



2009 SARC Annual Report

California Department of Transportation, District 4

Alternative Names(s): Caltrans District 4, DOT - District 4

Agency Type(s): CalTrans Facilities

111 Grand Avenue
Oakland, CA 94612

Total Employees: 3,474

CalRecycle Representative

Katie Garrison

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(916) 341-6524

Annual Report Status: Submitted

Submitted on September 2, 2010

Contacts

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Address

111 Grand Avenue
Oakland, CA 94612

Facilities

1) Satellite Office (54 employees)

Facility Address

1007 Knox Avenue
San Jose, CA 95122

Mecca Youngblood

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Phone: (510) 622-5948

Fax: (510) 286-4563

Contact Address

1007 Knox Avenue
San Jose, CA 95122

2) Shop 4 (81 employees)

Facility Address

1993 Marina Boulevard
San Leandro, CA 94577

Steve Curtis

steve_curtis@dot.ca.gov

Phone: (510) 614-5973

Contact Address

1993 Marina Blvd
San Leandro, CA 94577



3) Maintenance - West Bay Main Regional Office (31 employees)

Facility Address
380 Foster City Boulevard
Foster City, CA 94404

Bob Salazar
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Phone: (408) 452-7120
Fax: (408) -

Contact Address
500 Queens Lane
Oakland, CA 94623

4) Maintenance - East Bay Region (103 employees)

Facility Address
600 Lewelling Boulevard
San Leandro, CA 94579

Mike Marcum
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Phone: (510) 614-5942
Fax: (510) 614-5989

Contact Address
600 Lewelling Boulevard
San Leandro, CA 94579

5) Construction Office (154 employees)

Facility Address
3401 Regatta Boulevard
Richmond, CA 94804

Dawn Chrisp
dawn_chrisp@dot.ca.gov
Phone: (510) 622-8713

Contact Address
3401 Regetta
Oakland, CA 94612

6) Construction Lab (14 employees)

Facility Address
21339 Cabot Boulevard
Hayward, CA 94545

Sue Graham
suzanne_graham@dot.ca.gov
Phone: (510) 622-1792
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94623

7) Construction Lab (6 employees)

Facility Address
3451 Vincent Road #B
Pleasant Hill, CA 94523

Sue Graham
suzanne_graham@dot.ca.gov
Phone: (510) 622-1792
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94623

8) San Mateo Lab (6 employees)

Facility Address
1116 South Amphlette Boulevard #3
San Mateo, CA 94402

Dawn Chrisp
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Contact Address
111 Grand Avenue
Oakland, CA 94612

9) Construction Office (5 employees)

Facility Address
1009 Clegg Court Unit A
Petaluma, CA 94954

Suzanne Graham
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Phone: (510) 622-1792
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94612

10) Fairfield Construction Trailer (17 employees)



State Agency Reporting Center (SARC)

Facility Address
2320 Courage Drive Ste. 101 & 106
Fairfield, CA 94523-6743

Dawn Chrisp
dawn_chrisp@dot.ca.gov
Phone: (510) 622-8713

Contact Address
3401 Regetta
Oakland, CA 94612

11) Maintenance - Delta Region (102 employees)

Facility Address
2616 North Main Street
Walnut Creek, CA 94597-2713

Robert Songey
robert_songey@dot.ca.gov
Phone: (925) 926-6123
Fax: (925) 926-6115

Contact Address
2616 N. Main St.
Walnut Creek, CA 94596

12) Maintenance - South Bay Region (38 employees)

Facility Address
500 Queens Lane
San Jose, CA 95112-4311

Bob Salazar
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Phone: (408) 452-7120
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Contact Address
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Oakland, CA 94623

13) Maintenance - Toll Bridge (123 employees)

Facility Address
San Francisco/Oakland Bay Bridge Toll
Plaza Room 2
Oakland, CA 94612

Jim Newman
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Contact Address
SFOBB Administration Bldg
Oakland, CA 94607

14) Hercules Maintenance (21 employees)

Facility Address
1369 Bayberry Avenue
Hercules, Ca 94547

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Phone: (925) 926-6123
Fax: (925) 926-6115

Contact Address
2616 N. Main St.
Walnut Creek, CA 94596

15) Walnut Creek Landscape (9 employees)

Facility Address
2581 North Main Street
Walnut Creek, Ca 94596

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Fax: (925) 926-6115

Contact Address
2616 North Main Street
Walnut Creek, CA 94596

16) Atioch Maintenance & Landscape (16 employees)

Facility Address
28217 Windsor Drive
Antioch 94509, Ca 94509

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Contact Address
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Walnut Creek, CA 94596

17) Rio Vista Bridge, Ferry, & Maintenance (35 employees)



Facility Address
440 Highway 12
Rio Vista, Ca 94571

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State Agency Reporting Center (SARC)

Contact Address
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18) Walnut Creek Regional Office (7 employees)

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19) Maintenance- North Bay Region (20 employees)

Facility Address
611 Payron Street
Petaluma , Ca 94952

John Peterson
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Contact Address
611 Payron Street
Petaluma, CA 94952

20) Napa Maintenance (17 employees)

Facility Address
3161 Jefferson Street & Landscape
Napa, CA 94558

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

21) Calistoga Maintenance (3 employees)

Facility Address
1413 Tubbs Lane
Calistoga, CA 94515

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

22) Gilroy Maintenance (7 employees)

Facility Address
11155 No Name Uno
Gilroy, CA 95020

Robert Salazar
Robert_Salazar@dot.ca.gov
Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

23) West Bay Region Woodside Crew (12 employees)

Facility Address
5055 Farmhill Boulevard
Woodside, CA 94062

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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

24) San Rafael Construction Office (10 employees)



State Agency Reporting Center (SARC)

Facility Address
756 West Francisco, Blvd
San Rafael, CA 94901

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Phone: (510) 622-8713

Contact Address
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Oakland, CA 94612

25) San Bruno / S.F. Construction Office (30 employees)

Facility Address
295 San Bruno Avenue
San Bruno, CA 94103

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Phone: (510) 622-8713

Contact Address
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Oakland, CA 94612

26) SFOBB-New East Span-Stockton Yard (Toll Bridge) (31 employees)

Facility Address
345 Burma Road
Oakland, CA 94607

Sue Graham
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Phone: (510) 622-1792
Fax: (510) 286-4563

Contact Address
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Oakland, CA 94623

27) Mococo Construction Office (12 employees)

Facility Address
79 Mococo Road
Martinez, CA 94553

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Fax: (510) 622-0822

Contact Address
111 Grand Avenue
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28) YBI (5 employees)

Facility Address
50 Macalla Road
San Francisco, CA 94130

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Contact Address
111 Grand Avenue
Oakland, CA 94612

29) Red Top Road (2 employees)

Facility Address
Red Top Road
Fairfield94534, CA 94534

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

30) Napa Trailer Site (6 employees)

Facility Address
2000 Redwood Road
Napa, CA 94558-3216

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

31) Santa Rosa- Surveys (14 employees)



Facility Address
4030 Occidental, B-Surveys
Santa Rosa, CA 95401-5801

Dawn Chrisp
dawn_chrisp@dot.ca.gov
Phone: (510) 622-8713

Contact Address
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Oakland, CA 94612

32) Santa Rosa- Construction (10 employees)

Facility Address
4030 Occidental, A-Construction
Santa Rosa, CA 95401-5801

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

33) Vallejo--01 (5 employees)

Facility Address
1700 Marineworld Park Way
Vallejo, CA 94589-1962

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

34) Palo Alto (5 employees)

Facility Address
2350 Page Mill Road
Palo Alto, CA 94304

Meca Youngblood
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Phone: (510) 622-5948
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94612

35) Devil's Slide (Hwy 1) Toll Bridge (14 employees)

Facility Address
585 Linda Mar
Pacifica, CA 94044

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Phone: (510) 622-5948
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Contact Address
111 Grand Avenue
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36) Main Office (IT Building) (15 employees)

Facility Address
4585 Pacheco Boulevard
Martinez, CA 94553-2233

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

37) Rhodia Trailer (2 employees)

Facility Address
60 Bridgehead Road
Martinez, CA 94553-1304

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

38) Tri-BridgeTrailer (6 employees)



State Agency Reporting Center (SARC)

Facility Address
79 Mococo Road
Martinez, CA 94553-1339

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

39) New Toll Plaza (6 employees)

Facility Address
79 Mococo Road
Martinez, CA 94553-1339

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

40) Regatta Toll Bridge (12 employees)

Facility Address
3401 Regatta Boulevard
Richmond, CA 94804-4594

Dawn Chrisp
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Phone: (510) 622-8713

Contact Address
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41) SAS Building (20 employees)

Facility Address
333 Burma Road
Oakland, CA 94607-1015

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Phone: (707) 762-6641
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Contact Address
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42) Transbay Transit Terminal (20 employees)

Facility Address
151 Fremont Street
San Francisco, CA 94105-1508

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

43) District Office (1,651 employees)

Facility Address
111 Grand Avenue
Oakland, CA 94612

Edward West
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Fax: (510) 266-6107

Contact Address
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Oakland, CA 94623

44) Alemany (34 employees)

Facility Address
30 Rickard Street
San Francisco, CA 94134-1224

Steven Ray
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Phone: (510) 317-1576
Fax: (510) 317-1569

Contact Address
1525 Hesperian Blvd
San Leandro, CA 94579

45) Maintenance- South San jose (27 employees)



State Agency Reporting Center (SARC)

Facility Address
6010 Monterey Hwy
San Jose, CA 95138

Bob Salazar Salazar
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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 QUEENS LANE
San Jose, CA 95112

46) Maintenance - Millbrae (0 employees)

Facility Address
Sawyer Camp Trail
Millbrae, CA 94030

Robert Salazar
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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

47) San Mateo/Hayward Bridge (0 employees)

Facility Address
5550 West Jackson Street
Hayward, CA 94545

Steven Ray
steven_ray@dot.ca.gov
Phone: (510) 317-1576
Fax: (510) 317-1569

Contact Address
1525 Hesperian Blvd
San Leandro, CA 94579

48) Half Moon Bay (7 employees)

Facility Address
2203 South Cabrillo Highway
Half Moon Bay, CA 94019

Robert Salazar
Robert_Salazar@dot.ca.gov
Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

49) Red Wood City Maintenance (11 employees)

Facility Address
2501 East Bayshore Road
Redwood city, CA 94063

Robert Salazar
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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

50) San Francisco Maintenance (33 employees)

Facility Address
110 Rickard Street
San Francisco, Ca, CA 94134

Robert Salazar
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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

51) Milpitas Maintenance (7 employees)

Facility Address
115 Dempsey Road
Milpitas, CA 95035

Robert Salazar
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Phone: (408) 452-7120
Fax: (408) 452-7130

Contact Address
500 Queens Lane
San Jose, CA 95112

52) Maintenance Cupertino (17 employees)



State Agency Reporting Center (SARC)

Facility Address
10130 Bubb Road
Cupertino, CA 95014

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Fax: (408) 452-7130

Contact Address
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San Jose, CA 95112

53) Maintenance Daly City (8 employees)

Facility Address
333 Junipero Serra Blvd.
Daly City, CA 94014

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Phone: (408) 452-7120
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Contact Address
500 Queens Lane
San Jose, CA 95112

54) Schellville Maintenance Station (0 employees)

Facility Address
101 Bonneau Road
Sonoma , CA 95476

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

55) Santa Rosa Tree And Landscape (9 employees)

Facility Address
224 Licoln Street
Santa Rosa, CA 95401

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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

56) Geyserville Maintenance Station (4 employees)

Facility Address
21979 Old Redwood Highway
Geyserville, CA 95441

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don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

57) Sebastopol Maintenance Station (7 employees)

Facility Address
5611 Sebastopol Road
Sebastopol, CA 95472

Don Rivers
don_rivers@dot.ca.gov
Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

58) Manzanita Maintenance Station (6 employees)

Facility Address
40 Shoreline Highway
Mill Valley, CA 94941

Don Rivers
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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

59) Fort Ross Maintenance Station (5 employees)



State Agency Reporting Center (SARC)

Facility Address
21265 Coast Highway
Jenner, Ca, CA 95450

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Phone: (707) 762-6641
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Contact Address
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Petaluma, CA 94952

60) Bodega Bay Maintenance Station (19 employees)

Facility Address
2030 Highway 01
Bodega Bay, CA 94923

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Phone: (707) 762-6641
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Contact Address
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61) Point Reyes (0 employees)

Facility Address
10795 Highway 01
Point Reyes, CA 94956

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Phone: (707) 762-6641
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Contact Address
611 Payron Street
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62) Fairfield Maintenance Office (21 employees)

Facility Address
2019 West Texas Street
Fairfield, Ca, CA 94533

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Phone: (707) 762-6641
Fax: (707) 778-8024

Contact Address
611 Payron Street
Petaluma, CA 94952

63) Vallejo Maintenance Station (4 employees)

Facility Address
1700 Marine World Parkway
Vallejo, CA 94590

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Contact Address
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64) Dixon Maintenance Station (5 employees)

Facility Address
8638 Sparling Lane
Dixon, CA 95620

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Phone: (707) 762-6641
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Contact Address
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65) Benicia Paving Crew (5 employees)

Facility Address
100 Industrial Way
Benicia, CA 94510

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Contact Address
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66) Dumbarton Bridge (1 employees)



Facility Address
9825 Tornton Avenue
Fremont, CA 94536

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State Agency Reporting Center (SARC)

Contact Address
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67) South Electric (7 employees)

Facility Address
6010 Monterey Road
San Francisco, CA 95138

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Contact Address
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68) Bridge Electric (8 employees)

Facility Address
SFOBB Toll Plaza
Oakland, CA 94612

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Contact Address
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69) Caldecott Tunnel (31 employees)

Facility Address
West Portal Caldecott Tunnel
Oakland, CA 94612

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70) 29th Avenue Yard (28 employees)

Facility Address
112 29th Avenue
Oakland , CA 94612

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Contact Address
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71) South Petaluma Yard (8 employees)

Facility Address
1485 Petaluma Blvd.
Petaluma, CA 94952

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Contact Address
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72) South Signs (7 employees)

Facility Address
1770 Old Middlefield Way
Mountain View, CA 94043

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Contact Address
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73) Petaluma Maintenance Station (25 employees)



Facility Address
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State Agency Reporting Center (SARC)

Contact Address
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Petaluma, CA 94952

74) Hesperian Maintenance (70 employees)

Facility Address
15525 Hesperian Blvd.
San Leandro, CA 94580

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Fax: (510) 317-1569

Contact Address
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75) Concord Construction (43 employees)

Facility Address
2727 Systron Dr.
Concord, CA 94518

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Phone: (510) 622-8713

Contact Address
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76) Fairfield Construction (22 employees)

Facility Address
370 Chadbourne Road
Fairfield, CA 94612

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Contact Address
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77) Foster City (11 employees)

Facility Address
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78) Fremont Construction (25 employees)

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48499 Milmont Drive
Fremont, CA 94538

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79) Hayward Construction (25 employees)

Facility Address
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80) Mandela Park Way Trailer (37 employees)



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Facility Address
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81) Petaluma Construction Office (16 employees)

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82) Richmond Elect 2 (16 employees)

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Richmond, CA 94804

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Contact Address
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83) Richmond Lab Construction (6 employees)

Facility Address
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Contact Address
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84) Knox Avenue (54 employees)

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Fax: (415) 330-6515

Contact Address
30 Rickard Street
San Francisco, CA 94134

85) 'O Toole Avenue (16 employees)

Facility Address
2210 O'Toole Avenue
San Jose, CA 95131

Meca Youngblood
meca_youngblood@dot.ca.gov
Phone: (510) 622-5948
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94612

86) SFOBB West Span (Toll Bridge) (25 employees)

Facility Address
280 Beale Street
San Francisco, CA 94105

Sue Graham
suzanne_graham@dot.ca.gov
Phone: (510) 622-1792
Fax: (510) 286-4563

Contact Address
111 Grand Avenue
Oakland, CA 94623

87) SFOBB Transbay Terminal (Toll Bridge) (7 employees)



Facility Address
 151 Fremont Street
 San Francisco, CA 94105

Suzanne Graham
suzanne_graham@dot.ca.gov
 Phone: (510) 622-1792
 Fax: (510) 286-4563

State Agency Reporting Center (SARC)

Contact Address
 111 Grand Avenue
 Oakland, CA 94612

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	
Xeriscaping, grasscycling	X	
On-site composting/mulching	X	
Self-haul greenwaste	X	
Commercial pickup of compostables	X	
Ash	X	
Sludge (sewage/industrial)	X	
Tires	X	
White/brown goods	X	
Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	

Total Tonnage Disposed: 15,526.8
 Total Employees: 3,474
 Total Additional Factor (Visitors): 7,300



Annual Per Capita Disposal (pounds/employee/day):	24.5
50% Equivalent Per Capita Disposal Target (pounds/employee/day):	56.4
Annual Additional Factor Per Capita Disposal (pounds/person/day):	11.7
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	

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 2009.

Procurement Activities Implemented in 2009

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)).

Question/Answer

1) IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

(A) What are the major types of waste materials that your agency/facility currently disposes (not currently diverting), e.g., waste of significant weight and/or volume? If there are major waste materials that are being disposed, what is your agency/facility doing to find ways to divert these materials?

(B) Please explain any difficulties or obstacles your agency/facility encountered in trying to implement recycling or other programs to reduce the amount of waste disposed. Summarize any efforts your agency/facility made to resolve difficulties or overcome obstacles and if they were successful or not.

(A) The major types of disposal that our agency produces are concrete and asphalt from Construction projects. But these items are also recycled at a higher percentage than they are disposed. Unfortunately the CIWMB no longer takes what is recycled into consideration.

(B) There were no difficulties encountered in continuing or implememting recycle programs for 2009.

2) Waste generation includes both materials disposed in the trash as well as materials recycled or otherwise diverted from landfill. There are many reasons why the type or amount of waste generated by your agency/facility may have changed.

SELECT YES OR NO FROM THE DROP DOWN LIST BELOW. IF YOU SELECT YES, YOU MUST PROVIDE AN EXPLANATION IN THE TEXT BOX BELOW.

Do the types or amounts of wastes generated in the last calendar year significantly differ from those that were generated by your agency/facility in the prior report year? If yes, please explain.

The reason why, the type, or amount of waste generated by your agency/facility either may have increased or decreased. For example, construction activities at your agency or facility may increase construction-related wastes; budget cuts may result in cuts to the services your agency provides and, therefore, the related wastes are no longer generated; or a shift in how you do business may create a new type of waste.

If you had changes in the types or amounts of waste generated, then that may have affected the waste diversion programs you implemented. You will be asked in Question #3 about how your waste diversion programs may have changed.

The decrease of waste generated for District 4 for the 2009 fiscal year resulted from the amount of landfill diversion achieved on Construction projects reflected on the Solid Waste Disposal and Recycling Reports.

3) SELECT YES OR NO FROM THE DROP DOWN LIST BELOW. IF YOU SELECT YES, YOU MUST PROVIDE AN EXPLANATION IN THE TEXT BOX BELOW.

Did you make any significant changes (during the report year) to the waste diversion programs implemented by your agency/facility (such as programs to reduce waste, reuse, recycle, compost, etc.)? For example, did you start new programs, discontinue prior programs, or make significant modifications to existing programs? If yes, in the text box below, please explain why you made the change(s).

No

4) Having an accurate and consistent measurement of trash disposal is important. The annual amount of trash disposed is one factor in the calculation to determine the annual per capita disposal for your agency/facility. CalRecycle considers this calculation, in addition to the waste reduction, recycling, and other waste diversion programs your agency/facility implemented, in determining compliance with statutory mandates.

IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

(A) Explain how you determined the annual tons disposed by your agency for the report year (e.g. did you use actual disposal weights provided by a trash hauler, conduct a waste generation study, estimate using weight-to-volume conversions, etc.)

(B) Indicate if this is the same method used to determine tons disposed that was used for the prior report year. If not, please also explain the reason for the change.

The annual tons disposed are derived from the Solid Waste Disposal Report provided by our Construction department.

The Solid Waste Disposal and Recycling Report is a form that the contractor fills out and submits to the Resident Engineer (RE). By signing this form, the contractor certifies under penalty of perjury that the information provided in this form is complete and accurate.

The RE reviews the form for completeness and compares the types and amounts of material being reported to the overall project.

5) Having an accurate and consistent method to count employees is also important. The number of employees is one factor in the calculation to determine the annual per capita disposal for your agency/facility. (If your agency submits a modified report, per capita disposal is not calculated, but the number of employees is important in verifying your eligibility to submit a modified report).

IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

(A) Please explain how you determined the number of employees working for your agency (e.g. total number of full time employees; full time equivalents; total number of full and part time employees; etc.). This information is usually available from your human resources or payroll department.

(B) Indicate if you used the same method to determine the number of employees that was used for the prior report year. If not, please explain the reason for the change.

(A) The number of employees was determined from a Staffing Report provided by our Budgets department in the District.

(B) Yes, the same method was used to determine the number of employees that was used for the prior year.

6) If your agency/facility also has a non-employee population (such as students, visitors, inmates, residents, patients) that significantly contributes to waste generated, then there is a space provided to report that information in Part I – Facility Information. This information is in addition to your employee information - it does not replace it.

IN THE TEXT BOX BELOW, PLEASE PROVIDE ANSWERS TO A AND B.

(A) If you reported a number for a non-employee population, please explain how you determined that number (e.g. full time equivalent students; average number of patients during the report year; etc.)

(B) Indicate if you used the same method that was used for the prior report year. If not, please explain the reason for the change.

If you are not given the option in Part 1 - Facility Information to report an additional population, but believe doing so would be valuable, or if you provided this in the past, but no longer wish to do so, please contact your [CalRecycle representative](#) to discuss the merits of adding or deleting this option from your report.

(A) The number reported for the non-employee population that comes into the District Office in Oakland is determined from a visitors log maintained by our Facilities Management Branch.

(B) Yes, I used the same methods that were used for the prior report year to determine visitor data from the 2009 report year.

7) For your agency/facility, if the annual per capita disposal for the current report year is more than the per capita disposal from the previous report year, then, to the best of your ability, please explain why there was an increase. (To find these numbers, click on “Current Year” under “Previous Year” under “View Report” in the left menu bar. These links display the report summary.)

Our agency had a decrease in per capita disposal for the current report year as opposed to the prior 2008 report year.

8) Additional information you wish to provide in your annual report.