



2009 SARC Annual Report

California Department of Transportation

Alternative Names(s): Caltrans Headquarters

Agency Type(s):

1120 N Street
Sacramento, CA 95814

Total Employees: 4,272

CalRecycle Representative

Kerry Wicker

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(916) 341-6267

Annual Report Status: Submitted

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Contacts

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Fax: (916) 654-6376

Address

1120 N Street, MS-89

Sacramento, CA 95814

Facilities

1) Headquarters Office (1,484 employees)

Facility Address

1120 N St.
Sacramento, CA 95814

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Contact Address

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2) Farmers Market (1,959 employees)

Facility Address

1801 30th St.
Sacramento, CA 95814

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3) Farmers Market (0 employees)

Facility Address
1727 30th St.
Sacramento, CA 95814

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Contact Address
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4) M & R Laboratory (350 employees)

Facility Address
5900 Folsom Boulevard
Sacramento, CA 95816

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5) HQ Equipment Shop (135 employees)

Facility Address
3400 R Street
Sacramento, CA 95816

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6) HQ Warehouse (22 employees)

Facility Address
1900 Royal Oaks
Sacramento, CA 95815

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7) Riverpark (23 employees)

Facility Address
1515 Riverpark
Sacramento, CA 95825

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8) Maintenance (30 employees)

Facility Address
1881 Alhambra Blvd
Sacramento, CA 95814

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9) Training (39 employees)

Facility Address
1616 - 29th Street
Sacramento, CA 95814

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10) R Street (15 employees)



Facility Address
1101 R Street
Sacramento, CA 95814

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State Agency Reporting Center (SARC)

Contact Address
1120 N Street, MS-89
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11) CADA (0 employees)

Facility Address
1304 O Street
Sacramento, CA 95814

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12) Research & Innovation (0 employees)

Facility Address
1227 O Street
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13) Civil Rights/Permits (70 employees)

Facility Address
1823 - 14th Street
Sacramento, CA 95814

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14) 5th Street IT (122 employees)

Facility Address
1500 - 5th Street
Sacramento, CA 95814

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Contact Address
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15) McClellan/Maint, Safety & Equip (MEMA) (20 employees)

Facility Address
4338 Dudley Blvd
Sacramento, CA 95814

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16) Traffic Ops (3 employees)

Facility Address
1115 P Street
Sacramento, CA 95814

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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	
Special Collection Events	X	
Other Materials	X	
Tires	X	
Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	
Other special waste	X	

Total Tonnage Disposed: 577.0

Total Employees: 4,272

Annual Per Capita Disposal (pounds/employee/day): 0.7

50% Equivalent Per Capita Disposal Target (pounds/employee/day): 1.1

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.

- 1) Newspaper Articles/Ads
- 2) Office Paper Recycling Guide
- 3) New Employee Package

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)).

- 1) Department-Wide Recycled-Content Procurement (RCP) Policy
- 2) Department-Wide Automated Procurement Tracking System
- 3) Annual Submittal of SABRC Report
- 4) Proactively Working With RCP Suppliers
- 5) Sharing Success Stories With SABRC

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) It seems like just "normal" trash is being disposed. i.e., paper products, lunch material, coffee cups, office supplies, etc.

(B) As in past years, due to lack of proper instructions, the Department of General Services' janitorial staff continues to mix recycle paper with waste material. When confronted, the janitorial staff explains that they "separate" at the loading dock prior to waste pickup. We are fairly confident this is not being accomplished.

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.

No

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.

(A) Waste that was generated and disposed from our state owned facilities, were determined from actual disposal weights provided by the trash hauler. Waste disposed from our leased facilities, were determined by different methods. Leased facilities where Caltrans occupies the entire facility, disposal amounts were determined from the actual weights provided by the trash hauler. In leased facilities where Caltrans occupies a portion of the facility, a percentage was taken based on the number of Caltrans employees and/or leased space compared to that of the entire building occupancy. This percentage was then applied to the total amount of waste disposed by that facility. In some instances where actual weights were not given to us by the waste hauler, we determined this amount by making logical assumptions. For example, we were given the size of the waste bins and the frequency of how often they were serviced by the waste hauler, we calculated the tonnage by taking the average weight of the bin, assuming that it was 75% full at the time of being emptied. The weight of the bin was determined by figures received by CalRecycle and also the waste management companies.

(B). Last year we did not include the Caltrans leased buildings in our report.

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) Received a figure of total employees from Human Resources (as in past years). We also received a figure of employees per leased and/or non-leased Caltrans buildings, then compared the two figures.

(B) see above

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) We received a figure of 35 visitors per day from Caltrans Office of Security. This averages out to approximately 9,100 visitors per year.

(B) We did not provide this information in previous reports.

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.)

No

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

No