



# City of Carlsbad

## Sustainable Materials Management Implementation Plan



11/30/21

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## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY</b> .....	<b>3</b>
<b>BACKGROUND</b> <b>5</b>	
What is Sustainable Materials Management and Zero Waste? .....	5
<b>SMMP UPDATE – PHASE 1: COMPLIANCE WITH CURRENT REGULATIONS</b> .....	<b>8</b>
<b>SMMP UPDATE – PHASE 2: SB 1383 COMPLIANCE</b> .....	<b>9</b>
<b>PHASE 3, INITIATIVE A - INDIVIDUAL ACTION PLANS FOR CITY DEPARTMENTS</b> .....	<b>23</b>
Overview .....	23
Administrative Services.....	25
City Hall .....	40
Community Services.....	44
Public Safety.....	61
Public Works .....	65
<b>PHASE 3, INITIATIVE B – STAKEHOLDER ENGAGEMENT</b> .....	<b>92</b>
A. Overview .....	92
B. Community Survey.....	92
C. Business Survey.....	93
D. Ongoing Engagement Strategies .....	94
<b>PHASE 3, INITIATIVE C – POLICY DEVELOPMENT</b> .....	<b>96</b>
A. Overview .....	96
B. Stakeholder Input .....	97
C. Approved Policies .....	100
D. Recommended Policies with High Environmental Impact for Future Consideration .....	105
E. Summary of Additional Policies for Future Consideration .....	110
<b>PHASE 3, INITIATIVE D – PUBLIC OUTREACH AND EDUCATION</b> .....	<b>111</b>
A. Overview .....	111
B. Sustainable Purchasing .....	113
C. Reuse.....	117
E. Food Recovery.....	120
F. Source Separated Materials.....	123
G. Hard to Handle Materials .....	125
H. Multiuse Programs .....	126
I. Business Technical Assistance Program.....	129

## TABLE OF APPENDICES

APPENDIX A. INITIATIVE A PURCHASING POLICY .....	A-1
APPENDIX B. INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES .....	B-1
APPENDIX C. INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED POLICIES WITH HIGH ENVIRONMENTAL IMPACT .....	C-1
APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION .....	D-1
APPENDIX E. INITIATIVE C BUSINESS SURVEY .....	E-1
APPENDIX F. INITIATIVE D OUTREACH, EDUCATION, AND TECHNICAL ASSISTANCE PROGRAM MENU .....	F-1
APPENDIX G. ROAD MAP FOR IMPLEMENTATION OF APPROVED POLICIES.....	G-1

## TABLE OF FIGURES

Figure 1. Estimated Ongoing FTE for Environmental Management Required .....	4
Figure 2. Phase 1 Update .....	8
Figure 3. Overview of SB 1383 Requirements for Jurisdictions.....	9
Figure 4. Carlsbad SB 1383 Requirements and Required Resources.....	10
Figure 6: Summary of Recommended Policies with High Environmental Impact. <b>Error! Bookmark not defined.</b>	
Figure 7: Public Opinion Survey Responses Assessing Value of Select Policies.....	97
Figure 8: Business Survey Responses - Which of the following resources would be useful to you in implementing a transition to reusable and/or compostable straws, cutlery, cups, food takeout containers, and/or bags?.....	98
Figure 9: Business Survey Responses - For which of the following reasons would you consider supporting a single-use plastic food service ware, water bottle, and/or material ban? .....	98
Figure 10: Business Survey Responses - What challenges might your business face in implementing a phase-out of single-use plastic food service ware? .....	98
Figure 11: Business Survey Responses - What challenges might your business face in implementing a phase-out of single-use plastic bags?.....	99
Figure 12: Business Survey Responses - How might your business benefit from a single-use plastic bottles, bags, or food service ware ban? .....	99
Figure 5: Summary of Approved Policies .....	101
Figure 6: Summary of Recommended Policies with High Environmental Impact.....	105
Figure 13. Additional Policy Options for City Council Consideration .....	110
Figure 14. Recommended Public Education, Outreach, and Technical Assistance Program Elements .....	112

## EXECUTIVE SUMMARY

The City of Carlsbad City Council approved a Sustainable Materials Management Plan (SMMP) in 2019, which identified services, programs, service provider and facility arrangements, and policies that the city should pursue as part of its sustainability and regulatory compliance objectives. The SMMP envisions developing a detailed Sustainable Materials Management Implementation Plan (Implementation Plan) that reflects the goals and actions of the SMMP. The SMMP also notes that “additional resources, including staffing and funding will be needed to complete the SMM Plan Phases.”

As approved, the SMMP phases are:

- Phase 1: Ensure compliance with all state solid waste regulations currently in effect.
- Phase 2: Achieve regulatory compliance with all Senate Bill (SB) 1383 regulations, which largely takes effect on January 1, 2022.
- Phase 3: Establish sustainable materials management systems throughout Carlsbad.

This Implementation Plan includes an update on the city’s progress in meeting Phase 1 and Phase 2 SMMP objectives, as well as a detailed roadmap for achieving the objectives of Phase 3.

The roadmap for achieving Phase 3 of the SMMP is separated into four initiatives:

- **Initiative A. Individual Action Plans for City Departments:** The SMMP calls for the city to demonstrate sustainable materials management leadership within city government. This Implementation Plan includes individual action plans that identify opportunities in all city departments based on assessments from city department meetings and building audits. These action plans compliment updates to the city’s Environmentally Preferable Purchasing Policy currently underway.
- **Initiative B. Stakeholder Engagement:** The SMMP calls for the city to incorporate stakeholder input into the implementation of the SMMP. This Initiative summarizes stakeholder engagement conducted to date to inform the development of this Implementation Plan, along with recommended strategies for ongoing stakeholder engagement.
- **Initiative C. Policy Development:** Initiative C of this Implementation Plan recommends policies for City Council to approve, based on research and analysis of various approaches to each policy area and material type, and an evaluation of the effectiveness, feasibility, cost, and impact of each option.
- **Initiative D. Public Outreach and Education:** The SMMP calls for the city to expand its current public education and outreach efforts into a comprehensive Sustainable Materials Management Public Education, Outreach, and Technical Assistance Program. Initiative D of the Implementation Plan includes recommended education, outreach, and technical assistance channels, as well as program components, schedule, and guidance.

In each of the above components, the relevant ties are identified to Upstream Design and Production, Consumption and Use, and End-of-Life Management, as directed by the SMMP. This Implementation Plan is a working document to be reviewed and updated as new technologies, opportunities, and challenges arise. In developing this Implementation Plan, careful consideration was given to the potential effectiveness, feasibility and level of community support for each recommendation. Estimates for staffing

and funding required to meet SMMP objectives have been completed by HF&H Consultants and detailed in this Implementation Plan. An overview of the analysis is provided in Figure 1.

**Figure 1. Estimated Ongoing FTE for Environmental Management Required**

*Note: Full-time equivalent (FTE) estimated requirements are above current staffing levels.*

<b>Phase 1: Compliance with Current Regulations</b>	<b>Additional FTE Required</b>
Ensure compliance with existing regulations (e.g., AB 939, 1594, and 1826)	N/A
<b>Phase 1 Subtotal</b>	<b>N/A</b>
<b>Phase 2: SB 1383 Compliance</b>	<b>Additional FTE Required</b>
Collection Requirements	0.25
Food Recovery Requirements	1
Education and Outreach Requirements	0.25
Procurement of Recycled Organic Products Requirements	1
Capacity Planning Requirements	0.5
Enforcement Requirements	1
Recordkeeping and Reporting Requirements	0.25
<b>Phase 2 Subtotal</b>	<b>4.25</b>
<b>Phase 3, Initiative A: City Department Individual Action Plans</b>	<b>Additional FTE Required</b>
Recommended department actions	Departments to determine
<b>Phase 3, Initiative A Subtotal</b>	<b>N/A</b>
<b>Phase 3, Initiative B: Stakeholder Engagement</b>	<b>Additional FTE Required</b>
Ongoing stakeholder engagement	N/A – Existing resources
<b>Phase 3, Initiative B Subtotal</b>	<b>N/A</b>
<b>Phase 3, Initiative C: Develop Policies</b>	<b>Additional FTE Required</b>
Material Ban: Single-Use Plastic & Expanded Polystyrene Food Service Ware	1.3
Material Ban: Single-Use Plastic Beverage Bottles (city facilities/events only)	0.3
Material Ban: Plastic Bags	0.5
Disposal Ban: Construction & Demolition (C&D) Debris	1
Disposal Ban: Carpet	0.8
Disposal Ban: Mattresses	0.2
Disposal Ban: Textiles	0.5
<b>Phase 3, Initiative C Subtotal</b>	<b>4.6</b>
<b>Phase 3, Initiative D: Public Outreach and Education</b>	<b>Additional FTE Required</b>
Public Outreach and Education Implementation	N/A – Integrated in Phase 2 and Phase 3 estimates
<b>Phase 3, Initiative D Subtotal</b>	<b>N/A</b>

**TOTAL ADDITIONAL FTE REQUIRED****8.85**

## BACKGROUND

### What is Sustainable Materials Management and Zero Waste?

Zero waste has been defined differently by various entities. The Zero Waste International Alliance's definition of zero waste, last updated on December 20, 2018, is "the conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health." A "zero waste goal" is often defined as an outcome of at least 90% diversion. However, in order for such a zero-waste goal to be achievable, a community must have a sustainable materials management system in place.

Sustainable materials management is a systematic approach to using and reusing materials more productively over their entire life cycles, where waste from one activity becomes the resource for another. Sustainable materials management seeks to reduce the consumption of raw (virgin) materials in the production of new materials and products, minimize the generation of materials (source reduction), maximize the productive use of materials that are generated by reusing and/or repurposing those materials, and then minimize the amount of materials that are ultimately disposed when they reach the end of their useful life. Under this system, once a product reaches its end of life (i.e., it has no additional reuse potential), recycling and composting should first be attempted, followed by recovery for energy, and, as a last resort safe disposal to landfill. Sustainable materials management represents a fundamental shift from waste management to materials management and conserves natural resources and reduces the emission of greenhouse gases that contribute to climate change.

The City of Carlsbad has focused its approach on the process-based goal of developing a sustainable materials management system as a means to achieve the outcome of zero waste.

#### Sustainability in the City of Carlsbad

The City of Carlsbad's City Council has adopted the Environmental Guiding Principles that, among other principles, include the following:

- **Waste reduction and recycling:** Support for programs that manage the overall waste stream of the city and that maximize the amount of waste that is recycled by its residents, citizens and businesses. The city promotes the ability to quickly and conveniently dispose of hazardous waste.
- **Sound procurement decisions:** The procurement of products and services by the city, its residents, businesses and institutions result in environmental, social and economic impacts both in this region and the country. Where possible, the City of Carlsbad's procurement systems should support the use of recycled materials and products with low carbon footprints (low use of carbon or GHG producing products in the manufacture, installation, maintenance or disposal of the product).

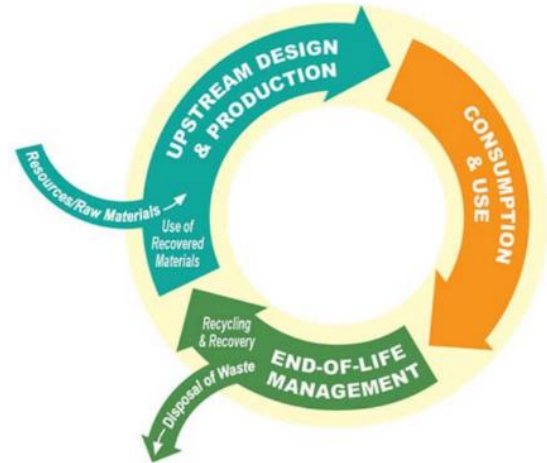
Additionally, the City of Carlsbad's General Plan cites "sustainability" as one of its core values, calling for building the city's sustainability initiatives to emerge as a leader in green development and sustainability. On the path to this sustainability leadership, City Council approved the SMMP in 2019 to identify specific

policies and ordinances, programs and services, service provider contractual requirements, and facility capacity that Carlsbad should pursue to achieve its sustainable materials management objectives.

The SMMP is organized into the following three phases:

- **Phase 1:** Ensure compliance with all state solid waste regulations currently in effect.
- **Phase 2:** Achieve regulatory compliance with all SB 1383 regulations, which largely takes effect on January 1, 2022.
- **Phase 3:** Establish sustainable materials management systems throughout Carlsbad.

Within Phase 3 of the SMMP, actions were recommended under the framework of Upstream Design and Production, Consumption and Use, and End-of-Life Management, as shown in the graphic to the right.



## Phase 3 Actions Recommended in the SMMP

### Upstream Design & Production

- Sustainable Procurement
  - Adopt a city government best practice Sustainable Materials Purchasing and Procurement Policy.
- Material Bans | Disposal Bans
  - Material Bans - Evaluate and adopt appropriate material bans (e.g., single-use plastics, disposable food ware packaging).
  - Disposal Bans - Ban the disposal of green waste and C&D debris at the Palomar Transfer Station, and through the city's residential and commercial collection systems.
- Product Stewardship | Take-Back Ordinances
  - Consider adopting take-back ordinances for products that are difficult or costly to manage.
- Advocate for product stewardship and extended producer responsibility (EPR).

### Consumption & Use

- Source Reduction
  - Identify and realize waste prevention opportunities in all city government departments.
  - Support waste prevention opportunities throughout Carlsbad.
- Material Reuse
  - Identify and realize material reuse opportunities in all city government departments.
  - Support the expansion of a reuse economy throughout Carlsbad.
- Sustainable Materials Market Development



- Identify and realize opportunities for city government’s use of sustainably produced materials in place of products made from raw materials.
- Support the development of markets for sustainably produced products throughout Carlsbad.

**End-of-Life Management**

- Diversion Programs
  - Maximize the diversion of commercial recyclables.
  - Maximize the diversion of green waste.
  - Maximize the diversion of C&D debris.
  - Develop prioritized list of other materials to target for sustainable management.
  - Summarize recommended actions for managing those materials for review by the City Council and implement approved management strategies.
  - Expand recycling and organic waste collection in city controlled public areas and venues.
- Regional Advocacy and Support
  - Advocate for and support the implementation of the county’s Food Donation Action Plan for the San Diego Region and pursue enhancements to Carlsbad’s food security infrastructure in conjunction with the development of the city’s required SB 1383 edible food recovery program.
  - Advocate for and support the development of regional markets and processing capacity for hard to recycle materials for which markets and processing capacity does not currently exist.
  - Advocate for and support the development of additional local and regional organic material processing capacity sufficient to manage all of the organic material generated in Carlsbad and San Diego County.

## SMMP UPDATE – PHASE 1: COMPLIANCE WITH CURRENT REGULATIONS

This section reviews Phase 1 actions identified in the SMMP, the city’s progress to date on these actions, and the recommended next steps in completing each action item.

The following actions were recommended in the SMMP to ensure compliance with state solid waste regulations currently in effect, such as Assembly Bill (AB) 939, AB 1594, and AB 1826.

**Figure 2. Phase 1 Update**

Action Item	Status	Next Steps
<p>Compost the green waste that the city’s contract hauler collects or deliver to an Anaerobic Digestion facility for Processing (AB 939 and AB 1594):</p> <ul style="list-style-type: none"> <li>Secure processing capacity for the city’s green waste.</li> <li>Compost or anaerobically digest the green waste that the city’s contract hauler collects.</li> <li>Secure required commercial organics processing capacity through regional solid waste management service providers.</li> </ul>	<u>In progress</u>	Monitor hauler compliance with requirements once new franchise agreement terms commence.
Process the construction and demolition (C&D) debris that the city’s contract hauler collects for recovery of targeted materials (AB 939 and CALGreen).	<u>In progress</u> New franchise agreement signed that will require hauler to meet these requirements.	Monitor hauler and PTS operator compliance with requirements once new franchise agreement term commences.
Provide commercial organic waste collection services to all commercial covered generators (AB 1826).	<u>In progress</u> New franchise agreement signed that will require hauler to meet these requirements.	Monitor hauler compliance with requirements once new franchise agreement term commences.

## SMMP UPDATE – PHASE 2: SB 1383 COMPLIANCE

On September 19, 2016, Governor Brown signed into law SB 1383 (Chapter 395, Statutes of 2016) that established methane emissions reduction targets in an effort to reduce emissions of short-lived climate pollutants. SB 1383 is the most significant waste reduction mandate to be adopted in California in the last 30 years. This legislation requires a statewide organic waste (food waste, green waste, food-soiled paper products, etc.) disposal reduction of 75% by the year 2025. The mandated percentage reduction equates to 20 million tons of organic waste generated within the state. SB 1383 also sets a goal of recovering 20% of edible food for human consumption by 2025. This bill authorizes the state’s Department of Resources Recycling and Recovery (CalRecycle) to adopt regulations to achieve these targets which will take effect on January 1, 2022.

On August 20, 2019, City Council received an informational presentation from CalRecycle on the requirements placed on the city by SB 1383, as summarized in the figure below. SB 1383 will require extensive procedural changes and significant coordination amongst different stakeholders. Non-compliance with any of these programs could result in enforcement actions, including the city’s payment of monetary fines, as specified in 14 CCR Section 18997.2.

**Figure 3. Overview of SB 1383 Requirements for Jurisdictions**


*Source: CalRecycle*





Current staffing resources are not adequate to implement the new programs associated with SB 1383 in a manner that meets compliance as required by CalRecycle. The staffing resources have been estimated by HF&H consultants based on a benchmarking review of resource requirements for jurisdictions of similar population and structure. HF&H Consultants estimates a staffing requirement of 3.5 – 4.0 full-time equivalent (FTE) for the implementation year of Phase 2, and 1.8 – 3.5 FTE for each subsequent year.


The below table details the city’s required actions under SB 1383, California Code of Regulations reference (i.e., code section 18984), current compliance status, and additional resources required.


Figure 4. Carlsbad SB 1383 Requirements and Required Resources

 <b>I. Collection Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
Provide organic waste collection services (including collection of paper) to all generators except for those granted an applicable waiver by the city (18984.1-18984.3, 18984.9).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Disallow use of organic wastes as alternative daily cover or alternative intermediate cover at a landfill (18983.1.a).	In Progress	Green waste currently sent to approved processing facility; organic waste collected through new franchise agreement to be sent to approved processing facility.
Deliver green container and blue container materials to a facility, operation, or activity that is deemed to constitute reduction in landfill disposal (18983.1.b).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Reduce contamination through contamination monitoring: conduct route reviews of containers for contaminants such that all routes are inspected annually (18984.5.b).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Notify generators with contamination of proper material separation requirements (18984.5.b).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Provide collection containers to generators that comply with color and labeling requirements when replacing containers at the end of their useful life or by January 1, 2036, whichever comes first (18984.7).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Label or imprint all new containers with SB 1383 compliant labeling, commencing January 1, 2022 (18984.8).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022.
Allow limited commercial waivers for de minimis volumes and physical space constraints, maintain records of waivers, and verify these waivers at least every 5 years from date of issuance (18984.11, 18995.1.a.6).	In Progress	De Minimis and Physical Space Waivers detailed in new Franchise Agreement and in drafted SB 1383 ordinance.


 <b>II. Food Recovery Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 1 FTE</b>	<b>Status</b>	<b>Notes</b>
Implement food recovery program that educates Tier One and Two commercial edible food generators and increases access to edible food recovery (18991.1).	In Progress – Contract	Food recovery program development in coordination with county.
Implement an edible food recovery program that increases access to food recovery organizations and services. (18991.1).	<b>Planning – Staffing needed to fully implement</b>	Food recovery program assessment. No capacity for implementation with current staffing levels.  <b>Staffing needed to fully implement this requirement.</b>
Assess food recovery capacity, and increase if capacity is insufficient (18991.1).	<b>Planning - Staffing needed to fully implement</b>	Assessing food recovery capacity.  <b>Staffing needed to fully implement this requirement.</b>


 <b>III. Education and Technical Outreach Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	<b>Status</b>	<b>Notes</b>
By February 1, 2022, annually provide generators with information on properly separating materials, organic waste prevention, on-site recycling, methane reduction benefits, how to recycle organic waste, a list of approved haulers, and information related to edible food donation (18985.1.a).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022. City to design program, and Hauler to produce and distribute materials.
Annually inform self-haulers of requirements to separate and deliver organics to a facility that processes source separated organics or deliver mixed organics to a high diversion facility; and, for commercial self-haulers, inform of recording keeping requirements (18988.3, 18985.1.a.7).	In Progress	Education and outreach under development.
Consistent with Section 7295 of the Government Code, jurisdictions shall translate educational materials required by this chapter into any non-English language spoken by a substantial number of the public provided organic waste collection services by the jurisdiction (18985.1.e).	Not Started	Hauler requirement in new franchise agreement effective July 1, 2022. City to design program, and Hauler to produce and distribute materials.
Annually provide Tier One and Two commercial edible food generators with information regarding the city's edible food recovery program, generator requirements, food recovery organizations, and edible food source-reduction information (18985.2).	In Progress	Hauler requirement in new franchise agreement effective July 1, 2022. City to design program, and Hauler to produce and distribute materials.
By February 1, 2022, develop and a list of food recovery organizations and services and maintain it on jurisdiction's website. Update the list annually (18985.2).	Not Started	Initial list developed.


 <b>IV. Procurement of Recycled Organic Products Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 1 FTE</b>	<b>Status</b>	<b>Notes</b>
<p>Procure a quantity of recovered organic waste products, such as compost, renewable gas, or electricity from biomass, that meets or exceeds the organic waste product procurement target determined by CalRecycle based on jurisdiction's population (18993.1).</p>	<p><b>Planning - Staffing needed to fully implement</b></p>	<p>New franchise agreement effective July 1, 2022, requires franchisee to provide city with a quantity of organic waste product that meets SB 1383 requirements.</p> <p><b>Staff needed to monitor compliance with this requirement.</b></p>
<p>Procure paper products, and printing and writing paper consistent with the requirements of Section 22150-22154 of the Public Contracts Code, which requires purchase of paper products that consist of at least 30% by fiber weight, postconsumer fiber, where cost competitive. These paper products shall be eligible to be labeled with an unqualified recyclable label as defined in 16 C.F.R. 260.12. Jurisdiction shall require all businesses that it purchases paper products and printing/writing paper to certify minimum percentage of postconsumer material in the paper products. Purchase recycled paper products consistent with Public Contract Code that consist of at least 30% by fiber weight, postconsumer fiber (18993.3 and 18982.a.61).</p>	<p><b>Planning - Staffing needed to fully implement</b></p>	<p>City Policy 49 requires a 15% preference, not to exceed \$1,000 per contract, to recycled content products, including recycled content paper. Development of recordkeeping systems to demonstrate compliance with SB 1383 is underway.</p> <p><b>Staff needed to monitor compliance with this requirement.</b></p>

 <b>V. Capacity Planning Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.5 FTE</b>	<b>Status</b>	<b>Notes</b>
Support county in organic waste recycling and edible food recovery capacity planning and reporting required by SB 1383.	In Progress	Capacity planning in coordination with county.
If existing and planned edible food recovery capacity is insufficient, jurisdictions with insufficient capacity shall submit an implementation schedule (including timelines and milestones) demonstrating how capacity will be secured by the end of the reporting period, and shall consult with edible food recovery organizations (18992.2.c.).	<b>Planning - Staffing needed to fully implement</b>	Assessing food recovery capacity.  <b>Staffing needed to fully implement this requirement.</b>
Secure required commercial organics processing capacity through regional solid waste management service providers.	In Progress	New Franchise Agreement effective July 1, 2022, requires haulers to have a capacity guarantee.





 <b>VI. Enforcement Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 1 FTE</b>	<b>Status</b>	<b>Notes</b>
Adopt enforceable ordinance or similar mechanism requiring generators, haulers, and food recovery organizations and services to comply with SB 1383 regulations (18981.2.a).	In Progress	Ordinance drafted for City Council approval.
Implement inspection and compliance program for organic waste generators by January 1, 2022 (18995.1.a).	In Progress	Ordinance drafted for City Council approval establishes inspection authority.
Implement inspection and compliance program for edible food generators and food recovery organizations and services by January 1, 2022 (18995.1.a).	<b>Planning - Staffing needed to fully implement levels</b>	Ordinance drafted for City Council approval establishes inspection authority.  <b>Staffing needed to fully implement this requirement.</b>
Take enforcement actions against non-compliant entities, including issuing notices of offenses and penalties equivalent to those outlined in Article 16 after January 1, 2024 (18995.1.a.5, 18995.4, 18997.2).	<b>Planning - Staffing needed to fully implement levels</b>	Enforcement actions required by SB 1383 included in draft ordinance for City Council approval.  <b>Staffing needed to fully implement this requirement.</b>
Investigate and maintain records of all complaints received (18995.3).	Not Started	Pending receipt of complaints.
Issue Notices of Violation and impose penalties for non-compliant generators, haulers, self-haulers, commercial edible food generators, or other regulated entities.	<b>Not Started – Staffing needed to fully implement levels</b>	Pending commencement of enforcement action.  <b>Staffing needed to fully implement this requirement.</b>


 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
By April 1, 2022, file an initial compliance report containing the ordinance(s) adopted, the date when containers will comply with color standards in Section 18984.7, and the reporting items listed in the annual reporting Section 18994.2 (18994.1).	In Progress	Reporting system in development.
Commencing August 1, 2022, and annually thereafter, submit an annual report to CalRecycle regarding the jurisdiction's compliance and implementation with the areas listed in Sections 18994.2.b-18994.2k. (18994.2).	In Progress	Reporting system in development.
Maintain all implementation records in a central location (physical or electronic) that can be made available to or accessed by CalRecycle within 10 business days (18995.2 and 18995.2.c).	In Progress	Reporting system in development.
Report the following relative to the organic waste collection requirements outlined in Article 3: <ul style="list-style-type: none"> <li>• The type of organic waste collection service(s) provided.</li> <li>• The total number of generators receiving each type of collection service.</li> <li>• If a jurisdiction implements a program that requires use of a high diversion organic waste processing facility, the jurisdiction shall list organic waste processing facilities utilized.</li> <li>• If a jurisdiction allows placement of compostable plastic bags in containers, identify the facility that notified the jurisdiction that it accepts and recovers this material.</li> <li>• If a jurisdiction allows placement of plastic bags in organic waste containers pursuant to Sections 18984.1 and 18984.2, identify the facility that notified the jurisdiction that it accepts and removes plastic bags when it recovers source separated organic waste.</li> </ul>	In Progress	Reporting system in development.
Report the following relative to the contamination monitoring requirements of Article 3: <ul style="list-style-type: none"> <li>• The number of route reviews conducted.</li> <li>• Number of times notices, violations, or targeted education materials were issued.</li> <li>• The results of waste composition studies performed to meet the container contamination minimization requirements and the number of resulting targeted route reviews.</li> </ul>	In Progress	Reporting system in development.



 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
<p>Report the following relative to its implementation of waivers pursuant to Article 3:</p> <ul style="list-style-type: none"> <li>• Number of days an emergency circumstances waiver was in effect.</li> <li>• Tons of organic waste disposed as a result of aforementioned waiver, except disaster and emergency waivers granted in Section 18984.13(b)</li> <li>• Number of generators issued a de-Minimis waiver.</li> <li>• Number of generators issued a physical space waiver.</li> <li>• Number of generators issued any other waiver pursuant to Article 18984.12.</li> </ul>	In Progress	Reporting system in development.
<p>Report the following regarding education and outreach:</p> <ul style="list-style-type: none"> <li>• Number of organic waste and edible food generators that received education and outreach, as well as the type of education and outreach conducted.</li> </ul>	In Progress	Reporting system in development.
<p>Report the following regarding its implementation of hauler oversight:</p> <ul style="list-style-type: none"> <li>• Number of haulers approved to collect organic waste in the jurisdiction.</li> <li>• The Recycling and Disposal Reporting System number of each facility receiving organic waste from the jurisdiction.</li> <li>• Number of haulers that have had their approval revoked or denied.</li> </ul>	In Progress	Reporting system in development.
<p>Report the number of C&amp;D removal activities conducted in compliance with Section 18989.1 related to Cal Green and the number of projects subject to Section 18989.2 related to Model Water Efficient Landscape Ordinance.</p>	In Progress	Reporting system in development.
<p>Report the following regarding its implementation of edible food recovery:</p> <ul style="list-style-type: none"> <li>• Number of commercial edible food generators within jurisdiction.</li> <li>• Number of recovery organizations and services located and operating within the jurisdiction that contract with commercial edible food generators for food recovery.</li> <li>• The total pounds of edible food recovered by food recovery organizations and services.</li> </ul>	In Progress	Reporting system in development.

 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
<p>Report the following regarding its implementation of compliance, monitoring, and enforcement as specified in Articles 14 - 16:</p> <ul style="list-style-type: none"> <li>• Number of commercial businesses included in a compliance review performed by jurisdictions and number of violations found and corrected through compliance reviews.</li> <li>• Number of route reviews conducted by the jurisdiction or designee.</li> <li>• Number of inspections conducted by type for commercial edible food generators, food recovery organizations, and commercial businesses.</li> <li>• Number of complaints received and investigated, and number of Notices of Violation issued based on such complaints.</li> <li>• Number of “Notice of Violations” issued by entity type (generator, hauler, edible food generator).</li> <li>• Number of penalty orders issued by entity type (generator, hauler, edible food generator).</li> <li>• Number of enforcement actions that were resolved by type of regulated entity.</li> </ul>	In Progress	Reporting system in development.
<p>Include the following information regarding container contamination minimization in their implementation records:</p> <ul style="list-style-type: none"> <li>• Description of process for determining contamination levels.</li> <li>• Documentation of route reviews (including dates).</li> <li>• Documentation of waste composition studies performed pursuant to Section 18984.5 (including dates of studies, location of solid waste facility where study was performed, routes, source sector, number of samples, weights and ratios of prohibited container contaminants, and total sample size).</li> <li>• Copies of all notices and enforcement orders issued or taken against generators with prohibited container contaminants.</li> <li>• Documentation of the number of containers disposed due to observation of prohibited container contaminants.</li> </ul>	In Progress	Reporting system in development.

 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
Include in implementation records: <ul style="list-style-type: none"> <li>• A copy of all correspondence received from a facility that triggered a Processing Facility Temporary Equipment or Operational Failure Waiver and documentation setting forth the date of issuance of the waiver, the timeframe for the waiver, and the locations or routes affected by the waiver.</li> <li>• A description of the jurisdiction’s process for issuing waivers and frequency of inspection verifying waivers.</li> <li>• A copy of all waivers, including location, date and name of generator.</li> <li>• Record of the amount of sediment debris disposed on an annual basis.</li> <li>• Record of amount of solid waste removed from removed homeless encampments and illegal disposal sites (if tonnage exceeds 100 tons).</li> <li>• A copy of all compliance agreements for quarantined organic waste that is disposed.</li> </ul>	In Progress	Reporting system in development.
Report the following regarding its procurement of recovered organics: <ul style="list-style-type: none"> <li>• Amount of each recycled organic waste product procured by the jurisdiction or through direct service providers.</li> <li>• If jurisdiction purchases an adjusted amount of recovered organic waste products in accordance with Section 18993.1.j, they must provide the total amount of transportation fuel, electricity, and gas for heating applications procured during the year prior to the reporting period.</li> </ul>	In Progress	Reporting system in development.
Maintain an Implementation Record containing information and documents specified in the regulations in a central location (physical or electronic) that can be accessed by the Department within 10 business days. All information shall be retained for five years.	In Progress	Reporting system in development.
If a jurisdiction designates another entity as allowed in 18981.2, the jurisdiction shall include copies of all agreements and contracts in the Implementation Record required by Section 18995.2. Jurisdictions are not authorized to delegate their authority to impose civil penalties to a private entity.	In Progress	Reporting system in development.

 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
Include all relevant documents supporting compliance with the edible food recovery and education requirements outlined in Section 18985.2, including: copies of information provided to generators, distribution method, date and who was contacted.	In Progress	Reporting system in development.
Maintain records including, but not limited to: <ul style="list-style-type: none"> <li>• Ordinances, contracts, franchise agreements, policies, procedures, or programs.</li> <li>• Description of hauler program, including: type of hauler system(s), type and conditions of approvals, criteria for approvals, process for issuing, revoking or denying approvals, requirements associated with back-hauling or self-hauling.</li> <li>• A record of hauler compliance, including: copies of all reports required of haulers, copies of all approvals, denials and revocations.</li> </ul>	In Progress	Reporting system in development.
Document the steps taken related to the food recovery program to: <ul style="list-style-type: none"> <li>• Educate commercial edible food generators.</li> <li>• Increase access to edible food recovery organizations and services.</li> <li>• Monitor edible food generator compliance.</li> </ul> A jurisdiction shall also include: <ul style="list-style-type: none"> <li>• A list of commercial edible food generators that have arrangements with edible food recovery organizations or services.</li> <li>• A list of edible recovery organizations in the jurisdiction and their capacity.</li> <li>• Documentation of actions taken to increase edible food recovery capacity.</li> </ul>	In Progress	Reporting system in development.

 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	Status	Notes
<p>Counties, in coordination with cities and regional agencies located within the county shall conduct capacity planning requirements as outlined in Section 18992.1 and 18992.2 and report to CalRecycle on the following schedule:</p> <ul style="list-style-type: none"> <li>• August 1, 2022 - report on the period covering January 1, 2022 through December 31, 2024</li> <li>• August 1, 2024 - report on the period covering January 1, 2025 through December 31, 2024</li> <li>• August 1, 2029 - report on the period covering January 1, 2030 through December 31, 2039</li> <li>• August 1, 2034 - report on the period covering January 1, 2035 through December 31, 2044</li> </ul>	In Progress	Reporting system in development.
<p>Include in the implementation record all documents supporting compliance with recovered organic waste procurement targets, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Description of how the jurisdiction will comply.</li> <li>• Name, location, and contact information of each entity, operation, or facility from whom the recovered organics are procured, as well as general description of how product was used and if applicable, where the product was applied.</li> <li>• All invoices evidencing purchases.</li> <li>• If a jurisdiction procures recovered organic waste through a direct service provider, include records of all organic waste product procurement made on the jurisdiction's behalf.</li> <li>• If a jurisdiction procures renewable gas from a POTW or electricity from a biomass conversion facility, include written certification (under penalty of perjury) that the recovered organic waste products are compliant with Section 18993.1.</li> <li>• If a jurisdiction utilizes an adjusted organic waste product procurement target, provide records evidencing the jurisdiction's ability to utilize a reduced target.</li> </ul>	In Progress	Reporting system in development.

 <b>VII. Recordkeeping and Reporting Requirements</b> <b>ADDITIONAL FTE REQUIREMENT: 0.25 FTE</b>	<b>Status</b>	<b>Notes</b>
Include in the implementation record all documents supporting compliance with recycled content paper procurement, including, but not limited to: <ul style="list-style-type: none"> <li>• Copies of invoices, receipts or other proof of purchase that describe the procurement of paper products by volume and type for all purchases.</li> <li>• Copies of certifications as required under Section 18993.3.</li> </ul>	In Progress	Reporting system in development.
<div style="text-align: center;">  <b>Phase 2: SB 1383 Compliance Summary</b>  <b>TOTAL ESTIMATED ADDITIONAL FTE REQUIRED: 4.25</b> </div>		



## **PHASE 3, INITIATIVE A - INDIVIDUAL ACTION PLANS FOR CITY DEPARTMENTS**

### **Overview**

#### **Background**

The Sustainable Materials Management Plan (SMMP) calls for the city to demonstrate sustainable materials management leadership within city government. This Sustainable Materials Management Implementation Plan (Implementation Plan) includes, in this Initiative A section, individual action plans that identify specific waste prevention, material reuse, and sustainable purchasing opportunities in all city departments based on assessments from city department meetings and building audits. Each department should be provided with technical assistance from the Sustainable Materials Management Division in implementing the actions recommended in the action plans. Departments will require additional resources (staffing and financial) in order to implement the recommended actions. The performance targets proposed in the Sustainable Materials Management plan for city government operations are as follows:

- The percentage of materials, by major material type, that are reused or have post-consumer content:
  - 50% by 2022
  - 100% by 2025
- Percentage of paper products from post-consumer content:
  - 100% by 2022
- Percentage of paper with 100% post-consumer content:
  - 50% by 2022
  - 100% by 2025
- Tons of Recovered Organic Waste Product utilized:
  - 1,000 tons by 2022
  - 5,000 tons by 2025
- Individual City Department Diversion Rates
  - 50% Diversion Rate by 2022
  - 75% Diversion Rate by 2025

These action plans compliment an Environmentally Preferable Purchasing Policy, a draft of which is included in Appendix A, that promotes sustainable materials management and compliance with California State Senate Bill 1383 regulations regarding procurement of organic waste products and recycled content paper.

#### **Structure of Individual Action Plans**

This Implementation Plan includes individual action plans for five city branches - Administrative Services, City Hall, Community Services, Public Safety, and Public Works - that describe current sustainable material




## Sustainable Materials Management Implementation Plan

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### Phase 3, Initiative A - Individual Action Plans for City Departments

management practices, short and long term recommended steps to improve these practices, and policies that apply to the recommendations detailed in this document.

Each department's action plan is divided into the following two sections:

- **“Existing Conditions/Practices”**: This section provides a narrative description of the practices relevant to sustainable materials management observed in the applicable department during department visits and discussions.
- **“Implementation Strategy”**: This section includes a table of recommended potential actions organized by SMM element (Upstream Design and Production, Consumption and Use, and End-of-Life Management) and by SMM goal.
  - Recommended actions are in a checklist labeled as follows:
    -  = Minimum Action: action supports alignment with policies and regulations
    -  = Customary Practice: action is practiced by other departments / jurisdictions
    -  = Leader: action shows leadership in Sustainable Materials Management
  - In many scenarios, minimum action, customary practice, and leader recommendations can be implemented simultaneously. Departments can determine which Customary Practice and Leader actions are feasible based on resources available.
  - “Implementation / Resourcing Tips” are suggestions for ensuring adequate resources are dedicated to completing the recommended actions.

### **Reporting Requirements**

Each department or division in the City of Carlsbad must provide SMM staff with an annual update of the progress on the SMM actions identified in their action plan, and any additional relevant actions by the date determined by SMM staff. Using the “Implementation Strategy” table provided in this Implementation Plan, each department/division must, at a minimum, check the box of each action they currently take and include a brief narrative description of each/all/additional actions taken in the past year in the “Annual Report Notes” section. All previous year's reporting is due May 1 of each year.

Furthermore, any department/division procuring organic waste products and/or paper products must provide purchasing records using the reporting template provided by SMM staff to demonstrate the city's compliance with SB 1383 requirements.

## Administrative Services

Finance, Human Resources, Information Technology, Innovation & Economic Development

### Finance

#### Existing Conditions and Practices

[City Policy 49](#) requires the purchase and use of recycled products except when such use negatively impacts health, safety or operational efficiency. The city gives a 15% preference, not to exceed \$1,000 per contract, to recycled content products. The procurement team currently purchases 100% post-consumer recycled content paper, exceeding upcoming SB 1383 regulatory requirements for 30% recycled content paper. The Contracting and Purchasing function within Finance uses a web-based bid management platform.

#### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand Environmentally Preferable Purchasing Policy. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to regular review of purchasing records for sustainability criteria, and of purchasing restrictions placed on vendors. Additional resources may be recommended to coordinate with SMM staff on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy.</p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to purchase 30-100% recycled content paper. ♻️</li> <li><input type="checkbox"/> Continue to give a 15% price preference to recycled content products. ♻️</li> <li><input type="checkbox"/> Record and report on recycled content paper purchases as required by Senate Bill 1383. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Increase price preference given to recycled content products. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><u>Implementation and Resourcing Tips:</u></b> <i>Allocate staff time in the Purchasing Department to coordinating with other departments on purchases that should be streamlined through the purchasing department. Additional resources may be recommended to catalogue purchases of all paper product types for SB 1383 compliance.</i></p>	

CONSUMPTION & USE	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Allocate staff time to reviewing deployed printer settings in department. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	
	<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors prior to purchasing new, as feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include incentives and/or price preference for product options that are reused and/or reusable. ♻️♻️</li> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients’ donations. Additional resources may be recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

<b>END-OF-LIFE</b>	<b>Expand recycling and organic waste collection in public areas and venues.</b>	<b><u>Annual Report Notes:</u></b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## Human Resources

### Existing Conditions and Practices

The Human Resources Department has made, and continues to make, efforts to reduce their paper usage, including providing the city employee manual in digital form. There are significant opportunities to reduce paper usage further, and to integrate sustainable materials management education into new employee training and employee continuing education programs that are managed by Human Resources.

### Implementation Strategy

UPSTREAM DESIGN	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to purchase training and event supplies and other products and services aligned with the city’s environmentally preferable purchasing policy. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Continue to purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to regular review of purchasing records for sustainability criteria, and of purchasing restrictions placed on vendors. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ♻️</li> <li><input type="checkbox"/> Continue to purchase minimum 30% recycled content paper products. ♻️</li> <li><input type="checkbox"/> Require vendors providing printing services to utilize minimum 30% recycled content paper products. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to regular review of purchasing records for sustainability criteria, and of purchasing restrictions placed on vendors. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	



CONSUMPTION & USE	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to provide employee manual digitally. ♻️</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide all employment forms digitally. ♻️♻️</li> <li><input type="checkbox"/> Provide Sustainable Materials Management (SMM) staff with an opportunity to present or provide a recorded video on sustainable materials management during employee onboarding. ♻️♻️</li> <li><input type="checkbox"/> Provide SMM staff with an opportunity to integrate sustainable material management training for all employees into new hire program. ♻️♻️♻️</li> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate Human Resources department time to coordinating with SMM staff and developing educational opportunities for employees. Designate a “Sustainability” Liaison in each department to coordinate with the SMM staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	
	<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through city exchange portal and secondhand vendors prior to purchasing new. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for office supplies reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supplies exchange. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Additional resources may be recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

END-OF-LIFE	Expand recycling and organic waste collection in public areas and venues.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update employee onboarding educational resources to include latest recycling rules. Update recycling rules as needed by meeting with SMM staff yearly. ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Provide annual “refresher” training or resources on sustainability best practices to all employees. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to developing and updating training materials and familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## Information Technology

### Existing Conditions and Practices

The Information Technology (IT) Department currently engages in a number of sustainable materials management practices to reduce their electronic and paper waste. Paper reduction efforts include setting printers for all departments to a default of double-sided print and tracking printing through badge registration. The IT Department also has a contract with the printing equipment service provider Ricoh that requires Ricoh to take back all empty printer ink and toner cartridges for remanufacturing or recycling. Additionally, the IT Department has transitioned from primarily physical to virtual servers.

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase products and services aligned with the city’s environmentally preferable purchasing policy. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to utilize an asset management system that can track whether electronics have been idle and redistribute them to staff who can utilize them. ♻️♻️</li> <li><input type="checkbox"/> Purchase remanufactured, refilled, or high-yield ink and toner. ♻️♻️</li> <li><input type="checkbox"/> Purchase and track quantity of recycled content electronics (e.g., recycled content plastic casing, recycled content metal). ♻️♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Additional resources may be recommended to regular review of purchasing records for sustainability criteria, and of purchasing restrictions placed on vendors. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy.</i></p>	

	<b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ♻️</li> <li><input type="checkbox"/> Purchase minimum 30% recycled content paper products. ♻️</li> <li><input type="checkbox"/> Require vendors providing printing services to utilize minimum 30% recycled content paper products. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing and recording paper purchases in accordance with SB 1383.</i></p>	

<b>CONSUMPTION &amp; USE</b>	<b>Identify and realize waste prevention opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to set up printers with a default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing deployed printer settings. Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	

	<b>Identify and realize material reuse opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to ensure all printer ink and toner is remanufactured, refilled, or recycled. ♻️</li> <li><input type="checkbox"/> Continue to ensure all electronics are collected by a CalRecycle approved recycler for remanufacturing or recycling. ♻️♻️</li> <li><input type="checkbox"/> Continue to donate all usable electronics taken out of use. ♻️♻️♻️</li> <li><input type="checkbox"/> Continue to search for used items through city auction portal and secondhand vendors. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</p>	

<b>END-OF-LIFE</b>	<b>Expand recycling and organic waste collection in public areas and venues.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand accessibility of electronics and/or printer ink recycling collection. ♻️♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended to create, distribute, and manage collection containers/sites for recycling and developing educational materials for staff on where and how to recycle electronics and/or printer ink. Look to identify when materials can be sent back to manufacturers for recycling. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## Innovation & Economic Development

### Existing Conditions and Practices

In 2020, the Innovation & Economic Development Department’s “Connected Carlsbad: An Inclusive City Innovation Roadmap” was adopted by City Council. This plan outlines measures to increase digital connectivity of the community to city services, enabling a greater shift towards paperless processes. Furthermore, the Innovation & Economic Development Department connects businesses to the Green Business Program, which can be utilized as a forum to exchange sustainable materials management best practices between commercial participants and city departments with similar functions.

### Implementation Strategy

UPSTREAM DESIGN	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase products and services aligned with environmentally preferable purchasing policies. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to regular review of purchasing records for sustainability criteria, and of purchasing restrictions placed on vendors. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy.</i></p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ♻️</li> <li><input type="checkbox"/> Purchase minimum 30% recycled content paper products. ♻️</li> <li><input type="checkbox"/> Require vendors providing printing services to utilize minimum 30% recycled content paper products. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><u>Implementation/Resourcing Tips:</u></b> <i>Allocate staff time to reviewing and recording paper purchases in accordance with SB 1383.</i></p>	

CONSUMPTION & USE	<b>Identify and realize waste prevention opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to link to digitized Green Business Program education materials. ♻️</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to provide businesses with information on the benefits of Sustainable Materials Management (e.g., cost savings, aligning with community business norms). ♻️♻️</li> <li><input type="checkbox"/> Share with businesses an inventory of the resources Carlsbad has to provide to support business’s SMM efforts (e.g., technical assistance). ♻️♻️</li> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended for coordinating with other departments for sustainability innovation opportunities, and for updating website materials. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	



	<b>Identify and realize material reuse opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors prior to purchasing new, as feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of donations. Additional resources may be recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

<b>END-OF-LIFE</b>	<b>Expand recycling and organic waste collection in public areas and venues.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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). ♻️</li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to share SMM information with business community. ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Create metrics and recognition for local businesses with outstanding SMM practices. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to developing and updating training materials and familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## City Hall

City Clerk, City Attorney, Communications and Engagement, Intergovernmental Affairs






















### Existing Conditions and Practices

City Hall was observed to have a relatively higher usage of single-use food service ware and single-use coffee pods. Communications and Engagement has worked collaboratively with Sustainable Materials Management staff to produce educational materials regarding sustainable materials management, and was observed to be taking creative approaches to encouraging effective communication strategies that reduced paper use. During the COVID-19 pandemic, the Communications Department further encouraged social media outreach over print.

### Implementation Strategy

UPSTREAM DESIGN	Maximize the purchase and use of sustainable materials.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase products and services aligned with environmentally preferable purchasing policies. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	

<p><b>Ensure at least 75% of city government's annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase paper products with 30% minimum postconsumer recycled content. ♻️</li> <li><input type="checkbox"/> Require third party printing services to use 30% minimum recycled content (e.g., mailers). ♻️</li> <li><input type="checkbox"/> 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). ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to coordinating with Purchasing Department to transfer all paper product purchasing activities to Purchasing, including providing the department with historical purchasing data. Allocate staff time to cataloguing purchases of all paper product types.</p>	

Identify and realize waste prevention opportunities in all city government departments.		Annual Report Notes:
CONSUMPTION & USE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage digital outreach over print marketing. </li> <li><input type="checkbox"/> Continue to provide electronic access to many public records. </li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand the permissibility of electronic signatures for city functions.  </li> <li><input type="checkbox"/> Require digital-only outreach for city internal events.  </li> <li><input type="checkbox"/> Expand types of public records that can be accessed electronically.  </li> <li><input type="checkbox"/> Increase public education regarding what election information can be received electronically.  </li> <li><input type="checkbox"/> Encourage electronic signature use when permissible.  </li> <li><input type="checkbox"/> Require digital-only outreach for events for less than 25 attendees.   </li> <li><input type="checkbox"/> Default public education and outreach to electronic forms.   </li> <li><input type="checkbox"/> Require electronic signature use when permissible.   </li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended for digitizing hard copies, updating processes for electronic signature, and educating the public about new electronic processes.</p>	

	<b>Identify and realize material reuse opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors prior to purchasing new. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for office supplies reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supplies reuse exchange. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Additional resources may be recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

<b>END-OF-LIFE</b>	<b>Expand recycling and organic waste collection in public areas and venues.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## Community Services

Community Development, Library & Cultural Arts, Parks & Recreation

### Community Development

#### Existing Conditions and Practices

Community Development is responsible for implementing the city’s land use goals, policies, and regulations for private development projects, and includes the divisions of Planning, Building, Land Development Engineering, and Code Enforcement. Currently, the Planning Division allows certain paperless submittals via email. However, no virtual plan check system is in place. Planning is only maintaining printed copies of active plans.

#### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase products and services aligned with city’s environmentally preferable purchasing policy. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Additional resources may be recommended to review departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Require paper products to be minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to print on minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended for cataloguing purchases of all paper product types.</p>	

CONSUMPTION & USE	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide options for electronic submissions for some permit applications and other submittals. ♻️</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand the types of submittals that can be processed electronically, such as construction waste management plans and receipts. ♻️♻️</li> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Enable all submittals to be processed electronically, that are legally permitted to be paperless submissions. ♻️♻️♻️</li> <li><input type="checkbox"/> Expand incentives for paperless submittals. ♻️♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Additional resources may be recommended to digitize hard copies, update processes for electronic signature, and educate the public about new electronic processes. Additional resources may be also recommended to maintaining sustainable materials management educational resources. Designate a “Sustainability” Liaison in each department to coordinate with the SMM staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	
	<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors prior to purchasing new, when feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for office supply reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supply reuse exchange. ♻️♻️♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Additional resources may be recommended to review recycling reports from vendors. Additional resources may be also recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	



END-OF-LIFE	Expand recycling and organic waste collection in public areas and venues.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>❑ Continue to ensure CALGreen requirements for waste receptacle enclosure space are met during initial plan review and site inspection. ♻️</li> <li>❑ Update engineer design standards for outdoor enclosures to accommodate trash, recycle, and organics containers (presume organics containers will be same size as trash &amp; recycle). ♻️</li> <li>❑ Continue to ensure CALGreen requirements for C&amp;D debris diversion are met for construction projects. ♻️</li> <li>❑ Continue to ensure WELO requirements are met during plan review and site inspection. ♻️</li> <li>❑ Maximize utilization of compost/mulch that city has procured. ♻️</li> <li>❑ Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>❑ Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li>❑ Prepare guidelines and bulletins that may include the following:                             <ul style="list-style-type: none"> <li>○ Recommendations for providing adequate space for paired trash, recycling, and/or organics interior receptacles</li> <li>○ Recommendations for outdoor waste enclosures on accessibility, security, etc. ♻️♻️</li> </ul> </li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended to update standard specifications, guidelines, and bulletins.</p>	

## Library & Cultural Arts

### Existing Conditions and Practices

City libraries are already promoting sustainable materials management in a number of ways, both internally and externally. The libraries are digitizing some materials books and offering e-books and audiobooks, as well as redistributing or recycling many of the physical books taken out of circulation. City libraries provide the public with options to both print and scan items.

The city’s Cultural Arts Division offers a wide array of educational resources, programs, and funding opportunities for artists. Some of the current offerings that may incorporate sustainable materials management (e.g., creative material reuse, hazardous waste minimization) include the At-Home Art Projects Guide, Summer Arts Programs, and Exhibit Opportunities.

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase product and services aligned with city’s environmentally preferable purchasing policy. ♻️</li> <li><input type="checkbox"/> Require printing services to print on minimum 30% post-consumer recycled content. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate with on-site café to encourage reusable and compostable service ware options. ♻️♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate Library staff time to coordinating with on-site café. Allocate Cultural Arts staff time to developing a digital and/or audio gallery tour and sustainable materials management grant(s). Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Require paper products to be minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to print on minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to cataloguing purchases of all paper product types.</p>	

Identify and realize waste prevention opportunities in all city government departments.		Annual Report Notes:
CONSUMPTION & USE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default printers to double-sided printing. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide a digital and/or audio guide option for gallery visitors, as an alternative to pamphlets. ♻️♻️</li> <li><input type="checkbox"/> Expand practice of removing laminated book covers for books that cannot be reused, to enable pages to be recycled. ♻️♻️</li> <li><input type="checkbox"/> Provide public educational resources and programs that incorporate sustainable materials management at art gallery. ♻️♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to digitizing hard copies. Allocate staff time to developing and maintaining sustainable materials management educational resources and programming. Allocate staff time to reviewing deployed printer settings. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	

<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Search for used items through secondhand vendors prior to purchasing new, as feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to promote e-book options for patrons. ♻️♻️</li> <li><input type="checkbox"/> Use reusable containers for interlibrary book transport. ♻️♻️</li> <li><input type="checkbox"/> Establish dedicated space for office supplies exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building office supplies exchange. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to developing a tool library (if applicable). Allocate staff time to reviewing recycling reports from vendors and coordinating with current/potential recipients of electronics donations. Increased staffing recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

Expand recycling and organic waste collection in public areas and venues.		Annual Report Notes:
END-OF-LIFE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to recycle library books that cannot be reused. ♻️</li> <li><input type="checkbox"/> Review information on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recycle CDs and DVDs removed from circulation. ♻️♻️</li> <li><input type="checkbox"/> Continue to direct end-of-life furniture to facilities department. ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Expand special material recycling drop-off offerings for public. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to update facility rental agreements and develop educational materials for facility renters. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## **Parks & Recreation**

### **Existing Conditions and Practices**

The Parks & Recreation Department oversees a number of functions that can potentially produce a significant volume of waste. This includes operation of the city's Senior Center, which has already made significant strides in reducing waste by offering reusable service ware that can be washed onsite with a dishwasher. Because meals are cooked by a contractor offsite, food prep waste is minimal. Uneaten meals are repurposed rather than disposed.

The city's landscaping contracts should be updated to increase compost and mulch utilization, as well as require more detailed records of landscape debris recycling, to support compliance with upcoming Senate Bill 1383 requirements to procure organic waste product. The city's current landscaping contracts do not specify that the mulch used be made from organic waste, or specify the use of compost. Currently, the city contracts with one of its landscapers to service public receptacles daily, and to dispose of receptacles that are put out of service. The city currently uses several types of public waste receptacles.

**Implementation Strategy**

UPSTREAM DESIGN & PRODUCTION	<p><b>Maximize the purchase and use of sustainable materials.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to require contractor takeback, repurposing, recycling, or proper disposal for artificial turf replacements. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to use greener pesticides and herbicides as part of IPM. ♻️♻️</li> <li><input type="checkbox"/> Purchase sports equipment made from recycled content when available for camps, aquatic centers, and sports fields. ♻️♻️</li> <li><input type="checkbox"/> Continue to utilize recycled content for artificial turf. ♻️♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️♻️</li> <li><input type="checkbox"/> Incentivize or require salvaged/recycled content material use for landscaping structures and hardscapes (e.g., recycled aggregate for retaining walls, benches, and walkways). ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase playground equipment made from recycled content when available. ♻️♻️♻️</li> <li><input type="checkbox"/> Continue to consider utilization of bio-based materials for artificial turf (e.g., coconut husks). ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate Parks &amp; Recreation staff time to reviewing and updating vendor agreements. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	



<p><b>Annually procure a quantity of recovered organic waste products that meets or exceeds the city’s SB 1383 annual recovered organics waste product procurement target.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>□ Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications. ♻️</li> <li>□ Update landscaping contracts to utilize compost and mulch from city instead of procuring separately. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>□ Coordinate with golf course contractor to utilize compost for landscaping and as erosion control. ♻️♻️</li> <li>□ Continue to implement an Integrated Pest Management plan. The IPM program should be compliant with LEED green building standards. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b>  <i>Coordinate with Sustainable Materials Management staff regarding sourcing SB 1383 compliant compost and mulch. Allocate staff time to reviewing and updating vendor agreements, reviewing and updating specifications for the use of organic waste products in Parks &amp; Recreation activities, and training appropriate staff and contractors.</i></p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Require paper products to be minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to print on minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to cataloguing purchases of all paper product types.</p>	

CONSUMPTION & USE	<b>Identify and realize waste prevention opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to require golf course contractor to implement waste reduction efforts at golf course restaurant. ♻️</li> <li><input type="checkbox"/> Continue to minimize discards from leftover food at Senior Center, Early Ed and Pre-K sites. ♻️</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimize discards at Senior Center lunch service (e.g., encourage patrons to take their leftovers home, increase organics bins convenience and availability). ♻️♻️</li> <li><input type="checkbox"/> Utilize compostable or reusable cups, plates, and napkins for snacks and meals at Early Education and Pre-K sites. ♻️♻️</li> <li><input type="checkbox"/> Train parent-helpers in Early Education programs on best practices for waste prevention and proper sorting. ♻️♻️</li> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Continue to reduce plant debris generated by selecting plants that can grow to natural size in space provided. ♻️♻️♻️</li> <li><input type="checkbox"/> Expand digital guide offerings for historic parks, trails (e.g., QR code)</li> <li><input type="checkbox"/> Continue to prioritize native plant landscaping. ♻️♻️♻️</li> <li><input type="checkbox"/> Provide resources and education to families of students attending summer camps, early education, and pre-k programs on zero-waste lunch and snack options. ♻️♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to developing and maintaining sustainable materials management educational resources and programming. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	

<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to offer reusable dishware and silverware for meals at Senior Center. ♻️</li> <li><input type="checkbox"/> Continue to search for used items through city auction portal and secondhand vendors. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing and implementing additional opportunities to transition to reusable dishware. Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</p>	

END-OF-LIFE	Expand recycling and organic waste collection in public areas and venues.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to update special event permit application to ensure compliance with trash, recycling, and organics collection, as well as edible food recovery requirements. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> <li><input type="checkbox"/> Provide facility renter source separation training for facility renters. ♻️</li> <li><input type="checkbox"/> Continue to recycle all landscape debris and maintain records of weights recycled. ♻️</li> <li><input type="checkbox"/> Provide a public recycling receptacle next to each trash receptacle (twinning) and vice versa with signage. ♻️</li> <li><input type="checkbox"/> Provide public waste receptacles in consistent colors and shapes. ♻️</li> <li><input type="checkbox"/> Require public receptacle collection contractor to provide recycling and disposal weights for all collections for SB 1383 compliance. ♻️</li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enable facility renters to request additional temporary trash, recycling, and organics bins. ♻️♻️</li> <li><input type="checkbox"/> Incentivize or require grass-cycling (leaving clippings in place to decompose after mowing). ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> 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). ♻️♻️</li> <li><input type="checkbox"/> Provide facility rental agreement that describes what materials can be brought in and discarded. ♻️♻️♻️</li> <li><input type="checkbox"/> Include list of preferred/suggested vendors in facility rental agreement. ♻️♻️♻️</li> <li><input type="checkbox"/> Procure recyclable (e.g., metal) and/or recycled content receptacles to replace receptacles going out-of-use. Divert receptacles from landfill whenever possible. ♻️♻️♻️</li> </ul>	

***Implementation and Resourcing Tips:*** Allocate staff time to update facility rental agreements and develop educational materials for facility renters. Allocate staff time to develop an inventory of all public recycle, organics, and trash receptacles including their location, type of container, signage, and how they are grouped. Allocate staff time to the procurement and replacement of uniform receptacles that encourage sustainable materials management best practices. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.

## Public Safety

Fire, Police

### Existing Conditions and Practices

Public Safety operations, including the Carlsbad Safety Training Center, currently demonstrate leadership in sustainable materials management. While public safety activities require a relatively large quantity and variety of hazardous materials and chemicals, the department and its Facility Manager have found many ways to minimize both hazardous and nonhazardous waste. Both the police and fire departments have transitioned many processes from paper to digital. Public Safety has a significant inventory of single-use water bottles that are used both to provide to the public and for employee use. While a substitute for public distribution of single-use water bottles may not be feasible at this time, employee consumption can be transitioned to reusable water bottles.

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to purchase reusable flares. ♻️</li> <li><input type="checkbox"/> Continue to purchase reusable flash bangs. ♻️</li> <li><input type="checkbox"/> Procure lead-free ammunition. ♻️♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time, if applicable, to testing lead-free ammunition and training employees on use of lead-free ammunition. The state contract for lead-free ammunition allows local jurisdictions to piggyback. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</p>	

	<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Require paper products to be minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to print on minimum 30% post-consumer recycled content. ♻️</li> <li><input type="checkbox"/> Require janitorial paper products to have minimum 30% post-consumer recycled content. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><u>Implementation and Resourcing Tips:</u></b> Allocate staff time to cataloguing purchases of all paper product types.</p>	

<p><b>CONSUMPTION &amp; USE</b></p>	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><u>Implementation and Resourcing Tips:</u></b> Allocate staff time to reviewing deployed printer settings. Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	



<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors where feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to donate or recycle used fire hoses. ♻️♻️</li> <li><input type="checkbox"/> Utilize and encourage reusable water bottles for employee consumption. ♻️♻️</li> <li><input type="checkbox"/> Establish dedicated space for office supplies reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Continue to utilize reusable bags for evidence storage. ♻️♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supplies reuse exchange. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange. Consider purchasing reusable water bottles for employees. Potential places to donate fire hose include the following:</p> <p><a href="https://www.hose2habitat.org/">https://www.hose2habitat.org/</a>  <a href="https://www.oxqut.com/">https://www.oxqut.com/</a>  <a href="https://www.repurposedmaterialsinc.com/fire-hose/">https://www.repurposedmaterialsinc.com/fire-hose/</a></p>	

END-OF-LIFE	Expand recycling and organic waste collection in public areas and venues.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enable facility renters to request additional temporary trash, recycling, and organics bins. ♻️♻️</li> <li><input type="checkbox"/> Identify if old clothing and equipment can be recycled (gloves, boots, jackets, etc.). ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Maximize recycling of specialty equipment (e.g., gas tanks, spray cans, confidential textiles, gas mask cartridges) as feasible. ♻️♻️♻️</li> <li><input type="checkbox"/> Recycle body armor through state program or other program:  <a href="https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services/Safety/Protective-Wear">https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services/Safety/Protective-Wear.</a>                      ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to update facility rental agreements. Allocate staff time to identify recycling opportunities for clothing and equipment. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## Public Works

Construction Management & Inspection, Environmental Management, Fleet & Facilities, Transportation, Utilities

### Construction Management & Inspection

#### Existing Conditions and Practices

The Construction Management & Inspection Department (CM&I) performs field inspections of engineering permits for grading, improvement, haul route, work in the right-of-way, and traffic control.

Beginning in 2019, CM&I modified many internal processes resulting in a significant reduction of the department’s paper consumption and associated office supply materials.

#### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to verify that construction materials for non-private city projects are aligned with city’s specified environmentally preferable purchasing policies and CALGreen. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended for reviewing and updating product and service contracts. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy.</p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><u>Annual Report Notes:</u></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ♻️</li> <li><input type="checkbox"/> Purchase minimum 30% recycled content paper products. ♻️</li> <li><input type="checkbox"/> Require vendors providing printing services to utilize minimum 30% recycled content paper products. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Allocate staff time to cataloguing purchases of all paper product types.</i></p>	
<p><b>Annually procure a quantity of recovered organic waste products that meets or exceeds the city’s SB 1383 target.</b></p>	<p><u>Annual Report Notes:</u></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to verify that compost and mulch specifications for city projects comply with engineering’s SB 1383 specifications. ♻️</li> <li><input type="checkbox"/> Continue to verify that city projects utilize compost and mulch where specified and feasible. ♻️</li> </ul> <p><i><b>Implementation and Resourcing Tips:</b> Allocate staff time to reviewing updated specifications.</i></p>	

CONSUMPTION & USE	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to verify and check city project compliance with contract requirements as it relates to Waste Management Plan requirements and maximize C&amp;D diversion. ♻️</li> <li><input type="checkbox"/> Continue to verify and check city project compliance with contract requirements as it relates to Water Efficient Landscape Ordinance (WELO).</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	

	<b>Identify and realize material reuse opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to verify city project compliance with specified use of reused or salvaged materials. ♻️</li> <li><input type="checkbox"/> Continue to search for used items through city auction portal and secondhand vendors prior to purchasing new. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for office supplies reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supplies reuse exchange. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to updating construction specifications and training employees. Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

<b>END-OF-LIFE</b>	<b>Expand recycling and organic waste collection in public areas and venues.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to check compliance with the latest CALGreen requirements for designing for accessible areas for recycling and organics. ♻️</li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to coordinating with Sustainable Materials Management, Engineering, Building, and Permitting staff regarding city project specifications. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</i></p>	

## Environmental Management

### Existing Conditions and Practices

The Environmental Management Department’s service areas include Sustainable Materials Management, Habitat Management, Watershed Protection, and Climate Action Planning. The Sustainable Materials Management Division is responsible for the California Department of Resources, Recycling, and Recovery (CalRecycle) Annual Report. If the department is provided with sufficient resources, there are various opportunities to expand sustainable materials management education and technical assistance for other city departments.

### Implementation Strategy





UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to compile annual diversion data and evaluate levels of contamination at city buildings. ♻️</li> <li><input type="checkbox"/> Continue to produce customizable template trash, recycling, and organics signage for internal city use. ♻️</li> <li><input type="checkbox"/> Continue to provide technical assistance to departments. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> <li><input type="checkbox"/> Expand educational resources and programming on sustainable materials management. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing and updating product and service contracts. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support Purchasing, Fleet &amp; Facilities, and other departments in consolidating paper product purchases. ♻️</li> <li><input type="checkbox"/> Purchase minimum 30% recycled content paper products. ♻️</li> <li><input type="checkbox"/> Require vendors providing printing services to utilize minimum 30% recycled content paper products. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to coordinating with the Purchasing Department and Fleet &amp; Facilities on paper product purchases and developing and maintaining a record system compliant with SB 1383. Allocate staff time to cataloguing purchases of all paper product types.</p>	
<p><b>Annually procure a quantity of recovered organic waste products that meets or exceeds the city’s SB 1383 target.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to identify sourcing opportunities of SB 1383 compliant compost and mulch.</p>	



CONSUMPTION & USE	Identify and realize waste prevention opportunities in all city government departments.	<u>Annual Report Notes:</u>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to provide technical assistance to city government departments to improve waste prevention practices. ♻️</li> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to coordinating with the Purchasing Department and all other departments on identifying alternative products and processes for waste prevention. Allocate staff time to reviewing deployed printer settings. Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	

<b>Identify and realize material reuse opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to provide technical assistance to city government departments to improve material reuse practices. ♻️</li> <li><input type="checkbox"/> Continue to search for used items through city auction portal and secondhand vendors. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Allocate staff time to coordinating with the Purchasing Department and all other departments on identifying alternative products and processes for reuse. Allocate staff time to reviewing recycling reports from vendors and coordinating with current/potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	

END-OF-LIFE	Expand recycling and organic waste collection in public areas and venues.	Annual Report Notes:
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to periodically update city departments on recycling and organics collection information. </li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. </li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide trash, recycling, and organics signage with text and imagery customized for each department’s most frequently disposed items. </li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. </li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing and updating recycling and composting signage and educational guides. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## **Fleet & Facilities**

### **Existing Conditions and Practices**

The city's fleet operations has a green fleet policy, and will be replacing about 40 vehicles in 2021. The city's janitorial operations that are managed internally demonstrate a number of sustainable materials management best practices, including in purchasing choices. The janitorial division currently purchases certified green cleaning products, and self-tear paper towel dispensers. A stainless-steel cleaner purchased in a non-recyclable container is being used, but most products are in recyclable containers. The city-employed janitorial staff also currently use reusable microfiber cloths, terrycloth towels, and string mops for wiping surfaces. However, the city also contracts with a third-party janitorial company for some of its janitorial services, rather than rely entirely on city-employed janitorial staff. Third-party janitorial staff are not contractually required to use green cleaning products. The city is in the process of increasing its staffing capacity for providing additional janitorial training for city-employed janitors. The city's third-party janitorial contract can be updated upon upcoming expiration to improve training and process requirements.

**Implementation Strategy**

UPSTREAM DESIGN & PRODUCTION	<p><b>Maximize the purchase and use of sustainable materials.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><u>Fleet:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to utilize renewable diesel. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase minimum 70% recycled content lubricating oils and antifreeze, as recommended by the State of California’s green purchasing guidelines. ♻️♻️</li> </ul> <p><u>Facilities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase cleaning products that are Green Seal certified or EcoLogo certified where possible. ♻️♻️</li> <li><input type="checkbox"/> Ensure all coffee/tea packaging is recyclable or compostable. ♻️♻️</li> <li><input type="checkbox"/> Purchase minimum 70% recycled content lubricating oils and antifreeze, as recommended by the State of California’s green purchasing guidelines. ♻️♻️</li> <li><input type="checkbox"/> Continue to purchase self-tear or half sheet paper towels. ♻️♻️♻️</li> <li><input type="checkbox"/> Continue to ensure janitorial contractors align with in-house janitorial requirements. ♻️♻️♻️</li> </ul> <p><u>All Departments:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. ♻️♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️♻️</li> <li><input type="checkbox"/> Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing and updating product and service contracts. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy.</p>	

<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><u>Facilities:</u></p> <ul style="list-style-type: none"> <li>□ Purchase 30% recycled content janitorial and print paper products when cost competitive. Save purchasing records for state reporting requirements. ♻️</li> <li>□ Require janitorial and print services to purchase minimum 30% recycled content paper products. ♻️</li> <li>□ Purchase 50-100% recycled content janitorial paper products. ♻️♻️</li> <li>□ Purchase FSC certified janitorial paper products. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to coordinating with Purchasing Department on janitorial paper product purchases, and developing and maintaining a record system compliant with SB 1383.</p>	

Identify and realize waste prevention opportunities in all city government departments.		Annual Report Notes:
CONSUMPTION & USE	<p><u>Facilities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide training on trash, recycle and compost rules for city-employed janitorial staff. ♻️</li> <li><input type="checkbox"/> Ensure that janitorial staff notify supervisor of overflow issues for any internal or external receptacles. ♻️</li> <li><input type="checkbox"/> Continue to utilize cleaning concentrates to minimize packaging and/or purchase in bulk. ♻️♻️</li> <li><input type="checkbox"/> Require third party janitorial staff to receive training on trash, recycle and compost rules. ♻️♻️</li> <li><input type="checkbox"/> Establish system for janitorial staff to notify supervisor of contamination issues for any internal or external receptacles. ♻️♻️♻️</li> </ul> <p><u>All Departments:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to training janitorial staff on source separation and new protocols for reporting issues. Allocate staff time to reviewing deployed printer settings. Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	

<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
<p><u>Fleet:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to utilize reusable microfiber cloths for wiping surfaces. ♻️</li> </ul> <p><u>Facilities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to repair/replace parts when feasible. ♻️</li> <li><input type="checkbox"/> Reuse or repair furniture as feasible. Check with furniture manufacturers for takeback programs. ♻️</li> </ul> <p><u>All Departments:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for items through city auction portal and secondhand vendors before purchasing new. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️</li> </ul> <p><b><i><u>Implementation and Resourcing Tips:</u></i></b> <i>Allocate staff time to training contractors and employees. Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</i></p>	



Expand recycling and organic waste collection in public areas and venues.		Annual Report Notes:
END-OF-LIFE	<p><u>Fleet:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to recycle at minimum the following vehicle-related materials: motor oil, antifreeze, oil filters, tires, mixed metal. ♻️</li> </ul> <p><u>Facilities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accompany every trash bin with a recycle bin. ♻️</li> <li><input type="checkbox"/> Include at least one organics bin in every break room and kitchen. ♻️</li> <li><input type="checkbox"/> Replace interior bins at the end of their useful life according to the following color requirements: trash (gray or black), recycle (blue), compost (green). ♻️</li> <li><input type="checkbox"/> Label every bin with “trash”, “recycle”, or “organics” in coordination with SMM staff that requires relabeling or is unlabeled. ♻️</li> <li><input type="checkbox"/> Include at least one organics bin in every room in which food is permitted. ♻️</li> <li><input type="checkbox"/> Include on signage images of common items placed in each bin. ♻️</li> <li><input type="checkbox"/> Switch from deskside to all centralized waste bins. ♻️</li> <li><input type="checkbox"/> Use shadow boxes with physical examples of commonly discarded items at high-traffic waste receptacles. ♻️</li> </ul> <p><u>All Departments:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Additional resources may be recommended to adjust the quantity of receptacles based on usage patterns. It is recommended that a template for recycling signage be used, provided by or reviewed by the city’s Sustainable Materials Management Division. Allocate staff time to recording the quantity and location of existing bins and signage, ordering new bins and signage, and placing new bins and signage. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## Fleet & Facilities – Safety Training Center

### Existing Conditions and Practices

The Carlsbad Safety Training Center provides direct support to public safety operations and currently demonstrates leadership in sustainable materials management. Public safety operations oftentimes require the use of relatively large quantities of hazardous materials and chemicals. Facilities staff at the Safety Training Center have found many ways to minimize both hazardous and nonhazardous waste accumulation by reusing materials and sourcing sustainable materials.

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to utilize high intensity LED lights as a substitute for flares. ♻️</li> <li><input type="checkbox"/> Continue to purchase reusable rubber bullet traps. ♻️</li> <li><input type="checkbox"/> Continue to reuse training flash bangs during routine training events. Recycle steel and aluminum housings when applicable. ♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. ♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️</li> <li><input type="checkbox"/> Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Coordinate with the purchasing department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supplies.</i></p>	

	<p><b>Ensure at least 75% of city government’s annual purchases of paper products are recycled content.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase paper products with 30% minimum postconsumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to use 30% minimum recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to cataloguing purchases of all paper product types.</i></p>	

<p><b>CONSUMPTION &amp; USE</b></p>	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing deployed printer settings. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	

<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors prior to purchasing new, when feasible. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utilize and encourage reusable water bottles for employee consumption. ♻️♻️</li> <li><input type="checkbox"/> Establish dedicated space for office supply reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize office supply reuse exchange. ♻️♻️♻️</li> <li><input type="checkbox"/> Install drinking fountains with reusable water bottle refill system. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange. Consider purchasing reusable water bottles for employees. Potential places to donate fire hose include the following:  <a href="https://www.hose2habitat.org/">https://www.hose2habitat.org/</a>  <a href="https://www.oxgut.com/">https://www.oxgut.com/</a>  <a href="https://www.repurposedmaterialsinc.com/fire-hose/">https://www.repurposedmaterialsinc.com/fire-hose/</a></p>	

Expand recycling and organic waste collection in public areas and venues.		Annual Report Notes:
END-OF-LIFE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to recycle metals (steel, brass, etc.). ♻️</li> <li><input type="checkbox"/> Enable facility renters to request extra organics, recycling, and trash containers for large training events. ♻️</li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify if old clothing and equipment can be recycled (gloves, boots, jackets, etc.). ♻️♻️</li> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Provide facility users (including outside groups) with information regarding what materials can be brought in and discarded, and sorting rules. ♻️♻️♻️</li> <li><input type="checkbox"/> Include list of preferred/suggested vendors to outside groups using the facility. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to update facility rental agreements. Allocate staff time to identify recycling opportunities for clothing and equipment. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## Transportation

### Existing Conditions and Practices

In 2017, the City of Carlsbad received grant funding from CalRecycle to utilize recycled tires (Rubberized Asphalt Concrete, or RAC) in road repairs. **This program was discontinued.**

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	Annual Report Notes:
	<p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use waterborne acrylic traffic line paint over oil-based paints where applicable. ♻️</li> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. ♻️</li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized for purposes. ♻️</li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. ♻️♻️</li> <li><input type="checkbox"/> Purchase from vendor(s) who minimize packaging and/or utilize recycled packaging. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> Allocate staff time to reviewing and updating product and service contracts. Coordinate with the purchasing department regarding best practices. Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</p>	

UPSTREAM DESIGN & PRODUCTION	<b>Ensure at least 75% of city government’s annual purchases of all paper products are recycled content.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase paper products with 30% minimum postconsumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to use 30% minimum recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to cataloguing purchases of all paper product types.</i></p>	
	<b>Annually procure a quantity of recovered organic waste products that meets or exceeds the city’s SB 1383 target.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maximize utilization of compost and mulch made from organic waste that comply with SB 1383 specifications in roadway erosion control for right-of-ways. ♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to identify sourcing opportunities of SB 1383 compliant compost and mulch. Allocate staff time to develop educational materials and opportunities.</i></p>	

CONSUMPTION & USE	<p><b>Identify and realize waste prevention opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</p>	
	<p><b>Identify and realize material reuse opportunities in all city government departments.</b></p>	<p><b><u>Annual Report Notes:</u></b></p>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to prioritize purchasing used items where feasible over new items, for example through city auction portal, secondhand vendors. ♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to have dedicated space for employees to exchange reusable supplies. ♻️♻️</li> <li><input type="checkbox"/> Continue to utilize reclaimed asphalt pavement (RAP) and recycled asphalt concrete (RAC) where feasible. ♻️♻️</li> <li><input type="checkbox"/> Recycle aggregate (concrete, asphalt) removed from roadways. ♻️♻️</li> <li><input type="checkbox"/> Utilize alternative road materials with recycled or reused material where feasible ♻️♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize dedicated space for employees to exchange supplies. ♻️♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to updating roadway specifications and training employees. Additional resources may be recommended for maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</p>	







Expand recycling and organic waste collection in public areas and venues.		Annual Report Notes:
END-OF-LIFE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to comply with the latest CALGreen requirements. ♻️</li> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> Allocate staff time to reviewing relevant CALGreen requirements. Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## Utilities

### Existing Conditions and Practices

The city’s Utilities webpage currently has a public educational video regarding mulching, and educational materials asking residents not to flush single-use wipes down the toilet. Further educational resource updates can be done in collaboration with the Environmental Management Department. One of the largest sources of waste for a utilities department can be its water and wastewater infrastructure, at the end of its useful life. The city’s Utilities Asset Management Plan for 2019 identifies opportunities to slow erosion of pipelines and take other proactive maintenance measures to prolong the useful life of pipelines.

### Implementation Strategy

UPSTREAM DESIGN & PRODUCTION	Maximize the purchase and use of sustainable materials.	<u>Annual Report Notes:</u>
	<p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase refillable pens and dry erase markers. </li> <li><input type="checkbox"/> Purchase rechargeable batteries. Currently, single use batteries are being utilized. </li> <li><input type="checkbox"/> Purchase bio-based or recycled content packaging materials. </li> <li><input type="checkbox"/> Purchase from preferred vendor(s) who minimize packaging and/or utilize recycled packaging. </li> </ul> <p><b><i>Implementation and Resourcing Tips:</i></b> <i>Coordinate with the Purchasing Department on purchasing best practices and reviewing purchasing policies, including the environmentally preferable purchasing policy. Allocate staff time to reviewing departmental office supply purchases and reviewing processes that require the most office supply use.</i></p>	

<p><b>Annually procure a quantity of recovered organic waste products that meets or exceeds the city's SB 1383 target.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to enable online utility payment. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand educational resources for mulching and utilizing compost. ♻️♻️</li> <li><input type="checkbox"/> Expand educational resources for extending drainage pipe life (e.g., items that shouldn't go down drain). ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to identify sourcing opportunities of SB 1383 compliant compost and mulch. Allocate staff time to develop educational materials and opportunities.</i></p>	
<p><b>Ensure at least 75% of city government's annual purchases of paper products are recycled-content.</b></p>	<p><b>Annual Report Notes:</b></p>
<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase paper products with 30% minimum postconsumer recycled content. ♻️</li> <li><input type="checkbox"/> Require printing services to use 30% minimum recycled content. ♻️</li> <li><input type="checkbox"/> 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. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase envelopes without plastic windows to ensure the envelopes are recyclable. ♻️♻️</li> <li><input type="checkbox"/> Purchase paper products that are Forest Stewardship Council (FSC) certified. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to cataloguing purchases of all paper product types.</i></p>	

CONSUMPTION & USE	<b>Identify and realize waste prevention opportunities in all city government departments.</b>	<b>Annual Report Notes:</b>
	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to default to double-sided print. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide reminder signage to reduce printer paper use. ♻️</li> <li><input type="checkbox"/> Provide “scratch paper” bin next to printer. ♻️♻️</li> <li><input type="checkbox"/> Digitize office functions that would otherwise require office supplies. ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> <i>Allocate staff time to reviewing deployed printer settings. Allocate staff time to developing and placing appropriate signage. Designate a “Sustainability” Liaison in each department to coordinate with the Sustainable Materials Management (SMM) staff and other Sustainability Team members, staying up to date on SMM best practices.</i></p>	

Identify and realize material reuse opportunities in all city government departments.		Annual Report Notes:
END-OF-LIFE	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to search for used items through secondhand vendors before purchasing new. ♻️</li> <li><input type="checkbox"/> Continue to reuse or recycle construction materials (pavement, concrete, soil etc.). ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Add specifications for where contractors are permitted to transport reusable/recyclable materials. ♻️♻️</li> <li><input type="checkbox"/> Continue to follow city donation policy for items to be discarded. ♻️</li> <li><input type="checkbox"/> Establish dedicated space for building reuse exchange. ♻️♻️</li> <li><input type="checkbox"/> Expand and/or digitize building reuse exchange. ♻️♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> Allocate staff time to updating roadway specifications and training employees. Allocate staff time to reviewing recycling reports from vendors and coordinating with current and potential recipients of electronics donations. Allocate staff and/or volunteer time to maintenance of a reuse office supply exchange, which may include regular visual monitoring of a physical exchange.</p>	

Expand recycling and organic waste collection in public areas and venues.		Annual Report Notes:
END-OF-LIFE	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review bin signage on acceptable materials for landfill, recycle, and organics collection. ♻️</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with SMM staff for the most up-to-date recycling information. ♻️♻️</li> <li><input type="checkbox"/> Continue to maximize scrap metal recycling (e.g., fire hydrants) ♻️♻️</li> </ul> <p><b>Implementation and Resourcing Tips:</b> Allocate staff time to familiarizing all employees with sustainable materials management best practices, including the most recent recycling rules.</p>	

## **PHASE 3, INITIATIVE B – STAKEHOLDER ENGAGEMENT**

### **A. Overview**

The City of Carlsbad values community engagement based on the following key principles:

- Members of the public have a right to be involved in decisions affecting their lives.
- City staff provides adequate time and resources to allow for meaningful public involvement.
- The city is responsible for seeking out and facilitating the involvement of those interested or affected by a decision. The city errs on the side of reaching out to people who might not be interested, to help ensure potentially interested parties are not missed.
- City staff provides balanced and factual information to the public and does not engage in advocacy.

The Sustainable Materials Management Plan calls for the city to incorporate stakeholder input into the implementation of the SMMP. This section summarizes stakeholder engagement conducted to date to inform the development of this Implementation Plan, along with recommended strategies for ongoing stakeholder engagement. The city gathered input on the proposed policy initiatives by conducting a residential and business survey.

### **B. Community Survey**

Godbe Research surveyed 1,436 adults occupying single-family residents in Carlsbad on a variety of topics related to sustainable materials management and collected demographic information for respondents.

#### **Research Objectives**

The research objectives of this public survey were as follows:

- Evaluate resident opinion on the importance of solid waste disposal and recycling services
- Gauge satisfaction with garbage and recycling services
- Assess the public’s awareness and usage of additional recycling services in the city
- Determine potential interest in components of the food scrap recycling and interest in the compost give-back programs, and assess if current cardboard recycling is meeting customers’ needs
- Assess value of policy proposals for potential implementation in Carlsbad
- Identify any differences in voter support due to demographic and/or voter behavioral characteristics

#### **Methodology Overview**

The survey methodology is outlined below:

- Data Collection Method: Landline (42), cell (16), text to online (1,247), and email to online (131) interviewing
- Survey Dates: January 5 through January 10, 2021
- Interview Length: 17 minutes
- Sample Size: 1,436 Carlsbad Registered Voters and Residents, Adults 18+

- Margin of Error:  $\pm 2.57\%$  Carlsbad Residents Adults 18+

### Highlighted Conclusions

Solid majorities of survey respondents indicated that the policies below would be very or extremely valuable:



An excerpt of the summary findings of this survey related to Phase 3, Initiative C – Policy Development proposed policies for the city are included in more detail in the Initiative C section of this Implementation Plan.

## C. Business Survey

### Research Objectives

The research objectives of the business survey were as follows:

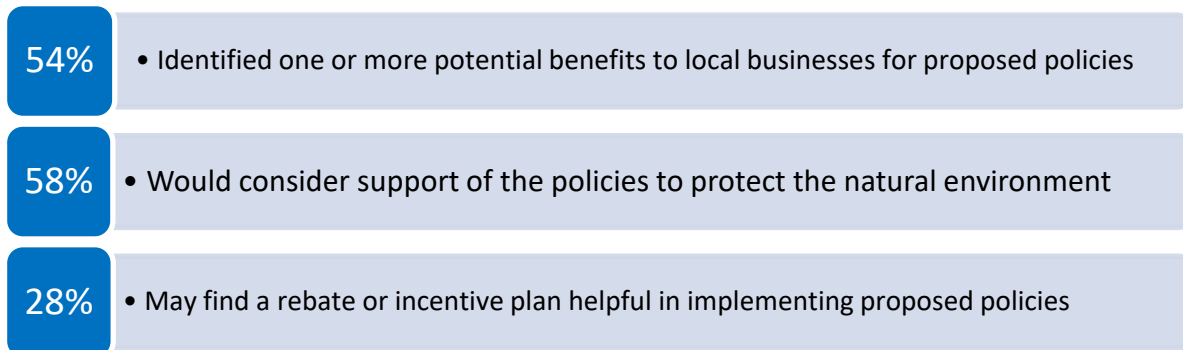
- Evaluate current business practices related to single-use plastics
- Determine potential benefits and challenges to businesses with proposed policies
- Assess opportunities to support businesses in implementing proposed policies
- Identify any differences in needs and wants based on business type

### Methodology Overview

The business survey was distributed electronically by the Innovation & Economic Development department to businesses in the city, and 55 responses were collected. Businesses responded to the survey on a voluntary basis and were not randomly sampled.

## Highlighted Conclusions

The results of this business survey include the following:



An excerpt of the summary findings of this survey related to Phase 3, Initiative C – Policy Development proposed policies are included in more detail in the Initiative C section of this Implementation Plan.

## D. Ongoing Engagement Strategies

In addition to continuing surveying engagement strategies, the following engagement strategies have been identified to prioritize:

### Residents

Outreach and engagement with residents will include a multi-faceted approach to educating residents about issues, engaging them in evaluation of potential solutions, and soliciting their feedback on the future direction of the city’s Sustainable Materials Management Program.

1. **Community Meeting** – Develop and facilitate a community meeting (or series) that presents SMM policy issues, program alternatives, potential cost impacts, and collateral issues related to the new franchise services and SMM policies under consideration. The city may want to segment meetings between interest groups and the general public, if possible, in order to maximize participation by the general public.
2. **Neighborhood/HOA Meetings** – Utilize the presentations developed for community meetings to work at a smaller level to present issues to and get input from specific HOAs or neighborhoods. This could be advertised as available to groups and staff could participate based on requests from existing community groups.
3. **Tabling/Booth at Farmer’s Market or City Events** – Attend local farmers markets and/or community events to engage with them to solicit input using a short-form survey. This survey could be more focused on collateral implementation issues (e.g. education/outreach, timing, etc.).

### Businesses

Outreach and engagement with businesses is more challenging, due to the wide variety of business types and civic engagement levels, and is necessarily more targeted in nature on those issues that are relevant to businesses.



1. **Chamber/Carlsbad Village Association/Restaurant Association/Village Voices Workshops** – Develop and facilitate a meeting or series of meetings with one or more business groups in the city. These meetings would focus on the service, regulatory compliance, and rate issues associated with businesses in the new franchise and new SMM policies being considered by the city. The goal of the meetings would be to educate businesses on new compliance requirements, city-proposed solutions, and to engage them on alternatives and/or cost-saving approaches.
2. **Targeted Contacts with Top 5/10 Employers** – Perform direct outreach to the government affairs representatives with the top 5/10 employers in the city to have one-on-one discussions with them about proposed changes and the impacts on their company. Often these meetings require one or more follow-up meetings. These meetings could use much of the same collateral education that is used for the broader business community meetings for education, but the discussion in each meeting needs to focus on that specific business.

## **PHASE 3, INITIATIVE C – POLICY DEVELOPMENT**

### **A. Overview**

Initiative C of the Implementation Plan recommends policies that align with the General Plan’s core value of sustainability. Stakeholder input from the residential and business communities was also solicited for select policies; Section B below, “Stakeholder Input” provides a summary analysis of stakeholder responses. After this stakeholder input was reviewed, at the September 21, 2021 City Council meeting, City Council directed staff to proceed with drafting a policy and implementation proposal for each of the policies described in Section C, “Approved Polices.” Section D, “Environmental Impact Policies for Future Consideration” describes additional policy options for City Council to prioritize based on available resources. Section E, “Summary of Additional Policies for Future Consideration,” outlines policies that can be considered by City Council in the long-term.

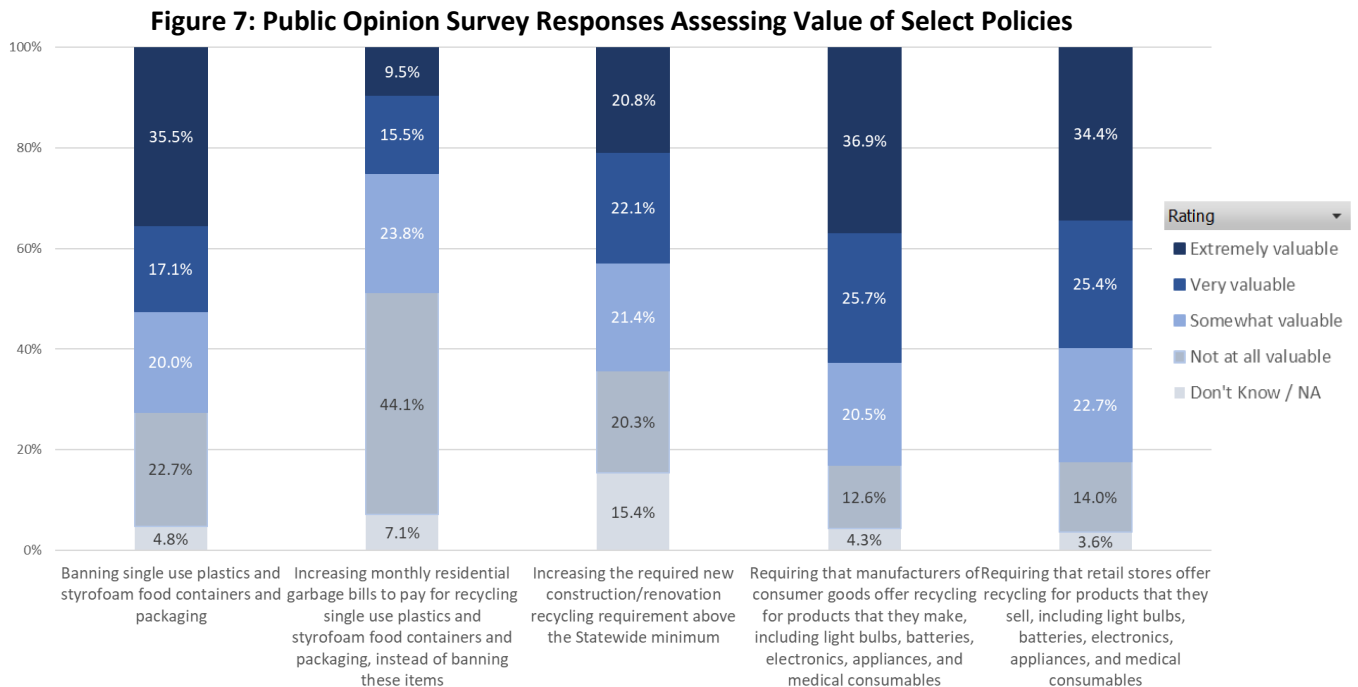
The policy approaches presented in this Phase 3, Initiative C of the SMM Implementation Plan are based on researching various approaches to each policy area and material type (including options contemplated in the SMMP as well as additional materials and approaches identified); cataloging example jurisdictions that have implemented each policy option; and evaluating the effectiveness, feasibility, cost, and impact of each option. This research and analysis are summarized in Appendices B, C, and D.

## B. Stakeholder Input

The Sustainable Materials Management Plan calls for the city to incorporate stakeholder input into the implementation of the SMMP.

### Residents

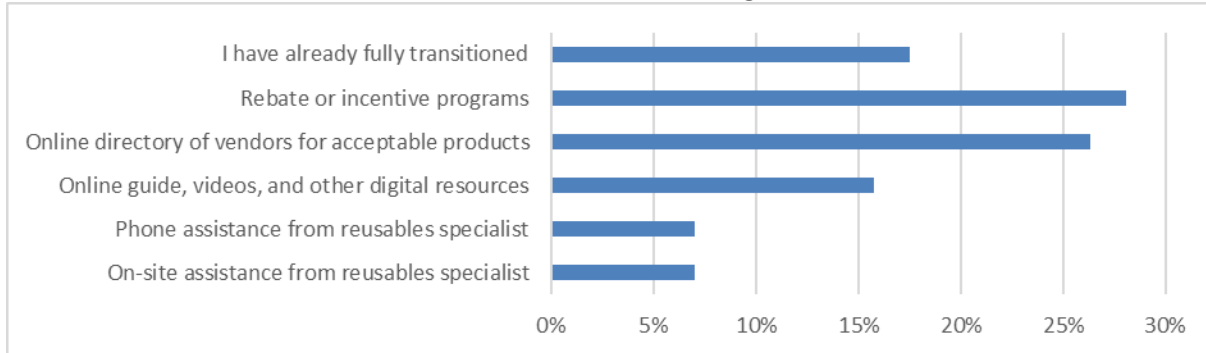
HF&H, supported by Godbe Research, managed a public opinion survey measuring the opinions and attitudes of single-family adult residents of Carlsbad regarding existing SMM related services, potential new services, and citywide policy. There were 1,436 survey respondents, who responded via landline phone, cell phone, or online. Survey responses rating the value of various new potential city policies and programs related to sustainable materials management are summarized in the below graph:



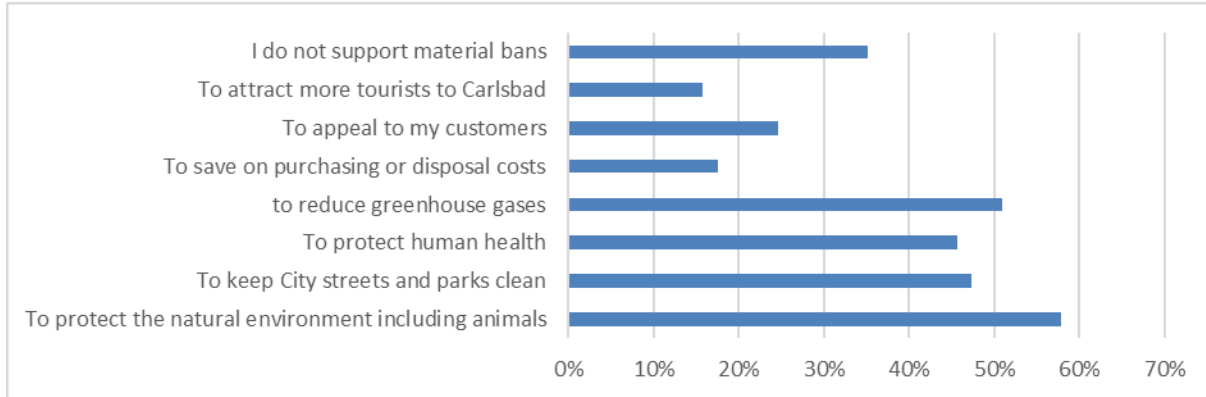
### Businesses

HF&H and city staff developed a survey for local businesses assessing their perspectives on policies proposed in this Implementation Plan. The Innovation & Economic Development Department assisted with distribution of the survey. There were 55 survey respondents, who responded online. Businesses responded on a voluntary basis and were not randomly selected. Survey responses are summarized in the below graphs:

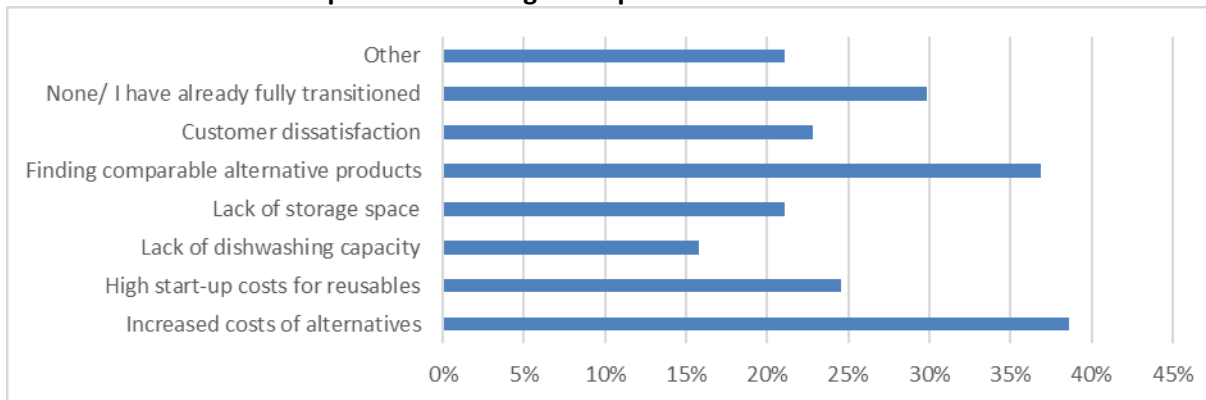
**Figure 8: Business Survey Responses - Which of the following resources would be useful to you in implementing a transition to reusable and/or compostable straws, cutlery, cups, food takeout containers, and/or bags?**



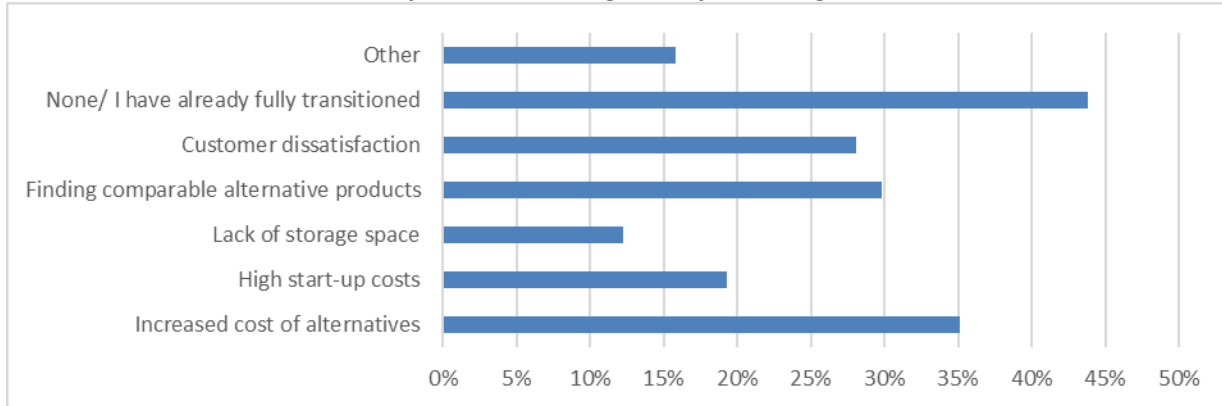
**Figure 9: Business Survey Responses - For which of the following reasons would you consider supporting a single-use plastic food service ware, water bottle, and/or material ban?**



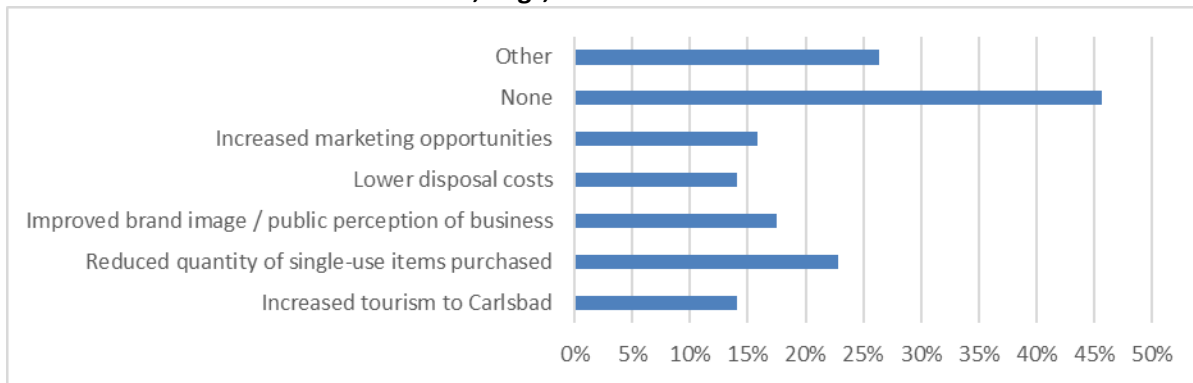
**Figure 10: Business Survey Responses - What challenges might your business face in implementing a phase-out of single-use plastic food service ware?**



**Figure 11: Business Survey Responses - What challenges might your business face in implementing a phase-out of single-use plastic bags?**



**Figure 12: Business Survey Responses - How might your business benefit from a single-use plastic bottles, bags, or food service ware ban?**



## C. Approved Policies

City staff was directed by City Council at the September 21, 2021 Council meeting to develop the single-use plastic material ban and use restriction policies included in this section. City Council also directed staff to create a detailed Road Map based on the estimated resources required as outlined in this Section, for fully implementing the approved policies. In addition to the increased landfill diversion and greenhouse gas (GHG) reduction benefits catalogued in this Initiative C, single-use plastic material bans and use restrictions have the following benefits:

- Reduce marine pollution and protect wildlife from plastics that degrade into small pieces.
- Increase city cleanliness and quality of life by reducing litter on city beaches and public areas.
- Stimulate the local economy by creating a more attractive environment for tourists.
- Reduce city costs for litter clean-up.

The overview of approved policies in the subsections below include what products will be regulated and which types of entities would be required to comply with the policy. Strategies for education and enforcement for each policy option are included in Initiative D. For all policies listed in this section, it is recommended to implement an education-focused phase-in approach prior to enforcement of policies, and include exemption options, such as for those with medical conditions or disabilities, and temporary waivers for emergency response. Furthermore, each of the recommended policies are classified into one of the following tiers:

- **Leader:** Aligns with policies of jurisdictions in the state, and in some cases in the nation or world, that are leaders in sustainable material management.
- **Customary Practice:** Policies that have either been replicated in multiple jurisdictions and are commonly used, and/or represent the “middle ground” of actions that may be taken.
- **Minimum Action:** Policies the city can take to demonstrate a step in the direction of sustainable materials management.

Appendix G includes a Road Map for each of the approved policies – a plastic food service ware and expanded polystyrene material ban, a plastic beverage bottle material ban, a plastic bag material ban, and a restriction on the intentional release of balloons. The Road Map describes the steps necessary to draft each ordinance, solicit and incorporate stakeholder feedback, educate impacted entities, and enforce each policy. The Road Map outlines a staggered approach to implement the policies in recognition of the need for additional SMM staffing resources to be onboarded prior to policy implementation.

Figure 5 below summarizes the estimated impacts and resources required for the policies described.

Figure 5: Summary of Approved Policies<sup>1</sup>

	Material Bans			Use Restriction	Total (of available data)
	FSW & EPS	Bottles	Bags	Balloons	
Diversion Tons	1,196	167	780	N/A	2,143
% of Disposal Stream	0.73%	0.10%	0.48%	Data not available	0.44%
GHG Reduction (MTCO <sub>2</sub> e)	2,781	526	2,449	N/A	5,756
Implementation Cost Estimate	\$50-60K	\$15-20K	\$50-60K	\$15-20k	\$130-160K
Ongoing Cost Estimate	\$90K-235K	\$20-34K	\$108- 273K	\$25-\$30K	\$243-\$572K
FTE Estimate	1.3	0.3	0.5	0.4	2.5 FTE

### Approved Policy 1 - Material Ban: Plastic Food Service Ware (FSW) and Expanded Polystyrene (EPS)

This Implementation Plan recommends a combined approach for single-use plastic FSW and EPS, as described in the table below. Note that on October 5, 2021, California State Assembly Bill 1276 was signed into law; the bill prohibits any food facility or a third-party food delivery platform (i.e., UberEATS, GrubHub, DoorDash, etc.) in the state from providing any single-use food service ware to consumers unless requested by the consumer. This bill is aligned with the “Skip the Stuff” policies previously proposed by the nonprofit coalition Reusable L.A. AB 1276 does not preclude jurisdictions from passing more stringent local ordinances, and the proposal below goes beyond the scope of AB 1276.

<sup>1</sup> Resource estimates as of December 2021

Policy Approaches Proposed	Potential Benefits	Resources Required <sup>2</sup>
<p><b>Customary Practice</b>  <b>Policy Type:</b> Material ban on single-use plastic and EPS food service ware, and accessory FSW (cutlery, straws, etc.)</p> <p><b>Regulated Products:</b> Single-use plastic and EPS FSW, both Primary (cups, containers, etc.) and Accessory FSW (cutlery, straws, stirrers, etc.)</p> <p><b>Regulated Entities:</b> City facilities/events and all prepared food and beverage providers (e.g., restaurants, cafes, hotels, and other vendors). Applies to dine-in, take-out, drive-through, and delivery (including delivery apps)</p>	<p><b>Landfill Reduction Potential:</b> 1,196 tons<sup>3</sup></p> <p><b>% of Carlsbad Disposal Stream:</b> 0.73%</p> <p><b>Greenhouse Gas (GHG) Emissions Reduction Potential:</b> 369 metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e)<sup>4</sup></p>	<p><b>Implementation Cost Estimate:</b> \$50k - \$60k</p> <p><b>Ongoing Cost Estimate:</b> \$90k - \$235k</p> <p><b>Ongoing FTE Estimate:</b> 1.3 FTE</p>

<sup>2</sup> Resource estimates as of December 2021


<sup>3</sup>All diversion estimates in this Implementation Plan are based on the average portion of the waste stream each material represented in the City of Oceanside’s 2018 Waste Characterization study and CalRecycle’s 2018 Disposal-Facility-Based Characterization of Solid Waste in California (<https://www2.calrecycle.ca.gov/Publications/Details/1666>), or CalRecycle Characterization data when City of Oceanside data was unavailable, and Carlsbad disposal tons from 2020 as reported to CalRecycle.

<sup>4</sup>All GHG emissions estimates in this Implementation Plan are based on emissions factors from the Environmental Protection Agency’s Waste Reduction Model (WARM) Tool (<https://www.epa.gov/warm/versions-waste-reduction-model-warm#WARMToolV14>). The GHG reductions estimated in this Implementation Plan should not be considered as part of the GHG emissions inventory in the Carlsbad Climate Action Plan.



 **Approved Policy 2 - Material Ban: Plastic Beverage Bottles**

While jurisdiction-wide bans on the sale of single-use plastic beverage bottles are very uncommon, some jurisdictions – including several in San Diego County – have restricted the sale of plastic water bottles for city operations. Examples include the City of Solana Beach and the City of Encinitas. The proposed policy approach below is similar to those implemented in Solana Beach and Encinitas, with an expansion in scope from city-sponsored events to any event requiring a special events permit from the city.


Policy Approaches Proposed	Potential Benefits	 Resources Required <sup>5</sup>
<p><i>Customary Practice</i>  <b>Policy Type:</b> Material Ban</p> <p><b>Regulated Products:</b> Plastic beverage bottles</p> <p><b>Regulated Entities:</b> City facilities/events and public events that either use city facilities or require a city special event permit</p>	<p><b>Landfill Reduction Potential:</b><sup>6</sup>                      167 tons</p> <p><b>% of Disposal Stream:</b>                      0.1%</p> <p><b>GHG Emissions Reduction Potential:</b>                      526 MTCO<sub>2</sub>e</p>	<p><b>Implementation Cost Estimate:</b>                      \$15k-\$20k</p> <p><b>Ongoing Cost Estimate:</b>                      \$20k-\$34k</p> <p><b>Ongoing FTE Estimate:</b>                      0.3 FTE</p>

<sup>5</sup> Resource estimates as of December 2021

<sup>6</sup> Note that because the proposed policy only applies to City facilities and events, this number reflects only a portion of plastic bottles currently estimated to be disposed.


### Approved Policy 3 - Material Ban: Plastic Bags

According to Californians Against Waste, at least 150 jurisdictions across the state have implemented local plastic bag ban ordinances. The state also prohibits grocery stores and other select regulated entities from providing single-use carryout bags (SB 270). The proposal below goes beyond the scope of SB 270.

Policy Approaches Proposed	Potential Benefits	 Resources Required <sup>7</sup>
<p><i>Leader</i></p> <p><b>Policy Type:</b> Material Ban. Optional: include bag fee</p> <p><b>Regulated Products:</b> Retail point-of-sale plastic bags and restaurant plastic takeout bags</p> <p><b>Regulated Entities:</b> Expanding beyond current state requirements to all grocery stores, retail stores, and restaurants</p>	<p><b>Landfill Reduction Potential:</b> 780 tons</p> <p><b>% of Disposal Stream:</b> 0.48%</p> <p><b>GHG Emissions Reduction Potential:</b> 2,449 MTCO<sub>2e</sub></p>	<p><b>Implementation Cost Estimate:</b> \$50k - \$60k</p> <p><b>Ongoing Cost Estimate:</b> \$108k - \$273k</p> <p><b>Ongoing FTE Estimate:</b> 0.5 FTE</p>

### Approved Policy 4 – Use Restriction: Intentional Release of Balloons

While the state prohibits the release of Mylar balloons outdoors, use restrictions on single-use plastic balloons more broadly, such as the release of all single-use plastic balloons, are relatively uncommon. However, several cities in California have passed, or are considering passing, related ordinances since 2019. The proposed approach below is aligned with the approach taken by the City of Ventura.

Policy Approaches Proposed	Potential Benefits	 Resources Required <sup>8</sup>
<p><i>Leader</i></p> <p><b>Policy Type:</b> Use Restriction</p> <p><b>Regulated Products:</b> Mylar, plastic, and latex balloons inflated with helium or any other gas lighter than air.</p> <p><b>Regulated Entities:</b> Throughout the city</p>	<p><b>Landfill Reduction Potential:</b> N/A</p> <p><b>% of Disposal Stream:</b> Data not available</p> <p><b>GHG Emissions Reduction Potential:</b> N/A</p>	<p><b>Implementation Cost Estimate:</b> \$15k - \$20k</p> <p><b>Ongoing Cost Estimate:</b> \$25k - \$30k</p> <p><b>Ongoing FTE Estimate:</b> 0.4 FTE</p>

<sup>7</sup> Resource estimates as of December 2021

<sup>8</sup> Resource estimates as of December 2021

## D. Recommended Policies with High Environmental Impact for Future Consideration

The policy recommendations below are based on research and identification of target materials that have a relatively high environmental impact, particularly by increasing landfill diversion to achieve the city’s sustainable materials management diversion goals. Based on future direction from City Council, these policy approaches could be further refined and analyzed, and expanded into draft ordinances for approval.

These policy recommendations include what products will be regulated and which types of entities would be required to comply with the policy. Strategies for education and enforcement for each policy option are included in Initiative D. For all policies listed in this section, it is recommended to implement an education-focused phase-in approach prior to enforcement of policies. Furthermore, each of the recommended policy options are classified into one of the following tiers:

- **Leader:** Aligns with policies of jurisdictions in the state, and in some cases in the nation or world, that are leaders in sustainable material management.
- **Customary Practice:** Policies that have either been replicated in multiple jurisdictions and are commonly used, and/or represent the “middle ground” of actions that may be taken.
- **Minimum Action:** Policies the city can take to demonstrate a step in the direction of sustainable materials management.

Figure 6 below summarizes the estimated impacts and resources required for the policies described.


**Figure 6: Summary of Recommended Policies with High Environmental Impact<sup>9</sup>**

	Disposal Bans				Total
	C&D	Carpet	Mattresses	Textiles	(of available data)
<b>Diversion Tons</b>	13,352	2,215	1,142	5,579	<b>22,288</b>
<b>% of Disposal Stream</b>	8.18%	0.10%	0.70%	3.42%	<b>1.41%</b>
<b>GHG Reduction (MTCO<sub>2e</sub>)</b>	48	Data not available	Data not available	Data not available	<b>48</b>
<b>Implementation Cost Estimate</b>	\$60-70K	\$50-70K	\$50-70K	\$50-70K	<b>\$210-280K</b>
<b>Ongoing Cost Estimate</b>	\$77-158K	\$50-\$200K	\$50-\$200K	\$50-\$200K	<b>\$227-\$758K</b>
<b>FTE Estimate</b>	1	0.8	0.2	0.5	<b>2.5 FTE</b>

<sup>9</sup> Resource estimates as of December 2021

## High Environmental Impact Policy 1 - Disposal Ban: Construction and Demolition (C&D)

Disposal bans are a materials management policy tool that prohibits the disposal of certain material types. The State of California currently has disposal bans on many material types, particularly hazardous waste, but jurisdictions across the state are taking further action by banning the disposal of items at the local level in order to promote reuse or recycling of those items. The city's SMMP specifically suggests banning disposal of C&D materials at the Palomar Transfer Station and through the city's commercial and residential collection system. Such a ban would support ensuring compliance with the 65% minimum C&D diversion target of the California Green Building Code (CALGreen), which is also required by SB 1383. Collection programs and Palomar Transfer Station recovery operations exist for C&D debris generated in Carlsbad. While some of that material is recovered, substantial quantities are still being landfilled. As stated in the SMMP, "one of the most efficient and cost-effective means for increasing diversion is to maximize the recovery of materials through existing recycling programs."

Policy Options Proposed	Potential Benefits	 Resources Required <sup>10</sup>
<p><b>Customary Practice</b>  <b>Policy Type:</b> Disposal ban and increased diversion requirements. Optional: Include deconstruction requirement and/or deposit fee in permit system</p> <p><b>Regulated Products:</b> C&amp;D that is organic waste and/or is readily recyclable (e.g., asphalt, concrete, and other recyclable inerts)</p> <p><b>Regulated Entities:</b> Haulers, self-haulers, facility owners, contractors, etc.</p>	<p><b>Landfill Reduction Potential:</b> 13,352 tons</p> <p><b>% of Disposal Stream:</b> 8.18%</p> <p><b>GHG Emissions Reduction Potential:</b> 48 MTCO<sub>2e</sub></p>	<p><b>Implementation Cost Estimate:</b> \$60k - \$70k</p> <p><b>Ongoing Cost Estimate:</b> \$77k - \$158k</p> <p><b>Ongoing FTE Estimate:</b> 1.0 FTE</p>

<sup>10</sup> Resource estimates as of December 2021



### High Environmental Impact Policy 2 - Disposal Ban: Carpet

A carpet disposal ban is also recommended for prioritization, based on the material’s estimated relative significance in the city’s overall waste stream and the availability of alternatives to disposing of these materials. This recommendation is preliminary; if City Council directs staff to proceed in examining this option, further research and analysis is required to refine the estimate of additional resources required, and the scope of the policy, including the scope of regulated entities and carpet products subject to this policy.

AB 2398 established California’s statewide carpet stewardship program. The law includes a requirement that, effective January 1, 2019, all carpet sold or shipped/distributed in California must have a fee assessed at the point of sale of \$0.35 per square yard in order to fund the program. Carpet America Recovery Effort (CARE) manages the program. Retailers shall not sell carpet from non-compliant manufacturers.

Policy Approaches Proposed	Potential Benefits	Resources Required <sup>11</sup>
<p><b>Leader</b>  <b>Policy Type:</b> Disposal Ban</p> <p><b>Regulated Products:</b> Readily recyclable carpet</p> <p><b>Regulated Entities:</b> Transfer and processing facility owners and operators</p>	<p><b>Landfill Reduction Potential:</b>                      2,215 tons</p> <p><b>% of Disposal Stream:</b>                      0.1%</p> <p><b>GHG Emissions Reduction Potential:</b>                      Data not available.</p>	<p><b>Implementation Cost Estimate:</b>                      Preliminary range of \$50K-\$70K</p> <p><b>Ongoing Cost Estimate:</b>                      Preliminary range of \$50K-\$200K</p> <p><b>Ongoing FTE Estimate:</b>                      Preliminary range of 0.8 FTE*</p>

*\*Note: FTE estimate assumes efficiencies gained in combination with implementing a C&D debris ban. If a C&D debris ban is not implemented in tandem, this FTE estimate will need to be increased.*

<sup>11</sup> Resource estimates as of December 2021



### High Environmental Impact Policy 3 - Disposal Ban: Mattresses

A mattress disposal ban is recommended for prioritization, based on the material's estimated relative significance in the city's overall waste stream and the availability of alternatives to disposing of these materials. This recommendation is preliminary; if City Council directs staff to proceed in examining this option, further research and analysis is required to refine the estimate of additional resources required, and the scope of the policy, including the scope of regulated entities and carpet products subject to this policy.

It is estimated that millions of mattresses and box springs reach the end of their lives in California every year. The bulky nature of mattresses and the lack of affordable, convenient recycling options has resulted in significant illegal dumping costs to local jurisdictions throughout the state. Fortunately, used mattresses are highly recyclable (between 80-90% of each mattress by weight), and certain components such as steel and polyurethane have market value. California's Used Mattress Recovery and Recycling Act currently requires mattress manufacturers to create a statewide recycling program for mattresses and box springs.

Policy Approaches Proposed	Potential Benefits	Resources Required <sup>12</sup>
<p><i>Leader</i>  <b>Policy Type:</b> Disposal Ban</p> <p><b>Regulated Products:</b> Readily recyclable mattresses</p> <p><b>Regulated Entities:</b> Transfer and processing facility owners and operators</p>	<p><b>Landfill Reduction Potential:</b> 1,142 tons</p> <p><b>% of Disposal Stream:</b> 0.70%</p> <p><b>GHG Emissions Reduction Potential:</b> Data not available.</p>	<p><b>Implementation Cost Estimate:</b> Preliminary range of \$50K-\$70K</p> <p><b>Ongoing Cost Estimate:</b> Preliminary range of \$50K-\$200K</p> <p><b>Ongoing FTE Estimate:</b> Preliminary range of 0.2 FTE</p>

<sup>12</sup> Resource estimates as of December 2021




## High Environmental Impact Policy 4 - Disposal Ban: Textiles

A textiles disposal ban is recommended for prioritization, based on the material's estimated relative significance in the city's overall waste stream and the presence of textile disposal bans in other jurisdictions. This recommendation is preliminary; if City Council directs staff to proceed in examining this option, further research and analysis is required to refine the estimate of additional resources required, and the scope of the policy, including the scope of regulated entities and carpet products subject to this policy.

According to CalRecycle's 2014 Disposal-Facility-Based Characterization of Solid Waste report, more than 1.24 million tons of textiles were disposed in California landfills in 2014, making textiles the sixth most prevalent material type in the overall disposed waste stream and comprise 4% of landfilled waste. Every year, Californians spend more than \$70 million to dispose of used textiles in landfills. 95% of this material is reusable or recyclable.

CalRecycle defines "textiles" to mean items made of thread, yarn, fabric, or cloth. Examples include clothes, fabric trimmings, draperies, and all natural and synthetic cloth fibers. This waste type does not include cloth-covered furniture, mattresses, leather shoes, leather bags, or leather belts.

Policy Approaches Proposed	Potential Benefits	 Resources Required <sup>13</sup>
<p><i>Leader</i></p> <p><b>Policy Type:</b> Disposal Ban</p> <p><b>Regulated Products:</b> Readily recyclable textiles</p> <p><b>Regulated Entities:</b> Large textile generators</p>	<p><b>Landfill Reduction Potential:</b> 5,579 tons</p> <p><b>% of Disposal Stream:</b> 3.42%</p> <p><b>GHG Emissions Reduction Potential:</b> Data not available.</p>	<p><b>Implementation Cost Estimate:</b> Preliminary range of \$50K-\$70K</p> <p><b>Ongoing Cost Estimate:</b> Preliminary range of \$50K-\$200K</p> <p><b>Ongoing FTE Estimate:</b> Preliminary range of 0.5 FTE</p>

<sup>13</sup> Resource estimates as of December 2021

## E. Summary of Additional Policies for Future Consideration

The below additional material types have been selected for consideration by City Council due to their difficulty and cost to manage in solid waste collection systems, and/or local environmental impact including pollution and greenhouse gas emissions. Policy types have been selected based on the level of difficulty and cost to recycle or manage the material. Research and analyses regarding the below policies is included in Appendix F of this Implementation Plan.

**Resources:** Each additional policy is estimated to require an additional 0.25 – 1.5 Full Time Equivalent staffing resource.

**Figure 13. Additional Policy Options for City Council Consideration**

Material Bans
A. Cigarette/Tobacco Products B. Paper Receipts, Phone Books, and Mail C. Single-Serving Beverage Pods
Disposal Bans
A. Recyclables or Household Hazardous Waste B. Organic Materials
Take Back Ordinances
A. Batteries B. Fluorescent Light Bulbs C. Pharmaceuticals and Sharps D. Plastic Packaging E. Solar Panels F. Tobacco Waste G. Additional Materials <ul style="list-style-type: none"> <li>• Automotive Parts</li> <li>• Contact Lenses</li> <li>• Disposable Wipes</li> <li>• E-waste</li> <li>• Ink Cartridges</li> <li>• Mercury Products/Thermostats</li> <li>• Paint</li> <li>• Personal Care Products</li> </ul>
Extended Producer Responsibility Advocacy
Advocate for: A. Policies of product stewardship organizations B. Packaging and product design policies C. Regional initiatives
Incentive-Based Policies
A. C&D Debris Deposit B. Litter Abatement Fees C. Microplastics and Microfibers D. Reusable Food Service Ware (e.g., grant) E. Small Homes Building Incentives F. Tap Water Incentive



## **PHASE 3, INITIATIVE D – PUBLIC OUTREACH AND EDUCATION**

### **A. Overview**

The SMMP calls for the city to expand its current public education and outreach efforts into a comprehensive Sustainable Materials Management Public Education, Outreach, and Technical Assistance Program. The city's current and past programs include, but are not limited to, a Recycling Champion Program for businesses, Recycling Guide (printed, distributed and online), online printable signage, Green Business Program, and business and multi-family site visits. Some of these outreach tasks are performed by a third-party contractor.

This Initiative D of the Implementation Plan includes an updated education and outreach plan which is divided into seven program areas. Each program area includes recommended education, outreach, and technical assistance program elements, and detailed guidance. A list of the main program elements developed is provided in Figure 14 below. The additional resources required for Initiative D have been integrated into the resource estimates for Phase 2, SB 1383 Compliance and Phase 3, Initiative C, Develop Policies, and are therefore not indicated separately in this section.

Each program should be considered as a part of a larger campaign to help the city reach its goals. Effective education and outreach campaigns do not solely rely on digital and print media as the main forms of communication. Instead, community based social marketing and direct contact with the community is needed to instill long lasting behavior change. When building a campaign, multiple points of contact with the public will ensure that the program “casts a wider net” and reaches more residents, while also nudging and encouraging change. When planning a holistic campaign, staff should aim to have two to three “contact points.” For example, if trying to reduce pizza box contamination in the curbside recycling bin, the city could send out a mailer informing why pizza boxes do not go in the recycling bin (contact point 1), place a sticker or label on the recycling bin to remind residents at the point of contact (contact point 2), and provide a stamp template or label to local pizza shops to stamp on the box reminding their customers which bin to discard the pizza box (contact point 3). Contact point 3 takes an additional level of coordination and effort that can be done in the long-term over the life of the campaign.

This plan focuses on program elements that could be implemented in the short-term (6 months – 2 years) and medium term (2 – 4 years) from the point of adoption. The emphasis on these activities is to help city staff prioritize activities that use currently available resources effectively and still have the greatest community impact. Short- and medium-term activities can be built on as the city establishes new behavior changes within the community and refines city protocols and procedures. Long-term activities (5 or more years) that look to further engage city residents and businesses, but would need additional funding, planning time, and staff resources, are listed in Appendix F.

A comprehensive public education, outreach, and technical assistance program is essential to achieving the goals of the city's SMMP. Providing resources and tools to the residents and visitors of Carlsbad will engage the community in the city's sustainability efforts and extend the benefits of sustainable programming to every individual. Through this education, outreach, and technical assistance programming, the city will accelerate a shift towards zero-waste and sustainable materials management that is both lasting and impactful.

**Figure 14. Recommended Public Education, Outreach, and Technical Assistance Program Elements**

Note: A “✓” indicates that the program element has been fully or partially delegated through the city’s franchise agreement and/or Palomar Transfer Station operating agreement.

SMM Component	Program Area	Program Elements	
UPSTREAM DESIGN & PRODUCTION	Sustainable Purchasing	<ul style="list-style-type: none"> <li>• Sustainable Purchasing Guide</li> <li>• City Employee Training</li> <li>• Internal Policy Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Presentations or Meetings</li> <li>• Purchasing Policy Education</li> <li>✓ Community Campaigns</li> <li>• Rebates and Vouchers</li> </ul>
CONSUMPTION & USE	Reuse	<ul style="list-style-type: none"> <li>✓ Basic Information Campaign</li> <li>• Reuse Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Reusable Cup Campaign</li> <li>• Reusable Products Distribution</li> <li>• Repair Café/Fixit Clinic</li> <li>• Art Show/Contest</li> </ul>
	Food Recovery	<ul style="list-style-type: none"> <li>• “Save the Food” Campaign</li> <li>• Food Recovery and Safety Guides</li> </ul>	<ul style="list-style-type: none"> <li>• Food Rescue Webpage</li> <li>• Food Recovery Video Series</li> </ul>
END-OF-LIFE MANAGEMENT	Source Separation	<ul style="list-style-type: none"> <li>✓ Business Assessments</li> <li>✓ Multi-family Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Ambassador Program</li> </ul>
	Hard to Handle Materials	<ul style="list-style-type: none"> <li>• Drop off map</li> <li>✓ Red/Green Tag Program</li> </ul>	
ALL	Multiuse Programs	<ul style="list-style-type: none"> <li>✓ Recycling Hotline</li> <li>✓ “How do I recycle this?” Search Engine</li> </ul>	<ul style="list-style-type: none"> <li>✓ Educational Programming</li> <li>✓ Annual Mailers/Bill inserts</li> </ul>
	Business Technical Assistance	<ul style="list-style-type: none"> <li>✓ Workshops</li> <li>✓ Phone Assessments</li> <li>✓ On-Site Assessments</li> </ul>	

## B. Sustainable Purchasing

Program Element	Time frame	Description	Strong Examples
Sustainable Purchasing Guide - Public	Short-term	Develop broad guide to aide residential and consumer purchasing decisions	King County, WA Sustainable Purchasing Guide: oriented for city use, but available publicly. Housed on its own web page/portal where products and sections can be added
City Employee Training	Short-term	Create materials to be included in new-employee onboarding.	King County, WA has a very simple/general video for their internal purchasing guide.
Internal Policy Communication	Short-term	Send periodic reminders to city staff about the sustainable purchasing guidelines and updates.	Oregon State sustainable procurement guide is very comprehensive.
Annual Presentations or Meetings	Medium-term	Periodic in-person meetings to present the guide, gain feedback, and emphasize how the guide contributes to the city's overall goals.	Alameda County, CA hosts regular "Green Purchasing Round Tables."
Purchasing Policy Education	Short-term	Provide education on the city's sustainable purchasing policy.	Portland, OR has extensive educational resources on their policy.
Community Campaigns	Medium-term	Multi-faceted campaign for consumer purchasing including print/media and workshops.	City of Santa Monica, CA piloted the campaign with city employees before expanding it to the wider community.
Rebates and Vouchers	Medium-term	Direct community to existing state or federal rebates, vouchers, or discounted materials that encourages residents or businesses to invest in sustainable infrastructure improvements.	Boulder, CO refunds up to \$250 per event for purchase of eligible compostable products or collection, and/or education services at permitted events.

## Public Purchasing Guide

Learning from the city's new sustainable purchasing program on how to make sustainable purchasing decisions, as well as more broad criteria for purchases, will translate into a public-facing purchasing guide. A guide to help commercial businesses and residents make smarter choices may alleviate environmental stresses downstream. Housing the guide on the city website will make it easier to update and maintain as future items and categories are added. Likewise, the city could include the city purchasing guide online so that businesses who have similar operations to city departments may utilize those purchasing guidelines for their own business. Considerations for a sustainable purchasing guide for the public are very similar to those identified above for the city purchasing guide. If the city chooses to make their purchasing guide easily accessible to the public online, a few additional considerations should be taken.

Major considerations for this program include:

- a. Development of criteria. A set of criteria will help to determine if a product or vendor will be included in the guide (e.g., state standards, eco labels, EPA guidelines etc.). These criteria will be important in researching and vetting potential vendors and products fairly.
- b. Products to include. What product will be included? A public guide will likely be broader so that it can serve a much wider range of business and resident's needs.
- c. Communication responsibility. Who will field public questions? Who in the city will be available as a resource if the public has questions about the sustainable purchasing guide?
- d. Updates. Will the guide be updated on an on-going basis, bi-annually, annually or another time frame? Who will be responsible for updating the guide? How will the city know what items to add or update?

## City Employee Training

Educating new employees during their onboarding allows the sustainable purchasing program to become engrained into the culture of the city. The Human Resources (HR) Department has begun transitioning to virtual trainings through a series of videos. Considerations for devising a video dedicated to sustainable purchasing can be included in the suite of videos new employees watch when they join the organization.

Major considerations for this program include:

- a. Video production. Does the HR Department already have a vendor they are using to create the virtual training videos? If so, then the Sustainable Materials Management Department can provide the script and work with the HR Department about executing the video.
- b. Script. What should the script say? Arguably the most important aspect of the virtual training video. The video should focus on the importance of the sustainable purchasing guide, and how to find and use it, as opposed to being specific for each department.
- c. Longevity. An editable version of the video should be maintained to limit ongoing upkeep.

## Internal City Policy Communication (Written and In-Person)

Educating and creating behavior change within city operations should be conducted similarly to public-facing programs. This includes reminders and awareness campaigns to all city staff.

Major considerations for this program include:

- a. Periodic reminders. How often should employees be reminded about the purchasing policy? Once the guide is implemented the city should send a series of initial reminders about the new purchasing guidelines to inform staff of where to find it, and any updates that are made once the purchasing guide goes live.
- b. In person meetings or workshops. How often and for which departments should Staff hold in-person meetings to inform and discuss the purchasing guide and policy? Will feedback from departments enhance the purchasing policy or should the meetings remain informative only?

### **Administrative Order**

If they city wishes to memorialize and mandate the commitment to sustainable purchasing, it may draft and implement an administrative order.

Major considerations for this program include:

- a. Flexibility for innovation. When planning to make purchasing guidelines mandatory, leave room for new innovations in the likely case a new product becomes available on the market. Flexibility in the plan will be crucial as the demand and market for sustainably made goods increases across the State of California.
- b. Employee Input. Who will this order effect the most? Who should staff consult and gain input from when drafting the order?

### **Community Campaigns**

Sustainable purchasing in the consumer space is very broad and can often be overwhelming. A print or media campaign tied to a workshop that has a narrow focus on specific aspects of sustainable purchasing would empower residents to make smart and informed purchasing decisions.

Major considerations for this program include:

- a. Identifying a campaign. A challenge is identifying what is most relevant to residents in the city and what the campaign should focus on. Public surveys may be one way to identify what is relevant to the community and what purchasing questions they have that are the most pressing. Seasonal purchasing may be another focus area. Communicating with the City Hauler and Processor regarding seasonal changes in the waste stream or high-volume items that could become the focus of a campaign. For example, during the winter holiday season a campaign could identify sustainable gift choices or attributes, how to make sustainable decoration and party ware choices, or inspire recycled gift wrapping.
- b. Location. Where should outreach be placed to get the most impact? For sustainable purchasing, the aim should be to get the educational materials close to the point of sale. For instance, if a campaign in spring is focused on lawn and garden care products, provide posters or materials to the local garden and hardware stores so their customers receive information when they are thinking about buying those products. For a holiday purchasing campaign, work with Carlsbad Village to put up posters or light post banners so that residents who are shopping see the information when it is most relevant to them.
- c. Collateral. Where the materials are placed will likely dictate whether materials are produced in print or digital form. Messaging on the materials should not only be informative but communal. If residents

believe that their neighbors are also participating in the campaign, they are more likely to conform to the behavior as well.

- d. Information. In addition to identifying the campaign, what information specifically is the city trying to relay? Is the focus on the recyclability of products, or education on eco-labels, or minimizing packaging?
- e. Direct engagement. In addition to static messaging, the city may want to consider engaging with residents directly. Some ways to directly engage with residents include setting up a booth at a market or event, putting on a workshop, or tabling in front of local shops. For example, the city could set up a booth near retail shops displaying recycled or upcycled gift wrapping. The city can partner with local organizations as part of direct engagement efforts.

## **Rebates and Vouchers**

There are numerous programs at the state and federal level for residents to receive rebates or discounts on sustainable purchases. A page on the city website, or a page in the sustainable purchasing guide directing residents to these existing programs is a simple way to encourage the community to buy more sustainable products and upgrade to more energy and water efficient programs. An extension of this program in the long-term could include the city offering rebates and vouchers for specific products.

Major considerations for this program include:

- a. Research. The most time intensive aspect of this program is to research and verify available programs, qualifications, and webpage set up.
- b. Updates. How often and who will update the list?
- c. Access. Where on the city website would this be most accessible to those who are looking for resources?

## C. Reuse

Program Element	Time frame	Description	Strong Examples
Basic Information Campaign	Short-term	Provide resources on the city-website. Also includes a series of promotional campaigns to tackle specific topics.	City of Vancouver, WA has a very simple yet effective "Holiday Recycling and Reuse" campaign page.
Reuse Calendar	Medium-term	Maintain an updated electronic calendar to promote city and/or partner events locally or regionally regarding reuse.	N/A
Reusable Cup Campaign	Medium-term	Promote a reuse campaign. Recruiting local coffee shops to participate in and accept reusable coffee cups from customers.	Santa Clara County ran a "Remember Your Cup" campaign in partnership with Gigantic Idea Studio.
Reusable Products Distribution	Medium-term	Distribute city-branded or campaign-branded reusable items at city events.	N/A
Repair Café/Fixit Clinic	Medium-term	Hold city-hosted repair events to bring the community together to learn how to repair household goods.	Zero Waste San Diego/San Diego County, CA hosted Fixit Clinics
Art Show/Contest	Medium-term	Host an art show where the entries are made from reusable or recycled materials. Can be schools focused, or city-wide.	Examples of entry requirements, age brackets, art show themes, and judging criteria can be found from the NOAA Marine Art Contest, York County, PA Earth Day Recycled Art Contest, and Allen, TX Recycled Art Contest Gallery.

### Basic Information Campaign

The main goal of a reuse campaign is to keep useable materials circulating in the community by donating, repairing, or refurbishing household goods. With such a large goal, it is more effective for reuse campaigns to be broken down into manageable components with focused goals. For example, focusing on repairing small electronics by informing residents of fix-it clinics, promoting local repair shops, or highlighting online resources for repairs through platforms such as iFixit.

Major considerations for this program include:

- a. Finding the baseline. What is the current understanding of reuse and repair among residents and businesses in the city? How can city staff ascertain that baseline (through surveys, waste characterization, or meeting with the hauler and processor) to assess what the highly prevalent, reusable items showing up in the waste stream that could be addressed as the first campaign focus?
- b. Existing infrastructure. What infrastructure is already in place for reuse and repair programming? Does the Hauler or Processor interact with reuse infrastructure? What role can the Hauler or Processor play in creating or connecting infrastructure for reuse (e.g., warehouse space, transport between customers, and reuse centers).
- c. Location. Where in the city and what media platforms will be effective in advertising reuse ideas and programs?

## Reuse Calendar

A reuse calendar can be a stand-alone calendar on the city website or added to the main city calendar. It may be used as an avenue to advertise local businesses and events being put on throughout the city.

Major considerations for this program include:

- a. Partners. Who are the potential partners in the city and how will city staff find them?
- b. Focused. Should the reuse calendar be city-only focused or expand to other nearby cities?
- c. Updates. Who will be tasked with updating the calendar, and how can community partners submit an event to be added to the calendar?

## Reusable Cup Campaign

Another example of breaking the reuse education program into smaller campaigns is a reusable cup campaign. The city can promote the use of reusable coffee cups by partnering with local coffee shops.

Major considerations for this program include:

- a. Incentive for businesses. What will incentivize businesses to participate? The city should emphasize benefits to the businesses to encourage participation. For example, businesses may benefit from additional promotion through the city's campaign. Reducing to-go cups can have some fiscal impact both at the front end (buying less cups) and the back end (producing less trash). Additionally, it can increase traffic into the store for customers who value the ability to bring their own cups to the shop.
- b. Incentive for customers. What will incentivize customers to participate? To encourage residents to participate, participating businesses can give small discounts for bringing in a reusable cup or have a punch-card for every time a customer uses a reusable cup, like a loyalty program. A full punch-card can be a raffle entry or earn a free cup of coffee.
- c. Participation rate. The effectiveness of this type of campaign comes with a high participation rate of businesses across the city. Consider focusing on Carlsbad Village where there is a high concentration of coffee shops.
- d. Length of event. The city will need to determine if this campaign will last a limited time frame (e.g., one month, three months), or a pilot program, or if it will go on in perpetuity. As behavior



change can take time, the city should consider the program lasting at least a month, but preferably longer.

- e. Staff time. The staff time needed will be highest during the implementation of the program to sign up businesses and advertise the program. If the event is long term, continuous advertising will be needed. Advertising for the program can be included in the typical outreach materials published by the city.

## Reusable Products Distribution

City branded giveaways that come in the form of reusable bags, water bottles, to-go mugs and reusable utensils may help promote city programs and sustainable behaviors.

Major considerations for this program include:

- a. Initial investment cost. To begin a promotional items inventory will have upfront costs both to purchase the items and (typically) one-time set up costs. Set up costs usually entail establishing the account with an approved vendor and providing them with the vector images that will be printed on the promotional items.
- b. Choosing a vendor. There are many vendors to choose from locally, or who specialize in “eco-friendly” promotional items with recycled content.
- c. Alignment with sustainable purchasing policy. The vendor and items chosen should align with the city’s new sustainable purchasing policy emphasizing items with recycled content.
- d. Maintaining inventory. How much inventory should the city keep on hand and where will the items be stored? Determining how many events staff believe they will attend per year is typically a good way to determine how much inventory to order and keep on hand.

## Repair Cafe/Fixit Clinic

Repair cafes are workshops that teach and empower the community to repair their own household goods. Promoting not only the longevity of products, but community engagement and STEAM learning. There is a network of repair cafes and fixit clinics in San Diego County. Tapping into this network to host quarterly or monthly workshops would add to the program’s success.

Major considerations for this program include:

- a. Location. The city has several community spaces the repair café can take place. Staff may want to consider the pros/cons of hosting the repair café in the same location or rotate locations throughout the city.
- b. Staff and mentors. Repair cafes often partner with local makerspaces or makers clubs who can be repair mentors. As the city already has an Exploration HUB space, the Library Department may be a good resource for finding repair mentors. Likewise, advertising that is aimed at local engineers or science teachers can also recruit mentors for the event. Having an established network of mentors can limit city staff burden as the mentors can take ownership of the event.
- c. Tools. In many examples of successful repair cafes, the mentors bring their own tools to facilitate the repairs. If the event proves successful, the city may want to consider investing in a modest set of tools. Deciding which tools can be determined with the help of the mentors.

## Art Show/Contest

A city-hosted school district wide, or city wide, art show/contest where participants utilize recycled or reused materials in the artwork promotes creative material reuse. To encourage participation, the art show may be adjudicated with selected city staff serving as judges. Prizes may be awarded at a public ceremony and the art can be displayed in a prominent location.

Major considerations for this program include:

- a. Staff time. Initial staff time includes advertising the art contest, setting up the art show submissions for display, pre-planning an award ceremony, and finding judges.
- b. Standalone program or add on program. The art contest can be its own standalone program or can be added on to city Earth Day festivities or another city program.
- c. Participation. Will the art contest be focused on school age children or open to the whole community? For the contest, what categories or age brackets will there be? What judging criteria will be used? The example art contests provided in the table above detail several entry criteria that may help answer these questions.
- d. Location. The art can be displayed at the local library, city hall, community center, the William D. Cannon Art Gallery, or another preferable location in the city.
- e. Logistics. Where will the art be dropped off prior to the show? How will participants retrieve their artwork after the show?
- f. Judges and awards. Who can serve as judges from the city? What awards does the city want to hand out and are there prizes that come with the awards?

## E. Food Recovery

Program Element	Time frame	Description	Strong Examples
Promote “Save the Food”	Short-term	Utilize pre-existing ad campaign materials from Ad Council’s “Save the Food” campaign through digital or print ads.	Save the Food website: <a href="https://savethefood.com/">https://savethefood.com/</a>
Food Recovery and Safety Guides	Short-term	Cooperate with Health Department to create food recovery/safety guides and informational pamphlets that are handed out during regular health inspections.	San Diego County has a publicly available guide.
Food Rescue Webpage	Medium-term	Establish new webpage listing local food recovery organizations (updated annually) alongside food saving/storage tips.	The San Diego Food System Alliance webpage has relevant resources.
Food Recovery Video Series	Medium-term	Write, film, and produce a series of food saving and at-home composting videos through city-staff or by partnering with local organizations.	Oceanside, CA has two educational videos online about composting.

## Save the Food

The Ad Council created a “Save the Food” campaign with free marketing materials on reducing consumer food waste at home. The city can use these materials for free as part of a print and digital media campaign.

Major considerations for this program include:

- a. Print. Where will the marketing materials get the most exposure? Print examples include bus/train shelters, light pole banners, local newspapers, bus advertisements (on routes that cut through the city) city facilities, etc.
- b. Digital. Where online can the city promote the program? Besides the city website what other digital platforms can the city utilize to reach all demographics?
- c. Cost. What budget can be allotted? The materials are free from the Ad Council. However, the city will need to pay to print materials or place them at the specified locations.
- d. Larger campaign component. While the Save the Food media is easily accessible and impactful, it should be a part of the larger city goal(s) of reducing food waste, recovering edible food, and managing food waste.

## Food Recovery and Safety Guides

Health and safety inspections conducted at commercial edible food generators may be a convenient avenue in which to promote food recovery and reduction of food waste. The city should consider creating educational materials that can be distributed during inspections in collaboration with the Health Department.

Major considerations for this program include:

- a. Coordination. Establishing a relationship with the Health Department will be key in ensuring that the inspectors remember to include information on food waste reduction and recovery in the materials they provide at the time of inspection.
- b. Training. Periodically training the health inspectors on state requirements and the city’s initiatives will allow them to be more familiar with the materials and allow them to answer basic questions before directing them to call the Sustainable Materials Management Department.
- c. Collateral. What materials would be most useful for businesses? The city should consider if there are other options besides paper fliers or pamphlets to leave with businesses. Magnets or posters that can be displayed with important information for employees may be more effective.
- d. Reporting. How can the city know which businesses were provided guides? Knowing which businesses were introduced to the material would be helpful in targeting outreach or providing follow up assistance.
- e. Follow up. Who can businesses call with questions? Establishing a clear line of follow up communication will be important as businesses may not know whether to call the Health Department or the Sustainable Materials Management Department with follow up questions.

## Food Recovery Webpage

The city can draft a webpage to include SB 1383 mandated list of food recovery organizations (updated annually) alongside food saving/storage tips.

Major considerations for this program include:

- a. Ease of Access. City websites provide a lot of valuable information. The location on the city's website for a new page is crucial in its accessibility by the public.
- b. Updates. It is important that city staff maintain an updated webpage to comply with state requirements.

## **Food Recovery Video**

The city can go about creating educational food recovery videos in two ways: 1) writing, filming, and editing videos themselves or 2) partnering with local organizations such as the UC Cooperative Extension office, Save the Food, or local Master Gardeners chapter to use pre-made or create new videos. Topics for the food recovery series may include composting at home, reducing at-home food waste, source-separating organics at the curb, food recovery, and the benefits of residents and businesses participating in these programs.

Major considerations for these programs include:

### **City-made videos**

- a. Timing. Will all the videos be produced at once or in a series over a designated period?
- b. Writing. Who will write the script? What channels will the script need to go through for approval? The length of the video is important. It should be informational, but not excessively long.
- c. Filming. Where will the filming take place? Who will voiceover the scripted dialogue or appear on camera? Does the city have the equipment and staff to produce the video?
- d. Editing. Does the city have staff already who can edit the video? If not, consider budgeting for a vendor to edit the video.
- e. Cost. The implementation cost for filming and editing may be high, but a high-quality video can have a long life online.

### **Partner-made videos**

- a. Resource intensity. While the above considerations such as the timing of the videos and the script may still be relevant for partner-made videos, much of the filming and editing and cost can be taken on by the partners.
- b. Approval. Partner made videos may come under additional scrutiny in the city's approval process. If the videos are being made specifically for the city, getting pre-approval on the content, script, and even filming location can save a lot of staff time and resources.

## F. Source Separated Materials

Program Element	Time frame	Description	Strong Examples
Business Assessments (on-site and over the phone)	Short-term	Provide technical assistance to businesses either through the phone or on-site assistance. As discussed in the Business Technical Assistance Program section below.	RecyclingWorks in Massachusetts is a recycling assistance program funded by the Massachusetts Department of Environmental Protection and delivered by the Center for EcoTechnology.
Multi-family Assessments (on-site and over the phone)	Short-term	Provide technical assistance to multi-family owners or managers either through the phone or on-site assistance.	RecyclingWorks in Massachusetts is a recycling assistance program funded by the Massachusetts Department of Environmental Protection and delivered by the Center for EcoTechnology.
Ambassador Program	Medium-term	Host series of workshops to certify team of Neighborhood or city-wide Ambassadors to facilitate outreach and education efforts.	Burbank, CA has a “Waste Warrior Program” incorporating many best practices.

### Multi-family Assessments

Educating multi-family residents can be challenging. Often, these residents do not pay directly for solid waste collection. Additionally, multi-family collection bins are shared among diverse groups with different levels of education and compliance on waste disposal regulations. Thus, reaching these residents often needs more direct and specific assistance at each site.

Major considerations for this program include:

- a. Who to talk to? Does the city have an accurate property owner or manager list? If not, how can the city acquire an accurate list to be able to advertise and perform assessments?
- b. Over the phone or in person. The city should consider a specific criterion for when over the phone assistance can be sufficient (such as specific types of questions, ongoing help, or number of dwelling units), and when in-person assistance is needed (such as initial implementation of program, large number of dwelling units, etc.). The city could also screen all multi-family technical assistance requests by phone first before deploying in-person assistance which will be more time consuming for staff.
- c. Checklist. A form or checklist when assessing multi-families will provide efficiency for each assessment. The checklist can consider elements such as current level of service, space for additional containers, main common spaces for hanging promotional pieces, and common languages spoken by residences, among others.
- d. Beneficial materials. Drafting educational materials and programs specifically for multi-family should be considered. If residents are not paying for solid waste directly, there isn't a direct fiscal impact on

residents, and it may be necessary to message the program differently to these residents. Placement of materials should also be considered such as having materials for inside each unit but also in common areas.

### **Ambassador Program**

Creating a team of “champions” in the city can greatly expand the capacity of city staff to consistently reach more residents. A series of courses that go into detail on a range of topics, the program is intended to truly create a team of residents who can help initiate and instill behavior changes in line with the city’s goals. The Ambassadors can also be used as a team of volunteers for city events or programs, if desired. This is a more resource intense program, but one that other cities have found the compounding benefits to be worth the amount of time needed to execute it.

Major considerations for this program include:

- a. Curriculum. In the examples around the state of similar programs, Ambassadors often need to commit to 4-8 classes and a community project to complete the course. Each workshop is a different theme or aspect of waste reduction. For example, classes can be centered on recycling, single-use plastic, organics, hazardous waste, landfills, and impact on businesses, reuse, and leadership. Community projects range from 20-30 hours of work to complete the course.
- b. Staff time. This is a more resource intense project as the development of the curriculum, recruiting, and workshops will require staff time. To reduce the staff time required to implement, it is recommended that the city reach out to jurisdictions and organizations with similar programs for their curriculum and adapt it for the City of Carlsbad. Additionally, as the program is up and running, Ambassadors who have completed the program could pick up the reins and teach some of the courses, decreasing staff time after regular working hours.
- c. Promotion. How will the city reach the residents and recruit for the program? Keeping the course size small may benefit the promotion as residents will feel an urgency to sign up before the course “fills up”.
- d. Frequency. The city will need to consider how many times per year they want to run the program.
- e. Follow up. To maintain the momentum of the program, informal meet-and-greets or ‘alumni’ events could be encouraged and promoted. This optional extension to the program could be alumni-driven with the staff support through promotion to the alumni list, without having to establish a more formal program.

## G. Hard to Handle Materials

Program	Time frame	Description	Strong Examples
Drop off Map	Short-term	Print and/or digital map of drop off locations for household hazardous waste	Glendale, CA has a comprehensive battery drop off map.
Red/Green Tags	Medium-term	In coordination with the city's hauler, tag improperly placed bulky items to educate residents of proper procedure (red) and then charge them for improper disposal/dumping (green).	Lawndale, CA has a similar tagging system.

### Drop off Map

A map highlighting the range of businesses and drop off points for household hazardous waste, bulky items, or even donation locations can help residents dispose of their hard to handle items. This map could live online, be printed and given out at city events, and posted in city facilities.

Major considerations for this program include:

- GIS or other mapping technology. Who at the city can make the map? Is there a GIS staff who can facilitate or is there another platform staff can use?
- Readability. The map should be easy to read and clearly note if a facility only takes specific materials. For example, noting paint stores who will only take paint versus office supply stores who may take ink cartridges and batteries.
- Updating. Who will update the map and how often?

### Red/Green Tags

Placing tags on bulky items that have been abandoned or improperly placed out are a direct way to communicate to residents how to participate in the program. A red tag communicates the items were improperly placed either in an unsuitable location or put out without scheduling a pickup first. Red tags can serve as a warning. Green tags can be used for repeat offenders and state that there is a charge associated with improper set out and disposal.

Major considerations for this program include:

- Municipal code updates. To charge a fine or fee, what code updates are needed? Does the city already have a violation procedure in place that can be utilized in this system?
- Code Enforcement. What is code enforcement's role in this program?
- Hauler role. What role does the hauler have? How will they track the tags they have put out?

- d. Communication and reporting. How will the haulers communicate to the city what tags they have placed out so that city staff can target outreach and education materials to that property owner or neighborhood?
- e. Enforcement and oversight. If the hauler is responsible for enforcing this new system by distributing tags, what level of oversight does the city need to have of the program to ensure the hauler is tagging appropriately?

## H. Multiuse Programs

Program	Time frame	Description	Strong Examples
Recycling Hotline	Short-term	Designated telephone line for residents or businesses to call and ask questions on how to properly sort waste or dispose of hard to handle materials.	N/A
“How do I recycle this” Search Engine	Short-term	Online tool for residents or businesses to look up specific items to know which facility to take discarded and hard to handle materials	King County, WA; City and County of San Francisco, CA; and StopWaste in Alameda County, CA all have user-friendly search engines.
Educational Programming	Medium-term	Create curriculum and programming on food recovery, organics collection, and source separation topics for the school district.	N/A
Annual Mailers/Bill inserts	Short- and Medium-term	Mailers sent to single, multi-family or commercial customers covering a wide range of topics (food recovery, source-separation, hard to handle materials, etc.). While the content may differ depending on the generator, the considerations are very similar.	N/A

Several education and outreach strategies can be used to cover a range of the listed topics in this plan. Below is a summary of programs that can be applied to several or all these topics.

### Recycling Hotline

The Sustainable Materials Management Division currently has a phone line for general inquiries. A new line, or an extension of the current line, can be added to not only cover recycling and solid waste related questions, but also questions on hard to handle materials such as bulky, household hazardous waste, organics, and waste reduction.



Major considerations for this program include:

- a. Staff. Who will answer the calls?
- b. Hours. When will the line be open for questions?
- c. Duplicitous efforts. Can staff answering the current recycling and trash information line be given additional training so that they can answer questions on additional topics, such as reuse and food recovery, negating the need for an additional “hotline”?

### **“How do I recycle this” Search Engine**

A search bar housed on the City website that is specific to the City of Carlsbad collection and materials management program will provide another avenue for the community to be able to look up how to properly discard products.

Major considerations for this program include:

- a. Working with IT. What capability is available on the City website to set up a search engine? What are the needs of the IT department to set up, update, and maintain the search engine?
- b. Updating. It will be important that the items in the search engine be kept up to date. Additionally, tracking searches will allow City staff to know which items are being frequently searched so that resources can be added.
- c. Communication among many parties. The hauler, processor, hazardous waste collector, community partners for bulky recycling (e.g., mattresses), retail take back programs (e.g., paint, motor oil), among others, are responsible for collecting and managing materials. Maintaining an updated and active list of which partner or contractor is collecting what will be the most time-consuming aspect of ensuring the search engine is a useful resource.
- d. Updating. Due to the wide variety of partners and contractors involved, a consistent timeline of when the search engine will be updated will be crucial to its usefulness.
- e. Third party platforms. There are a few third-party platforms the City could engage with to maintain a search engine. Some require manual updating by staff, while others will host and update the search engine on behalf of the City. Some of these platforms are free to use, while others would require payment or a contract.

### **Educational Programming**

Partnering with the school district to implement organics, recycling, and waste reduction programming can impact not only the school’s operations on site but be an additional avenue for outreach to be distributed throughout the community. Students will bring knowledge and habits home and be a vital force in driving community-wide behavior change. A strong relationship with the school district can be hugely beneficial to instilling the city’s goals and current campaigns into the fabric of the community.

Major considerations for this program include:

- a. Communication. Before developing an education program, city staff should consider meeting with school administrators to understand what programming is currently offered, and how the city can assist.

- b. Format. A school program can take on a few forms including city provided curriculum that teachers can implement themselves or city staff presentations. City staff can also assist schools in implementing programming by directing information resources or a tool kit to help schools or classrooms get started on waste reduction programming.
- c. Age groups. School programming will need to be grade specific. Will the city focus on one age group only (e.g., elementary school) or phase in programming for all age groups over time?
- d. Curriculum resources. There is a plethora of resources online and from other cities across California for developing curriculum. These resources range from full lesson plans to a simple resources sheet directing teachers to available resources to implement programming in their classroom. The city will need to decide how in-depth of a program/resources they want to provide.
- e. Operational changes – sustainable purchasing. The sustainable purchasing guide may be a useful resource for each school but would require some operational changes. Implementing administrative programs should be considered to vertically integrate sustainable materials management programs throughout the school district. What assistance does the school district want or need to make these changes?
- f. Operational changes – food recovery. Schools may be required to implement food waste recycling to comply with SB 1383. Supplementing this requirement with food recovery programs such as food-sharing tables or take-away meals from lunch leftovers can not only reduce the potential financial burden of implementing food waste collection but also solve food insecurity for some students and their families.

### **Annual Mailers and Bill Inserts**

Mailers and bill inserts are a standard practice for most cities throughout the state as a means of communication. In some cases, they are the main form of communicating to residents and businesses for a variety of campaigns making them an essential component of a strategic outreach and education plan.

Major considerations for this program include:

- a. Who to target? Single-family, multi-family, and commercial businesses will all have different needs and be targeted for different programs. The city will need to consider if and how it will segregate its messaging to different groups so that it is the most effective. Can the hauler assist with this?
- b. Targeting businesses. Commercial businesses will have different needs depending on the sector. The city may decide to derive a list of regulated businesses to target or send a more comprehensive mailer to all commercial businesses that covers a range of topics. Attempting to segregate out businesses by sector to target specific campaigns is less advisable due to the resource intensity of creating and tracking multiple lists (unless the hauler can do so). The city may decide instead to consider messaging on mailers for the broad range of commercial entities.
- c. Electronic vs. print bill inserts. It is worth considering what percentage of businesses receive their bill electronically and if there is a way to provide the same information to those customers as those who receive bills in the mail. Some modifications may need to be made between the two formats.
- d. Alternative formats. Paper mailers and bill inserts are a cost-effective way to relay a message. The city may want to consider providing customers with a longer-lasting product, such as a magnet, sticker, or high-gloss poster, that can be displayed at home or in businesses where residents, customers, and

employees can see it. While this increases costs, it may be an effective way to relay more targeted information.

- e. Timing. Annual mailers can be sent out a few times a year to advertise different programs. For instance, the city can send an annual mailer on household hazardous waste in the spring as residents begin spring cleaning, home improvement, or lawn care projects. Likewise, the city can send a bulky item mailer around the winter holidays as the community receives new household goods and replaces old ones.
- f. Comprehensive annual newsletter. Another option to consider is to have one, bulkier mailing per year with all the relevant campaign information such as a sustainable materials management newsletter or newspaper that is mailed annually. The city can design and produce these newsletters themselves or can hire third-party contractors to produce and mail the newsletters. A challenge with this method is that the city would have less flexibility in messaging throughout the year.
- g. Cost. It is worth investigating if the costs associated with several mailers per year versus a single bulky mailer per year to determine which is more cost efficient when considering postage and production costs.

## I. Business Technical Assistance Program

Program	Timeframe	Description
Workshops	Short-term	Host series of public workshops to educate the business community on all waste reduction and prevention topics.
Phone Assessments	Short-term	Provide minimal assistance to businesses over the phone, as requested.
On-Site Assessments	Short-term	Provide in-depth assistance to businesses through in-person site visits to assess current practices and provide recommendations.

The business technical assistance program should be a priority for the city to implement. It can be built out in steps by focusing on a narrow range of topics in Step 1 and adding on additional topics in Steps 2 and 3. In Step 1, the city should prioritize management strategies that help businesses meet state and local mandates regarding source-separated materials, food recovery, and hard to handle waste. Step 2 should expand to assisting with sustainable purchasing, while Step 3 can help businesses understand how to implement reuse practices and partnerships into their business models.

The city will need to consider how best to present the information during each step. If there is limited staff capacity to implement workshops, phone assessments and on-site assessments at once, the city should consider starting with workshops during Step 1 and add the individual assessments in proceeding steps. Alternatively, the city could hire a third-party consultant or ask the hauler to take on some of the responsibilities of implementation. Workshops are the easiest way to educate many businesses at once. The prioritized topic areas in Step 1 are generally applicable to most businesses in a similar way and could be covered as workshops to start.

## Workshops

Workshops aimed at businesses can be a simple way to communicate to a large range of businesses about a wide range of topics. While the needs and mandates of each business or business sector vary, workshops can introduce a broad range of topics that business owners and managers can take and adapt to their needs.

Major considerations for this program include:

- a. Format. There are at least two general formats the workshops can take: (1) by business sector or (2) by sustainable material management topic. Workshops by sector can be more specific to the needs of businesses, but it may be difficult or resource-intensive to provide workshops for all sectors. Workshops by topic will be broader and the information will have to be carefully curated to ensure it is beneficial for the workshop attendees and the types of businesses they represent.
- b. Curriculum. The format of the workshop will dictate the type of information relayed at each workshop. It is recommended that the city reach out to cities with similar programs to find curriculum and then adapt it for the City of Carlsbad.
- c. Timing. Unlike residential programs, business programs can happen during normal working hours. When thinking of the format of the workshops, some types of businesses may prefer different times of day. For example, a restaurant may prefer different times based on when their breakfast or lunch rushes are versus a retail store where late afternoons or evenings may be busier. If staff are unsure of the best time to conduct business workshops, reaching out to the local chamber of commerce or business association could help determine the best time(s), or staff could conduct a survey of businesses.

## Phone Assessments

Phone assessments and assistance provide direct support to businesses while minimizing staff time and resource needs. There are a few ways that phone assessments can be organized including offering small businesses (defined by the number of employees) phone assessments only, and larger businesses on-site assessments. Or, by offering phone assessments first for all businesses and then determining if on-site follow up is needed.

Major considerations for this program include:

- a. Staffing. Who will receive the calls? How much staff time should be devoted to the calls? Is staffing the phone line something the hauler can assist with?
- b. Hours of operation. When will staff take assessment calls? Will businesses be able to call during all normal working hours, specific “business assessment” hours, or by appointment only?
- c. Access. Will the city restrict access to businesses who have participated in a workshop of another part of the technical assistance program? Will they need to sign up online to receive assistance? Will it be open to all businesses within Carlsbad? Restricting or having open access will determine how much staff time will be needed.

## On-Site Assessments

Major considerations for this program include:

- a. Staffing. Who is available to do the assessments? How long will each assessment take? Will there need to be more than one on-site visit for follow up? How many on-site assessments can the staff do?
- b. Access. Will the city restrict access to businesses who have participated in a workshop of another part of the technical assistance program? Will they need to sign up online to receive assistance? Will it be open to all businesses within Carlsbad? Restricting or having open access will determine how much staff time will be needed.

# **APPENDIX A.**

## **INITIATIVE A DRAFT ENVIRONMENTAL PURCHASING POLICY**

*Note: The following is a draft excerpt from proposed modifications to Administrative Order No. 12, Standard Purchasing Procedures.*

### **ENVIRONMENTALLY PREFERRED PURCHASING (EPP)**

#### **A. GENERAL**

Per the California Public Contract Code §12400-12404, EPP is the procurement of goods and services that have a lesser impact on human health and the environment when compared with similar competing goods and services.

It is the policy of the City of Carlsbad, applicable to all departments and divisions, to incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement. Environmentally Preferred Purchasing will help Carlsbad to:

1. Protect human health and worker safety;
2. Minimize Carlsbad's contribution to climate change, pollution, and solid waste disposal;
3. Support Carlsbad in meeting targets in the Sustainable Materials Management Plan approved by City Council in 2019; and
3. Comply with State requirements including SB 1383 regulations requiring jurisdictions to procure a specified amount of Recovered Organic Waste Products and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

It is a best practice for all departments and divisions within the City of Carlsbad to take the following into consideration when making purchasing for the City:

- How easily can a product be reused or repaired
- How much packaging the product has and the recyclability/compostability of the packaging
- Composability or recyclability when reusable alternatives are unavailable
- The amount of energy and water used to create and transport the product
- What materials are used in the manufacture of the product

## **APPENDIX A.**

### **INITIATIVE A DRAFT ENVIRONMENTAL PURCHASING POLICY**

- The presence, or potential presence, of hazardous materials in the product including, but not limited to: heavy metals, ozone depleting chlorinated compounds, organic solvents, carcinogens, mutagens, and volatile organic compounds.
- The reactivity, corrosiveness, flammability, and irritation potential of the product

Additional best practices for each City department and division can be found in their respective Sustainable Materials Management Individual Action Plans.

#### **B. RECYCLED PRODUCT PREFERENCE**

Per Policy No. 49 approved by City Council and to meet targets in the Sustainable Materials Management Plan, purchasing specifications should, where feasible, be structured to require the use of products that incorporate the maximum amount of recycled materials in their manufacture. A 15% preference, not to exceed \$1,000 per contract, shall be given to recycled products. The preference percentage shall be based on the lowest bid or price quoted by the vendor or contractor offering nonrecycled products.

Products to consider for the recycled product price preference shall include, but not be limited to, the following:

Paper products (30% recycled-content minimum required)

Construction supplies

Automotive, road and highway supplies

Landscape materials and equipment

Janitorial supplies

Plastic materials and equipment

Glass and rubber supplies

In addition to Policy No. 49 Paper Products are also covered by SB 1383 and all departments and divisions must procure Paper Products (including janitorial Paper Products) and Printing and Writing Paper that meets the minimum standards required in SB 1383, as well as report such purchases as required in SB 1383. These SB 1383 requirements are described in Appendix A.

# **APPENDIX A.**

## **INITIATIVE A DRAFT ENVIRONMENTAL PURCHASING POLICY**

### **C. SB 1383 PROCUREMENT TARGETS**

The City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement required for SB 1383 and other applicable laws. Products that may be procured to meet this target include the following:

1. Compost that meets SB 1383 requirements (as defined in Appendix A)
2. SB 1383 Eligible Mulch (as defined in Appendix A).
3. Renewable Gas (in the form of transportation fuel, electricity, or heat) (as defined in Appendix A).
4. Electricity procured from biomass conversion (as defined in Appendix A).

All departments and divisions shall use compost and SB 1383 Eligible Mulch whenever practicable and available (e.g., landscaping, erosion control, trail maintenance, community gardens), and in accordance with requirements outlined in the City's Water Efficient Landscape Ordinance. Divisions and departments are encouraged to utilize Compost and SB 1383 Eligible Mulch that the City is provided, at no cost for material or delivery, through its franchise agreement. Divisions and departments may contact the City's Sustainable Materials Management Division for more information. Additional guidelines can be found in Appendix A, SB 1383 Compliance Guide.

### **D. RECORDKEEPING RESPONSIBILITIES**

Divisions and departments shall maintain records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition) and recycled paper product procurement in compliance with SB 1383 and submit records to the Purchasing Department. All records shall be maintained and submitted in accordance with Appendix A.



## **APPENDIX B.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

## **Overview**

This section summarizes research regarding how different jurisdictions at the local, state, national, and international levels are implementing policies and programs to address the sustainable materials management issues and material types identified as priority policies in this Implementation Plan. Examples from within San Diego County were identified as much as possible. In addition to researching existing ordinance and policy examples, relevant recently passed or upcoming legislation and regulations were identified to enable the city to stay ahead of the curve with future policy requirements.

## **Structure of Research and Analysis Summary for Each Priority Policy:**

Each policy is reviewed in the following format:

1. **Current Status:** Identifies and briefly describes current city programs and policies, if any, as well as highlights current examples of policies and programs from other jurisdictions within San Diego County, if any were identified during preliminary research. Additionally, highlights certain current or upcoming state legislation or regulations that relate to each policy option.
2. **Policy Options Detail.** Lays out descriptions of selected policy options and examples of other jurisdictions that have implemented the example policy or related programs. These examples are organized into one of the following tiers:
  - i. **Leader:** Following this track would align the city with the policies of jurisdictions in the state, and in some cases in the nation or world, that are leaders in sustainable material management.
  - ii. **Customary Practice:** The customary practice tier represents options that have either been replicated in multiple jurisdictions and are commonly used, and/or represent the “middle ground” of actions that may be taken.
  - iii. **Minimum Action:** The minimum action tier includes policy options the city can take to demonstrate a step in the direction of sustainable materials management, but to a lesser degree than customary practice.
3. **Summary of Options.** Provides a brief overview of the various ways each policy can be implemented.

## **Approved Policy Option 1, Part A - Material Ban: Plastic Food Service Ware**

### **1. Current Status**

#### **City Programs and Policies:**

- The city does not have a formal policy in place to restrict single-use plastic food service ware.
- The city is covered under current state legislation which requires that straws only be provided upon request for dine-in customers (take-out orders are exempt).

## **APPENDIX B.**

### **INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

- The city is conducting a pilot program with businesses to help them reduce or eliminate single-use food service ware.
- The city residential recycling guide includes “tips to reduce waste” related to reducing the use of single-use food service ware, some of which include:
  - Reduce or eliminate the use of paper plates and cups
  - Store leftover foods in reusable containers instead of single use plastic bags or polystyrene containers

#### **San Diego County Jurisdictions:**

- *Examples of other jurisdictions in San Diego County with relevant policies or programs:* City of San Diego, Imperial Beach, Solana Beach, Encinitas, and Del Mar. Others, such as the City of Oceanside, are in the planning process for similar policies.

#### **Relevant Recent Legislation**

##### *Existing*

- **AB 1276 (Ting, 2021).** This bill was signed into law on October 5, 2021, and is aligned with the nonprofit coalition Reusable L.A.’s “Skip the Stuff” proposed policy. This bill prohibits a food facility or a third-party food delivery platform from providing any single-use food accessories (utensils, condiment cups/packets, straws, etc.) to consumers unless requested by the consumer, or unless necessary to protect public health and safety or safe delivery. Third-party delivery platforms (i.e., UberEATS, GrubHub, DoorDash, etc.) shall provide each of its vendors with the option to customize the vendor’s menu on the online food-ordering platform with a list of food accessories offered by the vendor. This bill requires local jurisdictions to authorize an enforcement agency to enforce these requirements on or before June 1, 2022, and issue specified penalties; this bill thus imposes a state-mandated local program. AB 1276 provides that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made. AB 1276 does not preclude jurisdictions from passing more stringent local ordinances.
- **AB 619 (Chiu, 2019).** AB 619 permits customers to bring reusable containers to food service establishments, under certain conditions, and specifies procedures for food service establishments in handling the containers. The bill also authorizes temporary food facilities to use clean and sanitized reusable utensils for customers (previously only single-use service ware was allowed).
- **SB 1335 – Sustainable Packaging for the State of California Act (Allen, 2018).** SB 1335 prohibits the use of food service packaging at state agencies and state-owned facilities that is not reusable, recyclable, or compostable.

##### *Proposed*

- **The Plastics Free California Ballot Initiative** is expected to be on the November 2022 ballot. Advocates for the initiative submitted 870,000+ voter signatures in August 2020 (623,212 signatures were required to qualify), and it is expected to be confirmed for the November 2022 ballot in April 2021. Some key features of the initiative include:
  - All single-use plastic packaging must be reusable, recyclable, or compostable by 2030

## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

- Statewide ban on polystyrene food containers
- Funding for environmental restoration projects and new recycling and composting facilities
- Manufacturers charged a fee for single-use plastic packaging/products produced.
- **SB 54 (Allen, 2021).** This bill is being reintroduced in the 2021 legislative session. SB 54, the California Plastic Pollution Producer Responsibility Act would require disposable packaging and food service ware to be recyclable or compostable by 2032, and includes provisions regarding manufacturer packaging right-sizing and encouraging reusable products when possible.
- **AB 1200 (Ting, 2021)** – This bill is being considered in the 2021 legislative session and would prohibit the sale of plant-based food packaging that contains PFAs.
- See the EPR section for information about other proposed packaging legislation such as minimum content standards and product labeling standards.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	<b>Material Types:</b> Comprehensive ban of all or most single-use plastic service ware types (e.g., containers, cups, straws, stirrers, spill plugs, trays, condiment packets, etc.).	Berkeley, CA	The City of Berkeley’s “Disposable Free Dining” ordinance is a recent example of a food service ware ban that is comprehensive of many different disposable food service ware material types.
	2	<b>Material Alternatives:</b> Disposable service ware alternatives must be reusable or compostable	Berkeley, CA Santa Monica, CA	Many jurisdictions in the leadership category, such as the Cities of Berkeley and Santa Monica, only allow compostable or reusable service ware (rather than also allowing recyclable materials). See below for further subcategory examples.
	4.	2a. Option to further specify the types of compostable products to allow only fiber-based or “marine degradable” compostable products (which would exclude	Santa Monica, CA  Alameda, CA	The City of Santa Monica only allows “marine degradable” materials.  The City of Alameda specifies that disposable products must be compostable and fiber-based (e.g., paper or bamboo straws)  Compostable plastics or “bioplastics” are prohibited from both.

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
		compostable plastics)		
		5. 2b. Allow a limited number of exemptions from compostable material rule for relevant material types (e.g., recyclable aluminum foil)	Berkeley, CA vs. Santa Monica, CA	<p>City of Berkeley requires compostable material alternatives, with the exception of 100% recyclable aluminum foil.</p> <p>Santa Monica excludes aluminum foil.</p>
		6. 2c. Compostable products must be free of fluorinated chemicals	San Francisco, CA	<p>The City of San Francisco’s food service ware ordinance additionally addresses toxicity of materials by prohibiting food service ware that is not compostable <i>and</i> free of fluorinated chemicals.</p> <p>This requirement aligns with the new BPI standard, effective January 1, 2020, that products may no longer be claimed BPI certified if they contain added fluorinated chemicals.</p>
		7. 2d. Require reusable food service ware for dine-in customers	Berkeley, CA	Berkeley’s ban also requires that dine-in customers be provided reusable service ware (with some exceptions of some items deemed essential for serving that food item)
		8. 2e. Require reusable service ware for dine-in <i>and</i> take-out customers	City of Palo Alto (Planned)	<p>City of Palo Alto has indicated that their long-term plan is to require reusable food ware for both dine-in and take-out. The use of reusable containers for take-out has been tested in pilot programs, but a mandatory policy would be the first of its kind in California.</p> <p>Pilot programs for reusable containers and cups for takeout have been conducted in Truckee, Berkeley, New York, and at college campuses across the country.</p>

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
		9. 2f. Implement a reusable to go container pilot program (as a standalone program or a precursor to mandatory reusable take-out containers)	Truckee, CA	The town of Truckee’s “Keep Truckee Green” program established a reusable to-go box exchange program. The Town provided five participating restaurants with reusable to-go containers. Customers make an initial purchase of \$5 and then exchange their used container for a clean one during their next meal. The Town currently has at least 1,300 reusable boxes in circulation rather than single-use. The Town also offers reusable dishes for residents and organizations to use for events.
	3	<b>Regulated entities:</b> Comprehensive list of regulated entities: Restaurants, mobile food vendors/ food trucks, hotels, convenience stores, city facilities, delivery platforms/apps, retail stores	<i>Solana Beach, CA</i>	The City of Solana Beach, in addition to restricting types of food service ware used by food service providers, bans any store or retailer in city from selling single use items such as utensils, straws, stirrers, etc., and polystyrene items.
	Richmond, CA	Richmond specifically includes that all food service establishments, retail stores, and hotels/transient lodging facilities may not sell or provide straws or stirrers. The inclusion of hotels and transient lodging facilities is a leadership component of their ordinance.		
San Mateo County, CA	San Mateo County includes provisions regarding these requirements to not provide accessory food service ware (utensils, straws, etc.) unless requested or confirmed by customer, including requiring delivery apps used to have clear areas where customers click in the affirmative if they want this option, otherwise the default is none provided.			
<b>Customary Practice</b>	4	<b>Material types/alternatives:</b> Ban single-use plastic food service ware items, and allow alternatives that are reusable, recyclable or compostable	<i>Solana Beach, CA</i>	The City of Solana Beach bans the sale of food service ware that is not reusable, compostable, or recyclable (as opposed to more restrictive ordinances above in line #2 that only allow compostable or reusable).
El Cerrito, CA	The City of El Cerrito bans disposable food service ware that is not reusable,			

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
				compostable, or recyclable. The city's ordinance also encourages, but does not require, the use of reusable food service ware for dine-in customers.
	5	<b>Regulated entities:</b> Ban all types of food service ware items, but only apply the ban to some applicable entities. For example, ban materials for food service providers/restaurants and city Facilities (retail, hotels, and other entities exempt).	Carmel, CA	The City of Carmel requires recyclable or compostable food packaging for restaurants, food vendors, and city facilities (other entities such as retail are not regulated).
	6	In addition to requiring more sustainable alternatives, require accessory food service ware to be provided upon request only and/or at self-serve stations	<b><i>Solana Beach, CA</i></b>	In addition to banning non-compostable and non-recyclable food service ware, Solana Beach requires that accessory food service items (e.g., straws, stirrers, utensil, etc.) are only provided upon request.
			San Mateo County, CA (also adopted by Cities of Burlingame and South San Francisco)	Food service ware accessories (e.g., straws, stirrers, spill plugs, condiments, utensils, etc.) shall only pre provided: upon customer request; upon customer acceptance after being offered by the food facility Straws and utensils, which must be marine degradable, are required to be provided to customers only upon request. The food service provider may ask customers if they need straws or disposable utensils. Additionally, the county's ordinance requires that these accessories be provided unbundled as separate individual units.
7	Food service providers may charge a "take-out fee" to offset expenses	See Section 2.4 (Incentive-Based Policies)	This is included in many food service ware ordinances to reduce concerns over increased cost of alternative items for food service providers. See Section 2.4 (Incentive-Based Policies) for further details and examples.	

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
	8	Require or encourage reusable service ware for dine-in Customers	Watsonville, CA	Rather than requiring reusable service ware for dine-in customers (e.g., City of Berkeley ordinance), the City of Watsonville’s ordinance states that all food service providers are encouraged to use reusable rather than disposable food service ware for dine-in services
	10.	11. Require regulated entities to post educational materials	Palo Alto, CA	Require restaurants and other regulated entities to post city-produced signs or education materials about the new requirements
	12.	13. City to develop and post a list of acceptable alternative products	San Francisco	The City of San Francisco’s ordinance requires that the city develop and post a list of acceptable material alternatives.
<b>Minimum Action</b>	11	Limit banned materials to only one or a small number of material types. Alternatives may be reusable, compostable, or recyclable.	<b>Del Mar, CA</b>	The City of Del Mar placed a ban only on straws and stirrers.
	12	“Upon request” model: no materials are specifically banned, but materials may only be provided upon request or at a self-serve station.	<b>Encinitas, CA (Phase 1)</b>  Portland, Oregon	The City of Encinitas’ first phase of their plastics reduction initiative prohibited the distribution of plastic straws or plastic utensils unless request by customer or upon accepted offer by the food provider. Unlike the state’s straws upon request model, this ordinance also applies to take-out and drive-through orders.  (Note the city has since expanded its requirements including prohibiting distribution of straws made out of plastic by food service providers starting August 1, 2020)  The City of Portland Oregon’s upon request model is specific in terms of the material types and locations of the materials. Regulated entities cannot automatically provide plastic (including

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
				<p>compostable plastic) straws, stirrers, utensils, or individually packaged condiments in a customer's order for dine-in, drive-through, take-out, or delivery. Items can only be provided upon request, or in some cases at a self-serve station.</p> <p>Note that for counter service (dine-in or take-out) the items must be kept behind the counter (no self-serve area). Grab and go service (e.g., convenience stores) may have self-serve utensils, but plastic straws, stirrers, and condiments must be behind the counter.</p>
13		No materials banned, but set a target percentage of food service ware that must be recyclable, compostable, or reusable.	Lafayette, CA	Lafayette's ordinance began with a voluntary phase out period, followed by a target of 50% recyclable or returnable materials by 2015, and 75% by 2020.
14		Limit regulated entities. For example, only ban materials for city facilities.	Orange County	Orange County adopted a framework for disposable food service ware that only bans the materials for city facilities (restaurants, food service vendors, and other entities not affected).
15		Restrict materials only for dine-in, but take-out orders are exempt.	San Luis Obispo, CA	San Luis Obispo requires single-use beverage straws to be provided upon request only for dine-in, take-out food orders are exempt. (This is similar to the state's model)
		Encourage/permit customers to bring reusable food service ware to food service establishments and events.	<b>Solana Beach, CA</b>	Solana Beach's food service ware ordinance includes provisions that clarify that customers are permitted to bring and use their own reusable cups at any food establishment in the city. The city also includes provisions that encourage event producers who provided beverages to make reusable cups available or make a strong effort to encourage attendees to bring a reusable cup to the event.
16		Create voluntary phase-out program	Ukiah, CA	As part of the city's general EPS ban in 2015, the city included provisions to



## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

Tier		Policy Option	Example	Description/Notes
				encourage food service providers to voluntarily switch to using “biodegradable” food service ware.
<b>Other Policy Components</b>	Implementation options			
	17	Grace period between effective date and enforcement	San Mateo County, CA	San Mateo County’s ordinance became effective March 2020, and was enforced beginning March 2021.
			Richmond, CA	The City of Richmond allows six months between the effective date and enforcement.
	18	Phase-out/phase-in by material type or requirement	<b>Encinitas, CA</b>	The City of Encinitas’ plastic initiative is being planned in three phases: <i>Phase 1 (February 22, 2020):</i> distribution of Plastic Straws and/or Plastic Utensils must be Upon Request of the Customer, or Upon Offer by the Food Provider (includes take-out/drive-thru). <i>(August 1, 2020)</i> Straws may not be made of plastic.  <i>Phase 2 (April 18, 2020):</i> Distribution of plastic bottled beverages at city facilities and special events is prohibited. <i>Phase 3 (October 1, 2020):</i> EPS ban.
			Santa Monica, CA	Santa Monica used a phase out approach which allowed extra time for plastic cups due to lack of market for feasible alternatives at the time that meet the ordinance’s “marine degradable” standard
	19	Phase-in by regulated entity	Santa Clara, Ca	Santa Clara’s ordinance first applied to large chain restaurants, and was then phased in to smaller food service providers.
	Enforcement - Monitoring			
	20	Complaint-based	Union City, CA	The City of Union City’s Food Ware Ordinances uses complaint-based enforcement driven by public complaint reports.
21	Active monitoring/regular inspection	Foster City, CA	Foster City’s ordinance is enforced by the San Mateo County Health Department during routine health inspections of food vendors. (Additional	

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
				inspections may be made based on complaints)
	22	Recordkeeping or reporting requirements for regulated entities	San Mateo County, CA	The County of San Mateo's ordinance requires that food facilities maintain complete and accurate records of food service ware purchases, and requires the facility to make records available for county inspection.
			Pacific Grove, CA	The City of Pacific Grove requires that food service providers confirm compliance with the single-use plastic reduction ordinance annually on their business license renewal forms.
	Enforcement - penalties			
	23	Warning notice (first violation)	Albany, CA	Warning notice issues for first violation occurrence; \$100 penalty for 2 <sup>nd</sup> violation; \$200 for 3 <sup>rd</sup> violation; and, \$500 for 4 <sup>th</sup> or future violations.
	24	Multiple warning notices	State of California	The State of California's penalty structure for the upon-request straw law allows for warning notices for the first and second violations, followed by a fine of \$25 each day the restaurant is in violation (not to exceed \$300 annually).
	25	No warning notice	Santa Monica, CA	The City of Santa Monica does not specify a warning period in its ordinance, and any person violating any provision of the ordinance may be fined up to \$250 per violation.
	26	Escalating penalty amounts	Albany, CA	As mentioned above, the City of Albany uses a warning notice and escalating penalties of \$100 for 1 <sup>st</sup> violation after warning notice, \$200 for 2 <sup>nd</sup> violation after warning notice, and \$500 for 3 <sup>rd</sup> and future violations after warning notice.
			Pacific Grove, CA	The City of Pacific Grove uses escalating penalty amounts that are higher than the City of Albany example, as follows: warning for first violation; \$200 for 1 <sup>st</sup> violation after warning; \$400 for the

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
				second; and, \$900 for third and subsequent violations. Different penalty amounts are used if the violation occurs in connection with a special event, based on the number of people attending the event \$200 for events under 200 people; \$400 for 200-400 people, \$600 for between 400-600 people; and \$1,000 for more than 600 people.
	27	Uniform penalty amount per violation	Santa Monica, CA	The City of Santa Monica uses a uniform fine amount of \$250 per violation.
	28	License revocation	Carmel, CA	Carmel's enforcement process begins with a warning notice and 30 days to comply, followed by escalating penalties. If the violating entity is not in compliance within 90 days after the first warning, the establishment may be scheduled for a business license revocation hearing.
	29	Option for alternative penalty payment	Carmel, CA	Under Carmel's ordinance, A regulated entity in violation 30 days after the first warning notice will be assessed a penalty of \$250.00; however, in lieu of paying the fine, the violator may submit receipts demonstrating the purchase after the citation date of at least \$250.00 worth of compliant alternative disposable food service ware products (biodegradable, compostable, or recyclable) for the items which led to the violation.
Waivers/ Exemptions				
	30	Financial hardship	<b>San Diego, CA</b>	A regulated entity may seek a financial hardship waiver if the applicant can demonstrate, to city's satisfaction, that the entity has a gross income less than \$500,000 and that there is no suitable and reasonably affordable alternative product available for a specific prohibited material type. Note that ordinances differ on how the financial hardship qualification is measured.

## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

Tier		Policy Option	Example	Description/Notes
	31	Feasibility-based hardship/ no existing alternatives	<i>San Diego, CA</i>	The City of San Diego allows for applicants to request a feasibility-based hardship if the applicant can demonstrate to the city's satisfaction that no reasonably feasible alternative exists for specific prohibited material.
	32	Medical conditions and accessibility	<i>Solana Beach, CA</i> <i>Encinitas, CA</i>	Regulated entities are permitted to sell, provide, distribute or use plastic food ware accessory items (e.g., straws) when needed by customers due to medical or physical conditions.
	33	Limit waiver term length	Berkeley, CA	The City of Berkeley limits waivers for a specified term of up to two (2) years. If the entity is diligently working to come into compliance, but is still unable, additional waiver term of up to two (2) years may be granted.
			Santa Monica, CA	The City of Santa Monica allows the Director to provide exemptions for up to one (1) year. Further exemptions beyond that may only be granted by City Council.
34	Partial exemption by material type	Carmel, CA	The City of Carmel provides certain exemptions for single-use plastic food service ware; however, the city does not allow any exemptions from EPS service ware restrictions.	

*Note: "Other Policy Considerations" have been included in this section as an example of additional detailed options that will need to be considered during the drafting phase of the selected policy options. However, this level of additional detail has not been added to every material type and policy option in this summary document. The Policy Design Guides include various options for these policy components, which will serve as a guide for the other material types.*

### 3. Summary of options

- **Material Types** (containers, cups, lids plates, bowls, utensils, straws, stirrers, etc.)
- **Regulated Entities** (food service providers, restaurants, mobile food vendor, city facilities/events, retail stores, hotels, etc.)
- **Acceptable Material Alternatives** (Reusable, Recyclable, Compostable [subcategories of fiber-based, bioplastic, etc.], Fiber-based)
- **Structures** (Full ban, upon-request model, dine-in only, mandatory vs. voluntary, etc.)
- **Additional Features or Programs** (take-out fees, pilot programs, education requirements, reporting, list of acceptable items, etc.)

## APPENDIX B.

# INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

## Approved Policy Option 1, Part B - Material Ban: Expanded Polystyrene (EPS)

### 1. Current Status

#### City Programs and Policies:

- No policy in place.
- The city’s Residential Recycling Guide provides tips for waste reduction, which include some tips on reducing EPS use, including storing leftover foods in reusable containers instead of single use plastic bags or polystyrene containers.

#### San Diego Jurisdictions:

- *Examples of other jurisdictions in San Diego County with relevant policies or programs:* City of San Diego, Imperial Beach, Solana Beach, Del Mar, and Encinitas. Others, such as the City of Oceanside, are in the planning process for similar policies.

#### Relevant Recent Legislation:

- **AB 3025 – Solid Waste: Polystyrene Loosefill Packaging (Lieber, 2008).** This law prohibits wholesalers or manufacturers from selling polystyrene loose fill packaging on and after January 1, 2012, unless it is comprised of a certain percentage of recyclable material, which incrementally increased to 100% by January 1, 2017.

#### Proposed:

See “Recent Legislation” section under Plastic Food Service Ware above for details on single-use food service ware legislation, many of which include provisions regarding polystyrene and allowable materials.

#### Inactive

- **SB 705 – Solid Waste: Expanded Polystyrene Food Service Containers (Allen, 2017- 2018).** SB 705 would have banned food vendors from serving prepared food in polystyrene food service containers. The bill died in the Senate during the 2017-2018 legislative session.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
Leader	1	<b>Material types:</b> Comprehensive ban on multiple EPS material types, including: all food service ware; egg cartons and meat trays; packaging materials (e.g., packing peanuts, boxes, blocks, envelopes); ice chests and coolers; pool or beach toys; and, dock	<i>Solana Beach, CA</i>	Solana Beach was the first in San Diego County to ban EPS products. Solana Beach’s ordinance includes restrictions on EPS food service ware; egg cartons; meat trays; packaging materials (including boxes

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier	Policy Option	Example	Description/Notes
	floats, buoys, or anchor/navigational markets.		and packing peanuts); coolers, ice chests, or similar containers; pool or beach toys; and, dock floats, mooring buoys, or other navigational markers.  *The ban on egg cartons and meat trays is only effective after curbside composting is available, or on November 1, 2021, whichever is earlier.
		<i>Encinitas, CA</i>	The City of Encinitas has a similarly comprehensive EPS ban which prohibits disposable food service ware, egg cartons, and food trays made from EPS; coolers, ice chests, or similar containers; and, loose fill packaging such as foam peanuts or packing noodles.
		Malibu, CA (2016)	The City of Malibu’s ban applies to all food service vendors, retailers, or other entities that sell or otherwise distribute EPS products.
3	Allowable material alternatives: Reusable or compostable only; or, for certain materials such as dock floats or pool toys, EPS is	<i>Solana Beach, CA</i>	Solana Beach prohibits the sale or distribution of products, and also prohibits those products from being used on beaches (i.e., regulates retail and the general public in addition to food service providers).
		Santa Monica, CA	The City of Santa Monica only allows

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
		permitted if wholly encased on more durable material	Alameda, CA	
	4	14. a. Sub-option to further specify the types of compostable alternatives to allow only fiber-based or “marine degradable” compostable products (which would exclude compostable plastics)	Santa Monica, CA  Alameda, CA	The City of Santa Monica, for EPS FSW only allows “marine degradable” materials.  City of Alameda specified that disposable products must be compostable and fiber-based (e.g., paper or bamboo straws)  Compostable plastics or “bioplastics” are prohibited from both. (However, Santa Monica used a phase out approach which allowed extra time for plastic cups due to lack of market for feasible alternatives at the time)
Customary Practice	5	<b>Material types:</b> Ban EPS food service ware (no restrictions on other forms of EPS like egg cartons, meat trays, ice chests, packing material, buoys, etc.)	Encinitas, CA (2016)	The City of Encinitas only bans EPS food service ware (other EPS products such as packaging, coolers, etc. are exempt)
	6	<b>Material Alternatives:</b> Alternatives may be either reusable, compostable, or recyclable.	<b>Solana Beach, CA</b>	Alternative food service and packaging materials may be reusable, recyclable, or compostable.
	7	<b>Regulated entities:</b> Ban on EPS food service ware for restaurants/food service vendors and city facilities (no regulation for retail), with more sustainable alternatives required (reusable, compostable, or recyclable)	<b>Encinitas, CA</b>	The City of Encinitas’ EPS food service ware ban applies to restaurants and city facilities (retail not restricted).

## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

Tier		Policy Option	Example	Description/Notes
<b>Minimum Action</b>	9	<b>Regulated entities:</b> Ban EPS food service ware from being purchased or used at city facilities.	Huntington Beach, CA (2004)	Huntington Beach (along with other Orange County Cities) passed a ban on EPS food service ware that applies only city facilities and events (other entities exempt).
	10	<b>Material Alternatives:</b> Ban polystyrene materials, but do not specify required alternatives	Laguna Woods, CA (2013)	The City of Laguna Woods prohibits use of polystyrene food service ware, but does not specify or monitor the alternatives used.
			Seattle, WA (2008)	The City of Seattle's EPS ban was enacted in two phases. The first phase banned EPS food service ware, but did not enforce requirements for compostable or recyclable alternatives (January 1, 2009). A year and a half later food service ware was required to be compostable or recyclable.
	11	Establish voluntary EPS phase-out program for businesses.	Santa Cruz, CA (1989 version before adopting full ban)	City of Santa Cruz first started with a voluntary EPS food service ware ban in 1989.  (They eventually adopted a mandatory ban, as the voluntary program was not meeting target goals)

### 3. Summary of Options

- **Regulated Entities** (e.g., Food Service Providers, city facilities/events, retail, hotels, etc.)
- **Material Types** (e.g., food service ware, egg cartons, meat trays, coolers, packaging material, beach toys, buoys/navigational markers, etc.)
- **Restriction type** (materials banned, materials upon-request, voluntary phase-out, etc.).



## **APPENDIX B.**

### **INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

- **Implementation** (phase-in periods by material, phase-in by entity)
- **Compliance/enforcement** (complaint-based, active monitoring, reporting required, warning notices, penalties, uniform vs. escalating penalty amounts, etc.)
- Waiver availability
- **Other features/programs** (City develops list of acceptable alternatives, allow or require charge for to-go items, reusable container pilot program, etc.)

## **APPENDIX B.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

## **Approved Policy Option 2 - Material Ban: Plastic Beverage Bottles**

### **1. Current Status**

#### **City Programs and Policies:**

- No formal policy in place.
- The city's special event permit application requires applicant for events with over 2,000 attendees and/or events that charge entry fees to fill out a section describing the types of waste anticipated from the event, and to check off the recyclable materials to be collected at the event (plastic bottles, other plastic, aluminum cans, glass, or paper). The application also requires a description of how the applicant plans to ensure the materials are recycled and which recyclable materials to be generated/collected at the event.

#### **San Diego Jurisdictions:**

- *Examples of other jurisdictions in San Diego County with relevant policies or programs:* Solana Beach, Encinitas.

#### **Relevant Recent Legislation:**

- **AB 793 (Ting, 2019-2020).** Requires manufacturers to meet minimum recycled content standards for plastic beverage containers: starting with 15% recycled content per year by 2022, 25% by 2025, and 50% by 2030. Does not include take-back programs, but is an important step for extended producer responsibility.
- **AB 619.** See "Recent Legislation" section under Plastic Food Service Ware above.
- **SB 343 (Allen, 2021).** This bill prohibits a person from selling, distributing, or importing into the state any product or packaging that displays a chasing arrows symbol, among other symbols, unless the product or packing is considered recyclable pursuant to statewide recyclability criteria. SB 343 also requires CalRecycle to conduct various activities, including but not limited to providing information to the public to evaluate whether a product or packaging is recyclable in the state, and whether or not the product or packaging routinely becomes feedstock used in the production of new products and packaging.
- **AB 962 (Kamlager, 2021)** This bill makes adjustments to The California Beverage Container Recycling and Litter Reduction Act ("Bottle Bill") to encourage the practice of washing and reusing beverage containers. This bill authorizes a CalRecycle-approved processor to wash reusable (glass) beverage containers or transfer a (glass) reusable beverage container for subsequent washing to a processor approved by CalRecycle, to be refilled and sold by a beverage manufacturer.

## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1	Ban plastic water bottles from being sold by any entity in the city	Concord, MA (2013)	Concord, Massachusetts became the first city to take major action on the issue of plastic water bottles, by banning the sale of all plastic water bottles anywhere in the city - including retail stores and convenience stores.
	2	Ban plastic beverage bottles from public events, mobile food vendors, and city facilities.	San Luis Obispo, CA (all bottled beverages)  San Francisco, CA (bottled water)	San Luis Obispo and San Francisco have enacted similar policies, that restrict the sale or distribution of single-use plastic beverage bottles under 21 fluid ounces at public events, mobile food vendors, and city facilities.
	3	a. Sub-option: ban only water bottles, with exemption for other beverage types	San Francisco, CA	While San Francisco and San Luis Obispo have adopted similar policies, San Francisco only bans plastic water bottles and exempts other beverage types (e.g., sparkling water, sports drinks, soda, etc.)
	4	b. Sub-option: Ban plastics bottles for any beverage type	San Luis Obispo, CA	San Luis Obispo additionally restricts plastic bottles for both water and other beverage types (e.g., sparkling water, sports drinks, soda, etc.)
<b>Customary Practice</b>	6	Ban plastic water bottles from being distributed at city events and facilities	<b>Solana Beach, CA</b>	The City of Solana Beach banned the sale and distribution of plastic bottled beverages at any city facility or city event, and is prohibited from using city funds to purchase plastic bottled beverages.  The city used a phased-in approach, first only banning water bottles, and then

**APPENDIX B.  
INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

				expanding to other beverage types.
			<i>Encinitas, CA</i>	The City of Encinitas prohibits distribution of plastic beverage bottles at city Facilities or city-sponsored events.
			Cities of Los Angeles, Pasadena, Sacramento, San Francisco, San Jose, Santa Barbara, and Santa Monica; and the County of Marin (2008)	<p>The Cities of Los Angeles, Pasadena, Sacramento, San Francisco, San Jose, Santa Barbara, and Santa Monica; and the County of Marin, all of which are part of Green Cities California (GCC), banned the use of public funds to purchase bottled water in October 2008.</p> <p>This action aligns with a resolution passed earlier that year by the U.S. Conference of Mayors titled “Supporting Municipal Water Systems,” which encourages cities to phase out government use of bottled water and promote the importance of municipal water systems.</p>
<b>Minimum Action</b>	7	Publish a resolution that encourages the state to take action on beverage bottles. This could be instead of or in addition to local action at the city level on beverage bottles.	San Francisco (2016)	The City of San Francisco published a resolution that urges the California State Legislature to require all single-use plastic beverage containers sold in the state to have a minimum of 25% post-consumer recycled content

**3. Summary of Options**

- **Material Types** (water bottles, all beverages, 21 fluid ounces. or less, etc.)
- **Regulate Entities** (retail, city facilities, public events, mobile food vendors, etc.)
- Acceptable Material Alternatives.
- Structures.

## APPENDIX B. INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

- Additional Features or Programs. (bottle refill stations, etc.)

### Approved Policy Option 3 - Material Ban: Plastic Bags

#### 1. Current Status

##### City Programs and Policies:

- No local policy in place.
- The city is covered under state legislation SB 270/Prop 67.
- The city residential recycling guide includes “tips to reduce waste” related to reducing the use of single-use plastic bags.

##### San Diego Jurisdictions:

- *Examples of other jurisdictions in San Diego County with relevant policies or programs:* Del Mar, Encinitas, Imperial Beach, Oceanside, San Diego, and Solana Beach.

##### Relevant Recent Legislation:

- **SB 270 (Padilla, 2014) / Prop 67 (2016) Single Use Carryout Bag Ban.** In 2014, the state passed SB 270, which prohibits grocery stores and other select regulated entities from providing single-use plastic carryout bags. Stores may provide a reusable grocery bag or recycled paper bag at the point of sale for a charge of at least 10 cents. . SB 270 was passed in 2014 and became fully effective after California voters approved Prop 67 in November 2016. Note that SB 270 preempts local ordinances passed after September 2014.

Through Executive Order N-54-20 on April 22, 2020, some portions of SB 270 were temporarily suspended for jurisdictions without a local ordinance, in response to the COVID 19 crisis. The Executive Order has since expired, and SB 270 is in full effect.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Prohibit plastic bags prior to the point of sale (e.g., meat bags, produce bags, etc.) unless compostable or reusable	Palo Alto, CA	The City of Palo Alto, as part of its single-use food service ware ordinance, bans single-use plastic produce and meat bags at grocery stores and farmer’s markets unless the bags are compostable
	2	Ban single-use plastic bags that are not food-related such as dry-cleaning bags, trash liner bags, flower	Pacific Grove, CA	The City of Pacific Grove’s ordinance is comprehensive of

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier	Policy Option	Example	Description/Notes
	<p>wrappings, pharmacy bags, etc. and require more sustainable alternatives.</p>		<p>many plastic bag types, including being one of the only jurisdictions to prohibit single-use plastic dry cleaning garment bags (effective December 31, 2020)</p>
	<p>3 Prohibit plastic newspaper bags from being automatically provided unless requested by the customer, with the exception that bags may be used when raining.</p> <p>Alternatives may include requesting that the newspaper be placed directly into a newspaper tube or box located on the recipient’s porch or below their mailbox.</p>	<p><i>No examples identified</i></p>	<p>Nearly all plastic bag bans specifically exempt newspaper bags.</p> <p>The City of Palo Alto does not ban plastic newspaper bags, but they created an outreach flier instructing residents on how to request no plastic bag for delivered newspapers.</p>
<p><b>Customary Practice</b></p>	<p>4 Establish a local bag ban on plastic carryout bags.</p>	<p><b><i>Encinitas, Solana Beach, Del Mar, Oceanside, San Diego, Imperial Beach</i></b></p> <p>Many other jurisdictions in the state (151 total)</p>	<p>San Diego County jurisdictions are some of the one-hundred and fifty one (151) different jurisdictions that have passed local plastic bag ban ordinances<sup>14</sup> prior to the statewide ban, SB 270, which passed the legislature in 2014 and finally became effective after a proposition in 2016.</p> <p>The statewide ban now preempts local ordinances passed after September 2014,</p>

<sup>14</sup> “Plastic Bags: Local Ordinances,” Californians Against Waste. <https://www.cawrecycles.org/list-of-local-bag-bans>

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
				so while this is standard practice, there are restrictions moving forward. For example, the Cities of Oceanside and San Diego created ordinances in 2016, when the bill was being considered for veto referendum (Prop 67) in November 2016 – while the ordinances passed City Council, they were not upheld after SB 270 became effective.
<b>Minimum Action</b>	5	Encourage or require in-store public education and encouragement to customers about reusable bags.	Palo Alto, CA	City of Palo Alto’s ordinance includes statement that the city encourages, but does not require in-store education, and provides materials for retailers and food service establishments.
<b>Other Policy Components</b>	6	Encourage or require in-store public education and encouragement to customers about reusable bags.	Palo Alto, CA	The City of Palo Alto’s municipal code, effective July 1, 2020, prohibits plastic bags used for collection of solid waste, unless they comply with the following: clear bags for refuse, blue-tinted bags for recyclables, and green-tinted compostable bags for organics.

## **APPENDIX B.**

### **INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

#### **3. Summary of Options**

- **Regulated Product Types / Entities** (meat bags, produce bags, newspaper bags, garment/dry cleaning bags, non-grocery retail stores, prescription bags, etc.)
- **Acceptable Material Alternatives** (recyclable paper, compostable, or reusable)
- Charge(s) for Bags
- **Incentive Programs** (discounts for reusable bags, discounts for bringing own bag, etc.)



## APPENDIX B.

### INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES

#### Approved Policy Option 4 – Use Restriction: Balloons

#### 1. Current Status

##### City Programs/Policies:

- No formal policy in place. The city’s Special Event Use Permit Application includes a question on whether there will be balloons, balloon arches, or balloon releases at the event; and, if so, requires the applicant to describe the necessary steps they will take to prevent pollution of those that may pop and drift into the storm drain.

##### San Diego Jurisdictions:

- None identified in this research stage.

##### Relevant Recent Legislation:

- **State of California Penal Code Section 653.1** bans the release of Mylar balloons. Mylar balloons may be sold, but must have a weight attached, a statement regarding risk of these balloons, and manufacturer identification. Balloon types other than Mylar (e.g., latex) are not restricted.
- **California State Fire Marshal** bans the release of “sky lanterns,” airborne paper lanterns commonly known as “sky lanterns” due to their potential wildfire hazard.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
Leader	1	Prohibit the sale or use of any balloons (both latex and Mylar) within the city	Nantucket, MA	The Town of Nantucket, Massachusetts banned the sale and use of any type of balloon (e.g., plastic, latex and Mylar balloons) inflated with any gas lighter than (e.g., helium). Penalties also apply to anyone importing balloons from outside of the island town and not properly containing and disposing of the balloon waste.
	2	Prohibit the sale, distribution, or use of balloons inflated with any gas lighter than air (e.g., helium) within the city	<i>City of Encinitas, CA</i>	As of October 2021, the City of Encinitas is considering passing an ordinance that prohibits the sale, distribution, or use of any balloon that is lighter-than-air, and has set up a website to receive community feedback regarding the ordinance: <a href="https://encinitasca.gov/Residents/Environmental-Programs/Balloon-Ordinance">https://encinitasca.gov/Residents/Environmental-Programs/Balloon-Ordinance</a>

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier	Policy Option	Example	Description/Notes
	3 Prohibit the intentional release of balloons at events held within the city	City of Ventura, CA	In 2020, the City of Ventura recently passed an ordinance prohibiting the intentional release of balloons at civic events, promotional events, or product advertisement events within the city. The goal of the ban is to reduce unnecessary plastic pollution in the city, and was passed in response to public discontent with a recent event that occurred where hundreds of balloons were released.
	4 Prohibit the sale or use of Mylar balloons within in the city, the sale or use of latex balloons at city functions or city-sponsored events, and the release of latex balloons within the city.	City of Hermosa Beach, CA	In 2019, the City of Hermosa passed an ordinance expanding its restrictions on the distribution and use of single-use plastic products in the city, which included various restrictions on the sale and distribution of balloons.
	5 Prohibit the sale of Mylar balloons filled with a gas lighter than air.	City of Glendale, CA	In 2020, the City of Glendale passed an ordinance prohibiting the sale of Mylar balloons lighter than air, citing released Mylar balloons as a safety hazard resulting in power outages when such balloons have come into contact with power lines in Glendale.
	6 Prohibit the intentional release of latex and Mylar balloons filled with gas lighter than air outdoors within the county	Suffolk County, NY	In 2019, citing the balloons' contribution to marine litter and danger to marine life, Suffolk County passed legislation banning the intentional release of lighter-than-air balloons outdoors.
	7 Restrict number of balloons that may be purchased (e.g., prohibit large structures such	N/A	No examples currently identified through readily available information.

**APPENDIX B.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON APPROVED POLICIES**

Tier		Policy Option	Example	Description/Notes
		as balloon arches.)		
<b>Customary Practice</b>	8	Prohibit the intentional release of 10 or more balloons filled with gas lighter than air outdoors within the state.	State of Rhode Island	In July 2021, a statewide restriction on balloon release was passed, to go into effect November 2021. Citing wildlife protection, the law prohibits the intentional release of 10 or more lighter-than-air balloons outdoors.
<b>Minimum Action</b>	9	Restrict release of balloons at city facilities/events	Plymouth, UK	Bans the release of balloons from Plymouth City Council-owned land.
	10	Prohibit purchase and use of balloons using city funds and at city facilities/events.	N/A	No examples currently identified that ban use at only the city level, however the Nantucket, MA model could be used and reduced to only applying to city facilities/events.

**3. Summary of Options**

- Prohibit sale and use of balloons (Types: latex, Mylar, or other)
- Prohibit intentional release of balloons
- Prohibit purchase of balloon arches or other large amounts of balloons
- Restrict use of balloons at city facilities and city-sponsored events

## APPENDIX C. INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED POLICIES WITH HIGH ENVIRONMENTAL IMPACT

### High Environmental Impact Policy Option 1 - Disposal Ban: Construction and Demolition Debris (C&D)

#### 1. Current Status

##### City Policies/Programs:

- The City of Carlsbad adopted the minimum requirements of the 2019 California Green Building Standards Code (CALGreen) by reference with the passing of Ordinance CS-364 (Municipal Code Chapter 18.21).
- The city has a publicly accessible educational C&D recycling guide.

##### San Diego County Jurisdictions:

- *Some examples of San Diego County jurisdictions that have C&D policies include: Chula Vista, La Mesa, and San Diego.*

##### Existing Legislation:

- **SB 1383 Regulations (2020).** SB 1383 regulations require compliance with specific sections the 2019 California Green Building Standards Code (CALGreen), and require jurisdictions to pass locally enforceable ordinance to ensure compliance with those Sections.
- As of 2012, 118 jurisdictions in California have passed some form of C&D material recycling ordinance.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Ban all C&D materials from landfills.	Vermont	Vermont bans all C&D materials from being deposited in landfills on a statewide basis.
	2	Prohibit demolition and require deconstruction.	Palo Alto, CA	The City of Palo Alto, effective July 1, 2020, prohibits demolition and instead requires developers to deconstruct and disassemble building components, source separate materials, and maximize reuse and recycling.
<b>Customary Practice</b>	3	Mandatory recycling and diversion with diversion targets above the minimum CALGreen requirements (65%). This could be a uniform target, or different	<i>La Mesa, CA</i>	The Cities of La Mesa and San Diego set a 75% diversion target, which exceeds the 65% CALGreen Requirement.
			<i>San Diego, CA</i>	
			<i>Chula Vista, CA</i>	<u>Targets by material type:</u> The City of Chula Vista requires 100%

**APPENDIX C.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED**  
**POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

Tier		Policy Option	Example	Description/Notes
		target tiers based on factors such as: material type, project type, project cost, project size, or other factors.		diversion of inert waste (concrete, asphalt, bricks, tile, trees, stumps, rocks, etc.) and 65% of the remaining types of waste generated.
		Dublin, CA	<u>Targets by project type:</u> The City of Dublin requires diversion of 75% of the waste for new construction generated on a job site; and, 65% of the waste for remodels or tenant improvement project. (100% of asphalt and concrete debris must be recycled, regardless of project type)	
		Alameda County, CA	<u>Targets by project size:</u> Alameda County’s diversion requirement thresholds apply to all demolition projects, as well as residential projects >1,000 sq. ft. and commercial projects >3,000 sq. ft.	
	4	Establish a performance deposit system for meeting diversion requirements	<b>Chula Vista, CA</b> <b>La Mesa, CA</b> <b>San Diego, CA</b>	<i>See Section 2.4, “Incentive-Based Policies”</i>
<b>Minimum Action</b>	5	Adopt the minimum CALGreen diversion target and requirements in the Municipal Code and prohibit all organic waste (based on the SB 1383 regulatory definition) from being deposited in landfills; and, ensure these provisions are enforceable at the local level.	Jurisdictions statewide.	SB 1383 requires locally “enforceable mechanisms” to be passed. The city, as a minimum action, will need to evaluate its current code to ensure the CALGreen incorporation by reference is enforceable at the city-level. Many jurisdictions around the state are in the drafting process for these updates.

## **APPENDIX C. INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

### **3. Summary of Options**

- Ban all C&D materials from landfills (some or all material types)
- Adopt a mandatory deconstruction ordinance
- Adopt a C&D recycling ordinance with diversion targets above the 65% CALGreen requirement
- Evaluate current CALGreen adoption in Municipal Code to ensure it is locally enforceable and that organic waste is recovered.

## APPENDIX C. INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED POLICIES WITH HIGH ENVIRONMENTAL IMPACT

### High Environmental Impact Policy Option 2 - Disposal Ban: Carpet

#### 1. Current Status

##### City Policies/Programs:

- The City of Carlsbad accepts carpet in its bulky item collection program.

##### San Diego County Jurisdictions:

- Currently, no jurisdictions in San Diego County have a carpet disposal bans.
- Education examples: San Diego County.

##### Existing Legislation:

- **AB 2398 (Perez, 2010).** AB 2398 established California’s statewide carpet stewardship program. The law includes a requirement that, effective January 1, 2019, all carpet sold or shipped/distributed in California must have a fee assessed at the point of sale of \$0.35 per square yard in order to fund the program. Carpet America Recovery Effort (CARE) manages the program. Retailers shall not sell carpet from non-compliant manufacturers.
- **AB 1158 (Chu, 2017)** amended the carpet stewardship law to include additional recycling rate goals and authority for CalRecycle to establish additional recycling rate goals in the future; the formation of an advisory committee; specific requirements for postconsumer carpet removal from state buildings; and, a clause specifying that the funding from fees collected cannot be used for certain disposal methods.
- **AB 729 (Chu, 2019)** amended the carpet stewardship law in 2019; effective January 1, 2020, to include a requirement for a contingency plan.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Ban carpet from being deposited at landfills and deposited in the collection stream.	Seattle, WA	The City of Seattle includes carpet in its recyclable Construction & Demolition debris disposal ban.
<b>Customary Practice</b>	2	N/A	N/A	N/A
<b>Minimum Action</b>	3	Provide educational resources on textile recycling and reuse.	statewide	Carpet America Recovery Effort (CARE) provides resources for carpet recycling including a Drop-Off Site map and options for carpet reuse.

**APPENDIX C.  
INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED  
POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

Tier		Policy Option	Example	Description/Notes
	4		Alameda County, CA Contra Costa County, CA City of Palo Alto, CA	Alameda County, Contra Costa County, and the City of Palo Alto have an online guide called “resource” with locations in the area that provide carpet recycling and reuse. The locations are labeled based on pick-up/drop-off options and pricing.
	5		<b><i>San Diego County, CA</i></b>	San Diego County’s Construction and Demolition Recycling Guide includes resources for carpet recycling. It includes locations in the county that accept carpets or carpet padding for recycling.

**3. Summary of Options**

- Implement a disposal ban on carpet
- Implement mandatory carpet recycling and provide recycling service
- Increase take-back options
- Increase educational materials provided/ create an education campaign



**APPENDIX C.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED  
POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

**High Environmental Impact Policy Option 3 - Disposal Ban:  
Mattresses**

**1. Current Status**

**City Policies/Programs:**

- The City of Carlsbad accepts mattresses in its bulky item collection program.

**San Diego County Jurisdictions:**

- Disposal bans: none.
- Education examples: City of San Diego.

**Existing Legislation:**

- **SB 254: Used Mattress Recovery and Recycling Act (2013).** California’s Used Mattress Recovery and Recycling Act requires mattress manufacturers to create a statewide recycling program for mattresses and box springs. The program is funded through a fee per unit sold. The bill requires retailers to provide consumers the option to have old mattresses picked up, requires the mattress recycling organization to develop a state plan for recycling used mattresses, and prohibits a manufacturer, renovator, or retailer from selling in or importing a mattress into the state under noncompliance circumstances. This bill helped to establish “Bye Bye Mattress” which helps individuals find drop-off locations for their used mattresses. Legislation has since been passed making modifications to the Act, such as **AB 187 (Garcia, 2019)** which placed additional specifications on organizational practices and reporting.

## APPENDIX C. INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED POLICIES WITH HIGH ENVIRONMENTAL IMPACT

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Ban mattresses from being deposited at landfills and deposited in the collection stream	Santa Cruz County, CA	Santa Cruz County’s County Code includes a section that lists a large variety of materials banned disposal in the landfill, including mattresses.
<b>Customary Practice</b>	3	Periodic collection events for mattresses	City of Visalia, CA	The City of Visalia, hosts an annual “Dump on Us” recycling event that collects a variety of recyclable materials, including mattresses.
			Sonoma County, CA	Sonoma County hosts free mattress recycling collection events throughout the county.
<b>Minimum Action</b>	5	Provide educational resources on mattress recycling	statewide	Bye Bye Mattress has a website that provides educational resources on retailer take back programs, household mattress recycling programs, and commercial mattress recycling programs.
			<i>City of San Diego, CA</i>	The City of San Diego has information on the recycling page of its website about mattress recycling practices and locations where residents can recycle their mattresses.

### 3. Summary of Options

- Implement a disposal ban
- Implement mandatory recycling and provide recycling service
- Increase take-back options
- Increase educational materials provided/ create an education campaign

**APPENDIX C.  
INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED  
POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

**High Environmental Impact Policy Option 4 - Disposal Ban: Textiles**

**1. Current Status**

**City Policies and Programs:**

- None in place.

**San Diego County Jurisdictions:**

- Disposal bans: none.
- Education examples: Encinitas and San Diego County.

**Relevant Recent Legislation:**

- No relevant legislation identified at this stage.

**2. Policy Options Detail**

Examples from San Diego County jurisdictions, if any, are ***emphasized***.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Ban textiles from being deposited at landfills and deposited in the collection stream	City of North Bay, Ontario (Canada)	The City of North Bay includes textiles on the list of items that prohibited from being disposed of in city landfills.
	2	Mandatory recycling of textiles	Rhode Island	The State of Rhode Island mandates recycling of textiles in landfills for all municipalities, single-family and commercial generators, and haulers.
	3	Mandatory recycling and curbside collection program for textiles	New York City, NY	New York City has a curbside textile recycling collection program and mandates that if textiles make up > 10% of the commercial recycling stream, they must be separated and recycled.
<b>Customary Practice</b>	4	Periodic collection events for textiles	Santa Monica, CA	The City of Santa Monica provides collection events for textiles, as well as textile recycling drop-off boxes. While

**APPENDIX C.  
INITIATIVE C RESEARCH AND ANALYSIS ON RECOMMENDED  
POLICIES WITH HIGH ENVIRONMENTAL IMPACT**

	5	Place drop-off containers at various city-owned properties for textiles. (Partner with reuse organizations, charities, or other non-profits that handle textiles)		<p>this type of program is not a material ban, it can be a supportive step for providing alternative resources if implementing a material ban or as a standalone program.</p> <p><i>See Section 2.3 for more details on take-back programs.</i></p>
<b>Minimum Action</b>	6	Provide educational resources on textile recycling and reuse.	<b>Encinitas, CA</b>	The City of Encinitas has a webpage dedicated to information about textile reduction, reuse, and recycling. It includes lists of local resources for repairs, donation, drop-off, etc., as well as an interactive map of locations.
			<b>San Diego County, CA</b>	San Diego County has a similar webpage with educational information including graphics, tips for waste reduction, and statistics/information regarding the recycling process.

**3. Summary of Options**

- Implement a disposal ban on textiles
- Implement mandatory textile recycling and provide recycling service
- Increase take-back options
- Increase educational materials provided/ create an education campaign

# APPENDIX D.

## INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### Overview

This section summarizes research regarding how different jurisdictions at the local, state, national, and international levels are implementing policies and programs to address the sustainable materials management issues and material types identified as additional policy options in this Implementation Plan. Examples from within San Diego County were identified as much as possible. In addition to researching existing ordinance and policy examples, relevant recently passed or upcoming legislation and regulations were identified to enable the city to stay ahead of the curve with future policy requirements.

#### Structure of Research and Analysis Summary for Each Policy:

Each policy is reviewed in the following format:

1. **Current Status:** Identifies and briefly describes current city programs and policies, if any, as well as highlights current examples of policies and programs from other jurisdictions within San Diego County, if any were identified during preliminary research. Additionally, highlights certain current or upcoming state legislation or regulations that relate to each policy option.
2. **Policy Options Detail.** Lays out descriptions of selected policy options and examples of other jurisdictions that have implemented the example policy or related programs. These examples are organized into one of the following tiers:
  - i. **Leader:** Following this track would align the city with the policies of jurisdictions in the state, and in some cases in the nation or world, that are leaders in sustainable material management.
  - ii. **Customary Practice:** The customary practice tier represents options that have either been replicated in multiple jurisdictions and are commonly used, and/or represent the “middle ground” of actions that may be taken.
  - iii. **Minimum Action:** The minimum action tier includes policy options the city can take to demonstrate a step in the direction of sustainable materials management, but to a lesser degree than customary practice.
3. **Summary of Options.** Provides a brief overview of the various ways each policy can be implemented.

# APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

## Section 1. Material Bans

Material bans, sometimes called “product bans,” can be a powerful tool for targeting problematic materials, particularly those that are difficult to recycle or that commonly end up as litter or pollutants. Material bans are a common approach to sustainable materials management for jurisdictions across the State of California. For example, according to Californians Against Waste, at least 120 jurisdictions across the state have implemented local bans on polystyrene<sup>15</sup> and 150 have implemented local plastic bag ban ordinances<sup>16</sup>. By implementing a material ban, Carlsbad would be aligned with these jurisdictions, including many San Diego County jurisdictions that are using this approach.

Planning for material bans may also set the city up for success in the event of future statewide legislation, which has shown trends toward increased interest in reducing waste of single-use materials. For example, numerous pieces of legislation have been introduced in the 2021 legislative session that target single-use plastic materials and reducing plastic pollution (See “current status” sections throughout this Appendix, which describe relevant legislation). The City of Carlsbad can think two-steps ahead by tracking legislation and beginning to implement plastic reduction strategies at the local level.

Materials to consider long-term for bans for have been included here.

### A. Cigarette/Tobacco Products

#### 1. Current Status

##### City Programs/Policies:

- Smoking is currently prohibited in unenclosed dining Areas (Municipal Code Chapter 6.14), and at beaches and parks (Municipal Code Section 11.32.110). Electronic cigarette use is prohibited wherever smoking is prohibited (Municipal Code Chapter 6.18)
- It is illegal within a park or beach in the city to dump or deposit any trash, refuse, rubbish, litter, or other kind of waste materials, except in approved containers specifically placed and designated to receive such waste materials (Municipal Code Section 11.32.030)

##### San Diego Jurisdictions:

None identified in this research stage, beyond standard smoking restrictions.

##### Relevant Recent Legislation:

**SB 8 (Glazer, 2019).** SB 8 prohibits smoking on state beaches and state parks.

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<sup>15</sup> “Polystyrene: Local Ordinances,” Californians Against Waste.

<https://www.cawrecycles.org/polystyrene-local-ordinances>

<sup>16</sup> “Plastic Bags: Local Ordinances,” Californians Against Waste. <https://www.cawrecycles.org/list-of-local-bag-bans>

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

**Inactive:**

**SB 424 (Jackson, 2019-2020).** This bill did not pass in the 2019-2020 legislative session. It would have prohibited the sale of single-use tobacco products (single use filters, single-use plastic devices, single-use electronic cigarettes). This bill would also require the manufacturer of a tobacco product to use materials eligible for recycling under state or local recycling programs, including electronic waste recycling programs; or, collect components that are not eligible for recycling through a take-back or mail-back program.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
Leader	1	Ban sale of tobacco products, including both single use tobacco products and electronic smoking devices.	Beverly Hills, CA (2019)	The City of Beverly Hills passed a comprehensive ban on the sale of all tobacco products in the city, including both cigarettes and electronic smoking devices, along with other tobacco products. The ordinance applies to all retailers in the city, with some exemptions for cigar lounges and hotels. The ordinance requires City Council to conduct a study session three years after the ordinance's effective date on impacts to local businesses and tourism.
	2	Ban electronic smoking devices	Beverly Hills, CA (2019)  San Francisco, CA (2020)	The City of Beverly Hills' tobacco ban also includes electronic smoking devices.  The City of San Francisco prohibits the retail sale of certain electronic cigarettes.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

	3	Ban smoking in all public areas	Laguna Beach, CA (2017)	The City of Laguna Beach expanded their smoking prohibitions to include all public areas, including sidewalks, streets, alleys, and common areas of multi-unit residences (e.g., laundry rooms, play areas, and pools). The ban includes all smoking devices, including tobacco, e-cigarettes, vaporizers, and marijuana.
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### 3. Summary of Options

- Ban sale of tobacco products (single-use, electronic, etc.)
- Restrict smoking areas further.

## B. Paper Receipts, Phone Books, and Mail

### 1. Current Status

#### City Programs/Policies

- None in place.

#### San Diego Jurisdictions

- *Examples of other jurisdictions in San Diego County with relevant policies or programs:*
  - Policies: None identified at this research stage.
  - Educational material: San Diego County

#### Relevant Recent Legislation

No current policies.

#### Inactive

**AB 161 (Ting, 2019-2020)** –AB 161 bill would prohibit businesses from providing a paper receipt to a customer unless requested by the customer. The bill would also prohibit receipts from containing the chemicals BPA or BPS and prohibit items that are not essential to the transaction from being included on the receipt (e.g., coupons, ads, etc.).



## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
Leader	1	Require that paper receipts be provided only upon request	California (2019 - 2020) <i>Not passed</i>	Assembly member Ting introduced AB 161, which would allow business to provide paper receipts only if the customer opts to receive one. The bill would have also prohibited receipts from containing the chemicals BPA or BPS, and would prohibit including items on receipt that are not essential to the transaction (e.g., coupons, ads, etc.) in order to reduce length of receipts. The bill did not pass the senate appropriations committee.
	2	Prohibit distribution of paper phone books without permission of the recipient.	San Francisco, CA and Seattle, WA (Overturned)	Seattle and San Francisco both passed ordinances that aimed to restrict waste from unwanted paper phone books. San Francisco banned companies from leaving unsolicited phone books with permission of the resident or business; and Seattle created a city-run opt-out system called "Stop Phone Books" and required directory publishers to pay cost of recycling. (Seattle's ordinance was overturned by a U.S. Ninth Circuit Court of Appeals decision that the ordinance infringed upon the 1 <sup>st</sup> amendment rights of the phone book publishers). San Francisco did not go through with their ordinance in response to the Seattle ruling.  Both Cities now instead have webpages that link users to the existing opt-out service website run by Yellow Pages.

## APPENDIX D.

### INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

Tier		Policy Option	Example	Description/Notes
Customary Practice	3	Create a city webpage that encourages residents to reduce paper waste from unwanted phone books and junk mail and provide links to existing phone book and junk mail opt-out services. (Non-policy option)	Long Beach, CA  Berkeley, Oakland, San Francisco, LA County, and other California jurisdictions.	Long Beach has a “ <a href="#">No More Junk Mail</a> ” webpage that provides information for opting out of phone books and junk mail, states the benefits of opting out, and reminds residents to recycle any unwanted mixed paper that they do receive  <a href="#">Oakland</a> , <a href="#">LA County</a> , <a href="#">San Francisco</a> and various other jurisdictions have similar webpages.  City of Berkeley has specifically engaged a partnership with a specific service called Catalog Choice, to help residents navigate opting out of junk mail.

### 3. Summary of options

- Receipts upon request only
- Prohibit distribution of paper phone books without consent of recipient
- Encourage voluntary reduction in phone books/junk mail; create a city webpage for resources for phone book opt out and junk mail reduction

## C. Single-Serving Beverage Pods

Single serving pods for hot beverages (often referred to as “K-Cups”), have become increasingly popular; however, they generate waste with each use and are not recyclable in most municipal systems. The pods are often made of multiple materials (such as the plastic exterior pod, aluminum foil top, fiber/plastic blend filter, lining materials, and organic coffee grounds) making them nearly impossible to recycle. Consumers are becoming increasingly aware of this issues, and new reusable, compostable, and recyclable options have begun to emerge on the market. Keurig has made the statement that 100% of their coffee pods will be recyclable by the end of 2020 (using #5 plastic); however, even if they are made from a recyclable plastic, these pods are too small to be processed in municipal recycling systems.

### 1. Current Status

#### City Programs/Policies

No policy currently in place.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### San Diego Jurisdictions

None identified in this research stage.

### Relevant Recent Legislation

None identified in this research stage.

## 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier		Policy Option	Example	Description/Notes
<b>Leader</b>	1	Prohibit the sale of single-serving beverage pod refills and dispensers.	Santa Cruz County, CA	While no policy has been passed, Santa Cruz County included banning coffee pods on a list of potential policies that was presented to the Board of Supervisors for consideration and included on a survey sent to residents on pollution reduction policy options.
	1a.	a. Sub-option: allow exemptions for pods that are reusable, compostable, or recyclable		
	2	Prohibit the purchase and use of single-serving beverages pods or dispensers at city facilities.	Hamburg, Germany (2016)	Hamburg, Germany became the first city to ban coffee pods and dispensers from being used at city facilities.

## 3. Summary of Options

- Ban sale of single-use coffee pods and dispensers (all pod types, or only non-recyclable or non-compostable)
- Prohibit purchase and use of single-serving beverage pods at city facilities/events.

# **APPENDIX D.**

## **INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION**

### **Section 2. Disposal Bans**

Disposal Bans are a materials management policy tool that prohibits the disposal of certain material types. The State of California currently already has disposal bans on many material types, particularly hazardous waste, but jurisdictions across the state are taking further action by banning the disposal of items at the local level in order to promote reuse or recycling of those items. The city's Sustainable Materials Management Plan specifically suggests banning disposal of C&D materials and green waste at the Palomar Transfer Station and through the city's commercial and residential collection system. This Section outlines those suggestions as well as lists additional materials that the city can consider as part of a disposal ban policy. Section 2A includes a general list of multiple material types, followed by subsections 2.B-2.D which highlight and expand on some of those materials in more detail.

#### **A. Recyclables or Household Hazardous Waste**

##### **1. Current Status**

###### Current City Policies/Programs

- The city follows restrictions for materials banned from landfills under existing restrictions by the State of California (see below).
- While not a disposal ban, the city accepts a variety of materials through bulky item collection (A/C units, barbecues, furniture, appliances, E-waste, mattresses, and certain other items with special handling). Providing collection service for items is important, however this does not decrease the disposal of these items.

###### San Diego County Jurisdictions

Examples of other San Diego jurisdictions used throughout this Section include: San Diego, San Diego County, Chula Vista, Oceanside, Encinitas, and La Mesa. The majority of these jurisdictions do not have strict disposal bans, but have been used as examples of other policy/program options. See below for details.

###### Existing Legislation

- **Multiple existing state regulations** already prohibit a variety of materials from being disposed of in the State of California, such as: car batteries, cars, computers, CRTs, electronics, medical sharps, mercury thermostats, motor oil, NiCad batteries, paint, tires, and white goods.
- **AB 341 and AB 1826** established mandatory recycling and organics collection, respectively, for certain commercial generators; see below for details.
- **SB 1383 (Lara, 2016); SB 1383 Regulations (CalRecycle, 2020).** SB 1383 establishes statewide targets to reduce the statewide disposal of organic waste by 50% by 2020 and 75% by 2025; and requires that not less than 20% of edible food that is currently disposed be recovered for human consumption by 2025. To support these goals, the SB 1383 Regulations developed by CalRecycle require jurisdictions, effective January 1, 2022, to establish organic waste collection and processing programs, food recovery programs, contamination monitoring, education and outreach, recovered organic waste product and recycled paper procurement,

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

enforcement, and other programmatic requirements; and, pass ordinances or other enforceable mechanisms to ensure compliance with these programs. As it relates to disposal bans, the city, at a minimum, will need to pass policies to mandate recovery and collection of organic waste (including both food waste and green waste) and ensure haulers and facility operators comply with certain standards. The city should also prohibit use of organic materials as Alternative Daily Cover of Alternative Intermediate Cover. See below for details.

- **AB 332 (Committee on ESTM, 2021).** This bill requires a person managing treated wood waste to comply with the hazardous waste control laws or the management standards established in the bill, including standards for the reuse, storage, treatment, transportation, tracking, identification, and disposal of treated wood waste (TWW). This bill limits those standards to TWW that is hazardous only because of a preservative present in or on the wood, and that is not subject to the existing exemption for certain wood waste or to regulation as a hazardous waste under federal law.

### Vetoed

- **SB 244 (Archuleta, 2021).** This bill would have required CalRecycle, in consultation with DTSC, on or before July 1, 2024, to develop a guidance document related to the proper handling and disposal of lithium-ion batteries.

## 2. Policy Options Detail

The following is an overview of potential materials that could be banned from disposal. Some of these materials have separate subsections for more detail. Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	Policy Option	Example	Description/Notes
Customary Practice	Tires	Santa Cruz County, CA	Santa Cruz County's County Code includes a section that lists a large variety of materials banned disposal in the landfill, including the materials listed to the left.
	Paper and Cardboard		
	Plastic containers (resin #1-7)		
	Cartons and aseptic packaging		
	Container glass		
	Electronics		
	Aluminum can, trays, and foil		
	Tin and steel cans		
	Scrap metal (including white goods and appliances)		

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

	Motor oil and filters		
	Dry cell and lead acid batteries		
	Electronic waste		
<b>Minimum Action</b>	Recyclable Materials	<i>San Diego, CA</i>	The City of San Diego’s recycling ordinance prohibits disposal of recyclable materials.
<b>Other Policy Considerations</b>	Ensure the disposal ban is locally enforceable.	Santa Cruz County, CA	Violation of Santa Cruz County’s disposal ban is handled as a violation in accordance with other parts of their County Code – General Penalties and Enforcement, Nuisance Abatement, and/or Enforcement by County Health Officer.
	Provide informational materials/create an education campaign.	<i>Encinitas, CA</i> <i>San Diego County, CA</i>  Various other California jurisdictions	An education and information campaign and/or webpage could be created for reduction, reuse, and recycling of a variety of materials. Education can be conducted in conjunction with a disposal ban or other policy, or as a first step without enacting formal policy.  See Section 2.2.D for an example from Encinitas and San Diego County who have education pages for textile recycling.
	Provide collection and take-back opportunities	See Section 2.3	In lieu of, or in addition to a disposal ban, the city can create take-back program for materials that are difficult to recycle. See Section 2.3 for details.

**3. Summary of Options**

Review and select materials from the examples above that the city is interested in pursuing for a disposal ban. At a minimum, prohibiting disposal of organic waste (including use as ADC and AIC) will be

## **APPENDIX D.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION**

required, as described in Section D. See the attached Policy Design Guides for more detail on the options selected.

## **B. Organic Materials – Green Waste**

### **1. Current Status**

#### City Policies and Programs

- No disposal ban in place
- Curbside collection for green waste is available

#### San Diego County Jurisdictions

Examples of San Diego County jurisdictions: City of San Diego.

#### Relevant Recent Legislation

- **AB 1826 (Chesbro, 2014).** AB 1826 established mandatory commercial organics recycling for businesses. Jurisdictions, effective April 1, 2016, are required to implement an organic waste recycling program, and businesses are required to arrange for organics recycling service, depending on the amount of waste generated by the business per week.
- **SB 1383 (Lara, 2016); SB 1383 Regulations (CalRecycle, 2020).** SB 1383 Regulations require that the city, effective January 1, 2022, establish organic waste collection and processing programs (among many other requirements), and pass ordinances or other enforceable mechanisms to ensure compliance with these programs. As it relates to disposal bans, the city, at a minimum, will need to pass policies to mandate recovery and collection of organic waste and ensure haulers and facility operators comply with certain standards. The city should also prohibit use of organic materials as Alternative Daily Cover (ADC) of Alternative Intermediate Cover (AIC).
- **AB 1594 (Williams, 2014).** AB 1594 mandates that, as of January 1, 2020, the use of green material as Alternative Daily Cover (ADC) no longer constitutes diversion through recycling and is considered disposal for the purpose of measuring the jurisdiction's per capita disposal rate.

#### Inactive

- **AB 1086 (Aguiar-Curry, 2021).** This bill would request that the California Council on Science and Technology, in consultation with its research partners and other state agencies, complete a report that provides an implementation strategy to achieve the state's organic waste, and related climate change and air quality, mandates, goals, and targets. The bill would require the implementation strategy to include, among other things, recommendations on policy and funding support for the beneficial reuse of organic waste.

# APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

## 2. Policy Options Detail

Tier	Policy Option	Example	Description/Notes
Minimum Action	<p>Organic Materials:</p> <p>Prohibit disposal of Organic Waste in landfills, (including prohibiting use as ADC/AIC) and in the collection stream. Additionally, ensure these provisions are enforceable at the local level.</p> <p>(This is marked as a “minimum action,” as it will be required for implementation of SB 1383)</p>	<p><i>San Diego, CA</i></p> <p>Jurisdictions statewide</p>	<p>The City of San Diego’s recycling ordinance prohibits disposal of certain organic materials.</p> <p>Jurisdictions across the state will need to implement this policy in order to comply with SB 1383, and many are in the drafting process to update their municipal and county codes.</p>

## 3. Summary of Options

- The recommended policy option at this time is to implement an enforceable disposal ban for Organic Waste at facilities and through the collection stream, including prohibiting use of organic waste as ADC/AIC.

### B.2 Organic Materials - Edible Food

#### 1. Current Status

##### Current City Policies/Programs

- No formal policy in place.
- The city provides some links to resources on food waste prevention and donation on its website.

##### San Diego County Jurisdictions

- San Diego County Jurisdictions with ordinances: none identified in this stage
- Other program or education examples: Oceanside, City of San Diego, San Diego County, and Chula Vista.

##### Relevant Recent Legislation

- AB 614 (Eggman, 2019).** AB 614 expands the types of food and food handling that are eligible for the “**Farm to Food Bank Tax Credit**,” which expands incentive opportunities for food recovery.
- AB 1219 (Eggman, 2017).** AB 1219, the **California Good Samaritan Food Donation Act**, expands liability protections for food donors in good faith. This act was monumental for protecting and



## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

expanding food recovery efforts, and is an important piece of legislation for donors to be aware of as food recovery programs expand in response to SB 1383. There is similar federal legislation, the “Bill Emerson Good Samaritan Food Donation Act,” but California’s legislation is more comprehensive.

- **SB 1383 (Lara, 2016); SB 1383 Regulations (CalRecycle, 2020).** In addition to the organic waste collection and processing mentioned above, SB 1383 sets a statewide target of recovering for human consumption 20% of edible food that is currently disposed. The SB 1383 regulations place programmatic requirements on jurisdictions, food recovery organizations, food recovery services, and commercial edible food generators to achieve that goal. The city will be required to implement an edible food recovery program, including, but not limited to, capacity planning, education, inspection, enforcement, and passing ordinances or other enforceable mechanisms.

### Proposed

- **SB 240 (Eggman, 2021).** This bill would extend the authorization for the farm to food bank tax credit for an additional five years (to January 1, 2027).
- **AB 1027 (Seyarto, 2021) and SB 619 (Laird, 2021).** Both of these bills are intent bills to delay implementation of the SB 1383 regulations. The city is advised to monitor the progression of these bills, but to continue planning for SB 1383 compliance and food recovery programs by January 1, 2022.

## 2. Policy Options Detail

Tier		Policy Option	Example	Description/Notes
Leader	1	Require all food generating businesses and grocery stores/supermarkets in the city to donate edible food ( <i>beyond</i> the Tier 1 and Tier 2 categories of SB 1383).	France	France’s 2016 law requires supermarkets larger than 4,305 square feet to sign an agreement with a food recovery organization to accept its excess edible food.  California’s SB 1383 regulations define grocery stores that are Tier 1 generators as 10,000 sq. ft. France’s law encompasses smaller grocery stores as well.
	2	Create city funded and/or operated food recovery programs.	<b>Oceanside, CA</b>	The City of Oceanside has already begun expanding food recovery infrastructure by creating a brand-new food recovery facility and program called the Green Oceanside Kitchen. The city provides funding and partners with the non-profit Oceanside Kitchen Collaborative (OKC) for operations of the holistic

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier	Policy Option	Example	Description/Notes
			<p>model, including: food recovery operations, workforce development program, meal distribution to communities, community culinary classes, and social enterprise catering.</p> <p>While not a disposal ban, this is an example of a city-run program that will be helpful for SB 1383 regulatory requirements and would complement a disposal ban</p>
	3	Adopt a city administrative policy that establishes a bid preference for city contracts for food vendors that reduce food waste, use recovered food, or otherwise demonstrate sustainable food practices.	<p>N/A</p> <p>No current examples have been identified during this research phase. The city could be a leader by implementing this policy. This would likely fall under the city's environmentally preferred purchasing policy, rather than the disposal ban, but is included here as a programmatic supplement idea.</p>
<b>Minimum Action</b>	<p>4</p> <p>Prohibit food waste from being disposed of in landfills; establish an edible food recovery program in accordance with SB 1383 regulations; and, pass enforceable ordinances to require compliance with the program.</p> <p>(This is listed as a minimum requirement, as it will be required for compliance with the SB 1383 regulations)</p>	statewide	<p>Jurisdictions across the state will be required to implement these actions and update their municipal codes/county codes. Many are currently in the drafting process for these updates.</p>
		<b>San Diego Food Systems Alliance</b>	<p>An example of an organization and partnership opportunity is the San Diego Food Systems Alliance. The San Diego Food Systems Alliance is a successful and well-established organization that promotes cross-sector collaboration, leads regional food system planning, influences policy, engages communities, and more. They operate a Wasted Food Prevention Program that provides comprehensive and specialized services such as technical assistance,</p>

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier		Policy Option	Example	Description/Notes
				consumer education, network development, etc.
	5	Increase the education materials provided by the city. (Note that SB 1383 requires minimum education requirements for food recovery programs.)	<p><b><i>San Diego County, CA</i></b></p> <p><b><i>San Diego, CA</i></b></p> <p><b><i>Chula Vista, CA</i></b></p>	<p>San Diego County created the “ReThink Waste” campaign, which includes education and encouragement to reduce food waste. They also have a webpage on their website dedicated to wasted food reduction. It includes information on reducing wasted food, links to resources, information on how and where to donate food locally, and an interactive section to learn about food storage techniques for different food items. The county created a “Too Good to Waste” guide, which has been used as a resource by jurisdictions across the state and beyond.</p> <p>The Cities of San Diego and Chula Vista also have additional educational materials.</p> <p>Under the SB 1383 regulations, the city will be required to educate generators and post a list of food recovery organizations in the city, and update that list annually.</p>

**3. Summary of Options**

- Go above and beyond SB 1383 minimum compliance for a more robust food recovery program
  - Require food recovery by generators beyond those included in SB 1383 regulatory requirements
  - Create and/or fund new food recovery projects within the city, beyond existing requirements under SB 1383
  - Expanded education, outreach, and technical assistance programs
- Comply with SB 1383 minimum compliance for edible food recovery (required; not handled through this phase of the project, but to be evaluated during the SB 1383 implementation phases)

## **APPENDIX D.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION**

### **Section 3. Take-Back, Product Stewardship, and EPR**

The city's Sustainable Materials Management Plan (SMMP) identifies a policy category that includes the approaches of Product Stewardship (PS), Extended Producer Responsibility (EPR), and Take-Back Ordinances (Take-Back). Product Stewardship is a policy framework that places a "shared responsibility for end-of-life product management on the producers, and all entities involved in the product chain, instead of the general public; while encouraging product design changes that minimize a negative impact on human health and the environment at every stage of the product's lifecycle."<sup>17</sup> Extended Producer Responsibility is a mandatory form of Product Stewardship that includes government oversight and enforcement of the manufacturers/producers. Take-Back programs require or encourage retailers and/or producers to accept back materials from consumers, at no charge to the consumer, and manage the proper recycling, reuse, or disposal processes for each material type. While Take-Back programs are common components of EPR frameworks, the city's SMMP more narrowly focuses Take-Back programs on local retailers rather than producers. The city's SMMP recommends that the city consider Take-Back ordinances for products that are difficult and costly to manage. Specific examples of materials highlighted in the SMMP for consideration are: sharps, pharmaceuticals, batteries, and cigarette butts. In this policy summary section, certain material types have been highlighted in their own more detailed section, and others have been included in a more general material list section, based on the recommended materials in the SMMP, plausibility for an ordinance at the local level, and/or availability of examples. The city's SMMP does not focus on Extended Producer Responsibility at the local level, but instead suggests that the city advocate for Product Stewardship and Extended Producer Responsibility at the regional, state, or national level.

### **Section 3.1. Take-Back Ordinances**

#### **A. Batteries**

##### **1. Current Status**

###### **City Programs/Policies**

- No policy in place.
- The city allows residents to place used batteries in a clear plastic bag on top of the recyclable materials cart for curbside collection.

###### **San Diego Jurisdictions**

None identified during this research stage.

###### **Relevant Recent Legislation**

- The Rechargeable Battery Recycling Act of 2006 requires retailers to have a system for the acceptance and collection of used rechargeable batteries for reuse, recycling, or proper disposal.

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<sup>17</sup> "Product Stewardship and Extended Producer Responsibility" CalRecycle.

<https://www.calrecycle.ca.gov/epr>

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

- The Cell Phone Recycling Act of 2004 requires cell phone retailers to have a take back system for the acceptance and collection of used cell phones for reuse, recycling, or proper disposal.

### Proposed

- SB 289 (Newman, 2021).** The bill would enact the Battery and Battery-Embedded Product Recycling and Fire Risk Reduction Act of 2021, which would require producers to establish a stewardship program for batteries and battery embedded products. Stewardship organizations or producers must submit a plan for the collection, transportation, and recycling of batteries or battery embedded products by June 30, 2024. The bill would require the plan to include a collection system for batteries and battery-embedded products with a certain number of collection site as well as a funding mechanism.

### Inactive

- AB 1509 (Mullin & Berman, 2019)** This bill was not passed in the 2019-2020 session, but would have established the lithium-ion battery recycling program in CalRecycle and would authorize a retailer to achieve the recycling rates for covered battery-embedded products through a take-back program or other specified mechanism. It also requires manufacturers to pay administrative fees to CalRecycle for the administration of the program, and the bill would establish the Lithium-Ion Battery Recycling Cost of Implementation Account.

## 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
Leader	1	Require that all producers of batteries that sell or otherwise distribute batteries to retailers or other entities in the city to provide and fund a Take-Back program for the public, at no charge.	N/A	Examples found in this research stage were retailer-focused rather than producer-focused, see below.
	2	Require that all retailers that sell batteries within the city provide a Take-Back program to the public, at no charge	San Luis Obispo County	San Luis Obispo County passed an ordinance establishing a household batteries and fluorescent tubes management program. Through the San Luis Obispo Integrated Waste management Authority's (SLO IWMA) "Take Back Program", every retailer that sells household batteries in San Luis Obispo County

**APPENDIX D.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY**  
**OPTIONS FOR FUTURE CONSIDERATION**

				must take those items back from the public for free.
<b>Customary Practice</b>	3	Work with other cities in the county to encourage the County of San Diego to adopt an ordinance establishing a countywide take-back program for batteries.	San Luis Obispo County	As described above, SLO IWMA established a battery Take-Back program. The city could work with other cities in the county to advocate for a county ordinance modeled off San Luis Obispo County's ordinance.
	4	Conduct a pilot project to test Product Stewardship programs for batteries, prior to passing a mandatory ordinance.	San Gabriel Valley Council of Governments	The San Gabriel Valley Council of Governments established a pilot project to demonstrate how battery manufacturers can design a stewardship program that provides convenient battery collection locations. The pilot was funded with a grant from CalRecycle. Forty local businesses participated in the program and served as Take-Back sites. While the grant for the pilot ended March 31, 2012, the plan is to continue supporting the businesses as battery Take-Back sites, in partnership with Call2Recycle. Call2Recycle will provide the collection boxes, shipping expenses, and recycling at no cost to the sites and the SGVCOG will provide technical assistance to the sites and promote awareness amongst residents.
	5	Expand the types of batteries accepted in the city's existing curbside service or Stericycle.	N/A	N/A – city-specific.
<b>Minimum Action</b>	6	Create a voluntary program to encourage retailers to provide battery take-back services.	N/A	No voluntary battery ordinances identified during this research stage.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### 3. Summary of Options

- Create a mandatory take-back program for batteries (either producer or retailer funded/managed).
- Expand current collection services.
- Create a voluntary program.

## B. Fluorescent Light Bulbs

### 1. Current Status

#### City Programs/Policies

- None in place.
- Residents may take their fluorescent bulbs and tubes to a household hazardous waste facility as part of the city’s Household Hazardous Waste Program. Residents may also request door-to-door pick up service through CleanEarth for a fee.

#### San Diego Jurisdictions

- None identified in this research stage.

#### Recent legislation

- None identified in this research stage.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1	Require that all retailers that sell fluorescent lights, bulbs, or tubes provide a Take-Back program to the public, at no charge	San Luis Obispo County	San Luis Obispo County passed an ordinance establishing a household batteries and fluorescent tubes management program. Through the San Luis Obispo Integrated Waste management Authority’s (SLO IWMA) “Take Back Program”, every retailer that sells fluorescent tubes in San Luis Obispo County must take those items back from the public for free.
<b>Customary Practice</b>	2	Work with other cities in the county to encourage the County of San Diego to	San Luis Obispo County	As described above, SLO IWMA established a fluorescent bulb/tube take-back program. The city could

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

		adopt an ordinance establishing a countywide Take-Back program for fluorescent tubes/bulbs.		work with other cities in the county to advocate for a county ordinance modeled off San Luis Obispo County's ordinance.
	3	Expand the city's current program through Stericycle to move toward an EPR/PS model by having producers or retailers provide funding for the program (rather than consumers paying for the service).	N/A	N/A – city-specific.
<b>Minimum Action</b>	4	Create a voluntary program to encourage retailers to provide Take-Back services.	N/A	No voluntary ordinances for fluorescent bulbs identified during this research stage.

**3. Summary of Options**

- Create a mandatory take-back program for fluorescent tubes/bulbs (either producer or retailer funded/managed).
- Expand current collection services.
- Create a voluntary program.

**C. Pharmaceuticals and Sharps**

**1. Current Status**

**City Programs/Policies**

- No policy in place.
- Carlsbad Municipal Code includes a section referencing prescription drug drop boxes at designated city facilities (Chapter 6.10) and a safe disposal location at the City of Carlsbad Safety Center with anonymous drop off M-F 8am -5pm.
- The city holds an annual pharmaceutical collection event. The standard method for handling of prescription drugs is through the San Diego County Sherriff's department [drop off program](#).
- Residents may take their sharps or needles to a household hazardous waste facility as part of the city's Household Hazardous Waste Program.



## APPENDIX D.

# INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

- The city has arranged for a contractor to provide residents with a limited number of free mail-back sharps kits that are available at their main office. Due to limited availability, each household will be limited to one mail-back kit per year.

### San Diego County Jurisdictions

None identified at this stage.

### Relevant Recent Legislation

- SB 212 (2018); Regulations (2020).** SB 212 requires entities selling pharmaceuticals or home-use medical sharps in California to individually, or in cooperation with other entities, develop and implement a statewide stewardship plan for the collection and disposal of home-generated pharmaceuticals and sharps waste. For drug stewardship plans, the plan must have five collection sites per county or one per 50,000 people, whichever is greater. For home-generated sharps stewardship plans, collection is done through prepaid mail-back containers, for which distribution is made or initiated at the point of sale with no cost to the consumer. It also requires CalRecycle to adopt specific regulations.

The CalRecycle regulations were approved and made effective on January 7, 2021. The regulations preempt local product stewardship programs for pharmaceuticals and sharps, unless those programs were effective prior to April 18, 2018. Therefore, the city will have limitations with this policy approach and may want to coordinate with the county to confirm local/regionally available options.

- U.S. Public Law No. 111-273, “Secure and Responsible Drug Disposal Act of 2010” (2010).** This federal law authorized expansion of the permitted methods of pharmaceutical collection, including through retail collection. Regulations in 2014 implemented the Act, including provisions specifically allowing retail pharmacies to maintain bins for collection/take-back of controlled substances.

## 2. Policy Option Detail

Tier	#	Policy Option	Example	Description/Notes
Customary Practice	1	Require retailers and/or producers that sell, offer for sale, or distribute drugs within the city to implement a take-back program for pharmaceuticals, promote the program, and manage proper disposal of collected materials.	San Luis Obispo County, CA	San Luis Obispo County has a mandatory pharmaceutical and sharps product stewardship and take-back program.  The county’s first ordinance in 2015 placed costs and responsibility on retailers, but their updated 2018 ordinance shifted responsibility to the producers. This is an example of a transitional EPR policy.
			Santa Cruz, CA	The City of Santa Cruz began with a voluntary city-funded take-back program, working

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier	#	Policy Option	Example	Description/Notes
				together with the county and neighboring cities. The county then passed mandatory ordinances in 2014 and 2015, and the city then followed suit in 2016 with a mandatory ordinance in order to create a more consistent and effective program for the city/county partnership.
			Alameda County, CA	Alameda County's Safe Drug Disposal Ordinance (2012) was the first in the U.S. at the time to require the pharmaceutical companies/ producers to fund the program and manage collection and disposal, and serves as a leadership model for EPR.  Since then, many other CA counties and jurisdictions have implemented similar programs (e.g., Counties of Santa Clara, Marin, San Mateo, and more)
<b>Minimum Action</b>	2	Create a voluntary, city-funded take-back program	Santa Cruz, CA	The City of Santa Cruz began with a voluntary city-funded take-back program for sharps and pharmaceuticals between 2007 – 2016 prior to passing a mandatory ordinance (see above).
	3	Expand current efforts, such as increasing the number of collection stations and collection events.	<b>San Diego, CA</b>	The City of San Diego has 7 drop-box locations for pharmaceuticals.
	4	Expand the city's current program through Stericycle to move toward an EPR/PS model by having producers or retailers provide funding for the program (rather than	N/A	N/A: city-specific

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

Tier	#	Policy Option	Example	Description/Notes
		consumers paying for the service).		
	5	Wait until regulations for SB 212 are finalized and consult with county on available options.	N/A	N/A

### 3. Summary of Options

- Create a mandatory take-back program for sharps and pharmaceuticals\*
- Expand current collection services
- Create a voluntary program
- Review SB 212 regulations and collaborate with county on local/regional approaches

15. \*Limitations due to SB 212 preemption; see recommendations mentioned in subsection A.1 above.

## D. Plastic Packaging

### 1. Current Status

#### City Programs/Policies

None in place.

#### San Diego Jurisdictions

None identified.

#### Relevant Recent Legislation

- **AB 793 (Ting, 2019-2020):** Requires manufacturers to meet minimum recycled content standards for plastic beverage containers: starting with 15% recycled content per year by 2022, 25% by 2025, and 50% by 2030. Does not include take-back programs, but is an important step for extended producer responsibility.
- **SB 343 (Allen, 2021).** This bill prohibits manufacturers from using the “chasing arrows” symbol on products unless CalRecycle has determined that the product or packaging is recyclable in the state.
- **AB 1201 (Ting, 2021)** This bill prohibits a person from selling a product that is labeled with the term “compostable,” “home compostable,” “biodegradable,” “degradable,” or “decomposable,” unless the product meets certain compostability requirements and requirements for making environmental marketing claims.

## APPENDIX D.

# INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### *Proposed*

- **The Plastics Free California Ballot Initiative** is expected to be on the November 2022 ballot. Advocates for the initiative submitted 870,000+ voter signatures in August 2020 (623,212 signatures were required to qualify), and it is expected to be approved for the November 2022 ballot in April 2021. Some key features of the initiative include: i) All single-use plastic packaging must be reusable, recyclable, or compostable by 2030; ii) statewide ban on polystyrene food containers; iii) Funding for environmental restoration projects; iv) Funding for new recycling and composting facilities; and, v) Manufacturers will be charged a fee for single-use plastic packaging/products produced. The fee on manufacturers is a key component that makes this an extended producer responsibility policy.

### *Inactive*

- **AB 3141 (Friedman, 2020)**. This bill did not pass in the 2019-2020 legislative session. It would have created requirements for Take-Back programs for plastic bags, packaging, and shipping envelopes, including: reinstating in-store plastic bag programs; requiring online retailers to provide collection containers for packaging; and requiring physical retail locations to accept plastic packaging from online purchases.
- **SB 54 (Allen, 2021)**. This bill would establish the Plastic Pollution Producer Responsibility Act, which would prohibit producers of single-use disposable packaging or single-use disposable food service ware products from selling, distributing, or importing these packaging or products within the state that are manufactured on or after January 1, 2032, unless they are recyclable or compostable.
- **AB 478 (Ting, 2021)**. This bill would establish minimum recycled content standards for thermoform containers (e.g., clamshell containers).

## 2. Policy Options Detail

Tier	#	Policy Option	Example	Description/Notes
Leader	1	Create an expanded plastic bag and plastic packaging Take-Back program.	State of California (proposed/inactive)	The State of California has considered legislation that would implement expanded plastic packaging take-back programs (see AB 3141 above – not passed) and is currently considering a number for EPR bills related to plastic pollution reduction (See SB 54 above - proposed). See The city could begin a local program.
			New York City, NY	New York City’s plastic bag take-back program includes a variety of plastic bag types (beyond just grocery store bags) specifically including newspaper bags, dry cleaning bags, shrink wrap, and clean food bags.

## APPENDIX D.

### INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

Minimum Action	2	Encourage retailers to establish voluntary take-back programs for their material packaging.	N/A	Instead of a mandatory program, the city could encourage businesses (particularly those in the green business program) to provide take-bac; especially for retail store locations that also have online orders.
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#### 3. Summary of Options

- Create a mandatory take-back program for plastic packaging (either producer or retailer funded/managed).

16. Create a voluntary program.

#### E. Solar Panels

##### 1. Current Status

###### City Programs/Policies

- None in place.

###### San Diego Jurisdictions

None identified in this research stage.

###### Relevant Recent Legislation

**SB 489 (Monning, 2015); Regulations (DTSC, 2020).** SB 489 was a bill passed in 2015 that includes the requirement for the Department of Toxic Substances Control (DTSC) to develop regulations to designate end-of-life photovoltaic modules that are identified as hazardous waste as a universal waste and subject those modules to universal waste management. Regulations were finalized and made effective January 1, 2021. The final regulatory text is published and available [here](#).

*Inactive:*

- **SB 1152 (Skinner, 2019-2020).** This bill would have required, on and after January 1, 2023, a manufacturer of a solar panel sold in California to include a permanently affixed label that provides information necessary to facilitate proper disposal or recycling of the solar panel at the end of its useful life. The bill would require CalRecycle to develop regulations implementing that labeling requirement.
- **SB 207 (Dahle, 2021).** This bill is being considered in the 2021 legislative session, and would require the Secretary for Environmental Protection to, on or before April 1, 2022, convene the Photovoltaic Recycling Advisory Group, to review and advise the California State Legislature on policies pertaining to the recovery and recycling of photovoltaic panels and their components. The advisory group would be required to submit policy recommendations to the Legislature on or before April 1, 2025, that aim

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

to ensure that 100% of photovoltaic panels in the state are reused or recycled at the end of life in a safe and cost-effective manner.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1	Require producers that sell solar panels in the city to have end-of-life recycling programs for their products.	Washington	The State of Washington passed a solar panel stewardship bill (ESSB 5939), requiring manufacturers that sell solar products into the state to have end-of-life recycling programs for their products.
	2	Require manufacturers of solar panels sold in the city to include a label that provides information about proper recycling and disposal of the panel.	State of California (2019-2020, not passed)	See description for SB 1152 above, which would have required labeling of solar panels.
<b>Customary Practice</b>	3	Hold collection events for solar panels.	Santa Monica, CA	The City of Santa Monica partnered with the California Product Stewardship Council to create a solar panel collection program, largely through collection events.
	4	Conduct further research on solar panel recycling	State of California (2021, proposed)	See description above for SB 207, which would require further research and recommendations for solar panel recycling efforts.

### 3. Summary of Options

- Require end-of-life recycling program for solar panels (producers and/or installers)
- Require labeling with proper recycling instructions
- Hold collection events
- Conduct further research

### F. Tobacco Waste

# APPENDIX D.

## INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### 1. Current Status

#### City Programs/Policies

- None in place.
- See Section 2.1 (Material Bans) regarding city restrictions on public smoking areas.

#### San Diego Jurisdictions

None identified in this research stage.

#### Relevant Recent Legislation

- **SB 8 (Glazer, 2019)** Bans smoking at state beaches and parks, but does not include a take-back or extended producer responsibility component.

#### Inactive

- **SB 424 (Jackson, 2019-2020)**. This bill did not pass in the 2019-2020 legislative session. It would have prohibited the sale of single-use tobacco products (single use filters, single-use plastic devices, single-use electronic cigarettes). This bill would also require the manufacturer of a tobacco product to use materials eligible for recycling under state or local recycling programs, including electronic waste recycling programs; or, collect components that are not eligible for recycling through a take-back or mail-back program.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1	Require a Take-Back program for cigarette butts or other tobacco waste.  An additional policy component to include could be a deposit and return program where a charge would be placed on each pack of cigarettes, which could be redeemed if the used products are returned to retailers for proper collection.	Proposed in Maine, New York, and Vancouver	Maine, New York, and Vancouver have each proposed, but not yet passed, similar policies for a cigarette butt take back program. The program includes a deposit per cigarette purchased, which can be redeemed when consumers return the cigarette butts.
	2	Place a litter abatement fee on cigarette and tobacco products.	San Francisco, CA	While this was mentioned in the EPR section of the SMMP, it more closely aligns with the incentive-based policies category as it

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

				places the charge on consumer behavior and is not a take-back policy. See Section 2.4 (Incentive-Based Policies) for an example from San Francisco, CA.
	5	Require electronic smoking device components to be reusable and made out of recyclable material, and require producers to have a take-back program	State of California (proposed)	SB 424 is currently being considered in the 2019-2020 legislative session, see description above.
	6	Require producers to include product labels aimed at reducing pollution (e.g., stating that cigarette filters are non-biodegradable hazardous waste, and to dispose of in accordance with state and local laws).	None identified	Tobacco products are required by the FDA to carry certain warning labels regarding health risks, but not for environmental impact.
	7	Require retailers of cigarettes or tobacco products to post educational signs regarding the environmental effects of cigarette litter and disposal of other tobacco products.	None identified	None identified.

**3. Summary of Options**

- Create a mandatory take-back program for cigarette butts or single-use plastic smoking devices (retailer or producer managed/funded) (sub option to include a deposit system)
- Require proper labeling/ education (including on packaging by producers or posted by retailers)

17. Create a voluntary program

**G. Additional Materials**

Below are examples of additional materials and examples of relevant take-back/PS/EPR legislation or local ordinances/policies for each material type.



**APPENDIX D.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY**  
**OPTIONS FOR FUTURE CONSIDERATION**

Materials	Example	Description/Notes
<b>Automotive Parts</b>	Ottawa, Ontario, Canada	The City of Ottawa’s Take It Back! Program, a voluntary product stewardship program, enables residents to return household items to over 800 participating local retailers and charitable organizations for reuse, recycling, or proper disposal; the program addresses more than 130 products across 5 categories. Automotive parts accepted in the program include: aluminum wheels; antifreeze; automobiles; automotive scrap metal; car batteries; car parts; electric motors; empty motor oil bottles; gasoline; kerosene; motor oil; oil filters; propane tanks; radiators; tires; transmission filters; and transmission fluid.
<b>Contact lenses</b>	Santa Cruz County (research stage)	Santa Cruz County included contact lens recycling on its list of potential take-back ordinances, as presented to the board of supervisors for informational purposes and sent to residents in a survey. No further action has yet been taken, but this demonstrates that jurisdictions are beginning to think about expanding take-back programs for new material types.
	Town of Truckee (education) & outside programs	Baush + Lomb and TerraCycle created a free program for recycling used contacts and blister packs. The Town of Truckee posted information on its website informing residents of this new program, including links to participate. While not a Take-Back ordinance or Town program, providing information regarding outside programs is valuable and a good first step for a variety of material types.
<b>Disposable Wipes</b>	State of California (Proposed)	<b>AB 818 (Bloom, 2021)</b> This bill is being considered in the 2021 legislative session and would require certain disposable wipes manufactured on or after July 1, 2022, to be labeled with the phrase “Do Not Flush” and a related symbol. This bill would require the California Consumer Education and Outreach program to participate in a study conducted in collaboration with wastewater agencies to gain understanding on consumer behavior regarding the flushing of disposable wipes.
<b>E-Waste</b>	State of California	<b>SB 20 (Sher, 2003).</b> SB 20 established the California Electronic Waste Recycling Act of 2003, which created a statewide recycling program and funding mechanisms for recycling certain types of electronic waste. Retailers are required to charge a fee at the point of sale to consumers purchasing covered devices in order to fund electronic waste recycling. SB 20 places certain requirements on manufacturers (e.g., consumer information, brand labeling, annual reporting, product design for recycling, and reduction of hazardous materials) and retailers are prohibited from selling devices from noncompliant manufacturers.

**APPENDIX D.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY**  
**OPTIONS FOR FUTURE CONSIDERATION**

Materials	Example	Description/Notes
		<p><b>AB 2901 (Pavley, 2004) Cell Phone Takeback and Recycling.</b> AB 2901 requires certain large cell phone retailers to implement cell phone take back collection programs at no cost to the consumer, and to ensure the devices are reused, recycled, or properly disposed.</p> <p><b>AB 1125 (Pavley, 2005) Rechargeable Battery Takeback and Recycling.</b> AB 1125 requires all retailers that sell rechargeable batteries to accept back used rechargeable batteries at no cost to the consumer, and ensure proper handling and recycling. This bill is modeled closely off the previous year’s AB 2901.</p> <p><b>AB 1419 (Eggman, 2016) CRT Panel Glass Recycling.</b> AB 1419 created a recycling framework for CRT panel glass.</p>
<b>Ink Cartridges</b>	New York, NY	New York City created a voluntary business partnership with vendors to take back ink and toner cartridges.
<b>Mercury Products/ Thermostats</b>	State of California	<b>AB 2347 (Ruskin, 2008).</b> AB 2347 established the Mercury Thermostat Collection Act of 2008, which requires manufacturers mercury-added thermostats sold in this state to establish and maintain a collection, transportation, recycling, and disposal program for out-of-service mercury-added thermostats, including additional programmatic requirements like education and reporting. AB 2347 requires wholesalers with physical locations to act as a take-back collection location for mercury-added thermostats.
<b>Paint</b>	State of California	<b>AB 1343 – Paint Stewardship (Huffman, 2010).</b> AB 1343 created a producer-managed post-consumer paint recovery program. It requires architectural paint manufacturers to develop and implement a stewardship plan to reduce the generation of post-consumer paint, promote reuse of paint, and manage the end-of-life postconsumer paint in an environmentally sound manner. California’s paint stewardship program “PaintCare” now has nearly 800 collection sites throughout the state. <sup>18</sup>
<b>Personal Care Products</b>	Town of Truckee (education) & outside programs	Various retailers or special programs exist for take-back of personal care products. The Town of Truckee’s website provides information for 6 different take-back options for cosmetics or other care products. While not managed through a Town program or policy, this educational information is helpful. TerraCycle is a well-known take-back program for personal care products and other hard to recycle items.

<sup>18</sup> “PaintCare Drop-Off Sites” PaintCare California. <https://www.paintcare.org/paintcare-states/california/#/everyone>

## **APPENDIX D.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION**

### **Section 3.2. – EPR Advocacy**

The city's SMMP identified two recommended actions: consider adopting Take-Back ordinances for products that are difficult or costly to manage, and advocate for Product Stewardship or EPR. Below is a list of examples of actions to advocate for EPR, some as listed from the SMMP as well as additional actions.

- Support the California Product Stewardship Council, Product Stewardship Institute and/or other regional and national product stewardship organizations.
- Advocate for statewide and national packaging and product design policies that encourage items to be repairable, reusable, fully recyclable/compostable, and less toxic.
- Advocate for and support a regional initiative to encourage businesses to produce sustainable materials, products, and packaging.
- Consider providing sustainable materials management incentives to local manufacturers, distributors, and retailers.
- Track state EPR/PS legislation and regulations and submit letters of support during the legislative session and formal rulemaking processes.
- Update the city's Green Business Program criteria to encourage take-back programs, PS, and EPR policies.
- Pass resolutions that affirm the city's external and/or internal advocacy for EPR.

**Example: The City and County of San Francisco** has adopted a variety of resolutions that urge the state to take action on specific material types, as well as more general EPR resolutions. In 2006, San Francisco published a resolution that supports statewide efforts for extended producer responsibility (with a focus on toxicity of universal waste and shifting the burden for recycling and disposal of products to producers and distributors), and stating a commitment for the San Francisco Department of the Environment to work with other agencies and develop EPR language for inclusion in city contracts. A second resolution in 2010 urged the state to adopt to and enact an EPR framework.

# APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

## Section 4. Incentive-Based Policies

The city’s Sustainable Materials Management Plan (SMMP) includes examples of potential “incentive-based” policies. These policies intend to encourage shifts in behavior through a variety of mechanisms such as positive rewards and/or disincentives such as fees. Incentive-based policies mentioned in the SMMP include charges on disposable cups, tap water availability at restaurants, small home building incentives, and microfiber education, which are described below along with additional policy options that have been added or expanded. Note that some of these policies overlap with other policy types and would likely be combined or evaluated with other ordinances if selected (e.g., reusable food service ware incentives combined with material ban).

### A. Construction and Demolition Debris Deposit

#### 1. Current Status

##### City Policies/Programs

- No C&D deposit incentive system in place.
- The City of Carlsbad adopted the minimum requirements of the 2019 California Green Building Standards Code (CALGreen) by reference with the passing of Ordinance CS-364 (Municipal Code Chapter 18.21). The city also provides an educational C&D recycling guide.

##### San Diego County Jurisdictions

*Examples of other jurisdictions in San Diego County with relevant policies or programs: Chula Vista, San Diego, and La Mesa.*

##### Relevant Recent Legislation

**California Green Building Standards Code (CALGreen) (2019).** CALGreen regulations require contractors to recycle and/or salvage for reuse a minimum of 65% of nonhazardous C&D waste for C&D projects and submit a construction waste management plan; or, contractors shall comply with the requirements of local C&D ordinances, if more stringent. CALGreen does not require a performance deposit.

#### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Customary Practice</b>	1	Require contractors to submit a deposit prior to a construction or demolition project, which is then returned upon demonstration of compliance with the city’s diversion and/or	<b><i>San Diego, CA</i></b>	The City of San Diego requires that applicants for a building permit or a demolition/removal permit pay a deposit, which is refunded if the contractor demonstrates, to the Director’s satisfaction, that the city’s diversion requirements (75%) have been met. The schedule for deposit

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

	deconstruction requirements.		amounts is set and updated by City Council resolution.
	The amount of the deposit could be a uniform amount, or could be variable, such as dollar amount per estimated ton of waste to be generated or size of project.	<i>Chula Vista, CA</i>	The City of Chula Vista requires that applicants for a building permit or a demolition/removal permit pay a deposit, which is refunded if the contractor demonstrates, to the director's satisfaction, that it has met the diversion requirement of 100% inert waste and at least 65% of other waste.
		<i>La Mesa, CA</i>	The City of La Mesa requires that applicants for a building permit or a demolition/removal permit pay a deposit, which is refunded if the contractor demonstrates, to the director's satisfaction, that it has met the 75% diversion requirement.
		Atherton, CA	The Town of Atherton uses a variable cost model for their deposit system of \$50/ton for all waste required to be recycled. The contractor is then refunded up to the extent it has met the diversion requirements, and the Town keeps \$50 for each ton that fell short of the diversion goal.
	Dublin, CA	City of Dublin requires a performance security deposit only for projects valued at \$1,000,000 or more.	

**3. Summary of Options**

- Create a deposit system for C&D contractors (sub-options for criteria for deposit, deposit amount, etc.)

**B. Litter Abatement Fees**

**1. Current Status**

City Programs/Policies

- No litter abatement fee in place.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

- The city has standard policies for littering and illegal dumping fines.

### San Diego County Jurisdictions

None identified in this research stage.

### Relevant Legislation

- **Proposition 26 (2010).** Proposition 26 imposes additional requirements for voters to approve certain local levies and charges by two-thirds vote.

## 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1	Place a litter abatement fee on commonly littered products.  (The example provided here is on cigarette litter, but a variety of products could be selected based on the city's specific litter issues.)	San Francisco, CA	San Francisco established a fee of \$0.85 per pack of cigarettes sold in the city to recover clean-up costs of cigarette litter from city streets and public areas. (Note that this policy was passed prior to Prop 26)
<b>Customary Practice</b>	2	Prior to passing a litter abatement fee, conduct an audit of commonly littered items in the city, determine clean-up costs, and evaluate methods to fund the clean-up of these products.	San Francisco, CA	The City of San Francisco conducted a litter audit to identify the materials littered and determine the amount of the fee prior to passing their policy.

## 3. Summary of Options

- Pass a litter abatement fee on problem products
- Conduct an audit to identify problem items to inform future policies

## C. Microplastics and Microfibers

### 1. Current Status

#### City Policies/Programs

No policies currently in place.

## **APPENDIX D.**

# **INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION**

### San Diego County Jurisdictions

None identified in this research stage.

### Existing Relevant Recent Legislation

- **SB 1422 (Portantino, 2018).** SB 1422 requires the State Water Board to adopt a definition of microplastics in drinking water on or before July 1, 2020, and on or before July 1, 2021, to adopt a standard methodology to be used in the testing of drinking water for microplastics and requirements for four years of testing and reporting of microplastics in drinking water, including public disclosure of those results.
- **AB 888 (Bloom, 2015).** AB 888 prohibits, on and after January 1, 2020, the sale or promotional giveaway of personal care products containing plastic microbeads.
- **H.R. 1321 (2015).** **The Microbeads Free Waters Act** is a federal law that, following the lead of California’s AB 888, prohibits the manufacturing, packaging, and distribution of rinse-off cosmetics and non-prescription drugs containing plastic microbeads.
- **AB 818 (Bloom, 2021)** This bill requires certain premoistened nonwoven disposable wipes manufactured on or after July 1, 2022 to be labeled with the phrase “Do Not Flush” and a related symbol. This bill establishes, until January 1, 2027, the California Consumer Education and Outreach program, under which manufacturers are required to participate in a study conducted in collaboration with wastewater agencies to gain understanding on consumer behavior regarding the flushing of wipes, and conduct a comprehensive education program, with associated reporting requirements.

### *Inactive*

- **AB 1952 (Stone, 2020).** AB 1952 would require the state to implement a pilot program for one year to assess the efficacy of microfiber filtration systems in removing microfiber from waste wash-water from state-owned laundry facilities, and submit a report on the results by January 1, 2023.
- **AB 2379 (Bloom, 2018).** AB 2379 would have required that new clothing made from at least 50% synthetic material be labeled with a statement that the garment sheds microfibers when washed and for additional information to be included on the garment care label. Retailers would be prohibited from selling clothes that did not meet these requirements.
- **AB 129 (Bloom, 2019).** AB 129 would have required, on or before January 1, 2020, a public entity that uses a laundry system or private entity that contracts with a state agency for laundry services to install a filtration system to capture microfibers shed during washing
- **AB 622 (Friedman, 2021)** This bill is being considered in the 2021 legislative session and would require that all washing machines sold in the state contain a microfiber filtration system with a mesh size of 100 microns or smaller on or before January 1, 2024.
- **AB 802 (Bloom, 2021)** This bill is being considered in the 2021 legislative session and would require the State Water Resources Control Board to identify the best available control technology for filtering microfibers from a laundry facility. The board would be required to consult with owners and operators of laundry facilities on the types of filtration systems currently in use. The bill would also require entities that operates an industrial, institutional, or commercial laundry facility to adopt the use of the best available control technology to capture microfibers that are shed during washing.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
Leader	1	Require clothing made from fabric that is composed of more than 50% synthetic materials be labeled that the garment sheds plastic microfibers when washed and include additional information on the garment care label regarding proper washing and care.	State of California (2018, not enacted)	Assembly Bill 2379 would have required that new clothing made from at least 50% synthetic material be labeled with a statement that the garment sheds microfibers when washed and for additional information to be included on the garment care label. Retailers would be prohibited from selling clothes that did not meet these requirements.
	2	Require that any city department or activity that uses a laundry facility or private entity that contracts with the city for laundry services to install filters on washing machines that capture microfibers shed during washing.	State of California (2019; not enacted)	Assembly Bill 129 would have required, on or before January 1, 2020, a public entity that uses a laundry system or private entity that contracts with a state agency for laundry services to install a filtration system to capture microfibers shed during washing. Similar bills are currently being considered in the legislative session.
			State of California (2021, pending)	AB 802 (Bloom, 2021) This bill is being considered in the 2021 legislative session and would require the State Water Resources Control Board to identify the best available control technology for filtering microfibers from a laundry facility. The board would be required to consult with owners and operators of laundry facilities on the types of filtration systems currently in use. The bill would also require entities that operates an industrial, institutional, or commercial laundry facility to



**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

				adopt the use of the best available control technology to capture microfibers that are shed during washing.
			Parry Sound, Ontario	Parry Sound, Ontario conducted a pilot study of placing special filters on washing machines to capture microfibers.
	3	Require laundry machines sold to have a microfiber filter	State of California (2021, pending)	<ul style="list-style-type: none"> <li>AB 622 (Friedman, 2021). This bill is being considered in the 2021 legislative session and would require that all washing machines sold in the state contain a microfiber filtration system with a mesh size of 100 microns or smaller on or before January 1, 2024.</li> </ul>
	4	Require retailers to impose a charge on synthetic textiles.	None	Identified as an idea within the SMMP, however no specific jurisdiction examples were identified in this research stage.
	5	Require clothing retailers that sell synthetic clothing to provide educational material that encourages customers to purchase natural fabrics, informs customers of the harmful effects of microplastics from synthetic clothing, and explains recommended care and washing guidelines to reduce microfiber shedding.	None	Similar to the concept of California’s AB 2379 (see #1), an alternative option could be to require retailers to post educational signs (but not restrict the manufacturers or require labeling of a garment itself). No specific examples were identified in this research stage.
<b>Customary Practice</b>	6	Conduct research to monitor public opinion on microplastics and microfiber to inform potential policy solutions.	Santa Cruz County, CA	Santa Cruz County created a survey for the public with questions about potential policy actions the county could take, including whether or not the county should require filtration systems on commercial laundry machines.

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

	7	Research and create an education and outreach campaign and/or adopt a referral to ask the relevant City Council Committee to conduct further research.	Berkeley, CA	The City of Berkeley’s first step toward addressing this issue was adopting a referral to ask the relevant Council Committee (Community Environmental Advisory Commission) to conduct research and assess the city’s capacity to participate in an educational outreach program to inform city Residents of the harmful nature of plastic microfibers.
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### 3. Summary of Options

- Require retailers to charge a fee on synthetic materials
- Require labeling of synthetic fabric
- Require laundry filtration systems (city-owned facilities with laundry service, laundromats, retail sale, etc.)
- Require retailers to provide education information
- Conduct research and/or implement a city education campaign

## D. Reusable Food Service Ware Incentives

### 1. Current Status

#### City Programs/Policies

The city has encouraged use of reusable materials in some educational materials, but no formal policies or programs have been implemented.

#### San Diego County Jurisdictions

- Cities such as Solana Beach and San Diego have taken some preliminary actions, but Carlsbad would be the first in the county to implement a financial fee/incentive as part of the material ban.
- See Section 2.1 for information on the multiple San Diego jurisdictions with related bans on disposable food service ware.

#### Relevant Recent Legislation

**AB 619 (Chiu, 2019).** AB 619 permits customers to bring reusable containers to food service establishments, under certain conditions, and specifies procedures for food service establishments in

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

handling the containers. The bill also authorizes temporary food facilities to use clean and sanitized reusable utensils for customers (previously only single-use service ware was allowed).

*Proposed*

**AB 962 (Kamlager, 2021)** This bill makes adjustments to The California Beverage Container Recycling and Litter Reduction Act (“Bottle Bill”) to encourage the practice of washing and reusing beverage containers. This bill authorizes a CalRecycle-approved processor to wash reusable (glass) beverage containers or transfer a (glass) reusable beverage container for subsequent washing to a processor approved by CalRecycle, to be refilled and sold by a beverage manufacturer.

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
Leader	1	Place charge on disposable cups or other disposable service ware.	Berkeley, CA	The City of Berkeley requires a \$0.25 charge on all disposable cups provided (and cups must be compostable pursuant to their disposable food service ware ordinance; See Section 2.1).
Customary Practice	2	Permit food service providers to charge a “take-out fee” (generally in conjunction with a food service ware ban).	Watsonville, CA	The City of Watsonville permits food service providers to charge a \$0.10 fee for take-out food service, and their ordinance specifically states that they are encouraged to do so. Many ordinances allow a take-out fee to offset costs, but the additional encouragement to charge this fee demonstrates that the fee serves the additional purpose of shifting consumer behavior.
			Richmond, CA	The City of Richmond permits food service providers to charge a “take-out” fee” as part of its disposable food service ware ban. Unlike Watsonville, Richmond does not set the fee amount, but rather states that the fee is intended to cover the cost difference for providing alternative take-out service ware.

**APPENDIX D.**  
**INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY**  
**OPTIONS FOR FUTURE CONSIDERATION**

Tier	#	Policy Option	Example	Description/Notes
Minimum Action	4	Include provisions within the ordinance that specifically allow and encourage use of reusable cups or other service ware.	<i>Solana Beach, CA</i>	The City of Solana Beach's disposable food ware ordinance includes a provision that specifically clarifies that customers are permitted to bring their own reusable cups to food service establishments, and encourages event producers that provide beverages to make reusable cups available and/or make a strong effort to encourage attendees to bring reusable cups to the event.
	5	Encourage businesses in the city to voluntarily provide a discount to those who bring their own reusable cups or other reusable food service ware.	Various businesses	Some coffee shops offer discounts to customers that bring their own personal cup (e.g., Peet's Coffee and Starbucks offer a \$0.10 discount for reusable cups). The city's recycling guide specifically mentions that "most coffee shops will give you a discount for using your own mug," and the city could take a more active role in making this happen through a city-wide voluntary program (particularly for businesses in the city's green business program, as applicable).
	6	Start a city initiative or education campaign that encourages bringing reusable service ware, which may include give-away of reusable items attached with education campaigns, in order to incentivize use of reusable items and address concerns over initial cost to purchase reusable items.	City of Long Beach (2018)	The City of Long Beach created a campaign called #BYOLBC (Bring Your Own -Long Beach City). Their 2018 progress report reported that they attended over 20 events over the summer of 2018 with campaign booths, and also conducted other outreach via mail, social media, newsletters, and billboards. They had give-away contests for reusable items (both in-person and on social media). Residents could participate in a variety of ways to receive the prizes: take a pledge to reuse,

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

Tier	#	Policy Option	Example	Description/Notes
				participate in a monthly drawing, and post pictures or comment on social media with the campaign hashtag. Some items included: straws, utensil kits, collapsible bowls, cups, and tote bags/ produce bags.
			<i>San Diego, CA</i>	The City of San Diego launched a “Bring Your Own Bag San Diego” campaign, with specifically branded tote bags and other educational materials. A similar campaign could be conducted for reusable food service ware incentives.

### 3. Summary of Options

- Place a small charge on disposable cups or other service ware provided
- Allow and encourage, but not require, businesses to charge a take-out fee
- Permit and encourage use of reusable service ware
- Implement a voluntary discount program/ encouragement for business
- Create an education campaign

## E. Small Homes Building Incentives

### 1. Current Status

#### City Policies/Programs

No policy currently in place.

#### San Diego County Jurisdictions

*Examples of other jurisdictions in San Diego County with relevant policies or programs: City of San Diego.*

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are ***emphasized***.

Tier	#	Policy Option	Example	Description/Notes
<b>Leader</b>	1		Portland, OR	The City of Portland, Oregon has an incentive program to promote

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier	#	Policy Option	Example	Description/Notes
		Implement a policy that incentivizes residents to build smaller homes.		building houses of 500 sq. ft. or smaller, including waiving development fees that are typically required (Which can be up to \$15,000). Property owners may not use units as short-term rentals.
			Clovis, CA	The City of Clovis launched an incentive program to encourage builders and homeowners to build compact "cottages" in the city's downtown - which has now expanded city-wide. The city provides an on-site assessment, permits, and free building plans (3 options to choose from). The city added Self-Help Enterprises to help provide financing to eligible property owners.
Customary Practice	2	Update the municipal code to remove any provisions that inhibit tiny home development and specifically permit tiny homes as accessory dwelling units.	<i>San Diego, CA</i>	The City of San Diego modified its previous Accessory Dwelling Unit Ordinance to specifically permit moveable tiny houses. The city's goals included providing more affordable housing options, and noted that these tiny homes "make particular sense in coastal California due to the habitable climate and need for creative housing solutions." <sup>19</sup>
	3	Prior to considering an incentive program, call a meeting of relevant city departments to further evaluate such a program in the city. Determine how this may be an interdepartmental project that addresses	Multiple Jurisdictions	Many jurisdictions pursue "tiny home" development as an approach to respond to issues such as homelessness and the need for affordable housing. For many jurisdictions, this is an interdepartmental effort that extends beyond the range of

<sup>19</sup> Tetlow, Barret and Black, Laura "REPORT NO. PC-20-017 – Report to City of San Diego Planning Commission," March 26, 2020.

**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier	#	Policy Option	Example	Description/Notes
		homelessness and the need for affordable housing, in addition to environmental benefits. Examples of city departments that would need to collaborate consider this plan include, but are not limited to: Building, Planning, Development Services, Environmental, Homeless Outreach, Housing, and Public Works. Local community organizations and other stakeholders working on these issues should be consulted as well.		sustainable materials management. Engaging public health, housing and other relevant city departments/ Council committees is an important step.

**3. Summary of Options**

- Implement small home incentive program.
- Evaluate and update the City Code to remove barriers and allow mobile tiny homes.
- Evaluate possibility of a small home incentive program in an interdepartmental effort.

**F. Tap Water Incentive**

**1. Current Status**

City Policies/Programs

- No policy currently in place.
- The city’s SMMP posed the idea of a potential policy of requiring food service establishments to make tap water accessible to their customers to encourage a behavioral shift away from bottled water. This is an example of an incentive-based policy, but could also be implemented in conjunction with a ban on plastic beverage bottles (Section 2.1) to ensure alternative access to water.

San Diego County Jurisdictions

- None identified in this research stage.
- Solana Beach’s restrictions on bottled water will inevitably shift behavior toward tap water, but this is categorized as a material ban rather than an incentive-based policy for this report (See Section 2.1 – Material Bans).

## APPENDIX D. INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY OPTIONS FOR FUTURE CONSIDERATION

### Relevant Recent Legislation

The California Building Code (Part V, 2016) requires developers to provide public water stations in new buildings. The California Building Code, as updated in 2016, states that drinking fountains “should also incorporate a bottle filling stations and can incorporate a water filter and a cooling system for chilling the drinking water.”

### 2. Policy Options Detail

Examples from San Diego County jurisdictions, if any, are *emphasized*.

Tier	#	Policy Option	Example	Description/Notes
Leader	1	<p>Require food service establishments to make tap water accessible to customers.</p> <p>This may take the form of providing water in glasses upon request at full-service restaurants, or providing a self-service water station or pitcher and cups to customers.</p> <p>If passing this policy, consider including specifications around the types of cups/vessels that may be used for those water stations (e.g., reusable, compostable, or recyclable) in order to align with sustainability goals. (See Section 2.1 for Material Bans)</p>	Spain (Balearic Islands and Navarra)	<p>Some areas in Spain require bars and restaurants to offer free tap water alongside the regular bottled varieties anywhere where the water supplier can guarantee the quality of the tap water for human consumption.</p> <p>In the United States, many restaurants voluntarily serve tap water, but there are limited examples of mandatory models.</p>
	2	Require water bottle refill stations to be installed in buildings (both city-owned and private building projects)	San Francisco, CA	The City of San Francisco passed an ordinance (after their ban on bottled water) that requires new buildings that have drinking fountains to install water bottle refill stations. While this policy is not a “material ban” on its own, it supports the success of the material ban by providing access to alternative water sources other than single-use bottles.



**APPENDIX D.  
INITIATIVE C RESEARCH AND ANALYSIS ON ADDITIONAL POLICY  
OPTIONS FOR FUTURE CONSIDERATION**

Tier	#	Policy Option	Example	Description/Notes
				In addition to refill stations in buildings, San Francisco installs outdoor bottle refill stations throughout the city to encourage use of reusable bottles, and developed an interactive map of where water stations are located.
<b>Minimum Action</b>	3	Encourage businesses to voluntarily provide tap water available rather than bottled water. Offer recognition to businesses that enact this practice.	Surfrider Foundation	<p>Surfrider Foundation, a non-profit with a San Diego County chapter, has done a number of campaigns to encourage tap water consumption such as pledges to “take back the tap” and “rise above plastics.”</p> <p>Carlsbad could enact similar programs, and incorporate criteria into its green business program.</p>

**3. Summary of Options**

- Require food service establishments to make tap water available
- Require installation of bottle refill stations
- Require water refill stations at public events
- Encourage businesses to voluntarily provide tap water

# APPENDIX E. INITIATIVE C BUSINESS SURVEY

## LOCAL BUSINESS SURVEY / FEEDBACK FORM

### Potential Sustainable Materials Management Policies

The City of Carlsbad adopted a Sustainable Materials Management Plan (SMMP) in 2019 to address one of the city’s most important core values: sustainability. Part of the SMMP will be to implement policies which can help the city use and reuse materials more productively in order to minimize waste, conserve natural resources, and reduce greenhouse gas emissions. The city recognizes that local businesses play an important role in the community and values their feedback. Please take a few minutes to share your thoughts on sustainable materials management policies the city is considering for adoption. All responses will remain completely confidential and help guide the city in the implementation of the SMMP.

For more information on the city’s Sustainable Materials Management practices, please visit our [website here](#).

### Current Practices

**1. What type of business are you? Select all that apply.**

- a. Local Small Business (located in Carlsbad, under 50 employees)
- b. Local Large Business (located in Carlsbad, 50 or more employees)
- c. Contractor or Developer
- d. Restaurant
- e. Grocery Store
- f. Food Truck
- g. Event company
- h. Retail Store/Convenient Store
- i. Other food vendor (farmers market, caterer, etc.)

**2. Which of the following single-use plastic items does your business currently offer to customers?**

Mark an “X” in each box of the table below that applies, whether for indoor dining or to-go service.

	Provided by default	Provided for free upon request	Provided for a Fee
Straws			
Cutlery			
Cups			
Food Takeout Containers (clamshell containers or to-go boxes)			
Bags			

## **APPENDIX E. INITIATIVE C BUSINESS SURVEY**

### **3. Which of the following compostable (labeled “compostable” or “BPI Certified”) or reusable items does your business currently offer to customers?**

Select all that apply, whether for indoor dining or to-go service.

- a. Straws
- b. Cutlery
- c. Cups
- d. Food Takeout Containers (clamshell containers or to-go boxes)
- e. Bags
- f. None
- g. Not sure

### **4. Which of the following resources would be useful to you in implementing a transition to reusable and/or compostable straws, cutlery, cups, food takeout containers, and/or bags?**

Select all that apply.

Grant program

- a. On-site assistance from reusables specialist
- b. Phone assistance from reusables specialist
- c. Online guide, videos, and other digital resources
- d. Online directory of vendors for acceptable products
- e. Rebate or incentive programs
- f. Other (please explain) \_\_\_\_\_
- g. I have already fully transitioned to reusable and/or compostable

### **Material Bans: Single-Use Plastics**

Material bans are policies put in place that restrict the sale and use of specific types of materials. These bans generally apply to materials that are a particular nuisance to communities because they are difficult to recycle, often end up as litter or marine debris, and/or pose health risks to people or animals. Material bans are often accompanied by a list of acceptable alternatives to use.

### **5. For which of the following reasons would you consider supporting a single-use plastic food service ware, water bottle, and/or material ban?**

Select all that apply.

- a. To protect the natural environment including animals
- b. To keep city streets and parks clean
- c. To protect human health
- d. To reduce greenhouse gasses
- e. To save on purchasing or disposal costs for my business

## **APPENDIX E. INITIATIVE C BUSINESS SURVEY**

- f. To appeal to my customers
- g. To attract more tourists to Carlsbad and increase my business's customer base.
- h. I do not support material bans
- i. Other (please explain) \_\_\_\_\_

### **6. What challenges might your business face in implementing a phase-out of single-use plastic food service ware?**

Select all that apply. *Note: The City of Carlsbad is currently covered under state legislation that requires straws only be provided upon request for dine-in customers (take-out orders are exempt).*

- a. Increased costs of alternatives such as compostable or other ecofriendly alternatives
- b. High start-up costs for reusables
- c. Lack of dishwashing capacity (washers or staff)
- d. Lack of storage space
- e. Finding comparable alternative products
- f. Customer dissatisfaction
- g. Other (please explain) \_\_\_\_\_
- h. None / I have already fully transitioned away from single-use plastic food service ware

### **7. What challenges might your business face in implementing a phase-out of single-use plastic water bottles? Select all that apply.**

*Note: The city is currently considering a ban on single-use plastic bottles that only applies to city facilities and events, but still requests your feedback on this topic.*

- a. Increased costs of alternatives
- b. High start-up costs
- c. Lack of storage space
- d. Finding comparable alternative products
- e. Customer dissatisfaction
- f. Other (please explain) \_\_\_\_\_
- i. None / I have already fully phased-out single-use plastic water bottles

### **8. What challenges might your business face in implementing a phase-out of single-use plastic bags? Select all that apply.**

*Note: The City of Carlsbad already complies with the statewide ban on single-use carryout bags, which prohibits grocery stores from distributing plastic carryout bags. Stores may provide a reusable grocery bag or recycled paper bag for a charge of at least 10 cents. Stores may also provide discounts to customers utilizing their own reusable bags.*

**APPENDIX E.  
INITIATIVE C BUSINESS SURVEY**

- a. Increased costs of alternatives
- b. High start-up costs
- c. Lack of storage space
- d. Finding comparable alternative products
- e. Customer dissatisfaction
- f. Other (please explain) \_\_\_\_\_
- g. None/ I have already fully phased-out single-use plastic bags

**9. How might your business benefit from a single-use plastic bottles, bags, or food service ware ban?**

Select all that apply.

- a. Increased tourism to Carlsbad resulting in more customers
- b. Reduced quantity of single-use items purchased
- c. Improved brand image / public perception of business
- d. Lower disposal costs
- e. Increased marketing opportunities
- f. None
- g. Other (please explain) \_\_\_\_\_

# APPENDIX F.

## INITIATIVE D Outreach, Education, and Technical Assistance Program Menu

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### A. Program Menu Glossary

The following subsections include explanations of terminology used in the table of this appendix. The table offers a “program menu” overview of the outreach, education, and technical assistance programs the city may implement, based on the availability of additional resources.

#### Activity

*Note that this is not an exhaustive list of activities for each program initiative, but a sample of the major activities.*

- **Bill inserts:** Including a flier or poster in a municipal electric, water, and/or refuse bill to inform residents of programs, mandates, or upcoming events.
- **Business outreach:** City staff or designated third-parties target specific stores through phone calls, emails or in-store visits to develop relationships, invite them to participate in initiatives or programs.
- **Campaign:** A campaign is a large-scale effort to advertise or implement an event or program. It includes a number of planning elements to market city events or activities.
- **Collaborative campaign:** Program or campaign put on in conjunction with or assisted by other city departments or external groups.
- **Digital campaign:** Digital campaigns can include a number of internet-based activities such as: mass emails, city posted social-media posts, social media advertisements, local digital newspaper ads, webpages on the city website, updates to the city calendar, or videos.
- **Digital communication:** A digital communication is a one-time email or social media post, or a static web-page on the city's website
- **Event:** An event is a city-sponsored program that occurs over one day or as a series of one day programs that is intended for the general public to participate. "Events" include organizing the location, date/time, staffing, and marketing. Events may also include coordination of partners, speakers, food and refreshments, and other logistical needs such as waste pick up, noise permits etc.
- **Financial assistance or incentive:** Includes rebates, vouchers or discounted products to residents offered by the city to incentivize purchase or participation in specific initiatives.
- **Infrastructure investment:** City invests in equipment, software etc. to enable a program or initiative.
- **Interactive tool:** An interactive tool is a web based and hosted on the city's website. It is more than a static webpage and includes clickable components that a visitor can use to engage with the content
- **Internal program:** Digital or printed campaigns, materials, or events whose intended audience is city employees.
- **Internal research:** The city conducts a study or pilot program to help determine the best course of action to implement or advertise a program or campaign. The intention is to inform the city's operations.

## **APPENDIX F.**

### **INITIATIVE D Outreach, Education, and Technical Assistance Program Menu**

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- **Mailers:** Mailers include monthly, quarterly or annual letters sent to specific sectors/generators to inform them of a program or mandate.
- **Multi-media campaign:** A campaign that utilizes both print and digital communications to market events, workshops or programs. Multi-media campaigns may also include local radio and news spots or advertisements.
- **Nudges:** Nudges encourage behavior change by encouraging decisions to be the more desired sustainable outcome. Includes default settings or 'soft' reminders for a desired behavior.
- **Print campaign:** A print campaign focuses on physical mailers, bill insets posters, tags, door-hangers, bus stop advertisements, print newspaper ads, or banners that are used to communicate a program or event
- **Print communication:** Mailers sent to applicable sectors, fliers in publicly facing city facilities such as libraries, community centers or offices
- **Table/Booth:** City hosted table at an event.
- **Workshops:** Held for specific sectors or groups, often pre-registration is required and for smaller groups. "Workshops" include organizing the location, date/time, staffing (including speakers), and agenda in addition to tracking registration and advertising to targeted sectors. Workshops can be done as stand alone or in a series. Includes meetings.

#### **Term**

- **Short term:** 6 months - 2 years
- **Medium term:** 2 years - 4 years
- **Long term:** 5+ years

#### **Level**

- **Minimum Action:** minimum compliance as defined by applicable state laws or local ordinances; least resource intense
- **Customary Practice:** industry standard, commonplace programs; moderately resource intense
- **Leader:** "all stars"; exceptional examples and integrated programs; highly resource intense, at least initially

**APPENDIX F.**  
**INITIATIVE D Outreach, Education, and Technical Assistance**  
**Program Menu**

**B. Program Menu**

Program Area	Program Element	Activity	Term	Targeted Audience	Responsible Party	Level
<b>SMM Goal 1: Ensure compliance with all state solid waste regulations currently in effect.</b>						
<b>Business Technical Assistance</b>	Phone Assessments	Phone communication; multimedia campaign	Short Term	All Commercial & Multifamily	City Third Party Vendor or Hauler	Customary Practice
	On-Site Assessments	Outreach ; multimedia campaign	Short Term	All Commercial & Multifamily	City Third Party Vendor or Hauler	Leader
<b>Multiuse Programs</b>	Recycling Hotline	Phone Communication	Short Term	All Commercial & Residential	City Hauler / Processor	Minimum Action
	Annual Mailers/Bill Inserts	Print Communication	Mid Term	All Commercial & Residential	City Hauler	Minimum Action
	"How do I recycle this?" Search Engine	Digital Campaign	Short Term	All Commercial & Residential	City Hauler / Processor / Local Businesses / Donation Centers	Customary Practice



**APPENDIX F.**  
**INITIATIVE D Outreach, Education, and Technical Assistance**  
**Program Menu**

Program Area	Program Element	Activity	Term	Targeted Audience	Responsible Party	Level
<b>Source Separation</b>	Annual Mailers - AB341 & AB1826 regulated generators	Print Communication	Mid Term	All Residential & Commercial	City Hauler	Minimum Action
	Business Assessments (on-site)	Outreach ; multimedia campaign	Short Term	All Commercial	City Third Party Vendor or Hauler	Leader
	Multifamily Assessments (on-site)	Outreach ; multimedia campaign	Short Term	Multifamily	City Third Party Vendor or Hauler	Leader
	Ambassador Program ("Recycling Champion")	Workshop	Mid Term	All Residential	City	Leader
<b>Hard to Handle Materials</b>	Annual Mailers - SB 212	Print Communication	Short Term	All Residential & Commercial	City Hauler	Minimum Action
	Annual Mailers/Bill Inserts - Drop Off Locations	Print Communication	Short Term	All Residential & Commercial	City Hauler	Minimum Action
	Recycling Hotline	Phone Communication	Short Term	All Residential	City Hauler	Minimum Action
	Drop Off Map	Print or Digital Communication	Short Term	All Residential	City	Minimum Action
	Red/Green Tag Program ("Contamination")	Print Communication	Mid Term	All Residential	City Hauler	Minimum Action
<b>SMM Goal 2: Achieve regulatory compliance with all SB 1383 regulations.</b>						
<b>Food Recovery</b>	Promote "Save the Food"	Multimedia campaign	Short Term	All Residential	City	Minimum Action
	Food Recovery and Food Safety Guides	Print and digital communication	Short Term	Commercial Food Generators	City	Minimum Action

**APPENDIX F.**  
**INITIATIVE D Outreach, Education, and Technical Assistance**  
**Program Menu**

Program Area	Program Element	Activity	Term	Targeted Audience	Responsible Party	Level
	Food Rescue Webpage (Commercial)	Digital communication	Short Term	Commercial Food Generators	City	Minimum Action
	Food Rescue Webpage (Residential)	Digital Communication	Long Term	All Residential	City	Minimum Action
	Food Recovery Video Series (City Made)	Digital communication; digital campaign	Short Term	All Residential	City	Customary Practice
Sustainable Purchasing	Mandated Sustainable Purchasing Guide for the City	Internal Program	Short Term	Internal - City	City	Minimum Action
	Internal Purchasing Policy Communication	Internal Program; email communication	Short Term	Internal - City	City	Minimum Action
	Annual Presentation or Meetings	Workshop	Mid Term	Internal - City	City	Minimum Action
	Publicly Available Sustainable Purchasing Guide	Digital campaign; interactive tool	Short Term	All Residential & All Commercial	City	Leader
	City Employee Training	Internal email or print communication	Short Term	Internal - City	City	Customary Practice
	Community Campaigns	Workshop ; multimedia campaign	Mid Term	All Residential	City Hauler / Community Partners / Community Members	Customary Practice
	Rebate and Voucher Program	Financial assistance or incentive	Long Term	All Residential	City	Customary Practice
<b>SMM Goal 3: Establish sustainable materials management systems throughout Carlsbad.</b>						

**APPENDIX F.**  
**INITIATIVE D Outreach, Education, and Technical Assistance**  
**Program Menu**

Program Area	Program Element	Activity	Term	Targeted Audience	Responsible Party	Level
<b>Reuse</b>	Basic Information Campaign	Digital Communication	Short Term	All Residential & All Commercial	City Hauler	Minimum Action
	Reuse Calendar	Digital Communication	Mid Term	All Residential & All Commercial	City	Minimum Action
	Repair Café / Fixit Clinic Resource Promotional Assistance	Digital or Print Communication	Long Term	All Residential	City; Community Partners	Minimum Action
	Reusable Cup Campaign	Business outreach ; multimedia campaign	Mid Term	All Residential & All Commercial	City	Customary Practice
	Reusable Products Distribution	Table / Booth	Mid Term	All Residential	City	Customary Practice
	Fixit Clinic (City Hosted)	Event; Workshop	Mid Term	All Residential	City; Community Members	Customary Practice
	Art Show/Contest	Event ; Multimedia campaign	Mid Term	All Residential, All Commercial - Educational Institutions	City	Leader
	Refill / Reuse App	Digital Campaign	Long Term	All Residential	City Third Party Vendor	Leader
	Hydration Station Rebate Program	Financial assistance or incentive	Long Term	Commercial Offices; Educational Institutions; Internal - City	City	Customary Practice

## **APPENDIX G.**

### **Road Map For Implementation Of Approved Policies**

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#### **A. OVERVIEW**

A key aspect of the City of Carlsbad's (City) Sustainable Materials Management Implementation Plan (SMMIP) is an initiative to recommend policy options, for City Council approval, to align with the city's core values of sustainability. These recommendations were based on extensive research and impact analysis, and were ultimately identified as priority policies or policies for future consideration. City staff presented the priority policy recommendations to City Council on September 21, 2021. City Council approved a motion directing city staff to return with a timeline for developing and implementing the following ordinances: single-use plastic and expanded polystyrene foodware upon-request ordinance and material ban throughout the city, water bottle ban for city facilities and city-affiliated events, balloon release ban throughout the city, and plastic bag ban throughout the city. Each of these proposed policies affects different regulated entities and has nuances that will impact the implementation approach. This Policy Implementation Road Map (Road Map) summarizes those details and outlines stages of ordinance planning, development, implementation, education and outreach, technical assistance, and on-going management for each of these proposed policies.

In order to help businesses, residents, and city departments with successful implementation, the city is proposing a phased implementation approach. Figure 1 shows a high-level overview of these stages, and Section B provides a more detailed road map for each proposed policy.

The Sustainable Materials Management (SMM) staff will need to coordinate with other City departments to successfully implement these proposed policies. For example, SMM staff will engage with the Communications Department for developing the outreach and education plan and other SMMIP education initiatives described in Phase 3, Initiative D of the SMMIP. Examples of activities in the outreach and education plan may include: updating the city's website, developing stakeholder workshops, and distributing education materials and signage. Staff will also coordinate with the Department for Innovation and Economic Development for conducting stakeholder feedback and technical assistance for businesses.

To ensure successful implementation and monitor progress, the City will conduct on-going stakeholder engagement, such as engaging with the chamber of commerce. Extensive education, outreach, and technical assistance is the top priority strategy for assuring compliance. After the phased-in education stage ends, the city may enforce the ordinance as a compliance mechanism in tandem with public education and outreach. The city will need staffing resources for developing compliance protocols, conducting inspections, and enforcing the ordinance.

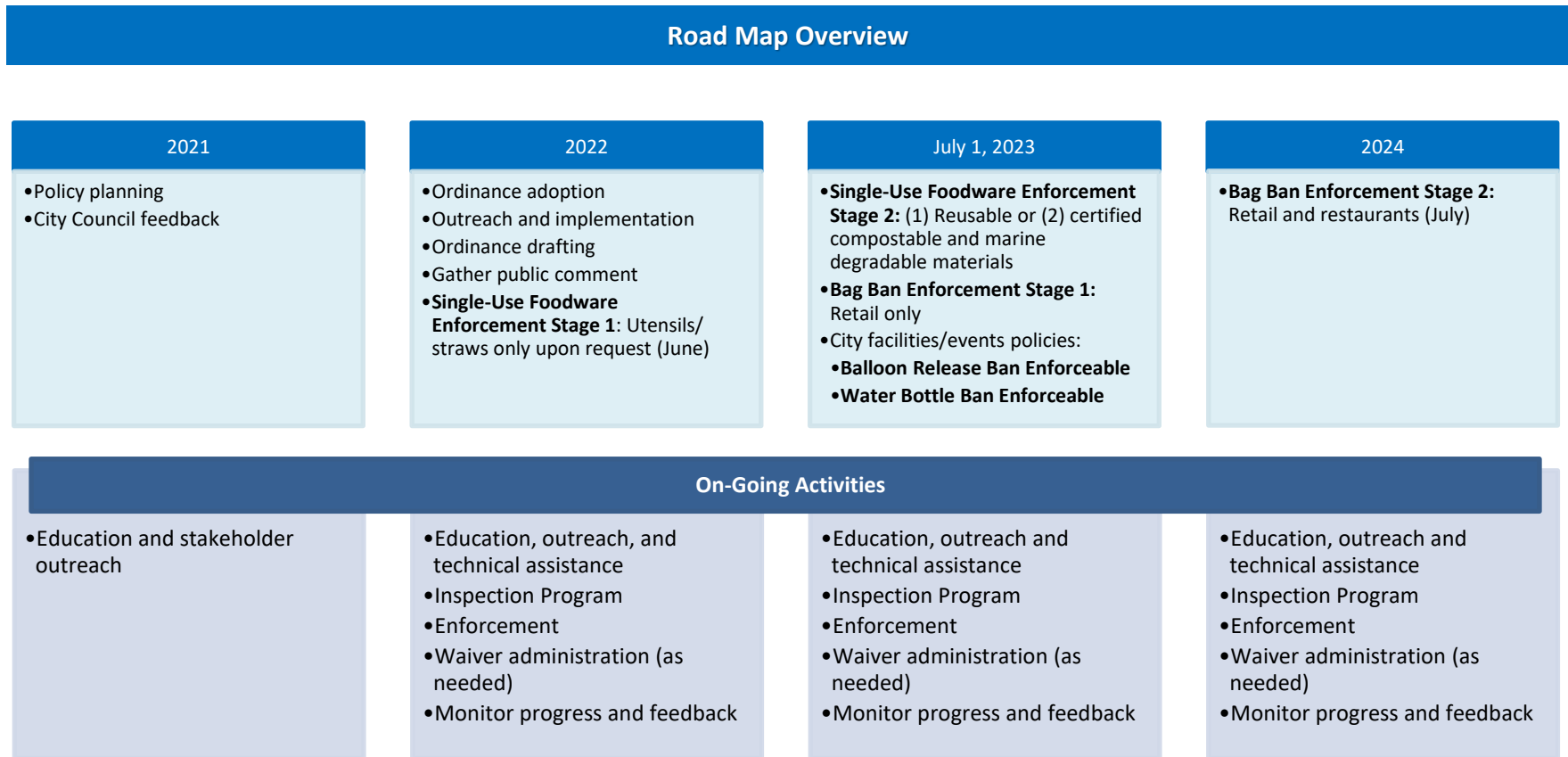
**Proceeding with the proposed Road Map is dependent upon the allocation of the resource requirements estimated in the cost analysis described in Initiative C, Figure 5 of this SMMIP. If City Council determines that the proposed resource allocation shall be reduced, this Road Map must be amended and reviewed by City Council at a later date.**

# APPENDIX G.

## Road Map For Implementation Of Approved Policies

---

Figure 1. Road Map Overview



# APPENDIX G.

## Road Map For Implementation Of Approved Policies

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### **B. DETAILED ROAD MAP**

#### **1. Single-Use Foodware Ordinance**

##### **Overview**

A key aspect of the SMMIP Policy Initiative is targeting problematic materials through material bans. Single-use plastics and polystyrene (often called “Styrofoam”) are commonly identified problem materials. The SMMIP recommends a ban on single-use plastic food service ware and polystyrene, as well as requiring accessory foodware (e.g., straws and utensils) to be given only upon request. See Phase 3, Initiative C of the SMMIP for further background and description of the Single-Use Plastic Foodware Ordinance. In order to support businesses and the city with successful implementation, this Road Map recommends a phased approach, as follows:

- Stage 1: “Skip the stuff” (accessory foodware provided only upon request)
- Stage 2: Material ban (polystyrene and single-use plastic foodware prohibited; only compostable or reusable foodware permitted)

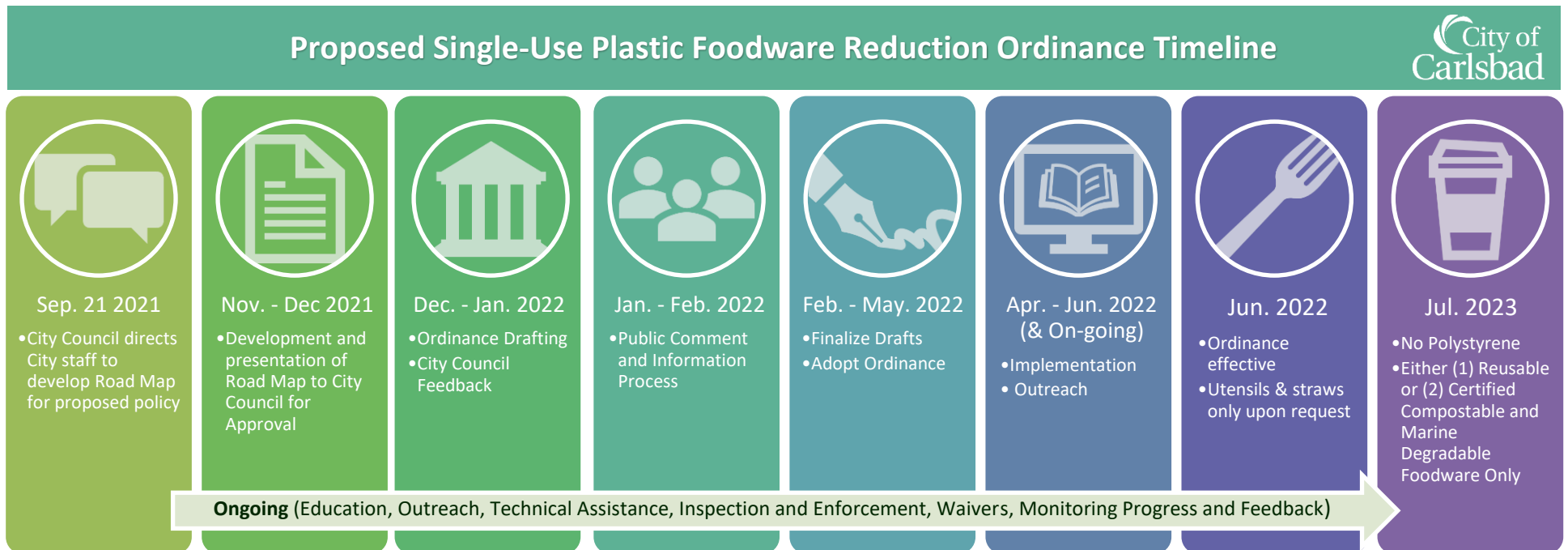
It is recommended that the city focus its efforts on the Single-Use Plastic Foodware Ordinance prior to implementing the other proposed policies. This recommendation is driven by the SMMIP priorities, as well as deadlines recently established under State law, AB 1276 (2021). AB 1276 requires certain food facilities to provide certain accessory foodware items only upon request. Note that AB 1276 does not preclude jurisdictions from passing their own local ordinances to further regulate distribution of single-use plastic foodware. AB 1276 shall be enforced at the local level and the deadline for jurisdictions to designate an enforcement officer is June 1, 2022. As such, it is recommended that the implementation of Stage 1 (accessory foodware upon request) of the city’s local ordinance be effective no later than June 1, 2022. Aligning these two timelines will reduce confusion for businesses, as well as clarify enforcement and administration practices for the city. The draft ordinance will include provisions that address the relationship of the ordinance to AB 1276. The full material ban in Stage 2 requires more investment by businesses, and therefore an additional 12-months of education and implementation is recommended prior to enforcement. Stage 2 is proposed to commence on July 1, 2023 to align with the city’s fiscal year.

Another timeline factor is the “California Plastic Waste Reductions Regulations Initiative” on the November 2022 ballot. This ballot initiative would establish extended producer responsibility for single-use plastics and polystyrene, ban food vendors from using polystyrene foodware, among other requirements. The initiative requires CalRecycle to develop regulations to implement these requirements. As learned through other CalRecycle regulatory processes, such as SB 1383, staying ahead of the planning and implementation curve is critical. Businesses and the city will be primed for these potential regulatory changes, if passed, through early education and implementation of this local ordinance.

## APPENDIX G. Road Map For Implementation Of Approved Policies

Figure 2 below shows an overview of the proposed timeline for the proposed Single-Use Plastic Foodware Ordinance.

**Figure 2. Proposed Single-Use Plastic Foodware Ordinance Timeline**



## APPENDIX G. Road Map For Implementation Of Approved Policies

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### Timeline

#### Part 1 – Ordinance Development

Step	Task	Timeline
<b>Development</b>	Seek City Council feedback on SMMIP policy options and receive direction to create Road Map.	Sep. – Oct. 2021
	Create Policy Road Map plan	Nov. 2021
	City Council meeting for approval of Policy Road Map and direction to draft ordinance	Dec. 14, 2021
	Draft Single-Use Plastic Foodware Ordinance	Dec. – Jan. 2022
	City Council meeting to approve posting draft ordinance for public comment.	Jan. 2022
<b>Outreach and refinement</b>	Publish draft ordinances on city’s website for public comment	Jan. 2022
	Send outreach email notifying key stakeholder groups about public comment period	Jan. 2022 Same week as publishing on website
	Public comment period	Feb. 2022 (3-week period)
<b>Finalization and Adoption</b>	Present public comment results to City Council subcommittee	Feb. - March 2022
	Revise draft ordinance based on subcommittee feedback (if needed)	March – April 2022
	Return to City Council with amended ordinance for 1 <sup>st</sup> reading	April 2022
	Make edits to draft ordinances after 1 <sup>st</sup> reading (if needed)	April 2022
	2 <sup>nd</sup> reading and adoption <sup>20</sup>	April 2022 (Last meeting in April)

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<sup>20</sup> Meeting this timeline is necessary for implementation of Stage 1 by June 2022.



## APPENDIX G. Road Map For Implementation Of Approved Policies

### Part 2 – Roll-out

Step	Task	Timeline
<b>Implementation</b>	Outreach plan developed with Communications and Economic Development Department	April – May 2022
	City modifies purchasing policy to align with ordinance	April – May 2022
	Reminder letter to regulated entities about upcoming upon-request requirements	May 2022
	City modifies applicable forms or applications to include statement about ordinance (vendor contracts, event permits, leases, business license renewal, etc.)	May 2022
	City creates plan for waivers and complaints procedures	May 2022
	City creates upon-request signage/education materials for businesses	May 2022
	<b>Ordinance takes effect<sup>21</sup></b>	<b>June 1, 2022</b> (30 days from adoption)
<b>Enforcement Stage 1: Upon-Request Provisions</b>	<b>Enforcement of upon-request provisions</b> Accessory foodware (straws, utensil, etc.) upon request only. <sup>22</sup>	<b>June 1, 2022</b>
	Regulated entities must post education materials (if the city has provided them)	June 1, 2022
<b>Enforcement Stage 2: Material Ban</b>	City conducts targeted education and outreach campaign for Stage 2 requirements	July 2022- June 2022
	<b>Enforcement for full material ban begins</b> No polystyrene; Either (1) reusable or (2) certified compostable and marine degradable foodware only	<b>July 1, 2023</b>

### On-Going Activities

In order to successfully implement the ordinance and achieve its intended goals, the city and regulated entities will need to conduct certain on-going activities. Examples of these activities include:

- Issue waivers (as applicable, and if necessary)

<sup>21</sup> Note that other ordinances will have a gap between effective date and enforcement stage one, however this ordinance has the same date in order to comply with AB 1276, as described above.

<sup>22</sup> This timeline aligns with State law, AB 1276.

## **APPENDIX G.**

### **Road Map For Implementation Of Approved Policies**

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- Approval of business renewal licenses statements, vendor contracts, special event permits, etc.
- Recordkeeping by regulated entities
- Enforcement
- Education, outreach, and technical assistance
  - Holding workshops
  - Updating city's website
  - Creating education materials
  - Creating signage for businesses
  - Site visits to businesses for technical assistance
  - Periodic program evaluation / stakeholder feedback review

## **APPENDIX G.**

### **Road Map For Implementation Of Approved Policies**

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## **2. Balloon Use Restriction and Water Bottle Ban at City Facilities and City-Affiliated Events**

### **Overview**

The city is interested in implementing ordinances for city facilities and special events, sponsored by the city and/or on city property, that will reduce waste and further the city's sustainability goals. One ordinance identified in the SMMIP is banning plastic beverage bottles, with more sustainable alternatives required.

Furthermore, City Council directed staff to propose banning the intentional release of balloons in the City, which cause severe damage to wildlife and the environment. See Phase 3, Initiative C of the SMMIP for background and description of the proposed balloon release ban and water bottle ban.

Considering that the proposed balloon release ban and water bottle ban require a more limited scope of behavior change than the single-use plastic foodware ban and the single-use plastic bag ban, it is recommended that these ordinances be developed along the same timeline, as depicted below. As mentioned above, it is recommended that the City first focus on the Single-Use Plastic Foodware Ordinance.<sup>23</sup>The implementation stage for these two proposed policies is therefore offset to a later start date. A phase-in period of education between the effective date and enforcement date the proposed ordinance is recommended. The proposed enforcement date of July 1, 2023 has been selected in order to align with the city's fiscal year.

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<sup>23</sup> Note that the Single-Use Plastic Foodware Ordinance also applies to city facilities and city-affiliated special events.

## APPENDIX G. Road Map For Implementation Of Approved Policies

Figure 3. Proposed Balloon Use Restrictions and Water Bottle Ordinances Timeline



## APPENDIX G. Road Map For Implementation Of Approved Policies

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### Timeline

#### Part 1 – Ordinance Development

Step	Task	Timeline
<b>Development</b>	Seek City Council feedback on SMMIP policy options and receive direction to create Road Map	Sep. – Oct. 2021
	Create Policy Road Map	Nov. 2021
	City Council meeting for approval of Policy Road Map and direction to begin drafting ordinances	Dec. 14, 2021
	Draft balloon and water bottle ordinances	Jan. – Feb. 2022
	City Council meeting to approve posting draft ordinance for public comment.	Feb. 2022
<b>Outreach and refinement</b>	Publish draft ordinances on city’s website for public comment	March 2022
	Send outreach email notifying key stakeholder groups about public comment period	March 2022 (Same week as publishing on website)
	Public comment period	April 2022 (3 weeks from notifying public)
<b>Finalization and Adoption</b>	Present public comment results to City Council subcommittee	May 2022
	Revise draft ordinance based on subcommittee feedback (if needed)	May - June 2022
	Return to City Council with amended ordinance for 1 <sup>st</sup> reading	June 2022
	Make edits to draft ordinances after 1 <sup>st</sup> reading (if needed)	June - July 2022
	2 <sup>nd</sup> reading and adoption	July 2022

## APPENDIX G. Road Map For Implementation Of Approved Policies

### Part 2 – Roll-Out

Step	Task	Timeline
<b>Implementation</b>	City modifies internal policies	July 2022
	City modifies applicable forms/permit processes to include statement about ordinance (special event permits, vendor contracts, event permits, leases, business license renewal, etc.)	July 2022
	Outreach plan developed with Communications and Economic Development Department	Aug. 2022
	City creates implementation education materials	Aug. 2022
	<b>Balloon and water bottle ordinances effective</b> (Grace period for implementation)	<b>Aug. 2022</b> (30 days after adoption)
<b>Enforcement Stage</b>	City conducts education and outreach campaign prior to enforcement date	Sep. 2022 – June 2023
	<b>Balloon and water bottle ordinances are enforceable</b>	<b>July 1, 2023</b>

### On-Going Activities

The city will have certain on-going activities needed to successfully implement these proposed policies for city departments, as well as applicable entities involved in city-affiliated events. Particularly as these policies will apply to multiple city departments, collaboration and education across departments will be key. Examples of these on-going activities include:

- Approval of special event permits, purchasing activities, etc.
- Education, outreach, and technical assistance
  - Creating education materials for all residents (balloon use restriction) and City staff (single-use plastic bottle ban)
  - Providing education materials during event planning
  - Conducting trainings and workshops for various city departments.
- Monitoring compliance
- Periodic program evaluation / stakeholder feedback review

## **APPENDIX G.**

### **Road Map For Implementation Of Approved Policies**

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### **3. Plastic Bag Ban**

#### **Overview**

The SMMIP proposes a ban on single-use plastic bags, and requiring more sustainable alternatives, for retail stores and restaurant take-out. This expands upon existing State law, SB 270, which enacted a plastic bag ban for grocery stores. See Phase 3, Initiative C of the SMMIP for details and background on the recommended plastic bag ban. A phased implementation approach is recommended, as follows:

- Stage 1: Bag ban for retail stores
- Stage 2: Bag ban expands to restaurants

In order to support businesses with implementation, it is recommended that the enforcement timeline for the bag ban be phased in after the other ordinances. Businesses, particularly restaurants, will be facing multiple new policy requirements over the next few years, such as SB 1383 requirements (2022 and 2024 for Tier 2 food generators) and both stages of the city's proposed Single-Use Plastic Foodware Ordinance (Stage 1 in June 2022; Stage 2 in June 2023). By spreading out the enforcement timelines, the city aims to set businesses up for success and increase quality of participation.

# APPENDIX G. Road Map For Implementation Of Approved Policies

Figure 3. Proposed Plastic Bag Ban Timeline





## APPENDIX G. Road Map For Implementation Of Approved Policies

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### Timeline

#### Part 1 – Ordinance Development

Step	Task	Timeline
<b>Development</b>	Seek City Council feedback on SMMIP policy options and receive direction to create Road Map	Sep. - Oct. 2021
	Create Policy Road Map	Nov. 2021
	City Council meeting for approval of Policy Road Map and direction to begin drafting ordinances	Dec. 14, 2021
	Draft ordinances	Jan. – Feb. 2022
	City Council meeting to approve posting draft ordinance for public comment.	Feb. 2022
<b>Outreach and refinement</b>	Publish draft ordinances on city’s website for public comment	March 2022
	Send outreach email notifying key stakeholder groups about public comment period	March 2022 (Same week as publishing on website)
	Public comment period	April 2022 (3 weeks from public notice)
<b>Finalization and Adoption</b>	Present public comment results to City Council subcommittee	May 2022
	Revise draft ordinance based on subcommittee feedback (if needed)	May - June 2022
	Return to City Council with amended ordinance for 1 <sup>st</sup> reading	June 2022
	Make edits to draft ordinances after 1 <sup>st</sup> reading (if needed)	June - July 2022
	2 <sup>nd</sup> reading and adoption	July 2022

## APPENDIX G. Road Map For Implementation Of Approved Policies

### Part 2 – Roll-Out

Step	Task	Timeline
<b>Implementation</b>	Reminder letter to regulated entities about upcoming ordinance	July 2022
	City modifies applicable forms or applications to include statement about ordinance (business license renewal, etc.)	July 2022
	Outreach plan developed with Communications and Economic Development Department	July 2022
	<b>Ordinance takes effect</b> Regulated entities begin complying – grace period for implementation	<b>August 2022</b> (30 days after adoption)
	City conducts outreach campaigns	Aug. - Dec. 2022
	City creates plan for waivers and complaints procedures	Dec. 2022
<b>Enforcement Stage 1 (Retail)</b>	Targeted education and outreach to retail businesses	Jan. – June 2023
	<b>Ordinance enforceable for non-food retail</b>	<b>July 1, 2023</b>
<b>Enforcement Stage 2 (Restaurants)</b>	Targeted education and outreach to restaurants	Jan. – June 2023
	<b>Ordinance enforceable for both restaurants and retail</b>	<b>July 1, 2024</b>

### On-Going Activities

In order to successfully implement the ordinance and achieve its intended goals, the city and regulated entities will need to conduct certain on-going activities. The city could combine some of these activities with other efforts, such as conducting inspections or education in tandem with SB 1383 education and enforcement.

Examples of these on-going activities may include the following.

- Education, outreach, and technical assistance, such as:
  - Holding workshops
  - Updating city’s website
  - Creating education materials and signage for businesses
  - Site visits to businesses for technical assistance
- Issuing waivers (as needed)

## **APPENDIX G.**

### **Road Map For Implementation Of Approved Policies**

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- Approval of business renewal licenses statements, vendor contracts, special event permits, etc.
- Recordkeeping by regulated entities
- Inspection Program
- Enforcement
- Periodic program evaluation / stakeholder feedback review
  - Engage with Chamber of Commerce and local organizations to receive feedback
  - Monitor calls received from the public about the ordinance, if any
  - Consider conducting surveys or other evaluation efforts