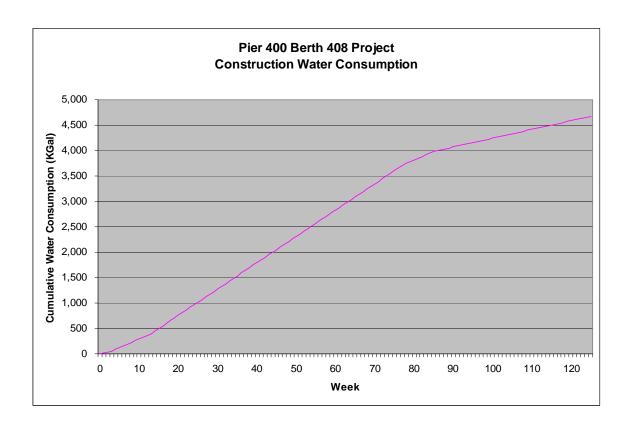
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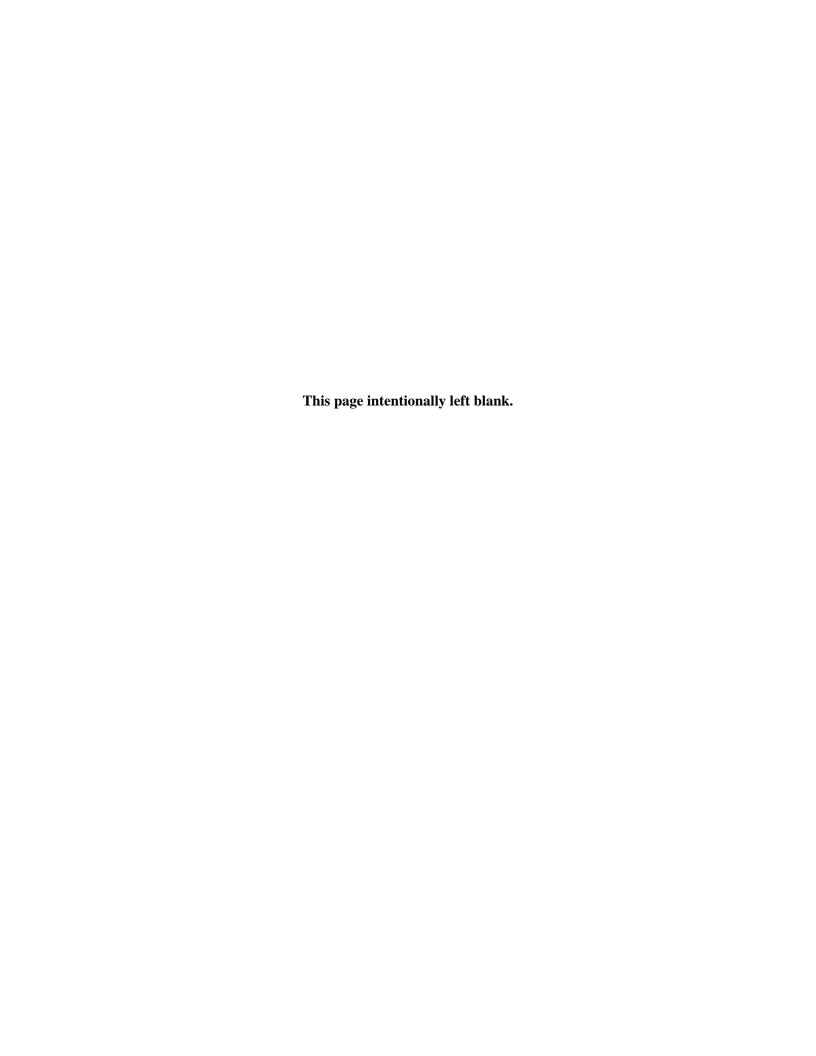
Utilities and Public Services
Supplemental Information

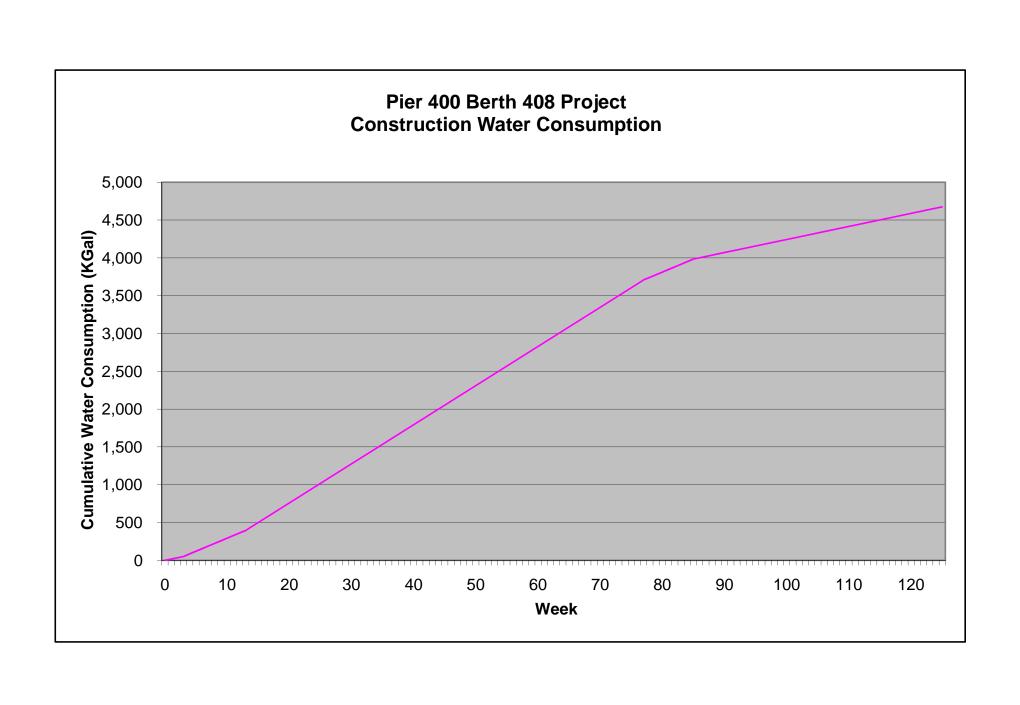
Pacific L.A. Marine Terminal Proposed Pier 400 Berth 408 Project Construction Water Consumption



Assumptions:

- 1. Water usage primarily for dust control.
- 2. Usage based on one water truck per site per day, plus 15% for other users.
- 3. Water truck capacity 3,000 gal.
- 4. Construction Start: Week 1.
- 5. Site 1, 3 (partial) and Pipelines ready for initial operation -Week 85.
- 6. Site 3 complete Week 125.
- 7. Graph above indicates total cumulative water consumption for the entire project.
- 8. Water use during the winter months is expected to be less than the projections but use in the summer is expected to be a little higher. For the purpose of estimating the water use we assumed a uniform usage rate





Pacific L.A. Marine Terminal Pier 400 Berth 408 Project **Estimation of Incremental Solid Waste Generation Project Construction Activities**

Source	Classification	Quant.	Units	D	uration	Treatment	Lbs/Month	Total Tons
ction								
Concrete form materials	Non-hazardous	5	cubic yards per month	15	Months	Recycle or waste disposal facility	6,750	50.6
Dunnage	Non-hazardous	3	cubic yards per month	24	Months	Recycle or waste disposal facility	4,050	48.6
Pallets for deliveries	Non-hazardous	300	Lbs per month	24	Months	Recycle or waste disposal facility	300	3.6
Scrap pipe materials	Non-hazardous	1,000	Lbs per month	18	Months	Recycle or waste disposal facility	1,000	9.0
Scrap structural steel	Non-hazardous	750	Lbs per month	18	Months	Recycle or waste disposal facility	750	6.8
Scrap reinforcing steel	Non-hazardous	400	Lbs per month	15	Months	Recycle or waste disposal facility	400	3.0
Scrap conduit	Non-hazardous	500	Lbs per month	15	Months	Recycle or waste disposal facility	500	3.8
Commodity wrapping	Non-hazardous	50	Lbs per month	24	Months	Recycle or waste disposal facility	50	0.6
Scrap pipe and conduit	Non-hazardous	100	Lbs per month	18	Months	Recycle or waste disposal facility	100	0.9
Scrap electrical wire	Non-hazardous	100	Lbs per month	15	Months	Recycle or waste disposal facility	100	0.8
Extra from foundation pours	Non-hazardous	3	cubic yards per month	15	Months	Recycle or waste disposal facility	12,150	91.1
Equipment maintenance	Non-hazardous	0.5	55 gallon container per	24	Months	Launder for resuse or waste disposal facility	129	1.5
Equipment maintenance	Hazardous	8	Quarts per month	24	Months	Recycle		
Equipment maintenance	Hazardous	2	Items per year per year	24	Months	Recycle		
Site construction	Sanitary	250	Gallons per day	24	Months	Transported to WWTP by licensed contractor		
Site construction	Non-hazardous	2.0	55 gallon container per	24	Months	Recycle or waste disposal facility	971	11.6
Site construction	Non-hazardous	2.0	55 gallon container per	24	Months	Recycle or waste disposal facility	971	11.6
Office and Equipment Packing	Non-hazardous	12	cubic yards per month	24	Months	Recycle or waste disposal facility	6,480	77.8
tion								
•		•					4.0=0	
Dunnage	Non-hazardous	3	cubic yards per month	15	Months	Recycle or waste disposal facility	4,050	
Pallets for deliveries	Non-hazardous	150	Lbs per month	15	Months	Recycle or waste disposal facility	150	1.1
Pallets for deliveries Scrap pipe materials	Non-hazardous Non-hazardous	150 1,000	Lbs per month Lbs per month	15 15	Months Months	Recycle or waste disposal facility Recycle or waste disposal facility	150 1,000	1.1 7.5
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel	Non-hazardous Non-hazardous Non-hazardous	150 1,000 100	Lbs per month Lbs per month Lbs per month	15 15 15	Months Months Months	Recycle or waste disposal facility Recycle or waste disposal facility Recycle or waste disposal facility	150 1,000 100	1.1 7.5 0.8
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping	Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25	Lbs per month Lbs per month Lbs per month Lbs per month	15 15 15 15	Months Months Months Months	Recycle or waste disposal facility	150 1,000 100 25	30.4 1.1 7.5 0.8 0.2
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25 25	Lbs per month	15 15 15 15 15	Months Months Months Months Months	Recycle or waste disposal facility	150 1,000 100 25 25	1.1 7.5 0.8 0.2 0.2
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25 25 100	Lbs per month	15 15 15 15 15 15	Months Months Months Months Months Months	Recycle or waste disposal facility	150 1,000 100 25 25 100	1.1 7.5 0.8 0.2 0.2 0.8
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25 25 100	Lbs per month cubic yards per month	15 15 15 15 15 15 15	Months Months Months Months Months Months Months Months	Recycle or waste disposal facility	150 1,000 100 25 25 25 100 12,150	1.1 7.5 0.8 0.2 0.2 0.8 91.1
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25 25 100	Lbs per month cubic yards per month cubic yards per month	15 15 15 15 15 15 15 15	Months Months Months Months Months Months Months Months Months	Recycle or waste disposal facility	150 1,000 100 25 25 25 100 12,150 675,000	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving Equipment maintenance	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous	150 1,000 100 25 25 100 3 500	Lbs per month cubic yards per month cubic yards per month 55 gallon container per	15 15 15 15 15 15 15 15 15	Months	Recycle or waste disposal facility Launder for resuse or waste disposal facility	150 1,000 100 25 25 25 100 12,150	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving Equipment maintenance Equipment maintenance	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Hazardous	150 1,000 100 25 25 100 3 500 1	Lbs per month cubic yards per month cubic yards per month 55 gallon container per Quarts per month	15 15 15 15 15 15 15 15 15 15	Months	Recycle or waste disposal facility Launder for resuse or waste disposal facility Recycle	150 1,000 100 25 25 25 100 12,150 675,000	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving Equipment maintenance Equipment maintenance Equipment maintenance	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Hazardous Hazardous Hazardous	150 1,000 100 25 25 100 3 500 1 8	Lbs per month cubic yards per month cubic yards per month 55 gallon container per Quarts per month Items per year per yea	15 15 15 15 15 15 15 15 15 15 15	Months	Recycle or waste disposal facility Launder for resuse or waste disposal facility Recycle Recycle	150 1,000 100 25 25 25 100 12,150 675,000	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving Equipment maintenance Equipment maintenance Equipment maintenance Site construction	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Hazardous Hazardous Hazardous Sanitary	150 1,000 100 25 25 100 3 500 1	Lbs per month cubic yards per month cubic yards per month 55 gallon container per Quarts per month Items per year per yea Gallons per day	15 15 15 15 15 15 15 15 15 15 15 15	Months	Recycle or waste disposal facility Launder for resuse or waste disposal facility Recycle Recycle Transported to WWTP by licensed contractor	150 1,000 100 25 25 25 100 12,150 675,000 129	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5 1.0
Pallets for deliveries Scrap pipe materials Scrap reinforcing steel Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Demo existing paving Equipment maintenance Equipment maintenance Equipment maintenance	Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Non-hazardous Hazardous Hazardous Hazardous	150 1,000 100 25 25 100 3 500 1 8	Lbs per month cubic yards per month cubic yards per month 55 gallon container per Quarts per month Items per year per yea	15 15 15 15 15 15 15 15 15 15 15	Months	Recycle or waste disposal facility Launder for resuse or waste disposal facility Recycle Recycle	150 1,000 100 25 25 25 100 12,150 675,000	1.1 7.5 0.8 0.2 0.2 0.8 91.1 5,062.5 1.0
	Dunnage Pallets for deliveries Scrap pipe materials Scrap structural steel Scrap reinforcing steel Scrap conduit Commodity wrapping Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Equipment maintenance Equipment maintenance Site construction Site construction	Concrete form materials Dunnage Pallets for deliveries Scrap pipe materials Scrap pipe materials Scrap structural steel Scrap conduit Commodity wrapping Scrap pipe and conduit Scrap pipe and conduit Scrap pipe and conduit Scrap electrical wire Extra from foundation pours Equipment maintenance Equipment maintenance Equipment maintenance Equipment maintenance Site construction Site construction Non-hazardous Non-hazardous Scrap electrical wire Non-hazardous Equipment maintenance Hazardous Equipment maintenance Hazardous Site construction Non-hazardous Site construction Non-hazardous Non-hazardous Non-hazardous	Concrete form materials Non-hazardous 5 Dunnage Non-hazardous 3 Pallets for deliveries 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Recycle or waste disposal facility 4,050 Pallets for deliveries Non-hazardous 300 Lbs per month 24 Months Recycle or waste disposal facility 300 Scrap pipe materials Non-hazardous 1,000 Lbs per month 18 Months Recycle or waste disposal facility 1,000 Scrap structural steel Non-hazardous 750 Lbs per month 18 Months Recycle or waste disposal facility 750 Scrap reinforcing steel Non-hazardous 400 Lbs per month 15 Months Recycle or waste disposal facility 400 Scrap conduit Non-hazardous 500 Lbs per month 15 Months Recycle or waste disposal facility 500 Commodity wrapping Non-hazardous 500 Lbs per month 15 Months Recycle or waste disposal facility 500 Commodity wrapping Non-hazardous 100 Lbs per month 18 Months Recycle or waste disposal facility 500 Scrap pipe and conduit Non-hazardous 100 Lbs per month 18 Months Recycle or waste disposal facility 100 Scrap electrical wire Non-hazardous 100 Lbs per month 15 Months Recycle or waste disposal facility 100 Extra from foundation pours 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Notes

- 1. All numbers are approximate
- 2. The construction contractor will typically place several dumpsters or roll-off bins at the construction sites for collection and recycling or disposal of waste material. For this project, assume that four 30 cubic yard dumpers (segregated for wood, steel, recycling and trash) are placed at three sites (Site 1, 2 and central pipeline location). The bins will be removed and replaced as required.
- 3. Paving demolition material, generated during pipeline construction, will be removed to a recycling or disposal facility by 12 cy dump trucks.

Pacific L.A. Marine Terminal Pier 400 Berth 408 Project Estimation of Incremental Solid Waste Generation (administration buildings and other operational elements)

Basis:

- 1. Numerous studies estimate per capita waste generation to be between 4-5 pounds per day. Assuming 33% of total is generated at work, yields 1.3-1.7 pounds per person per day.
- 2. Specific study of the California Integrated Waste Management Board indicated 1.15 pounds per person per day.

Assume 1.5 pounds of waste per day per person.

Calculation:	
1. Assume 24/7 operating staff to be:	5 people 3 Shifts per day 365 Days per year 1.50 Pounds per person per day(shift) 8,213 Pounds per Year
2. Assume average terminal staff to be:	45 people1 Shifts per day260 Days per year1.50 Pounds per person per day(shift)17,550 Pounds per Year
3. Assume an additional:	50% for miscellaneous terminal related waste 12,881 Pounds per Year
Total Estimated Solid Waste Generation:	38,643 Pounds per Year 19.3 Tons per Year

Estimating Per Capita Residential/Commercial Waste Generation

Ohio EPA Recommendations September 4, 2002

*** DRAFT ***

Per Capita Residential/Commercial Waste Generation Projections Based on US EPA Figures

	3	2001	2002	2003	2004	2002	2006	2007		
Per Capita Generation, lbs./person/day (a) 4.64	4.51	4.56	4.60	4.65	4.70	4.74	4.77	4.79	4.82	4.84 4.86

Recommended Annual Increases in Generatior

Ohio EPA recommends projecting changes in residential/commercial waste generation using the per capita annual rate of increase indicated below. Although not as accurate as the first approach, an alternative approach would be to increase the lbs./person/day by the amounts indicated below. Example: If the SWMD calculates a 3.0 lbs./person/day generation rate in 2000, in order to project waste generation in 2001 Ohio EPA recommends increasing the 3.0 lbs./person/day rate by 1%, resulting in 3.03 lbs./person/day in 2001. This number would then be multiplied by the projected population in 2001. Alternatively, the 3.0 figure could be increased by .04 lbs./person/day, resulting in 3.04 lbs./person/day in 2001.

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Recommended Per Capita Annual Rate of Increase	1.00%	1.00%	1.00%	1.00%	1.00%	0.50%	0.50%	0.50%	0.50%	0.50%
Recommended Annual Change, Ibs./person/day	0.04	0.05	0.05	0.05	0.05	0.02	0.02	0.02	0.02	0.00

Calculations

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Total Waste Generation (1)	231,000,000	231,850,000	231,850,000 235,095,900	238,387,243	241,724,664	245,108,809	248 546					
Projected Rate of Increase (2)			1.4%	1.4%	1.4%	1.4%						
Population (3)	272,691,000	272,691,000 281,422,000 282,547,688	282,547,688	283,677,879	284.812.590	285.951.841	287.00					
Projected Rate of Increase (4)			0.4%	0.4%	0.4%	0.4%						
Per Capita Generation, lbs./person/day (5)	4.64	4.51	4.56	4.60	4.65	4.70		4.77	4.79	4.82	4 84	4.86
Calculated or Projected Rate of Increase (6)		-2.75%	1.00%	1.00%	1.00%	1.00%	1.00%	0.50%	0.50%	0.50%	0.50%	2000
Annual Change, Ibs./person/day (7)		-0.13	0.04	0.05	0.05	0.05	0.05	0.02	0.02	200	0.00	100
				A CONTRACTOR OF THE PROPERTY O								

- (1) Total Waste Generation for 1999 is from the US EPA report "Municipal Solid Waste in The United States: 1999 Facts and Figures". Year 2000 is from the US EPA report "Municipal Solid Waste in The United States: 2000 Facts and Figures". Later amounts are calculated based on the projected rate of increase identified in (2)
 - (2) Projected rate of increase in total waste generation is from the US EPA report "Characterization Of Municipal Solid Waste In The United States: 1998 Update".
- (3) Population in 1999 is from the US EPA report "Municipal Solid Waste in The United States: 1999 Facts and Figures". Year 2000 is from the US EPA report "Municipal Solid Waste in The United States: 2000 Facts and Figures". Later population numbers are calculated based on the projected increases identified in (4)
 - (4) Projected rate of population increase is based on the US EPA report "Characterization Of Municipal Solid Waste In The United States: 1998 Update".
- (5) Per capita generation for 1999 is from the US EPA report "Municipal Solid Waste in The United States: 1999 Facts and Figures". Year 2000 is from the US EPA report "Municipal Solid Waste in The United States: 2000 Facts and Figures". 2001 through 2005 figures are calculated based on the projected total waste generation (1) and population (3) amounts. 2006 through 2010 figures are calculated by increasing per capita generation by .5% each year
 - (6) Annual Rate of Change in Per Capita Generation rate is calculated for years 2000 through 2005 based on the change in the lbs./person/day (5) from the previous year. The rate is projected to increase at .5% for the years 2006 through 2010
 - (7) Annual Change in lbs./person/day is calculated based on the change in the lbs./person/day (5) from the previous year. Figures may not add to lbs./person/day in (5) due to rounding

Historic Comparison

	***************************************			***************************************				
	1990	1994	1995	- 1990s	1997	1998	1999	2000
Per Capita Generation	4.5	4.51	4.4	4.45	4.49	4.52	4.64	4.51
Annual Amount of Change			-0.11	0.05	0.04	0.03	0.12	-0.13
Annual Percent of Change			-2.4%	1.1%	0.9%	0.7%	2.7%	-2.8%
				*estimated				
Time Period	% Increase	Average Annual % Increase	% Increase					
Percent Increase, 1990 - 1999	3.1%	0.3%						
Percent Increase, 1994 - 1999	2.9%	0.5%						
Percent Increase, 1995 - 1999	5.5%	1.2%						
Projected Increase, 2000 - 2005	5.1%	1.0%						
Projected Increase, 2000 - 2010	_%2.7	0.8%						

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Integrated Waste Management Board

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Business Waste Reduction

Business Waste Reduction Home

Sample Waste Prevention Action Plan

Office Paper Reduction Offices can use this In-House Waste Prevention Action Plan developed by the California Integrated Waste Management Board as a sample for creating their own waste prevention action plans. A plan will establish waste reduction goals and implementation measures that will save money, promote efficiency, conserve resources, and reduce pollution.

Campaign

Home

California Integrated Waste Management Board In-House Waste Prevention Action Plan

Collection and Recycling

I. Purpose

Prevention and Reuse

II. Introduction

A. Background

Promotional Materials B. Definition of Waste Prevention
C. Waste Generation at the Board

Quick Tips

III. Goals and Implementation Steps

Quick Tip:

I. Purpose

Recycled Paper Purchasing

The purpose of the In-house Waste Prevention Action Plan is to create a model waste prevention program at the California Integrated Waste Management Board (Board) to provide leadership through example and save money through more efficient use of supplies and equipment.

Reducing Unsolicited Mail

Resources II. Introduction

Office Paper Reduction Index

A. Background

The Board's integrated waste management approach is multidimensional. This approach includes waste prevention, market development, buying recycled, recycling, composting, and safe disposal. Although the law places waste prevention as the highest priority in California's integrated waste management hierarchy (Public Resources Code Section 40051(a)), it is commonly overlooked.

To forward waste prevention, the Board adopted the Statewide Waste Prevention Plan which identified 16 priority activities. One of these activities called for the creation of a committee to develop a comprehensive in-house waste prevention program by using the following key steps:

- Identify "wasteful practices" and alternative less wasteful practices:
- Select waste prevention practices to implement:
- Create educational and promotional materials:
- Measure impact of waste prevention practices and modify program as needed.
- Document results and use to promote similar programs elsewhere.

The In-house Waste Prevention Committee was formed by asking each division to appoint a representative and then all interested Board staff were invited to participate. The committee includes support staff, technical staff, and management from various divisions throughout the Board as well as Board advisor representation. The committee is also coordinating with the Board's in-house recycling program and the Information

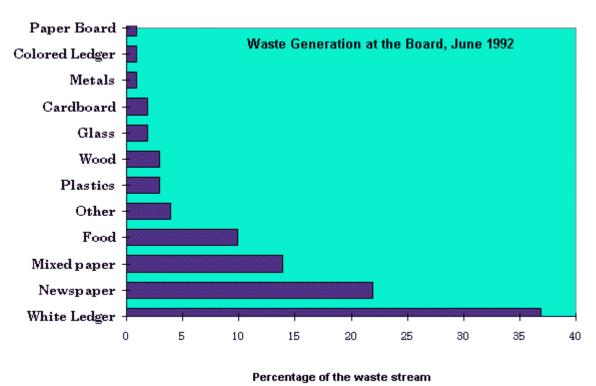
Technology Advisory Council (ITAC), which works to promote efficient and effective use of the Board's computer services.

B. Definition of Waste Prevention

"Any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution."

C. Waste Generation at the Board

During one week in June 1992, the Board collected, sorted, and categorized materials from disposal and recycling streams. Staff conducting the waste audit determined that Board staff generate 1.15 pounds of waste per person per day. This study provided the committee with information about the type and quantity of waste generated.



Source: Draft Waste Audit Summary Report, prepared by Terry Brennan, CIWMB staff.

The committee used this information to help determine which waste categories to target. White ledger paper comprised 37 percent of waste generated and is the largest category. There is ample opportunity to reduce paper use and save money by using it less wastefully (e.g., print double-sided copies, find uses for scrap paper printed on one side only, print fewer copies). Other major categories were newspaper (22 percent), mixed paper (14 percent), and food waste (10 percent).

Of the materials being targeted in this plan, only landscape waste was not included in the waste generation study. This waste is handled by a landscape contractor hired by building management rather than the Board. The committee believes landscaping waste should be part of the plan because, if it were included in a waste generation study, it would likely be significant.

Top

III. Goals and Implementation Steps

The following goals and implementation steps are intended to be phased in over time. This will allow the committee to (1) introduce new procedures one at a time so staff are not overloaded and (2) begin with practices that are likely to offer the greatest impact. Criteria for determining greatest impact include:

- Material's contribution to the waste stream:
- Ease of implementation:
- Ability to support other waste prevention efforts underway at the Board.

Because the plan is phased, only the first three goals and implementation steps have been detailed. The remaining goals and steps will be enumerated after the first steps have been evaluated so staff can incorporate experience gained.

Following adoption of the plan, the committee will develop timelines, assign responsibilities, and modify the implementation steps as necessary to develop a model program for other State agencies, local governments, and other office settings. The committee will closely monitor the implementation of all plan strategies and evaluate their effectiveness in changing employee behavior to conserve resources, promoting efficiency, reducing pollution, and reducing costs.

Goal 1. Request that the Board adopt the In-House Waste Prevention Resolution.

Goal 2. Implement a 10 percent reduction in white office paper use.

Step 1: Establish a baseline of white paper usage.

- A. Quantify and track paper use at specified locations.
- Estimate percentage of single versus double sided printing and copying.
- Establish a process for assessing progress.
- Quantify cost savings.

Step 2: Identify staff who will volunteer as "Waste Prevention Pros" to help educate and work with staff.

Step 3: Hold a contest among divisions to encourage paper reduction.

- Develop the contest.
- · Kick off contest.
- Remeasure paper use at end of contest period.
- Award prizes.

Step 4: Provide ongoing encouragement for double-sided printing.

• Direct Waste Prevention Pros to work with staff on setting up and using double-sided printing feature.

- Provide e-mail instructions for double-sided printing.
- Post instructions for double-sided printing next to printers.
- Direct Waste Prevention Pros to follow up with staff within two weeks after sending out instructions. Assist as needed.
- Address concerns that arise with double-sided printing.

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Step 5: Provide ongoing encouragement for double-sided copying.

- Post reminders next to copy machines to remind people to copy double-sided.
- Direct Waste Prevention Pros to remind people to copy double-sided.
- Evaluate existing copiers for double-sided performance and make recommendations for improvement/replacement.

Step 6: Encourage single-sided paper reuse.

- Encourage staff to collect single-sided paper at their desks and use for drafts and scratch pads.
- Place collection boxes at copiers and printers for collection of singlesided sheets. Establish collection and reuse system for this paper.
- Investigate if mail room can make scratch pads and initiate a process for making scratch pads.
- Look into designating certain printers/copiers with draft paper trays, including determination of whether warranties would be void if such a practice were implemented.

Step 7: Reduce excess printing and copying.

- Define and implement procedures that save paper, such as previewing documents on computer before printing, verifying the number of copies needed, and formatting to avoid excessive white space and blank pages.
- Evaluate extent of overruns and develop strategies for reducing them.
- Evaluate mailing lists: remove duplicate names and determine if recipients still want Board mailings.

Step 8: Encourage reduction of paper generation through e-mail.

- Support ITAC efforts to get standardized forms on e-mail.
- Use bulletin board for announcements of general interest items.
- Educate Board employees about saving messages and documents on computer rather than printing them out.

Step 9: Continue efforts to find new and innovative ways to conserve paper.

Step 10: Evaluate progress according to process established in Step 1C.

Step 11: Publicize results.

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Goal 3. Encourage staff to reduce food and related waste.

Step 1: Establish a baseline of waste generation.

- Estimate amount of food and packaging waste from non-cafeteria sources.
- Estimate cafeteria waste.
- Establish a process for assessing progress.

Step 2: Reduce non-cafeteria food and packaging waste.

- Work with In-House Recycling Program to initiate worm bin project.
- Encourage use of reusable dishware, lunch bags, and carry-out bags through contests, Waste Prevention Pros, etc.
- Approach eating establishments frequented by Board employees to see what possibilities exist to reduce take-out food waste.

Step 3: Reduce cafeteria waste.

- Work with cafeteria operator to develop waste prevention practices.
- Implement waste prevention measures in cafeteria.

Step 4: Reduce waste at special events.

- Work with the building management company about events they sponsor (such as receptions, holiday parties).
- Develop waste prevention procedures for Board-sponsored events.
- Establish a collection of reusable dishware for informal Board gatherings (e.g., pot lucks).

Step 5: Evaluate the feasibility of purchasing a dishwasher.

Step 6: Evaluate progress according to process established in Step 1C.

Step 7: Publicize results.

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Goal 4. Actively work with building management to reduce waste.

Step 1: Establish a baseline of waste generation.

- Estimate amount of custodial waste generated.
- Estimate amount of landscape waste generated.
- Establish a process for assessing progress.
- **Step 2.** Educate building management about benefits of waste prevention.

Step 3: Work with building management company to reduce landscape waste.

Evaluate grasscycling pilot.

- · Implement full scale grasscycling
- Reduce frequency of landscape plantings.
- Explore usage of compost from vermicomposting for on site landscaping.
- Explore means to use other landscape waste on site.
- **Step 4:** Work with management company to establish waste preventative custodial practices.
- **Step 5:** Evaluate progress according to process established in Step 1D.
- Step 6: Publicize results.

As previously noted, the following goals will be detailed after the above goals are implemented.

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Goal 5. Implement waste prevention practices in procurement.

- **Step 1:** Establish a procurement baseline and evaluation process.
- **Step 2:** Determine procurement practices and products to target.
- Step 3: Buy durable, reusable, and repairable products.
- **Step 4:** Buy recycled and recyclable (important compliments to waste prevention).
- **Step 5:** Reduce packaging.
- **Step 6:** Promote reusable transportation packaging.
- **Step 7:** Evaluate progress according to process established in Step 1.
- Step 8: Publicize results.

Goal 6. Persuade Board employees to conserve other resources.

- **Step 1:** Establish a baseline of waste generation & evaluation process.
- **Step 2:** Reduce newspaper generation (e.g., reduce subscriptions, utilize electronic news services).
- **Step 3:** Reduce use of mixed paper (e.g., reduce packaging waste, buy reuse labels and reuse envelopes).
- **Step 4**: Determine and implement other waste prevention measures
- **Step 5:** Evaluate progress according to process established in Step 1.
- Step 6: Publicize results.

Do you have questions, or some ideas of your own we could share with others?

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Last updated: December 29, 2006

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