

# Municipal Sustainability Program

**Reference Manual**

Updated March 2023



# Contents

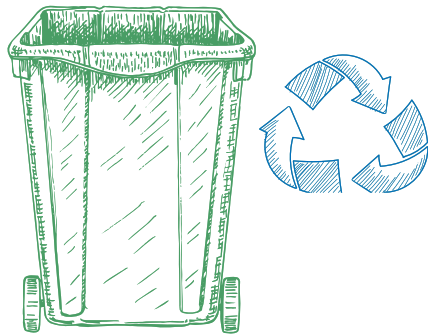
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# Sustainability in Carlsbad

The Carlsbad City Council has identified environmental sustainability as a top goal. To achieve this, the city has developed an ambitious plan, known as the Sustainable Materials Management Plan, that will ensure compliance with new statewide environmental regulations as well as additional new local ordinances that will increase sustainable habits across the city. The city's environmental guiding principles include:



## Waste reduction and recycling

- Supporting programs that help reduce waste and maximize diversion.
- Setting up programs that make it convenient to properly dispose of all types of waste.



## Sound procurement decisions

- Procuring products and services that keep in mind the environmental, social and economic impacts in the region and country.
- Procuring and using recycled materials and products with low carbon footprints where possible.
- Adhering to procurement requirements as mandated by state laws.

# Sustainable Materials Management Plan

Adopted in 2019, the Sustainable Materials Management Plan is a framework to achieve its environmental sustainability objectives that includes:

- **Phase 1:** Ensure compliance with all state solid waste regulations currently in effect.
- **Phase 2:** Achieve regulatory compliance with all SB 1383 regulations.
- **Phase 3:** Establish sustainable materials management systems throughout Carlsbad.

The plan recommends specific actions for all stages of managing materials, including design and production, use and reuse, and end-of-life management.



# New State and Local Laws

New state and local laws covering [organic waste recycling](#), [edible food recovery](#) (SB 1383) and [single-use plastic](#) products are in the process of being phased in across the city. New state law also requires that cities reduce waste through procurement decisions, maintain purchasing and recycling records, and submit reports to [CalRecycle](#) on an on-going basis. Cities that do not comply may face a fine of \$10,000 per day per violation.

This manual will help Carlsbad employees understand new state and local laws, the Municipal Sustainability Program, and how you can help support the city's goals and fulfill state mandates.



# Ordinance Implementation Timeline



**June 2022**

Single-use utensils, straws by request only



**July 2022**

Recycle "organics" (food scraps)



**March 2023**

Annual department action plan progress reports due for previous calendar year



**July 2023**

No plastic single-use utensils, foodware, condiments, straws, Styrofoam



No intentional release of balloons



Plastic bag ban for retail stores



No single-use plastic bottles at city facilities and events



**July 2024**

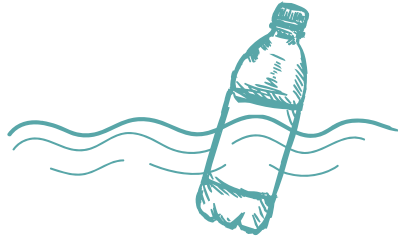
Plastic bag ban for food establishments



# Why it's important

A **single plastic bottle** can live in a landfill or ocean for

**450**  
years



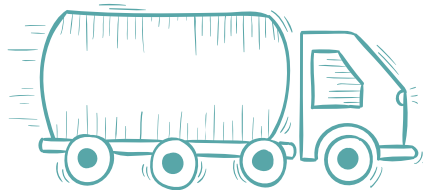
**Organic waste** makes up



nearly  
**1/2**

of everything sent to

**landfills**



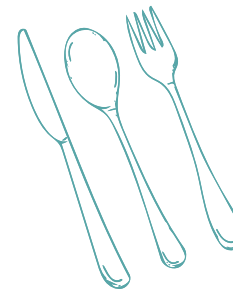
Organic waste produces **methane gas**, which is

**84**  
times



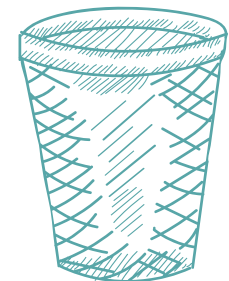
more potent than **carbon dioxide**

**Single-use plastics** make up approximately



**25%**

of the **waste**  
produced in California



# What does this mean for the city?

In addition to complying with new state and local laws, the city has set ambitious goals to further reduce, reuse and recycle within the City of Carlsbad. Progress toward these goals will be documented to meet city and state reporting requirements.

## By 2022

**50%**

of materials to be reused or contain recycled content

**100%**

of paper products to contain recycled content

**50%\***

of paper to contain 100% recycled content

**50%**

of waste to be diverted from landfill

## By 2025

**100%**

of materials to contain reused or recycled content

**100%\***

of paper to contain recycled content

**75%**

of waste to be diverted from landfill

*\* Every city department must maintain records of any paper purchases for five years, to comply with state mandates.*





# Municipal Sustainability Program



# What is the city doing to meet the new laws?

1

Conducting department sustainability assessments with department directors and an outside consultant to develop department action plans included in the Sustainable Materials Management Implementation Plan

2

Conducting facility assessments with facility liaisons to review service levels and establish the city's new organics compost program

3

Establishing a Sustainability Working Group made up of department-appointed sustainability ambassadors

4

Hosting introduction meetings with facility liaisons and sustainability ambassadors to review facility assessments and department action plans

5

Training city staff to support department action plan implementation within each department, and educating staff about reporting requirements and what is expected of them as city employees



# Department Roles



## What's expected of department directors?

- Lead their department by example
- Appoint and maintain a sustainability ambassador for their department
- Ensure employees understand new sustainability initiatives and procurement policies
- Monitor employee sustainability training progress
- Comply with department action plan
- Document and report on progress toward department action plans for city and state reporting requirements





## **What's expected of a sustainability ambassador?**

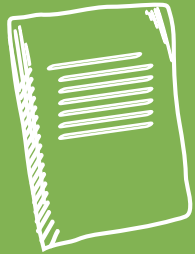
- Demonstrates an interest in promoting environmental sustainability leadership
- Champions and promotes colleague compliance with new initiatives
- Attends the quarterly Sustainability Working Group meetings
- Reports out sustainability news and updates within the department
- Supports the department director in documenting and reporting on department action plan progress for city and state reporting requirements

## **What's expected of the Sustainability Working Group?**

- Supports department action plan implementation
- Reviews materials for education and reporting purposes
- Monitors department actions plans
- Shares updated sustainability information with sustainability ambassadors
- Oversees department action plan annual reporting to meet city and state requirements



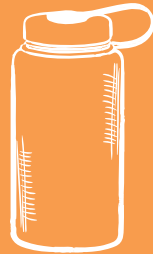
# How to do your part



## REDUCE

### DESIGN AND PRODUCTION

- Bring a reusable water bottle to work
- Keep or carry a set of reusable food utensils at the office or facility for eating
- Educate vendors, contractors and partners of sustainability policies
- Minimize packaging from vendors
- Set all printer defaults to double-sided
- Think before you print
- Digitize as many department processes as possible



## REUSE

### USE AND REUSE

- Purchase reusable, recycled and post-consumer office products
- Source refurbished technology
- Set up a department office supply reuse and exchange station
- Consider secondhand product options
- Donate used items per the city's donation policy
- Be creative, and reuse whenever possible



## RECYCLE

### END OF LIFE MANAGEMENT

- Sort lunch or snack food scraps into facility kitchen caddy
- Recycle Right and know what goes where
- Share recycling and composting information with employees
- Ensure recyclable materials are empty, dry and loose when placed in a bin

# Department Action Plans

Each department has a specific action plan that defines department-specific reportable requirements and goals. **Please click on a department below to be taken to the custom action plan.**

- [City Hall – Page 15](#)
- [Community Development – Page 18](#)
- [Construction Management & Inspection – Page 21](#)
- [Environmental Sustainability – Page 24](#)
- [Finance – Page 27](#)
- [Fleet & Facilities - Safety Training Center – Page 30](#)
- [Fleet & Facilities – Page 33](#)
- [Human Resources – Page 37](#)
- [Information Technology – Page 40](#)
- [Innovation & Economic Development – Page 43](#)
- [Library & Cultural Arts – Page 46](#)
- [Parks & Recreation – Page 49](#)
- [Public Safety – Page 53](#)
- [Transportation – Page 56](#)
- [Utilities – Page 59](#)

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase products and services aligned with environmentally preferable purchasing policies.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Purchase paper products with 30% minimum postconsumer recycled content.
- ☐ Require third party printing services to use 30% minimum recycled content (e.g., mailers).
- ☐ To the extent feasible, have printed paper products purchased by the Purchasing Department, and all janitorial paper products purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383 (effective January 1, 2022).
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

## REUSE – Use and Reuse

### Waste prevention

- ☐ Encourage digital outreach over print marketing.
- ☐ Continue to provide electronic access to many public records.
- ☐ Expand the permissibility of electronic signatures for city functions.
- ☐ Require digital-only outreach for city internal events.
- ☐ Expand types of public records that can be accessed electronically.
- ☐ Increase public education regarding what election information can be received electronically.
- ☐ Encourage electronic signature use when permissible.
- ☐ Require digital-only outreach for events for less than 25 attendees.
- ☐ Default public education and outreach to electronic forms.
- ☐ Require electronic signature use when permissible.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors prior to purchasing new.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for office supplies reuse exchange.
- ☐ Expand and/or digitize office supplies reuse exchange.



## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.

# COMMUNITY DEVELOPMENT

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase products and services aligned with city's environmentally preferable purchasing policy.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Require paper products to be minimum 30% post-consumer recycled content.
- ☐ Require printing services to print on minimum 30% post-consumer recycled content.
- ☐ To the extent feasible, have printed paper products to be centrally purchased by the Purchasing Department, and janitorial paper products to be purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# COMMUNITY DEVELOPMENT

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Provide options for electronic submissions for some permit applications and other submittals.
- ☐ Continue to default to double-sided print.
- ☐ Expand the types of submittals that can be processed electronically, such as construction waste management plans and receipts.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Enable all submittals to be processed electronically, that are legally permitted to be paperless submissions.
- ☐ Expand incentives for paperless submittals.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors prior to purchasing new, when feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for office supply reuse exchange.
- ☐ Expand and/or digitize office supply reuse exchange.

# COMMUNITY DEVELOPMENT

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to ensure CALGreen requirements for waste receptacle enclosure space are met during initial plan review and site inspection.
- ☐ Update engineer design standards for outdoor enclosures to accommodate trash, recycle, and organics containers (presume organics containers will be same size as trash & recycle).
- ☐ Continue to ensure CALGreen requirements for C&D debris diversion are met for construction projects.
- ☐ Continue to ensure WELO requirements are met during plan review and site inspection.
- ☐ Maximize utilization of compost/mulch that city has procured.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Prepare guidelines and bulletins that may include the following:
  - Recommendations for providing adequate space for paired trash, recycling, and/or organics interior receptacles
  - Recommendations for outdoor waste enclosures on accessibility, security, etc.



# CONSTRUCTION MANAGEMENT & INSPECTION

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to verify that construction materials for non-private city projects are aligned with city's specified environmentally preferable purchasing policies and CALGreen.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ To the extent feasible, have receive direction on paper purchasing from Purchasing Department direction, and all janitorial paper products to be purchased by the Janitorial Department or Purchasing Department.
- ☐ Purchase minimum 30% recycled content paper products.
- ☐ Require vendors providing printing services to utilize minimum 30% recycled content paper products.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# CONSTRUCTION MANAGEMENT & INSPECTION

## REDUCE – Design and Production

### Recovered organic waste

- ☐ Continue to verify that compost and mulch specifications for city projects comply with engineering's SB 1383 specifications.
- ☐ Continue to verify that city projects utilize compost and mulch where specified and feasible.

## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to verify and check city project compliance with contract requirements as it relates to Waste Management Plan requirements and maximize C&D diversion.
- ☐ Continue to verify and check city project compliance with contract requirements as it relates to Water Efficient Landscape Ordinance (WELO).
- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide "scratch paper" bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies

### Reusable materials

- ☐ Continue to verify city project compliance with specified use of reused or salvaged materials.
- ☐ Continue to search for used items through city auction portal and secondhand vendors prior to purchasing new.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for office supplies reuse exchange.
- ☐ Expand and/or digitize office supply reuse exchange.

# CONSTRUCTION MANAGEMENT & INSPECTION

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## RECYCLE

### Recycling and organic waste collection

- ☐ Continue to check compliance with the latest CALGreen requirements for designing for accessible areas for recycling and organics.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.

# ENVIRONMENTAL SUSTAINABILITY

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to compile annual diversion data and evaluate levels of contamination at city buildings.
- ☐ Continue to produce customizable template trash, recycling, and organics signage for internal city use.
- ☐ Continue to provide technical assistance to departments.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.
- ☐ Expand educational resources and programming on sustainable materials management.

#### Recycled paper products

- ☐ Support Purchasing, Fleet & Facilities, and other departments in consolidating paper product purchases.
- ☐ Purchase minimum 30% recycled content paper products.
- ☐ Require vendors providing printing services to utilize minimum 30% recycled content paper products.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.



# ENVIRONMENTAL SUSTAINABILITY

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## REDUCE – Design and Production

### Recovered organic waste

- ☐ Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications in roadway erosion control, bioremediation, stormwater management, and other relevant applications.

## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to provide technical assistance to city government departments to improve material reuse practices.
- ☐ Continue to search for used items through city auction portal and secondhand vendors.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.

### Reusable materials

- ☐ Continue to provide technical assistance to city government departments to improve waste prevention practices.
- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

# ENVIRONMENTAL SUSTAINABILITY

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to periodically update city departments on recycling and organics collection information.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Provide trash, recycling, and organics signage with text and imagery customized for each department's most frequently disposed items.
- ☐ Check with SMM staff for the most up-to-date recycling information.

# FINANCE

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[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Expand Environmentally Preferable Purchasing Policy.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Continue to purchase 30 - 100% recycled content paper.
- ☐ Continue to give a 15% price preference to recycled content products.
- ☐ Record and report on recycled content paper purchases as required by Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Increase price preference given to recycled content products.
- ☐ Purchase paper products that are Forest Stewardship Council certified

# FINANCE

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors prior to purchasing new, as feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Include incentives and/or price preference for product options that are reused and/or reusable.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.

# FINANCE

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle and organics collection.
- ☐ Check with Sustainable Materials Management staff for the most up-to-date recycling information.

# FLEET & FACILITIES – SAFETY TRAINING CENTER

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to utilize high intensity LED lights as a substitute for flares.
- ☐ Continue to purchase reusable rubber bullet traps.
- ☐ Continue to reuse training flash bangs during routine training events. Recycle steel and aluminum housings when applicable.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Purchase paper products with 30% minimum postconsumer recycled content.
- ☐ Require printing services to use 30% minimum recycled content.
- ☐ To the extent feasible, have printed paper products purchased by the Purchasing Department, and all janitorial paper products purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as SB 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.



# FLEET & FACILITIES – SAFETY TRAINING CENTER

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies. Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors prior to purchasing new, when feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Utilize and encourage reusable water bottles for employee consumption.
- ☐ Establish dedicated space for office supply reuse exchange.
- ☐ Expand and/or digitize office supply reuse exchange.
- ☐ Install drinking fountains with reusable water bottle refill system.

# FLEET & FACILITIES – SAFETY TRAINING CENTER

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to recycle metals (steel, brass, etc.).
- ☐ Enable facility renters to request extra organics, recycling, and trash containers for large training events.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Identify if old clothing and equipment can be recycled (gloves, boots, jackets, etc.).
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Provide facility users (including outside groups) with information regarding what materials can be brought in and discarded, and sorting rules.
- ☐ Include list of preferred/suggested vendors to outside groups using the facility.

# FLEET & FACILITIES

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

##### FLEET

- ☐ Continue to utilize renewable diesel.
- ☐ Purchase minimum 70% recycled content lubricating oils and antifreeze, as recommended by the State of California's green purchasing guidelines.

##### FACILITIES

- ☐ Purchase cleaning products that are Green Seal certified or EcoLogo certified where possible.
- ☐ Ensure all coffee/tea packaging is recyclable or compostable.
- ☐ Purchase minimum 70% recycled content lubricating oils and antifreeze, as recommended by the State of California's green purchasing guidelines.
- ☐ Continue to purchase self-tear or half sheet paper towels.
- ☐ Continue to ensure janitorial contractors align with in-house janitorial requirements.

##### ALL DEPARTMENTS

- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging.

# FLEET & FACILITIES

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## REDUCE – Design and Production

### Recycled paper products

#### FACILITIES

- ☐ Purchase 30% recycled content janitorial and print paper products when cost competitive. Save purchasing records for state reporting requirements.
- ☐ Require janitorial and print services to purchase minimum 30% recycled content paper products.
- ☐ Purchase 50-100% recycled content janitorial paper products.
- ☐ Purchase FSC certified janitorial paper products. Purchase paper products that are Forest Stewardship Council (FSC) certified.

## REUSE – Use and Reuse

### Waste prevention

#### FLEET

- ☐ Continue to utilize reusable microfiber cloths for wiping surfaces.

#### FACILITIES

- ☐ Continue to repair/replace parts when feasible.
- ☐ Reuse or repair furniture as feasible. Check with furniture manufacturers for takeback programs. .

# FLEET & FACILITIES

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## REUSE – Use and Reuse

### Reusable materials

#### FACILITIES

- ☐ Provide training on trash, recycle and compost rules for city-employed janitorial staff.
- ☐ Ensure that janitorial staff notify supervisor of overflow issues for any internal or external receptacles.
- ☐ Continue to utilize cleaning concentrates to minimize packaging and/or purchase in bulk.
- ☐ Require third party janitorial staff to receive training on trash, recycle and compost rules.
- ☐ Establish system for janitorial staff to notify supervisor of contamination issues for any internal or external receptacles.

#### ALL DEPARTMENTS

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Material Reuse Opportunities

#### ALL DEPARTMENTS

- ☐ Continue to search for items through city auction portal and secondhand vendors before purchasing new.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.

# FLEET & FACILITIES

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

#### FLEET

- ☐ Continue to recycle at minimum the following vehicle-related materials: motor oil, antifreeze, oil filters, tires, mixed metal.

#### FACILITIES

- ☐ Accompany every trash bin with a recycle bin.
- ☐ Include at least one organics bin in every break room and kitchen.
- ☐ Replace interior bins at the end of their useful life according to the following color requirements: trash (gray or black), recycle (blue), compost (green).
- ☐ Label every bin with “trash”, “recycle”, or “organics” in coordination with SMM staff that requires relabeling or is unlabeled.
- ☐ Include at least one organics bin in every room in which food is permitted.
- ☐ Include on signage images of common items placed in each bin.
- ☐ Switch from deskside to all centralized waste bins.
- ☐ Use shadow boxes with physical examples of commonly discarded items at high-traffic waste receptacles.

#### ALL DEPARTMENTS

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.



# HUMAN RESOURCES

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to purchase training and event supplies and other products and services aligned with the city's environmentally preferable purchasing policy.
- ☐ Continue to purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Continue to purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Continue, to the extent feasible, to have all printed paper products centrally purchased by the Purchasing Department, and all janitorial paper products purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Continue to purchase minimum 30% recycled content paper products.
- ☐ Require vendors providing printing services to utilize minimum 30% recycled content paper products.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# HUMAN RESOURCES

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to provide employee manual digitally.
- ☐ Continue to default to double-sided print.
- ☐ Provide all employment forms digitally.
- ☐ Provide Sustainable Materials Management (SMM) staff with an opportunity to present or provide a recorded video on sustainable materials management during employee onboarding.
- ☐ Provide SMM staff with an opportunity to integrate sustainable material management training for all employees into new hire program.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through city exchange portal and secondhand vendors prior to purchasing new.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for office supplies reuse exchange.
- ☐ Expand and/or digitize office supplies exchange.

# HUMAN RESOURCES

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Update employee onboarding educational resources to include latest recycling rules. Update recycling rules as needed by meeting with SMM staff yearly.
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Provide annual “refresher” training or resources on sustainability best practices to all employees.

# INFORMATION TECHNOLOGY

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase products and services aligned with the city's environmentally preferable purchasing policy.
- ☐ Continue to utilize an asset management system that can track whether electronics have been idle and redistribute them to staff who can utilize them.
- ☐ Purchase remanufactured, refilled, or high-yield ink and toner.
- ☐ Purchase and track quantity of recycled content electronics (e.g., recycled content plastic casing, recycled content metal).
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ To the extent feasible, receive direction on paper purchasing from Purchasing Department direction, and all janitorial paper products to be purchased by the Facilities Department or Purchasing Department.
- ☐ Purchase minimum 30% recycled content paper products.
- ☐ Require vendors providing printing services to utilize minimum 30% recycled content paper products.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# INFORMATION TECHNOLOGY

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to set up printers with a default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to ensure all printer ink and toner is remanufactured, refilled, or recycled.
- ☐ Continue to ensure all electronics are collected by a CalRecycle approved recycler for remanufacturing or recycling.
- ☐ Continue to donate all usable electronics taken out of use.
- ☐ Continue to search for used items through city auction portal and secondhand vendors.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.

# INFORMATION TECHNOLOGY

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Expand accessibility of electronics and/or printer ink recycling collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.

# INNOVATION & ECONOMIC DEVELOPMENT

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase products and services aligned with environmentally preferable purchasing policies.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ To the extent feasible, have printed paper products be purchased through the Purchasing Department or with Purchasing Department direction, and all janitorial paper products to be purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase minimum 30% recycled content paper products.
- ☐ Require vendors providing printing services to utilize minimum 30% recycled content paper products.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.



# INNOVATION & ECONOMIC DEVELOPMENT

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to link to digitized Green Business Program education materials.
- ☐ Continue to default to double-sided print.
- ☐ Continue to provide businesses with information on the benefits of Sustainable Materials Management (e.g., cost savings, aligning with community business norms).
- ☐ Share with businesses an inventory of the resources Carlsbad has to provide to support business's SMM efforts (e.g., technical assistance).
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors prior to purchasing new, as feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.

# INNOVATION & ECONOMIC DEVELOPMENT

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Share information on SMM-related environmental regulations and policies with business community, such as SB 1383 organics collection (service starting July 1, 2022) and edible food donation requirements for certain types of businesses (e.g., grocery stores).
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Continue to share SMM information with business community.
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Create metrics and recognition for local businesses with outstanding SMM practices.

# LIBRARY & CULTURAL ARTS

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase product and services aligned with city's environmentally preferable purchasing policy.
- ☐ Require printing services to print on minimum 30% post-consumer recycled content.
- ☐ Collaborate with on-site café to encourage reusable and compostable service ware options.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Require paper products to be minimum 30% post-consumer recycled content.
- ☐ Require printing services to print on minimum 30% post-consumer recycled content.
- ☐ To the extent feasible, have printed paper products to be centrally purchased by the Purchasing Department, and janitorial paper products to be purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# LIBRARY & CULTURAL ARTS

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default printers to double-sided printing.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide a digital and/or audio guide option for gallery visitors, as an alternative to pamphlets.
- ☐ Expand practice of removing laminated book covers for books that cannot be reused, to enable pages to be recycled.
- ☐ Provide public educational resources and programs that incorporate sustainable materials management at art gallery.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Search for used items through secondhand vendors prior to purchasing new, as feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Continue to promote e-book options for patrons.
- ☐ Use reusable containers for interlibrary book transport.
- ☐ Establish dedicated space for office supplies exchange.
- ☐ Expand and/or digitize building office supplies exchange.

# LIBRARY & CULTURAL ARTS

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to recycle library books that cannot be reused.
- ☐ Review information on acceptable materials for landfill, recycle, and organics collection.
- ☐ Recycle CDs and DVDs removed from circulation.
- ☐ Continue to direct end-of-life furniture to facilities department.
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Expand special material recycling drop-off offerings for public.



# PARKS & RECREATION

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to require contractor takeback, repurposing, recycling, or proper disposal for artificial turf replacements.
- ☐ Continue to use greener pesticides and herbicides as part of IPM.
- ☐ Purchase sports equipment made from recycled content when available for camps, aquatic centers, and sports fields.
- ☐ Continue to utilize recycled content for artificial turf.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Incentivize or require salvaged/recycled content material use for landscaping structures and hardscapes (e.g., recycled aggregate for retaining walls, benches, and walkways).
- ☐ Purchase playground equipment made from recycled content when available.
- ☐ Continue to consider utilization of bio-based materials for artificial turf (e.g., coconut husks).
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

# PARKS & RECREATION

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## REDUCE – Design and Production

### Recycled paper products

- ☐ Require paper products to be minimum 30% post-consumer recycled content.
- ☐ Require printing services to print on minimum 30% post-consumer recycled content.
- ☐ To the extent feasible, have printed paper products to be centrally purchased by the Purchasing Department, and janitorial paper products to be purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

### Recovered organic waste

- ☐ Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications.
- ☐ Update landscaping contracts to utilize compost and mulch from city instead of procuring separately.
- ☐ Coordinate with golf course contractor to utilize compost for landscaping and as erosion control.
- ☐ Continue to implement an Integrated Pest Management plan. The IPM program should be compliant with LEED green building standards.

# PARKS & RECREATION

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## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to offer reusable dishware and silverware for meals at Senior Center.
- ☐ Continue to search for used items through city auction portal and secondhand vendors.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish practices for reusing office supplies between staff.

### Reusable materials

- ☐ Continue to require golf course contractor to implement waste reduction efforts at golf course restaurant.
- ☐ Continue to minimize discards from leftover food at Senior Center, Early Ed and Pre-K sites.
- ☐ Continue to default to double-sided print.
- ☐ Minimize discards at Senior Center lunch service (e.g., encourage patrons to take their leftovers home, increase organics bins convenience and availability).
- ☐ Utilize compostable or reusable cups, plates, and napkins for snacks and meals at Early Education and Pre-K sites.
- ☐ Train parent-helpers in Early Education programs on best practices for waste prevention and proper sorting.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Continue to reduce plant debris generated by selecting plants that can grow to natural size in space provided.
- ☐ Expand digital guide offerings for historic parks, trails (e.g., QR code)
- ☐ Continue to prioritize native plant landscaping.
- ☐ Provide resources and education to families of students attending summer camps, early education, and pre-k programs on zero-waste lunch and snack options.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

# PARKS & RECREATION

## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to update special event permit application to ensure compliance with trash, recycling, and organics collection, as well as edible food recovery requirements.
- ☐ Confirm that special event permit applicants have planned for adequate trash, recycling, and organics collection prior to granting permits; educate applicants about hauler services available.
- ☐ Provide facility renter source separation training for facility renters.
- ☐ Continue to recycle all landscape debris and maintain records of weights recycled.
- ☐ Provide a public recycling receptacle next to each trash receptacle (twinning) and vice versa with signage.
- ☐ Provide public waste receptacles in consistent colors and shapes.
- ☐ Require public receptacle collection contractor to provide recycling and disposal weights for all collections for SB 1383 compliance.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Enable facility renters to request additional temporary trash, recycling, and organics bins.
- ☐ Incentivize or require grass-cycling (leaving clippings in place to decompose after mowing).
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Provide a public organics receptacle next to each recycle and trash bin with signage in areas surrounding food service spaces (e.g., outside Senior Center cafeteria).
- ☐ Provide facility rental agreement that describes what materials can be brought in and discarded.
- ☐ Include list of preferred/suggested vendors in facility rental agreement.
- ☐ Procure recyclable (e.g., metal) and/or recycled content receptacles to replace receptacles going out-of-use. Divert receptacles from landfill whenever possible.

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Continue to purchase reusable flares.
- ☐ Continue to purchase reusable flash bangs.
- ☐ Procure lead-free ammunition.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Require paper products to be minimum 30% post-consumer recycled content.
- ☐ Require printing services to print on minimum 30% post-consumer recycled content.
- ☐ Require janitorial paper products to have minimum 30% post-consumer recycled content.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors where feasible.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Continue to donate or recycle used fire hoses.
- ☐ Utilize and encourage reusable water bottles for employee consumption.
- ☐ Establish dedicated space for office supplies reuse exchange.
- ☐ Continue to utilize reusable bags for evidence storage.
- ☐ Expand and/or digitize office supplies reuse exchange and snack options.



# PUBLIC SAFETY

Fire, Police

## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Enable facility renters to request additional temporary trash, recycling, and organics bins.
- ☐ Identify if old clothing and equipment can be recycled (gloves, boots, jackets, etc.).
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Maximize recycling of specialty equipment (e.g., gas tanks, spray cans, confidential textiles, gas mask cartridges) as feasible.
- ☐ Recycle body armor through state program or other program:

<https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services/Safety/Protective-Wear>.

# TRANSPORTATION

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Use waterborne acrylic traffic line paint over oil-based paints where applicable.
- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized for purposes.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Purchase paper products with 30% minimum postconsumer recycled content.
- ☐ Require printing services to use 30% minimum recycled content.
- ☐ To the extent feasible, have printed paper products purchased by the Purchasing Department, and all janitorial paper products purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified

# TRANSPORTATION

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## REDUCE – Design and Production

### Recovered organic waste

- ☐ Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications in roadway erosion control for right-of-ways.

## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to prioritize purchasing used items where feasible over new items, for example through city auction portal, secondhand vendors.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Continue to have dedicated space for employees to exchange reusable supplies.
- ☐ Continue to utilize reclaimed asphalt pavement (RAP) and recycled asphalt concrete (RAC) where feasible.
- ☐ Recycle aggregate (concrete, asphalt) removed from roadways.
- ☐ Utilize alternative road materials with recycled or reused material where feasible
- ☐ Expand and/or digitize dedicated space for employees to exchange supplies.

# TRANSPORTATION

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Continue to comply with the latest CALGreen requirements.
- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.

# UTILITIES

[Click to view full Department Action Plan](#)

## Department Action Plan Checklist

### REDUCE – Design and Production

#### Sustainable materials

- ☐ Purchase refillable pens and dry erase markers.
- ☐ Purchase rechargeable batteries. Currently, single use batteries are being utilized.
- ☐ Purchase bio-based or recycled content packaging materials.
- ☐ Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging.

#### Recycled paper products

- ☐ Purchase paper products with 30% minimum postconsumer recycled content.
- ☐ Require printing services to use 30% minimum recycled content.
- ☐ To the extent feasible, have printed paper products purchased by the Purchasing Department, and all janitorial paper products purchased by the Janitorial Department or Purchasing Department, to reduce the recordkeeping time required for state reporting requirements such as Senate Bill 1383.
- ☐ Purchase envelopes without plastic windows to ensure the envelopes are recyclable.
- ☐ Purchase paper products that are Forest Stewardship Council (FSC) certified.

# UTILITIES

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## REDUCE – Design and Production

### Recycled paper products

- ☐ Continue to enable online utility payment.
- ☐ Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications in erosion control, bioremediation, stormwater management, landscape restoration from construction project, and other relevant applications.
- ☐ Expand educational resources for mulching and utilizing compost.
- ☐ Expand educational resources for extending drainage pipe life (e.g., items that shouldn't go down drain).

## REUSE – Use and Reuse

### Waste prevention

- ☐ Continue to default to double-sided print.
- ☐ Provide reminder signage to reduce printer paper use.
- ☐ Provide “scratch paper” bin next to printer.
- ☐ Digitize office functions that would otherwise require office supplies.

### Reusable materials

- ☐ Continue to search for used items through secondhand vendors before purchasing new.
- ☐ Continue to reuse or recycle construction materials (pavement, concrete, soil etc.).
- ☐ Add specifications for where contractors are permitted to transport reusable/recyclable materials.
- ☐ Continue to follow city donation policy for items to be discarded.
- ☐ Establish dedicated space for building reuse exchange.
- ☐ Expand and/or digitize building reuse exchange.



# UTILITIES

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## RECYCLE – End of Life Management

### Recycling and organic waste collection

- ☐ Review bin signage on acceptable materials for landfill, recycle, and organics collection.
- ☐ Check with SMM staff for the most up-to-date recycling information.
- ☐ Continue to maximize scrap metal recycling (e.g., fire hydrants)

# Facility Assessments

Each city facility underwent an assessment to understand opportunities to align and improve their recycling and waste management practices with city requirements and goals. **Please click on the facility below to view individual assessment.**

## Facility Locations

Arts Office/Sculpture Garden  
Carlsbad Learning Center  
City Hall  
Cole Library  
Dove Library  
Faraday  
Fleet  
Pine Avenue Community Center  
PD Headquarters  
Safety Training Center  
Streets/Facilities Maintenance  
Water District

## Parks & Recreation Facilities

Alga Norte Park  
Aviara Park  
Calavera Park  
Harding Community Center  
Holiday Park  
Leo Carrillo Ranch  
Magee Park  
Monroe Swim Complex  
Parks Maintenance  
Poinsettia Park  
Senior Center  
Stagecoach Park

## Fire Stations

Fire Station # 1  
Fire Station # 3  
Fire Station # 4  
Fire Station # 5  
Fire Station # 6

# Key Contacts



## **Sustainable Materials Management Key Contacts**

Jamie Wood, Environmental Management Director  
442-339-7584 | [James.Wood@carlsbadca.gov](mailto:James.Wood@carlsbadca.gov)

Avecita Jones, Senior Program Manager  
442-339-2542 | [avecita.jones@carlsbadca.gov](mailto:avecita.jones@carlsbadca.gov)

Cassidy McCarthy, Environmental Specialist  
442-339-2763 | [cassidy.mccarthy@carlsbadca.gov](mailto:cassidy.mccarthy@carlsbadca.gov)



## **Municipal Sustainable Working Group**

Sustainability Working Group  
[municipalsustainability@carlsbadca.gov](mailto:municipalsustainability@carlsbadca.gov)

# Additional Resources

Please click a topic to link to more resources or to learn more.



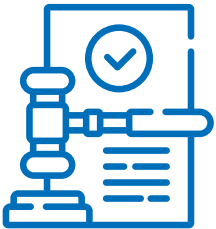
## Information Materials

- Digital Flier – Organics composting
- Digital Flier – What goes where / recycling
- Digital Flier – Special Events
- Poster – What goes where / recycling
- Poster – How to do your part



## More Information

- City of Carlsbad Sustainable Materials Management Implementation Plan
- City of Carlsbad Sustainable Materials Management Plan
- City of Carlsbad – Reduce, Reuse, Recycle website
- Republic Services website



## Laws

- Senate Bill 1383
- Assembly Bill 1276