



Waste Wi\$e Kitsap 2013 Annual Report



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

- reduce waste at its source
- maximize recycling opportunities
- use more environmentally friendly products
- use less toxic alternatives

Kitsap County is a Hall of Fame member of WasteWise, a free, voluntary program of the US Environmental Protection Agency (EPA). Organizations reduce, recycle, or divert 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 at <http://www.epa.gov/epawaste/conserve/smm/wastewise/>

Since joining the EPA WasteWise program in 1998, Kitsap County has helped EPA promote the goals of WasteWise, planned new initiatives, and served as a model to other organizations. As a Hall of Fame member we have worked cooperatively in advancing sustainable materials management approaches through WasteWise.





2013 Program Highlights

Waste Reduction—*Our philosophy is to reuse everything we can to save money on purchasing, recycling and disposal:*

- 87% diversion rate, from reusing asphalt, road sand, ditch spoils, and donated/exchanged items.
- 61 pounds of junk mail returned to sender for “opt out”.
- \$1,573 avoided costs on new purchases through the Wa\$te Exchange.
- \$441,691 revenue from auctioning surplus vehicles and equipment.
- \$950,641 net savings from waste reduction, recycling, and avoided purchasing costs.
- 10,950 tons of materials reused, including asphalt, sand, and ditch spoils.

Recycling—*If we can't reuse it, we recycle it, resulting in the following achievements:*

- 31% recycle rate, including mixed paper, plastics, aluminum, cardboard, scrap metal, tires, electronics, biosolids, and toner cartridges.
- 917 tons of materials recycled, including tires, electronics, and scrap metal.

Hazardous Waste Management—*County departments properly managed the following materials:*

- Over 5,449 pounds of batteries, corrosives, poisons, paints, fuel, fluorescent tubes, and mercury.
- Over 18,394 pounds of electronics.

Education and Outreach—*Program coordinator assists with department activities to support the goals and objectives for reducing waste:*

- Distributed break-room recycling containers, battery buckets, desk side recycle bins, and employee incentives to various departments.
- Launched a pilot program to recycle CFL bulbs in response to employee requests.
- Educated over 200 employees at the County Benefits Fair on waste reduction and recycling.
- Targeted education on the “Tricky Ten” items that are not recyclable in our program.

Department Specific Accomplishments—*Departments continue to follow the basic guidelines for reducing waste to ensure the program's success:*

- Public Works Engineering replaced 912 plat folders with scanned, electronic folders.

- Community Development's new policy for developers eliminated the submittal of paper site plans for storm drainage in favor of electronic image files.
- Information Services are the champions for business process improvements. The common theme for improvements is electronic filing, e-signatures, and other document-related tasks reducing the use of paper and increasing the use of technology. They continue to plan for the enterprise document management system (SharePoint).
- Human Services purchases higher level post-consumer recycled content supplies whenever possible and uses the Waste Exchange for both posting and searching for items.
- Conservation District uses roof runoff into a cistern to flush toilets and for irrigation.
- Sewer Utility reused 3,711 wet tons of biosolids as a soil enhancer in a land application program, commenced construction on four 426,000-gallon aeration basins; and sand filters to produce reclaimed water.
- Treasurer's new paperless cash transmittal system is scheduled to go live in 2014.
- Prosecutor's Office continues to move forward on a paperless initiative to obtain a module for the case tracking system, allowing all discovery to be issued electronically.



Waste Wi\$e Kitsap Award—*Given to an individual, department, or a committee for exemplary in-house waste reduction and recycling efforts:*

The Parks Department received a grant from Keep America Beautiful and the Alcoa Foundation. The Kitsap County Fair and the Kitsap County Solid Waste Division's administrative and maintenance staffs coordinated the main strategies for success by conveniently locating recycle containers, and visible signage throughout the fairgrounds. By reducing their garbage and recycling 2.5 tons of aluminum cans, plastic bottles, and cardboard boxes; 10.6 tons of fats, oils and grease; and composting .04 tons of food waste the fair achieved a 38.8% recycling rate.



Waste Wi\$e Kitsap 2014 Guidelines for Reducing Waste

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

Utilize Waste Wi\$e Kitsap SharePoint Resources

- Activities:**
- View resources on how to reduce waste and recycle at work.
 - Schedule annual training.
 - Use the Wa\$te Exchange to post or obtain unwanted office supplies and equipment.

Reduce paper usage

- Activities:**
- Save emails electronically.
 - Print and copy double-sided.
 - Set printer to default double-sided.
 - Manage unwanted mail using instructions on SharePoint site.
 - When possible, convert forms and applications to online submittals through Kitsap 24/7.
 - Scan and email documents.
 - Post meeting agendas/notes on whiteboard.
 - Use SharePoint document libraries, e-contracts.
 - Reuse single-sided copies.
 - Use print preview prior to printing.

Educate staff and public on Green Meetings

- Activities:**
- Educate staff, advisory boards, and commissions on the use of Green Meeting Rooms. Tips are posted in all conference and meeting rooms.

Increase use of environmentally preferred products/processes

- Activities:**
- Purchase refillable pens and pencils.
 - Purchase durable items.
 - When possible, purchase items with 30% or higher post-consumer recycled content.
 - Use higher level of recycled content office paper and janitorial supplies when economically feasible.
 - Send links vs. email attachments to conserve disk space and energy.
 - Purchase remanufactured toner cartridges whenever possible.
 - Use reusable drink containers, dishware, and cutlery whenever possible.

Identify department specific goals annually

- 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.



Eliminate recyclables from the landfill

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.

Writing Instruments

Activity: • Collect all brands of used writing instruments in specially-labeled boxes in most departments. Recycle pens, pencils, highlighters, permanent and dry erase markers, and correction tape from work and home.

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

Activity: • Recycle empty and clean tin, aluminum, glass, and paperboard boxes (frozen food boxes, no trays).

Office supplies

Activity: • Recycle used toner cartridges with original vendor.

Eliminate hazardous wastes from the landfill

Fluorescent tubes

Activity: • Large quantities: complete the online form at <http://www.kitsapgov.com/sw/worksheet.htm> or 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.

Paint and paint-related products: solvents; cleaners; lawn and garden chemicals; and automotive products

Activity: • Complete the online form at <http://www.kitsapgov.com/sw/worksheet.htm> or call Kitsap 1 to make an appointment as a Small Quantity Generator, or work with a licensed contractor.

Eliminate electronics from the landfill

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

Activity: • Contact Facilities Maintenance for proper management.

Cell phones

Activity: • Recycle County-issued cell phones through interoffice mail to Computer Network Services, MS 21.



For more information, contact:

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360-337-4472 or visit <http://kcweb2/pw/wwk>