



Waste Wi\$e Kitsap 2010 Annual Report



As a member of the US Environmental Protection Agency's Waste Wise program, Kitsap County is committed to the following objectives:

- reduce waste at its source
- maximize recycling opportunities
- use water and energy resources wisely
- use more environmentally friendly products
- use less toxic alternatives
- reduce impact on climate change

This report tracks our progress and identifies activities to help County departments reach their goals.



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Waste Reduction

Waste reduction is our highest priority. The following are examples of our comprehensive waste reduction efforts:

- Eighteen departments used the Wa\$te Exchange, the electronic office surplus exchange program, saving the county \$4,203 on new purchases.
- Surplus vehicles were auctioned for a revenue of \$206,269.
- Paper reduction strategies included saving emails electronically, printing double-sided copies, and scanning and emailing documents. In 2010, the Treasurer’s office reduced paper purchases by 25 cases, saving \$1,100.
- Departments continued to identify and stop unwanted direct mail.
- Departments converted forms and applications from hard copies to online versions as part of the Kitsap 24/7 program.
- Application Services implemented the Intranet SharePoint to promote flexibility, document management, and databases into one package, thereby reducing the amount of server hardware by using virtual servers. Departments are able to streamline procedures and less paper is used due to shared libraries and e-contracts.
- District Court judges and legal staff produced a paperless courtroom process by using signature capture devices, and reviewing and signing documents electronically.
- Public Works reused 500 tons of road shoulder sand. Ditch spoils were also reused to reclaim County-owned sand and gravel pits.
- Used motor oil was reused as heating oil at the Central Road Shop, saving approximately \$16,000.
- Parks and Recreation continued to chip organic waste and reused it onsite as mulch.

Next steps: Personnel will implement an online job application system and evaluate posting the New Employee Orientation Manual online. Additionally, the Treasurer’s journal entries and the foreclosure process will go electronic, and the Auditor will continue to evaluate electronic signatures on contracts, electronic vouchers and invoices, and electronic payroll registers.

Purchasing will work with the County’s vendors to establish baseline data in preparation for future paper reduction efforts, and to identify opportunities to save money by consolidating orders and buying in bulk.

New recycle containers and outreach materials will identify Green Meeting Rooms in County facilities. Waste Wi\$e departmental coordinators will educate staff on green meeting tips.

Parks will review the use of ditch spoils in new developments.

The Department of Community Development will address using the central copier and eliminate the use of personal printers.



Recycling

County employees recycled a wide variety of materials generated during County operations. Our recycle rate in 2010 was 30%, and our diversion rate was 83%. The diversion rate included 9,209 tons of asphalt that was reused onsite in road construction projects, and materials reused from the Wa\$te Exchange . The net savings from waste reduction, recycling and avoided purchasing costs was over \$733,879 (includes the Wa\$te Exchange and reuse of asphalt and sand).

Tonnage of Recyclables:

Food and beverage containers, cardboard, and paper	696.04 tons	Moderate Risk Waste (batteries, paints, poisons, fluorescent lights, fuels)	2.5 tons
Tires	16.57 tons	Electronics (monitors, printers, CPU's, mixed)	4.2 tons
Asphalt	176.63 tons	Biosolids	3,556 wet tons
Scrap metal	63.73 tons	Garbage	2,117.78 tons
Toner cartridges	303 pounds		

Highlights from the recycling program included the Central Kitsap Treatment Plant installing screening equipment for removing inert contaminants from the biosolids (improving the quality for reuse in compost or soil amendment), and the development of an online toolkit for departmental coordinators to access new outreach materials to improve recycling.

Next steps: Ten departments requested trainings on “What Goes In” the recycle bin. Due to small work spaces, Aging and Long Term Care will receive small waste baskets which attach to the desk side recycle bin.

Facilities will add old cameras to the list of electronics accepted through the current recycling program and will incorporate recycling in performance contracts. Staff will ensure keyboards and other peripherals are also recycled.



Pollution Prevention

County departments continued to recycle used motor oil and antifreeze, batteries, mercury-containing items, poisons, paints, corrosives and flammable products through the Small Quantity Generator program. As part of the Clean Air Agency's Diesel Solutions program, Public Works installed diesel oxidation catalysts on thirteen dump trucks to reduce emissions and improve air quality by a projected 20-50%.

The Parks and Recreation Department began new onsite shop and workplace inspections to ensure proper storage and handling of chemicals. They continue to use only organic fertilizers at the waterfront parks, and also installed Mutt Mitt dispensers (to encourage clean-up of pet waste) at eleven parks to prevent water pollution.

The Local Source Control specialist conducted five technical assistance visits at County facilities that generate hazardous waste to offer storage/handling solutions and alternatives to the hazardous materials that are used.

Maintenance continued to review the MSDS information for each cleaning and landscape product to determine levels of toxicity prior to purchasing.

Next steps: ER & R will refine the tracking system for used motor oil and antifreeze.



Environmentally Preferred Purchasing

County employees attended a green product vendor show to learn more about their choices regarding office supplies with environmental attributes. Facilities Maintenance purchased paper janitorial supplies, including roll towels, bath tissue, and multi fold towels, with 70% recycled content.

Public Works continued to use re-refined motor oil, Ultra Low Sulfur Diesel, recycled antifreeze, and re-tread tires on heavy trucks.

Next steps: Staff will continue to refine the data tracking system for environmentally preferred products, including strategies to eliminate the frequency of small orders. Office Depot will provide training on the use of the Smart Cart feature, which offers greener alternatives to employees when they are ordering office supplies. Staff will promote purchasing locally manufactured 100% recycled content paper and the feasibility of ordering paper by the pallet to offset costs.



Climate Protection

Greenhouse gases (GHG) are emitted at nearly every stage of a product's life cycle, including during waste management. Our GHG reductions are based on waste prevention and recycling activities, as well as composting and land application of biosolids. Each year the USEPA uses data from Kitsap County's annual report to determine how our waste reduction and recycling affects our GHG emissions. These GHG reductions from recycling are equivalent to the emissions of any one of the following:



446 passenger vehicles



276,733 gallons of gasoline (based on CO₂ emissions per gallon)



840 tons of waste recycled instead of landfilled (based on CO₂ emissions per ton of waste landfilled)

Large Public Works trucks have idle reduction circuitry which limits idling to 5 minutes.

Sixty-three employees, 14% of the 500 County employees working in Port Orchard, participate in the Commuter Trip Reduction program.

Next steps: The County Resource Conservation Manager will work with ER&R to research grants related to alternative vehicle and fuel technologies and sustainable transportation policies.



Green Building

The Department of Ecology notified the Solid Waste Division of its intention to award \$185,209 in grant funding for LID improvements at the Poulsbo Recycle Center (PRC).

Next steps: The County will retrofit the PRC to incorporate stormwater Low Impact Development (LID) features, including bioretention, a green roof, and various pervious infiltration systems. A new Household Hazardous Waste Collection Area is planned at a site to be determined, and will include LID features such as a demonstration rain garden, a green roof, and pervious asphalt in the employee parking area.



Energy Conservation

The Resource Conservation manager administers the \$2.2 million Energy Efficiency and Conservation Block Grant and serves as the lead on the Energy Conservation Committee. Among the energy initiatives:

- Reduce energy use 30% by 2020 compared to 2010.
- Generate 10% of energy from renewable sources by 2020 compared to 2010.
- Facilities and Parks completed energy efficient lighting upgrades at the County Fairgrounds, estimated to reduce energy use by over 220,000 kWh/year. A new radiant heating system installed at the Presidents' Hall is projected to reduce propane usage by 35%.
- Energy efficient windows were installed at the Courthouse.
- Application Services promoted sending a link vs. an attachment, conserving resources by conserving disk space.
- The Central Kitsap Treatment Plant replaced low efficiency lighting.

Next steps: The Energy Conservation Committee will complete energy assessments and develop energy action plans for over 100 County facilities. Upgrades will include:

- Lighting at the Public Works road sheds
- Heating and lighting upgrades at Parks facilities
- Solar hot water heater system at Courthouse
- Heat pump at Central Kitsap Treatment Plant
- Energy use will be tracked via a Utility Manager database and tracking system.



Outreach and Education

Staff performed site visits at the Courthouse, Public Works Building, Givens Community Center, Administration Building, and Juvenile Facility, which resulted in new outreach materials and training topics.

Next steps: All County meeting/conference rooms will have informative posters designating them as Green Meeting rooms. The Waste Wi\$e Kitsap annual progress report forms for department coordinators will be posted online for the first time.

Outreach will be delivered through the Conservation Corner articles in the County employees newsletter "In the Loop" and the online Waste Wi\$e Kitsap Resource Tool Kit for coordinators.



Community Involvement

As part of our USEPA Waste Wise Hall of Fame leadership role, staff worked with the US House of Representatives in Washington, D.C. to implement an electronic waste exchange similar to ours. We continued to brand "Waste Wi\$e" through the countywide WasteWise Communities newsletter, distributed to all households. Staff partnered again with Olympic College to participate in the 2010 RecycleMania competition, also affiliated with the USEPA. They placed 18th out of 140 participants in their category, with a 34.5% recycle rate. The Green Meeting Room project will involve members of the public that use our conference and meeting rooms

Next steps: Staff will continue to provide technical assistance to local jurisdictions by providing sample policies, information about all aspects of the Kitsap Waste Wi\$e program, and referrals to the USEPA Waste Wise program. The Green Meeting Room project will include educating members of the public who use our conference and meeting rooms.



WasteWise is a free, voluntary program of the US Environmental Protection Agency through which organizations eliminate costly municipal solid waste and select industrial wastes, benefiting their bottom line and the environment. WasteWise helps its partners meet goals to reduce waste and reuse more. Learn more: www.epa.gov/epa.waste/partnerships/wastewise/index.html



Waste Wi\$e Kitsap 2011 Guidelines for Reducing Waste Basic Goals for All Departments

These departmental activities support the goals and objectives identified in "Prevention of Waste in County Government", Kitsap County Code 3.72.010.



Goal: Improve communication with staff by utilizing the Intranet for resource materials

- Activities:
- Coordinators will visit the Waste Wi\$e Kitsap SharePoint site and view the online resources available.
 - Distribute /post Waste Wi\$e Kitsap resource materials in department.



Goal: Increase waste reduction strategies

- Activities:
- Coordinators will view training topics on Waste Wi\$e SharePoint site and schedule training annually.
 - Use reusable drink containers, dishware, and cutlery whenever possible
 - Reduce idling to conserve fuel in County vehicles.
 - Reduce size of phone book order.



Goal: Save money on purchase and disposal of office supplies

- Activities:
- Use the Wa\$te Exchange to obtain or donate unwanted used office supplies or furniture.
 - When possible, purchase remanufactured toner cartridges for copiers and fax machines.



Goal: Reduce paper usage

- Activities:
- Save e-mails electronically.
 - Print and copy double-sided.
 - Set printer to default double-sided.
 - Identify unwanted direct mail and send to "Junk Mail" - MS 27.
 - When possible, convert forms and applications to online submittals for Kitsap 24/7.
 - Scan and email documents.
 - Post meeting agendas/notes on whiteboard.
 - Use SharePoint document libraries, e-contracts.



Goal: Educate staff and public on Green Meetings

- Activities:
- Educate staff and advisory boards and commissions on use of Green Meeting Rooms; tips are posted in all conference and meeting rooms.



Goal: Increase use of environmentally preferred products/processes

- Activities:
- Purchase durable items.
 - When possible, purchase items flagged 30% or higher post consumer recycled content.
 - Use higher level of recycled content office paper and janitorial supplies when economically feasible.
 - Purchase locally manufactured office paper when economically feasible.
 - Send links vs. email attachments to conserve disk space and energy.





Goal: Reduce greenhouse gas emissions

- Activities:
- Reduce idling in County vehicles.
 - Participate in the Commuter Trip Reduction Program.



Goal: Eliminate recyclables from landfill by placing in a deskside bin, breakroom container or centrally located blue and gray recycle cart

Paper

- Activity:
- Recycle white and colored paper, NCR forms, glossy brochures, envelopes, tablet backings, office supply boxes, phone books, envelopes, magazines, catalogues, file folders and ream wrappers.

Cardboard

- Activity:
- Flatten and if no room, place next to cart.

Plastic

- Activity:
- Recycle all plastic bottles, jugs, jars and dairy tubs.

Other food containers

- Activities:
- Recycle empty and clean tin, aluminum, glass, and paperboard boxes (frozen food boxes, no trays).
 - Recycle used toner cartridges with original vendor.



Goal: Eliminate hazardous wastes from the landfill

Fluorescent tubes

- Activity:
- Large quantities, call Kitsap 1 to make an appointment as a Small Quantity Generator.
 - Small quantities, return to Facilities Maintenance .

Small batteries

- Activity:
- Recycle in the collection buckets located at the small battery collection points; locations are listed on the Intranet.

Paint and paint related products, solvents, cleaners, lawn and garden chemicals, and automotive products

- Activity:
- Call Kitsap 1 to make an appointment as a Small Quantity Generator or work with a licensed contractor.



Goal: Eliminate electronics from the landfill

Computers, copiers, fax machines, televisions, cameras, or other electronic equipment

- Activity:
- Contact Facilities Maintenance for proper disposal.

Cell phones

- Activity:
- Recycle County-issued cell phones through interoffice mail to Facilities Maintenance.



Goal: Identify department specific goals annualy

- Activities:
- Department coordinators submit feedback on the annual report form regarding progress and accomplishments in the past year.
 - Department coordinators submit goals on the annual report form regarding next steps to be taken.



For more information, contact:
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