

Deputy Directive

Number: DD-105

*Refer to
Director's Policy:* DP-06 Caltrans'
Partnerships
DP-14 Quality in Caltrans,
DD-17 Recycling Asphalt
Concrete

Effective Date: 11/24/2009

Supersedes: NEW

TITLE Department Recycle Program

POLICY

The California Department of Transportation (Department) manages resources efficiently and effectively. The principles of Reduce, Reuse, and Recycle are consistent with the Department's Stewardship Goal to preserve and enhance California's resources and assets.

DEFINITION/BACKGROUND

The purpose of this directive is to provide for the support and maintenance of a Recycle Management Program to reduce waste and ensure State and federal mandates and standards are effectively met within the Department. The Department, as a good steward, recognizes the trust placed in it by the people of California to wisely use resources in the most effective and efficient manner possible so that waste is minimized in all areas of operation. Products should contain the maximum amount of recycled content, and savings are accounted for and measured.

The Department's Recycle Management Program ensures coordination and implementation of waste prevention, reuse, and recycling where possible in all Department or State-owned and leased buildings and facilities including offices, maintenance facilities, and highway projects.

According to the State Administrative Manual, sections 1900-1941, each State agency with the assistance and approval of the California Integrated Waste Management Board is required to establish recycling programs for all recyclable materials where feasible.

The statutory requirements, such as the Waste Reduction Act of 2003 and Solid Waste Reporting Act address the diversion of waste and reporting responsibilities. These statutes require each State agency and large State facility to divert at least 50 percent of the waste that is generated annually

from the landfills or transformation facilities through source reduction, recycling, and composting activities.

RESPONSIBILITIES

Deputy Director, Administration:

- Establishes policy and direction that ensures compliance exists uniformly throughout the State and is consistent with the intent of federal law and State mandates.

Chief, Division of Business, Facilities and Security:

- Monitors implementation of this deputy directive.
- Provides technical assistance and training to implement this deputy directive.
- Establishes a Department Recycle Program Manager position.

Department Recycle Program Manager:

- Ensures recycle programs comply with State and federal mandates.
- Reports annually to the California Integrated Waste Management Board the Department's progress in recycling programs, waste diversion and the total tonnage to landfills.
- Creates guidelines to promote and maintain all departmental recycle programs including educational materials and information on how and what to recycle, and ensuring that they meet good business practices.
- Serves as a liaison to the District/Division Recycle Officers and the Statewide Resource Conservation Manager to coordinate, promote, support, and monitor good recycling programs.
- Provide a process for evaluation and implementation of new environmentally friendly innovations.

Division of Design, Department Resource Conservation Manager:

- Directs all technical engineering aspects of the Highway Materials Recycle program statewide.
- Supports project engineers in the use of recycled materials.
- Develops special designs for new salvage material applications.
- Modifies and updates the Department's Recycle Handbook for Project Engineers.
- Reviews plans, specifications, and estimates regarding salvaged material use.
- Performs economic analyses of salvage versus new material use for highway construction and maintenance projects.
- Oversees the contractor's oversight of the recycle yard.
- Coordinates with Headquarters and District Materials Operation units regarding the receiving, storing, and distributing of salvaged material inventory.

District Directors and Division Chiefs:

- Appoints a Recycle Officer and an alternate in each Headquarters Division and District respectively.
- Provides direction to the District/Division Recycle Officer based on established policy.
- Ensures all recycle requests are processed through the Recycle Officer.

District and Division Recycle Officer:

- Serves as the Division/District contact for questions and concerns regarding recycling and waste diversion efforts.
- Coordinates efforts with the District/Division staff and management.
- Works closely with the Department Recycle Program Manager in promoting, supporting, and managing recycle and waste diversion.
- Ensures that all departmental policy and procedures are followed.
- Maintains and supports recycling efforts for respective Division/District.
- Informs the Department Recycle Program Manager of any concerns or issues with the Division or District recycling programs or waste diversion efforts.

Chief, Division of Procurement and Contracts:

- Responsible for statewide property control coordination, providing functional guidance and direction for identification of inventory and the safe disposal of expendable and non-expendable equipment.

Property Control Unit:

- Responsible for accountability of equipment (where equipment resides);
- Controls and identifies equipment tagging and updating of database.
- Ensures documentation of inventory, transfer and the safe disposition of equipment.

For additional information refer to the Property Control Manual at:
<http://admin.dot.ca.gov/pc/doc/pcm.pdf>

Chief Information Officer, Division of Information Technology (IT):

- Implements the policies and procedures for proper disposal of all IT assets.
- Supports, promotes, manages, and oversees the policy and procedure for proper disposal of all Information Technology (IT) assets.

District/Division IT Coordinators:

- Assists the Property Control Unit by providing functional guidance and direction for the safe disposal of all E-Waste.
- Evaluates and determines if the asset has a hard drive.
- Determines if the asset contains data.
- Determines if the IT asset can be reassigned, recycled, or traded in.

APPLICABILITY

All departmental employees are responsible for the waste they generate and expected to participate in the Recycle Program to reduce the waste going to landfills.

Cindy Mckim

CINDY MCKIM
Chief Deputy Director

11/24/2009

Date Signed