



# 2012 SARC Annual Report

## California Department of Transportation

**Alternative Names(s):** Caltrans Headquarters

**Agency Type(s):** Caltrans

**Report Type:** Full

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1120 N St  
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Sacramento County  
Jurisdiction: Sacramento

*Mailing Address*

**CalRecycle Representative**

Kerry Wicker  
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**Number of Employees at Agency: 1501**

**Annual Report Status: Submitted**

Submitted by Judy Shepherd ([judy.shepherd@dot.ca.gov](mailto:judy.shepherd@dot.ca.gov)) on May 1, 2013

### Additional Annual Report Information

The information below is additional information for this annual report provided by the Agency to CalRecycle staff.

*No additional information provided.*

### Contacts

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**3) Judy Shepherd** (Recycling Coordinator) - Assoc Governmental Program Analyst

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**4) Malcolm Dougherty** (Director) - Director



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## Facilities

### 1) Headquarters Office (0 employees)

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1120 N St.  
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### 2) Farmers Market (1,800 employees)

*Facility Address*  
1801 30th St.  
Sacramento, CA 95814

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### 3) Farmers Market (0 employees)

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1727 30th St.  
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### 4) M & R Laboratory (400 employees)

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5900 Folsom Boulevard  
Sacramento, CA 95816

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### 5) Equipment Shop/Admin (166 employees)

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3400 R St  
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### 6) HQ Warehouse (16 employees)

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1900 Royal Oaks Dr  
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**7) Riverpark (23 employees)**

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**8) Maintenance (21 employees)**

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**9) Training (40 employees)**

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1616 - 29th Street  
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**10) R Street (0 employees)**

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1101 R Street  
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**11) CADA (0 employees)**

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**12) TSI & Local Assistance (0 employees)**

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**13) OBEO/Permits (135 employees)**

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1823 - 14th Street  
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**14) 5th Street IT/Human Resources (150 employees)**

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1500 - 5th Street  
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**15) Traffic Ops (0 employees)**

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1115 P St  
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**16) Lanatt Warehouse (0 employees)**

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**17) Gateway Oaks (41 employees)**

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2389 Gateway Oaks Dr  
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**Annual Per Capita Disposal**

**Employees**

Total Number of Employees: 4,293

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

*Building Operations Center provides a figure of employees per leased and/or state-owned Caltrans buildings.*

*Employee totals for 1) Headquarters Office, 1120 N Street, are listed under Number of Employees at Agency, at the beginning of the report.*

*Employee totals are combined for the 2) and 3) Farmer's Market facilities.*

*As in past years, employees for the following buildings are captured by DGS: 10) R Street, 11) CADA and 15) Traffic Ops. 12) TSI and Local Assistance employees are captured by Dept of Veteran Affairs. 16) Lanatt Warehouse has no employees.*

**Non-Employee Population**

Total number of non-employee population: 23,036



Population Type: Visitors

How was this population number determined?

To enter the majority of Caltrans buildings, a picture I.D. is required. Visitors have to sign in and are escorted to meetings, etc. These figures were provided by Operations Security.

**Disposal**

Total amount disposed: 468.17 tons

How was this disposal number determined?

Waste generated and disposed from our state-owned facilities was determined from actual disposal weights provided by the trash hauler companies. Waste disposed from our leased facilities was determined by different methods. For 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 and assumed that it was 75% full at the time of being emptied. The weight of the bin was determined by figures received by both CalRecycle and the waste management companies.

**Annual Results**

	Employee Population		Non-Employee Population	
	Target	Annual	Target	Annual
Per Capita Disposal Rate (pounds/person/day):	1.10000 000000 0000	0.60	0.000000 00000000 0	0.11

**Questions**

What types of waste are still thrown away (not reused, recycled, or composted)?

Recycled paper, misc. office furniture, tested concrete materials

What difficulties or obstacles have you had with finding ways to recycle, reuse or compost these types of wastes?

As in past years, due to non-compliance, DGS janitorial staff continues to mix recycle paper with waste material.

When employees at Caltrans warehouses call DGS to pick up misc. office furniture, they have been told by DGS to just trash it.

**Programs**

**Recycling**

Beverage containers



- Glass
- Plastics (#3-7)
- Carpet
- Cardboard
- Newspaper
- Office paper (white)
- Office paper (mixed)
- Confidential shredded paper
- Scrap metal
- Wood waste
- Tires
- Construction materials/debris

*DGS maintains our state-owned facilities and private companies maintain our leased facilities. In both cases, paper, beverage containers, bottles and other general office supplies are collected routinely and recycled. Other items marked above are recycled, but on a smaller scale as these items appear less frequently.*

*This year the contractor recycled over 54 tons of concrete from Caltrans Trans Lab.*

### Organics Recycling

- Food scraps - On-site composting and mulching

*As in past years, cafeteria employees are allowed to take leftover food home.*

### Material Exchange

- Nonprofit/school donations
- State surplus (accepted by DGS)

*Caltrans coordinates with DGS when state materials, including work stations, desks and bookcases, are sent to surplus.*

### Waste Prevention/Re-use

- Paper forms reduction - online forms
- Bulletin boards
- Retreaded/Recapped tires
- Reusable boxes
- Reusable pallets
- Reusable slip sheets
- Electronic document storage
- Intranet



- Reuse of office furniture, equipment & supplies
- Reuse of packing materials
- Reuse of construction/remodeling materials
- Double-sided copies
- Email vs. paper memos
- Remanufactured equipment
- Used vehicle parts

*Examples for waste prevention and re-use programs include the following:*

*1. The HQ Equipment Shop recycles engine oil and filters and purchases oils that have been re-manufactured. On some of the larger pieces of equipment, Caltrans purchases retreaded tires.*

*2. Caltrans continues to promote the principle of "reduce, reuse and recycle." More and more forms and memos are sent electronically compared to printing, signing and distributing hard copies. Copiers have double-sided capabilities. The Director communicates to employees through video feeds. Journals and other publications are distributed electronically.*

### Green Procurement

- Recycled Content Product (RCP) procurement policy
- Environmentally Preferable Purchasing (EPP) procurement policy
- Staff procurement training regarding RCP/EPP policies
- RCP/EPP language included in procurement contracts for products and materials
- Other green procurement activities (explain in Agency Program Notes below)

*To promote Environmentally Preferable Purchasing (EPP), Caltrans continues to follow Public Contract Code 12400 - 12404 and the DGS best practices manual called the "Buying Green Guide." This guide provides information, tools and tips for buyers. Caltrans also submits an annual State Agency Buy Recycled Campaign (SABRC) report detailing the recycled products purchased.*

### Training and Education

- Signage (signs, posters, including labels for recycling bins)
- Brochures, flyers, newsletters, publications, newspaper articles/ads
- Office recycling guide, fact sheets
- New employee package
- Outreach (internal/external) e.g. environmental fairs

*There are flyers, signs and posters throughout the HQ buildings letting employees know what and where to recycle items such as papers, cans and glass.*