Newspaper	X	
Office Paper (white)	X	
Office Paper (mixed)	X	
Plastics	X	
Scrap Metal	X	
On-site composting/mulching	X	
Self-haul greenwaste	X	
Commercial pickup of compostables		X
Food waste composting		X
Sludge (sewage/industrial)	X	
Tires	X	
White/brown goods	X	



Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	
Tires	X	

Total Tonnage Disposed: 2,599.5
 Total Employees: 634
 Total Additional Factor (Visitors): 2,591,500

Annual Per Capita Disposal (pounds/employee/day): 22.5
 50% Equivalent Per Capita Disposal Target (pounds/employee/day): 97.7

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

Hazardous Materials

Note: Hazardous waste, including [universal waste](#), may NOT be disposed as ordinary trash.

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

Promotional Programs

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2008.

- 1) Brochures, Newsletters, Publications
- 2) Office Paper Recycling Guide
- 3) Fact Sheets
- 4) Outreach (technical assistance, presentations, awards, fairs, field trips)
- 5) Speakers (staff available for presentations)
- 6) Technical Assistance
- 7) Waste Audits

Procurement Activities Implemented in 2008

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

- 1) Requiring Recycled- Content Product Certification for All Purchases
- 2) Proactively Working With RCP Suppliers

Question/Answer

- 1) Is the mission statement of your State agency/large State facility the same as reported in the previous year?**

Yes

- 2) What changes have there been in the waste generated or disposed by your State agency/large State facility during the report year? (For example, changes in types and/or quantities of waste.) Explain, to the best of your ability the causes for those changes.**

Solid waste tonnages have decreased significantly since the 2007 report was written.

District 1 has formed an official Green Team, driven by a Charter. The Green Team is comprised of multiple stakeholders from within various units and work areas. The Team has worked very diligently in educating all employees about the need to cut solid waste and it's relationship to Global Warming.

As a result of the diligence of the Green Team, many new recycling programs have been put into place District-wide, in all facilities. The new recycling programs implemented have consequently reduced the size of trash containers in most areas, with the exception of Maintenance yards due to the lack of control the District has on quantities of trash dumped on our right of ways.

The Construction unit, after much education and outreach, have worked to streamline their solid waste practices in the offices and in the field. More and more contractors are reducing their waste by recycling more Construction and Demolition (C&D) debris rather than landfilling. For example, in Construction, the 2007 reporting year quantified 1750 tons of solid waste compared to 2008 figure of 988 tons.

- 3) Explain any changes to waste diversion programs that were continued from the prior report year. Be sure to indicate the reason for making the changes.**

As mentioned prior, most trash bins sizes have been reduced to reflect the need of less solid waste entering the stream. All paper is being recycled, including mixed paper District-wide. Recycling has become easier in District 1 as a result of a new processing facility located nearby. The processing facility has made it simpler to recycle. Sorting material is much easier and faster.

- 4) Explain any waste diversion programs that were newly implemented or were discontinued during the report year and explain why.**

A new recycling processing facility has opened up locally and has increased many recycling opportunities due to its existence. For example, white paper has always been a prime material for recycling but mixed paper was not. This was mainly due to vendor's requirement to provide multiple sorts; i.e. magazines and catalogs were separated from newspapers, white from colored paper, card stock and sticky notes also required a sort. The multiple sort confused employees, so historically, white paper got recycled. With the new processing facility in place, mixed paper is being recycled with very little confusion and has reduced the size of trash containers District-wide, with the exception of the Caltrans Maintenance Yards.

District 1 had an employee who was recycling food waste from our cafeteria and giving it to his chickens. He has since given away his chickens and the food waste is going to the landfill. Our geographical isolation results in fewer opportunities to recycle, however, there are plans in the future for the County to install a food digester to help us recycle our food waste.

District 1 has been very diligent in reducing our solid waste as a result of the activities and education provided by the Green Team.

5) What types of activities are included in each of the waste diversion programs you continued or newly implemented during the reporting year?

Source Reduction:

- 1. Waste free lunch giveaways and education*
- 2. Administrative support to provide for waste free potlucks and events*
- 3. Mandated 2 sided copying*
- 4. Toner cartridge recycling (local vendors refill existing toners, however, many employees refuse to use them based on possible damage to copy machines and printers)*
- 5. Reusable boxes – 165 employees' offices were moved and this resulted in the use of the same boxes.*
- 6. Explored the use of hand towel dryers (cost prohibitive), cloth towel dryers (no local vendors) finally a trash compacter is being explored to deal with the mountains of paper towels. (When the waste audit was conducted, it was obvious the majority of trash in the dumpsters were plastic bags filled with paper towels from the restrooms.) There are no immediate plans to compost paper towels in our District.*
- 7. The District is working diligently to reduce the amount paper used and communicates online wherever possible. This includes plans and spec sheets. Many employees, in their e-mail messages, remind folks to print only if necessary.*
- 8. A sink has been made available to employees to wash their dishes and to refill reusable water bottles.*
- 9. Shop rags and rugs are laundered by Mission Linen and reused. In addition, the District has begun laundering dust rags and mops, when they were previously thrown away.*

Material Exchange:

The District continues their property re-utilization project. 1. Our District 1 Newsletter has a section for surplus property of office machines and equipment and other unused electronic items.

2. Some of the units have been modularized and the free standing furniture has been re-used by other units and other state agencies.

3. All aluminum signs, guardrail and scrap metal are sold to a local scrap iron vendor who in exchange pays a percentage of the market value to the District.

4. Computer equipment continues to be recycled by a local recycling vendor. We no longer provide surplus computer systems to schools or nonprofits due to the new policy stating that all computers leaving the Department must have the hard drive and ram removed. The removal of these parts makes the computers useless for donation.

Recycling:

Recycling has truly caught on in District 1. The staff custodians are charged with the removal and sorting of recyclables from all of our local offices. The more the Green Team educates employees, the more recyclables we see diverted from our waste stream.

The following items are recycled on a regular basis:

- 1. Paper (White, office pack, cardboard, chipboard, newspapers, magazines etc.)*
- 2. Beverage containers, Glass, plastic and aluminum. Beverage Container Recycling bins are located all over the District; i.e. District Office, Annex and the D.O. Addition, rest areas, shop, lab, maintenance yards, and construction offices.*
- 3. Asphalt, concrete, scrap metal, aluminum, electrical equipment and other construction and demolition debris is being recycled regularly when feasible. Some C&D materials have no market value in our isolated District.*

Organic Management:

On a regular basis, our maintenance crews mow and mulch on-site throughout the entire district. Tree slash is also chipped and the mulched in placed to control weeds.

As mentioned previously, food waste has no place in our recycling program. The food waste from our cafeteria was regularly removed by an employee who had chickens. Unfortunately the food waste is being land filled. The Green Team is exploring the use of a food composter on our grounds, but this change will require an "Issue Paper" and must be approved by our management. There are no commercial pickups of food waste available in our geographically isolated District.

Special Waste:

Sludge: The District has several contractors to pump and remove our sewage waste from the Roadside Rest areas and from our District Maintenance Yard's wash racks.

Tires: All tires, state generated, and those dumped on our right of way, are recycled.

White/Brown Goods: All appliances dumped on our highways are recycled when delivered to our transfer station.

Wood waste: District-wide organic wood waste is recycled in place. Pressure treated posts are hauled off by a Hazardous waste contractor.

C&D

As mentioned previously, our Construction and Demolition recycling is gaining momentum as more contractors get educated about the need to recycle and its relation to Climate Change. Further, our department requires all contractors to report to us by way of a CEM 4401 form of what was recycled and land filled on each job. There is a huge fine if the contractor fails to complete the form. There is currently no mandate for our contractors to recycle but it is the opinion of this writer that all contracted jobs should require recycling except when not feasible due to geographical location or lack of market for the material.

6) What resources (staff and/or funds) did your State agency/large State facility commit toward implementing its Integrated Waste Management Plan during the report year to help reduce disposal and meet the diversion mandate?

Our department purchased beverage containers for placement at the District Office in all areas of the building. A shed was built to store and sort the materials.

7) Has your State agency/large State facility adopted or changed its waste reduction policy?

No

8) Explain how you determined the reported tons disposed? (e.g. waste assessments, per capita generation and extrapolation, actual disposal weights, etc.)

Actual disposal rates, weigh tickets, extrapolation from last years report, written and verbal reporting by employees and vendors and reports generated by contract.

All of the materials were calculated based on volume to weight conversions.

9) Please provide a definition of "employee" for your State agency/large State facility. Also, what is the source of the reported number of employees and visitors/students/inmates, etc. (as applicable)?

An employee is person working for the Department of Transportation and receives monetary compensation. The employee count does not include students or retired annuitants.

I recieved the employee count from the Deputy District Director of Administration in District 1. I also used the staff roster report to count all field employees.

Our vistors were counted by using the Annual Average Daily Traffic Count at one of our rest areas in the southern part of our District. Peak times were used and were calculated at 365 days per year.