



GOVERNMENT OF THE DISTRICT OF COLUMBIA

# Public Report on Recycling Fiscal Year 2004

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**Office of the Deputy Mayor for Operations  
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## **Introduction**

The District of Columbia is proud to issue its Fiscal Year 2004 (FY 2004) Annual Report on recycling activities within the District of Columbia. This report is submitted pursuant to DC Law 7-226, the “DC Solid Waste Management and Multi-Material Recycling Act of 1988”, and presents an overall assessment of the recycling activities of the District of Columbia for FY 2004. This report contains information consistent with DC Law 7-226, D.C. Official Code §8-1014 (2001), which requires the submission of an annual recycling report that includes:

- an evaluation of the District of Columbia’s mandatory recycling program;
- an analysis of the overall success of the residential, commercial and District government buildings recycling program in meeting the statutory recovery targets;
- a progress report concerning enforcement activities;
- information on sustainable practices, including, but not limited to Environmental Preferable Purchasing (EPP), and new procurement policies and directives;
- an analysis of solid waste and recycling tonnage, cost, revenue; and
- updates concerning public education and outreach efforts.

The format of this report has changed from past submissions to enhance readability, and to the extent possible, incorporates recommendations submitted to the District by the Environmental Planning Commission in response to the District’s FY 2003 Annual Report.

## **FY 2004 Recycling Program Overview**

In FY 2004, the District made several significant strides in furthering its recycling programs in the residential and commercial sectors, as well as within buildings owned and leased by the Government of the District of Columbia. The FY 2004 Annual Report summarizes the District government’s major accomplishments in recycling and environmentally preferable purchasing. The report also discusses some of the challenges that the city faces as it seeks to achieve and surpass its statutorily required solid waste diversion rates.

The primary goal of the District’s recycling program is to promote environmentally friendly policies and procedures that reduce waste and improve the health and quality of life for District residents. A major component of this effort includes increasing recycling rates within the District Government’s owned and leased facilities, as well as in the District’s residential and commercial sectors. The lead agencies for implementing recycling activities in the District of Columbia are the Department of Public Works (DPW) and the Office of Property Management (OPM).

The District’s residential and commercial recycling programs are implemented through DPW. DPW’s Solid Waste Management Administration (SWMA) managed the District’s contract for the collection of recyclables in the residential sector which expired in January 2005. This service will be provided by DPW crews in FY 2005 and beyond.

The residential recycling program serves approximately 110,000 single-family housing units in the District of Columbia. Multi-family dwellings and larger commercial buildings are served by private disposal haulers.

The District government's recycling activities in the commercial sector have centered on compliance with District recycling laws at multi-family apartments, office buildings and businesses. This effort is led by SWMA's Office of Recycling. Recycling activities in the District government's owned and leased facilities are spearheaded by OPM, which is tasked with ensuring that viable recycling programs are in place in each building under its jurisdiction.

The combined efforts of these agencies resulted in a number of positive outcomes in FY 2004. The following information provides a snapshot of the District's overall recycling efforts for FY 2004:

- 894.75 tons of paper were collected in the District government's owned and leased facilities, representing 83% of all collected recyclables;
- the District's residential recycling program achieved a diversion rate of 13.6%;
- the diversion rate for the District government's owned and leased facilities was 14%;
- 46,842 tons of recyclable materials were collected from commercial establishments in the District;
- 6,275 tons of recyclable materials were collected from federal government facilities; and
- 2,972 commercial inspections were conducted to ensure compliance with District recycling laws.

### ***Staffing to Support Recycling Efforts***

In FY 2004, 13 staffers worked in DPW's Office of Recycling, an increase from the 10 educators the year before. In addition, the Office of Recycling had an intern who was on loan for one month who assisted the educational staff. One educator left District service in June 2004.

The Office of Recycling staff participated in over a dozen training events designed to increase their subject matter knowledge in the area of recycling, and provide them with the skills and expertise needed to work with residents, businesses and employees as the District government works to strengthen its environmental initiatives. The training events included the following sessions:

- Saving our Watersheds
- Revitalization Redevelopment Training (4-days)
- Project Learning Tree (PLT) Facilitator training
- PLT Coordinators Conference and training
- Grant Writing for Schoolyard Projects, National Wildlife Visitors Center
- Schoolyard Habitat Design, National Wildlife Visitors Center
- Basic Tree Identification Skills, Washington National Zoo

- Bridging the Watershed “Trash Talk” workshop
- Educator ride-a-long training with SWEEP Inspectors
- Bridging the Watershed Summer Institute
- Teacher Orientation to the National Zoo’s Conservation and Research Center
- DPW New Employee Orientation (3-days)
- Effective Communication (DC DPW Academy)
- National Recycling Coalition (NRC) Exposition

### ***FY 2004 Events***

America Recycles Day - To celebrate America Recycles Day 2003, the District coordinated with numerous Federal agencies and other organizations - Office of the Environmental Executive, White House; Environmental Protection Agency (EPA); Office of Personnel Management (OPM); the US Park Services; DELL Computers, The Washington Post, and private sponsors – to help DC residents dispose of unusable home electronics safely. The November 14 and 15, 2003 event was held at the Carter Barron Amphitheatre in Rock Creek Park. More than 540 residents dropped off 33 tons of unwanted home electronics for recycling. DC government employees helped promote the event and volunteered during the collection event.



America Recycles Day electronic collection at the Carter Barron Amphitheatre

Electronics Recycling Events – The District held two additional events to facilitate electronics recycling. The first was held to celebrate Earth Day on April 24, 2004. Nearly 34 tons of electronics were collected, as well as 200 lbs of recyclable batteries and 375 lbs of cell phone accessories. This event also included the Nike “Reuse-A-Shoe” campaign; 3,000 lbs of tennis shoes were collected that day. The tennis shoes were shipped back to Nike, and will be used to resurface a tennis court at a DC Recreation facility.

The second event for electronics was held during the 2004 Digital Edge Expo sponsored by WRC Channel 4 at the Washington Convention Center on September 18 and 19, 2004. More than 75 tons of electronics were collected for recycling during the event.

Clean Your Files Day- The United States Conference of Mayors has an annual program to encourage local governments to conduct recycling events in their offices. The Department of Human Service (DHS) participated in the event by recycling over 4 tons of paper in FY 2004.

Best Practices Exchange - On February 14, 2004, District government representatives met with representatives of the National Geographic Society to tour their facilities and to discuss components of their recycling program. The restoration of the National Geographic Society building located on M Street, NW was one of the first retrofit pilots in the United States to be recognized by the US Green Building Council for its green efforts.

## **District Government Recycling**

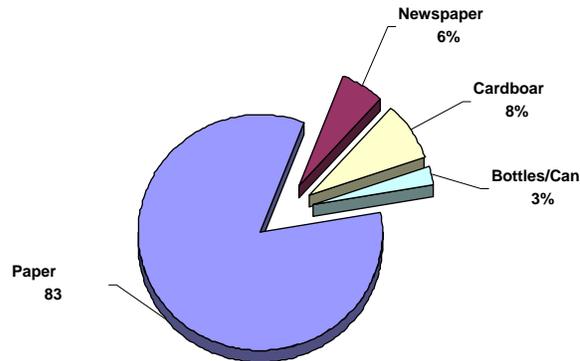
### ***Total Tonnage of Recycling Collected from District Buildings***

In FY 2004, 1,078 tons of recyclable materials were collected from 390 District government owned and leased facilities. This represents an increase of 103% over the recyclable material tonnage collected in FY 2003, during which 531 tons of recyclable materials were collected from District government owned and leased facilities.

### ***Tonnage of Paper Collected as a Percentage of Total Waste Collected***

Paper and paper products represented 83% of recyclables collected from District government owned and leased buildings in FY 2004. Within District government owned and leased buildings, 894.74 tons of paper, 86.24 tons of cardboard, 64.68 tons of newspaper and 32.34 tons of bottles/cans were recycled. The District government hopes to significantly increase recycling in other categories such as bottles and cans in FY 2005 as a result of pilot programs implemented in late FY 2004. **Chart 1** provides detail on the percentage of recyclables by type for FY 2004.

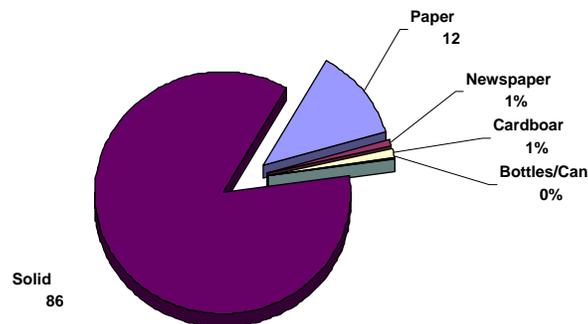
**Chart 1: FY 2004 Tonnage of Recyclables Collected From District Government Owned and Leased Facilities**



***Total Tonnage of Recyclables Collected from District Government Buildings as a Percentage of the Total Waste Stream from District Government Buildings***

While the District government can accurately measure the amount of recyclable materials removed from its facilities, it cannot precisely measure the total amount of solid waste removed from all of its owned and leased facilities. As a result, the District government can only estimate the percentage that recyclable materials make up of the total solid waste stream from all District government owned and leased buildings. Based on an estimated total solid waste stream of 7,700 tons, and total recyclable collections of 1,078 tons, the District estimates that diverted recyclable materials constituted 14% of the total solid waste stream from District government buildings in FY 2004. To enhance the District government's ability to accurately measure the volume of recyclables collected from its inventory, all future solicitations for trash and recycling hauling from District government buildings will include specifications requiring haulers to weigh collected material at the point of collection. **Chart 2** provides a breakdown by of the total tonnage of recyclables collected from District government buildings as a percentage of the total waste stream from District government buildings for FY 2004.

**Chart 2: FY 2004 Recyclable Tons Collected From DC Government Buildings as a Percentage of the Total Waste Stream from DC Government Buildings**



***Total Tonnage of Recyclables Collected from Four Core Buildings as a Percentage of the Total Waste Stream from Four Core Buildings***

As stated in the previous section, the District government can currently only estimate the percentage that recyclables represent of the total solid waste stream from all District government owned and leased facilities. The District government does, however, have the capacity to accurately measure this figure for its four core buildings (Wilson, Reeves, One Judiciary Square and the Municipal Building). In FY 2004, 268 tons of recyclable materials were collected from the District government’s four core buildings, representing 15% of the total solid waste stream from these facilities, and 3.4% of the District’s total estimated solid waste stream of 7,700 tons. **Table 1** provides a comparative analysis of the total tonnage of recyclables collected from the District government’s four core buildings as a percentage of the total waste stream from those facilities for FY 2003 and FY 2004.

**Table 1: Recyclable Tonnage from Four Core Buildings  
FY 2003 vs. FY 2004**

Building	2003	2004	% Change
John A. Wilson Building	14	18	34%
Reeves Center	32	58	83%
Judiciary Square	46	112	147%
Municipal Center	53	79	48%
Total	144	268	86%

***Department Directors Evaluative Criteria***

The Office of the City Administrator, in support of the District government’s recycling initiative and the Mayor’s overall environmental agenda, incorporated additional requirements in support of the District government’s recycling initiative as part of each

Director's performance contract in FY 2004. Below is a list of clauses added as part of the environmental quality component:

- Meeting objectives identified in agency Environmental Scorecards (exclusive to agencies on the Mayor's Environmental Taskforce);
- Implementation of OCP environmentally sensitive purchasing guidelines as they are published during FY 2004, including but not limited to increasing purchases of recycled paper products;
- Establishment and maintenance of a recycling program that will include at least:
  - Designation of an office recycling coordinator;
  - Designation of Agency field monitors for all off-site/satellite offices;
  - Participation in monthly Recycling Coordinator Meetings (Minimum 75% direct participation by designated recycling coordinator);
  - Participation of recycling coordinator and other designated staff in recycling training sessions that take place after October 1, 2003;
  - Establishment of an annual intra-agency special collection event (i.e. Clean your files day and/or agency participation in America Recycles Day or Earth Day celebrations); and
  - Establishment of an "Environmental outreach" fund for FY 2005 (Some agencies already have an Environmental outreach fund due to the nature of their operations, however many agencies could benefit from the establishment of such a fund to support at least one yearly agency training and/or special collections activity).

### ***Training of Recycling Coordinators***

In FY 2004, the District government conducted 12 monthly meetings with 137 agency recycling coordinators. On February 4, 2004, OPM organized a site visit to a local recycling center during which 36 recycling coordinators had the opportunity to see the operations of the facility first hand. The event received great reviews and encouraged participants to motivate others within their organizations to become more involved in the District government's recycling efforts.

### ***Janitorial Contract Improvements to Encourage Recycling***

In FY 2004, the District government continued to closely monitor deliverables associated with the Trash and Recyclables Materials Collection contract and the Citywide Janitorial performance contract to address collection and source contamination issues.

OPM staff conducted a number of meetings with custodial companies to brief them on the District government's recycling program and recycling requirements. Meetings included tours of office space, sorting areas and loading docks. These meetings with

bilingual staff (English-Spanish) have proven to be very beneficial in increasing education on recycling initiatives and in promoting effective communication.

OPM continues to encourage custodial companies to dedicate one or two custodial staffers to recyclable collections in large facilities. This practice guarantees a standing weekly collection schedule that helps reduce the risk of missed collections.

A new scope of work has been drafted in consultation with the Sierra Club of Washington, DC for the upcoming Trash and Recyclables Materials Collection procurement that will be awarded in FY 2005. OPM has worked closely with the Office of Contracting and Procurement (OCP) to incorporate additional performance requirements and weighing requirements as part of the scope of work for the new FY 2005 solicitations.

### ***Improvements to Building Lease Contracts in Regards to Recycling***

OPM staff met with leased facility managers, custodial and hauling company representatives of its larger leased facilities, including 941 N. Capitol Street, NE, 825 N. Capitol Street, NE and 64 New York Avenue, NE for briefings concerning the requirements under law to provide recycling opportunities to their tenants. Representatives of all tenant agencies attended these meetings. Tours of building office space and loading dock areas were key components of the discussion. OPM continues to incorporate language in all new lease agreements requiring compliance with all federal and local environmental laws.

The District government has also met with Environmental Recycling, Inc. (ERI) and Shred-It to discuss the recyclable collections process in facilities leased by the District. As a result of these efforts, the District government captured recycling data from these companies for FY 2004, documenting their activities in buildings that house District government employees.

OPM has also continued their efforts to distribute recycling containers to each employee located in a District owned or District leased facility.

## **Enforcement**

### ***Inspections and Enforcement Actions***

The Commercial Recycling Investigator's Log is a summary of contacts by recycling inspectors with businesses throughout the District. In an effort to improve compliance with District government recycling laws, the office has developed a more comprehensive site inspection report to serve as the primary way to document commercial compliance with the District's recycling law. A site inspection is performed at each business

establishment to check and monitor recycling compliance. During the site inspection, the commercial recycling inspector looks for and documents the following information:

- an approved recycling plan;
- a business occupancy license;
- an agreement with a licensed solid waste hauler and a registered recycling hauler;
- proof that recycling is separate from solid waste;
- proof that recyclable containers are clean and the materials are not overflowing from the recycling container; and
- evidence that all recyclable materials are being recycled as required by District law.

2,972 recycling site inspections were recorded in FY 2004. **Table 2** provides a summary of the activities conducted by DPW’s commercial recycling inspectors in FY 2004 and a comparison to these activities in FY 2003:

**Table 2: FY 2003 vs. FY 2004 Recycling Inspection Activity**

<b>Activity</b>	<b>FY 2003</b>	<b>FY 2004</b>
<b>Commercial Sites Inspected</b>	1,046	2,972
<b>Commercial Plans Received</b>	656	923
<b>Commercial Plans Approved</b>	305	940
<b>Commercial Plans Disapproved</b>	351	498
<b>Government Building Audits</b>	273	210
<b>Commercial Contacts/Presentations</b>	268	46
<b>Warnings Issued</b>	216	508
<b>Notices of Violation Issued</b>	41	369

## **Procurement**

### ***Procurement of Recycled Paper and Paper Products***

During FY 2003, the District implemented the Procurement Automated Support System (PASS) as the District-wide procurement application. This system was customized to meet the District government’s specific procurement needs. PASS features a fully integrated interface with the Relational Standard Accounting and Reporting System (RSTARS). This allows PASS to automatically create pre-encumbrances, encumbrances, and liquidations to commit funds and pay vendors.

During FY 2004 OCP expanded implementation of PASS from 5 to 48 agencies, resulting in automated purchasing by all of OCP’s customer agencies. Agencies began utilizing PASS at varying points throughout the year and as a result OCP is only able to access a limited amount of data regarding the purchase of paper and paper products for District agencies. In October 2003, OCP issued a “Procurement Policy and Procedure Directive” to all OCP employees, contractors, consultants and volunteers regarding

environmentally preferable purchasing. This directive will be in effect until October 1, 2005. This directive is included in **Appendix A**. In FY 2004, PASS recorded \$147,402.55 in purchases of recycled paper and paper products including office paper, bond paper, toilet paper, and paper towels. A detailed listing of paper and paper product purchases captured through the PASS system is attached as **Appendix B**. During FY 2005, more detailed data will be provided regarding recycled paper and paper product purchases, as all customer agencies will be fully utilizing the PASS system.

The District government continues to consider additional avenues to support recycling and environmentally preferable purchasing. During FY 2003, OCP drafted and implemented OCP Directive 1303.00. This directive requires contract personnel to procure environmentally preferable products (EPP) and services (including those other than paper and paper products) to the maximum extent practicable. For example, as a result of the new policy, solicitations involving janitorial contracts, paints and solvents must now include the applicable EPP contract clause and vendor certification form.

During FY 2005, OCP plans to further advance its environmental procurement program by:

- (1) *Creating an EPP Tracking System:* The NIGP codes of EPP products will be loaded into the District government's PASS so that EPP purchases can more easily be identified and monitored.
- (2) *Identifying Hazardous/Toxic Products:* All hazardous/toxic products procured for the District government will be identified and included in PASS, along with more environmentally friendly alternatives.
- (3) *Renegotiating Janitorial Contracts:* The District government will renegotiate current janitorial contracts to include the new standard contract clauses requiring the use of environmentally friendly products.
- (4) *Identifying and Pursuing a Regional Purchasing Program:* OCP will identify and pursue regional cooperative green purchasing agreements.
- (5) *Conducting 100% Recycled Paper Cost Comparison:* OCP will conduct a cost comparison to determine the feasibility of purchasing 100% recycled content paper and determine whether it is feasible to enter into a paper purchasing compact with the Council of Governments (COG).

## **Total Recycling Tonnages, Costs and Revenue**

### ***Residential Recycling Program (FY 2004 Collections)***

The District government continues to provide residential recycling collection service to approximately 110,000 single-family residences in the District of Columbia. Single-family residences are defined as residential buildings with three or fewer housing units. In FY 2004, 21,835 tons of recyclable materials were collected through the District government's residential recycling program. This represents an increase in collections from FY 2003 of 1%. The percentage of materials diverted from the solid waste stream in FY 2004 was 13.6%, a modest increase over the previous year. **Table 3** details residential recycling collections for FY 2002 through 2004.

**Table 3: Residential Recycling Collections:  
FY 2002 – FY 2004**

	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
<b>Tons Collected</b>	20,400	21,633	21,835
<b>% Change</b>	-	6%	1%

In FY 2003 DPW launched a single stream collection pilot program including approximately 500 residences in Ward 7 in partnership with the American Federation of State, County and Local Municipal Employees, AFSCME, Local 2091. In FY 2004, the pilot was expanded to include all Wednesday trash collection residents in Ward 7 (approximately 2500 households). The pilot program utilized city crews to conduct a single sort collection program that is more convenient for residents to use than the current two-sort system which requires that newspaper and corrugated paperboard be separated from plastic, glass and cans. This program reduces bending, lifting and carrying for both citizens and workers. Recycling rates in the pilot area have doubled, while participation has tripled within the pilot area. Based upon the success of the pilot program, DPW has begun the conversion to implement citywide single stream residential recycling collections using only city crews beginning in FY 2005.

DPW strives to educate and inform the public on the proper methods and benefits of recycling through various media including newspaper and radio advertisements, inserts in utility bills and participation at public forums. In FY 2004, DPW created a calendar which was distributed to every household in the District and that included information on the District government's recycling program as well as other DPW services.

***Total percentage of materials diverted and recycled from the residential and commercial waste stream of DC***

In FY 2003, DPW reported an overall recycling diversion rate of 25%. As DPW staff was compiling data for the FY 2004 rate, it became clear that the data reported in FY 2003 were erroneous, and as a result, so too was the calculated diversion rate. DPW has established a valid baseline rate from which to measure the District's progress. District residents served by DPW recycled almost 22,000 tons, and another 47,000 tons were reported to the recycling office by haulers who collect from businesses, institutions and apartments. Calculating a precise diversion rate requires the District government to know how much total trash is disposed of in both its residential and business sectors. The District government's best measure of this is the volume of trash that passes through its

transfer stations, approximately 473,000 tons. While these figures do not capture the District's entire waste stream, they are a reflection of the waste stream managed by the city.

***FY 2004 Recycling Expenditures***

During FY 2004, the Government of the District of Columbia spent \$4,336,270.00 on recycling efforts. **Table 4** provides a breakdown of expenditures related to recycling activities during FY 2004:

**TABLE 4: FY 2004 Expenditures for Recycling Activities**

Personnel Costs	\$440,248
Residential Recycling Collection/Processing	\$3,759,242
Other Expenditures	\$136,780
<b>Total Expenditures</b>	<b>\$4,336,270</b>

***FY 2004 Revenue and Cost Savings Achieved From Recycling Activities***

The District government had total revenue of \$829,347.00 in FY 2004 as a result of recycling revenue and direct and indirect costs saved through implementation of recycling program. **Table 5** provides a summary of revenue and cost savings by category for FY 2004:

**TABLE 5: FY 2004 Revenue from Recycling Activities**

Rebate from Residential Recycling Contract	\$7,826
Offset Costs from Recycling Contractor	\$95,100
Rebate from MRF Recycling Contract	\$721,117
Recycling Haulers Registration Fee	\$5,304
<b>Total Revenue</b>	<b>\$829,347</b>

***Meeting Statutorily Required Recycling Rates***

DC Official Code §8-1006 establishes as a target the recycling of 45 percent of its solid waste stream. The commercial sector generates about 70 percent of the total amount of waste produced in our city (residential and commercial combined). Commercial establishments must reduce their waste stream through recycling and source reduction in order for the District to achieve its recycling goal. The District's solid waste problems are not unique, but they are compelling. Many businesses did not request technical assistance from the DPW's Office of Recycling to help them implement and/or improve their programs. Nevertheless, there is substantial evidence that mandatory recycling works. Many of the established recycling programs are directly attributable to the District's mandatory recycling law. Recycling in the District would not be a success without mandatory reporting requirements and enforcement. The District requires

businesses to fill out recycling plans every two years, which often causes businesses to begin to recycle at least the mandatory materials.

In summary, the target of recycling 45% of residential and commercial waste District-wide has not yet been achieved. However, we have increased the number of businesses inspected, the number warnings and notices of violation written, and we therefore have increased the overall awareness of recycling within commercial and government establishments. These efforts should lead to increased compliance that will improve achievement in this element in the future.

## **Public Education and Outreach**

### ***Outreach***

The District government was very active in FY 2004 in regards to public education and outreach, which is coordinated through the Office of Recycling Education Team. In addition to the outreach conducted by the Office of Recycling, recycling educators participated in a number of environmental education trainings. Through training, educators have made important contacts and have established working relationships with several local environmental organizations, as well as with government and private organizations invested in the environmental welfare of the District of Columbia. A detailed listing of all the organizations with which the District government established relationships with during FY 2004 is included in **Appendix C**.

By establishing these relationships, the District government was able to form several working collaboratives, which enabled the coordination of large events such as collection events and expositions.

To ensure the success of these events, media outreach was essential. Outreach was multifaceted and included advertising in print media, signage on major roads and streets, using Internet and email outlets, as well as emails to government employees and postings on listservs. Lastly, messages were included in utility bills (PEPCO, Comcast, Washington Gas and DPW) and on District government employee pay stubs. The District government also has created new promotional items for use at events to promote recycling.

In addition to specific event targeted media, the District government published several general recycling and environmental education materials including, “Environmental Education Fact Sheet”, “Neighborhood Eco-Watch Brochure”, “One Person’s Trash”, “Trash Talk”, “AQE – DCOR Partnership brochure for Environmental Education” and the “DC Recycles” insert that will be placed in the Washington Post in FY 2005.

Lastly, the Department of Public Works operates a recycling hotline (202-645-8245) which received 2,831 calls in FY 04. The recycling office responds to each call whether its a request for information, a missed recycling report, a commercial recycling inquiry or alleged violation or bin request. All calls are entered through the Mayor’s Citywide Call

Center (Hansen System) for resolution. A listing of enforcement activity and follow up is included in **Table 2** on page 10 of this report.

### ***Education***

The District government continues to be involved in providing quality environmental education through the Office of Recycling's education staff. Efforts range from school education initiatives, including grant programs and teacher training workshops, to participation in various community events. A highly detailed listing of all environmental education outreach for FY 2004 is included in **Appendix C**.

In order to further enhance the District government's ability to provide community outreach and educational programming related to recycling, the District government was awarded three grants in FY 2004. These grants included a \$19,840 EPA Environmental Education Grant and a \$10,000.00 grant from Dell Computer Company for electronics recycling. The District government was also awarded a \$600.00 "Take Pride in America" award granted in collaboration with the National Park Service. An additional grant application - for the EPA Innovative Grant in the amount of \$63,000 - was unsuccessful. The District government plans to reapply for this grant in FY 2005.

### **Conclusion**

While the District government continues to make progress in improving its recycling programs in District government operated facilities, and in the residential and commercial sectors, a great deal of work remains to be done. In FY 2005 and beyond the District government will continue to work towards not only achieving, but surpassing, its statutorily required recycling and diversion rates. The District government anticipates a significant increase in recycling rates in the residential sector as it transitions to city-wide single-stream collections in FY 2005, with the full impact of this transition becoming fully measurable in FY 2006. Additionally, efforts are underway to develop a comprehensive plan to work with businesses and establishments to develop and implement recycling programs and to increase compliance with the District government's recycling laws.

In District government owned and leased facilities, OPM continues its efforts to train staff and to ensure that viable and sustained recycling programs exist in each District government owned and leased facility. OPM will continue to work with OCP and other entities to ensure contracts for services in District government buildings such as solid waste hauling and janitorial services contain clauses that support the District government's recycling and broader environmental agenda.

In the area of procurement, OCP has developed an environmental agenda under which it will strengthen its Environmentally Preferred Purchasing program by creating identifying and including more environmentally friendly commodities in the PASS system, and

developing a tracking system to more easily identify and monitor Environmentally Preferred Purchases made by District agencies.

The District government continues to face many challenges as it strives to improve its recycling programs and to comply with applicable recycling laws. We are confident, however, that with the expressed commitment of our leaders, employees and citizens we well on our way not only meeting, but exceeding, our statutorily mandated recycling targets.

## **APPENDIX “A”**

Procurement Policy and Procedure Directive







**APPENDIX “B”**

Procurement of Paper and Paper Goods









## **APPENDIX “C”**

Education and Outreach

- **America Recycles Day 2003 Electronics Recycling Collection**  
November 15, 2003: More than 33 tons electronics were collected during this event. In addition, 180 pounds of recyclable batteries, 110 cell phones, and 70 pounds of cell phone accessories were collected. Eighty-five volunteers including District government employees manned this event;
- **Household Hazardous Waste & Electronics Recycling Collection** – April 3, 2004: 2-site event; Electronics and Hazardous waste were collected;
- **Earth Day Educational Fair in collaboration with Federal government agencies** – April 22, 2004; collected tennis shoes and aluminum cans; hosted more than 50 booths;
- **Electronics Recycling Event funded by Dell grant** – April 24, 2004; collected computers, electronics, cell phones, tennis shoes (Nike Reuse-a-Shoe Program), aluminum cans, and dry cell consumer batteries; 1-day event; collected 33.5 tons electronics, 200 lbs. recyclable batteries, 375 lbs. cell phone accessories, 3,000 lbs tennis shoes. 80+ volunteers/gov't workers participated at the event. Information was distributed to the public about electronics recycling, acquiring a rain barrel, proper disposal of rechargeable batteries, etc.;
- **Nike Reuse-a-Shoe Campaign** – The District collected over 5,000 shoes for a contest conducted by Nike. The winning city would be eligible to apply for a grant to build an athletic or playground surface made from recycled tennis shoes;
- **Digital Edge Expo 2004 e-Cycling Event** – September 18 – 19, 2004 – collected computers and electronics; 2-day event; 75 tons electronics were collected; and
- **Green Festival 2004** – September 18 – 19, 2004; collected event recyclables and food waste for composting.

Organizations the District established relationships with in FY 2004:

- Alliances for Quality Education, Inc.;
- Anacostia River Business Coalition;
- AT&T Wireless;
- Boys & Girls Club of Greater Washington Eastern Branch;
- Bridging the Watershed;
- Can Manufacturers Institute;
- Casey Trees;
- DC Department of Health;
- DC DPW – Summer Youth Employment Program;
- DC Energy Office;
- DC GreenWorks;
- DC Office of Property Management;
- DC Parks and Recreation;
- DC Public Schools;
- DC WASA;
- Dell, Inc.;
- Discovery Creek;

- Eagle Environmental Services;
- Environmental Protection Agency;
- General Motors;
- Green Festival;
- Institute for Local Self-Reliance;
- Interstate Commission on the Potomac River Basin;
- MACREDO;
- Main Street Anacostia;
- Metropolitan Police Department, Environmental Crimes Unit;
- Metropolitan Washington Council of Governments;
- National Park Foundation;
- National Park Service;
- National Recycling Coalition (NRC);
- Nike;
- Office of the Federal Environmental Executive;
- Prince George's County Multi-Material Recycling Facility;
- Project Learning Tree;
- Take Pride in America;
- U.S. Department of the Interior;
- U.S. Department of Veteran's Affairs;
- U.S. General Services Administration;
- U.S. Office of Personnel Management;
- UNICOR;
- University of the District of Columbia, Cooperative Extension Service;
- Ward 7 Neighborhood Services;
- Washington National Zoo; and
- Whole Foods.

#### Educational Outreach

- **Use of Project Learning Tree (PLT)** – an environmental education program designed for teachers and other educators, parents, and other community leaders working with youth from pre-school through grade 12
  - Coordination of 3 PLT Workshops
  - Planet Protectors presentations with AQE at Anacostia Sr. High School (SHS), Ballou SHS, and Woodson SHS – March 5, 2004
  - Professional Development Day presentation at Anacostia Sr. High School – March 17, 2004
  - PLT introduction for teachers at H.D. Woodson Sr. High School – May 12, 2004
  - Faxes and letters sent to school principals advertising PLT workshops and the Planet Protectors After School Program
- **Delivered recycling bins to the following schools**
  - John Burroughs Elementary School (20 bins) – December 23, 2004
  - Banneker Sr. High School (25 bins) – May 18, 2004
  - Maret School (25 bins) – August 25, 2004
  - Janney Elementary School (40 bins) – June 18, 2004
  - Liaison efforts with public school recycling contractor
- **Conducted School Recycling Program seminars at the following schools**
  - Banneker Sr. High School – February 20, 2004

- Boys & Girls Club of Greater Washington Eastern Branch – February 23, 2004
  - Sidwell Friends School – February 25, 2004
  - Adelaide Davis Elementary Career Day – May 20, 2004
  - Janney Elementary School – May 2004
  - Amidon Elementary School – July 16, 2004
- **Coordinated field trips to Multi-Material Recycling Facilities (145 students)**
    - 20 private school 8<sup>th</sup> graders (Sidwell Friends School) – April 30, 2004
    - 45 DCPS elementary school students (Moten Elementary School) – June 14, 2004
    - 80 Summer Youth participants – July 30, 2004
- **Provide opportunities for youth community service**
    - Boys and Girls Club – received an award from Staples for their participation in the 4/24/04 e-Cycling Event
    - H.D. Woodson SHS students – participated as volunteers at the 4/24/04 e-Cycling Event
- **Started a “Get Involved With Your Community” listserv for those interested in volunteering their time (200 have signed up)**
- **Participated in community events**
    - Potomac River Cleanup with Main Street Anacostia – April 3, 2004
    - Main Street Anacostia Cherry Blossom Tree Planting – April 8, 2004
    - Main Street Anacostia Cherry Blossom Festival – April 10, 2004
    - U.S. Conference of Mayors “Clean Your Files Day” – August 13, 2004
    - Speaker for the PEPCO Pollution Prevention Kickoff – September 21, 2004
- **Set up interactive environmental education booths at events**
    - DC Public Schools Showcase – January 17, 2004
    - Holistic Energy Expo – March 18, 2004
    - Earth Day – Living Sustainably Expo at U.S. Dept. of Health and Human Services – April 20, 2004
    - Earth Day – Holistic Energy Expo at DC Energy Office – April 23, 2004
    - DC Dept. of Health, Environmental Health Fair – May 7, 2004
    - WASA Annual Safety Day – June 10, 2004
    - Environmental Fair at John Burroughs Elementary School – June 16, 2004
    - WASA Employee Recycling Fair – August 20, 2004
    - Digital Edge Expo – September 18 – 19, 2004
    - Green Festival – September 18 – 19, 2004
    - PEPCO Pollution Prevention Kickoff – September 20, 2004
    - Rock Creek Park Day – September 25, 2004
- **Additional Collaboration Efforts**
    - Environmental Task Force, Greening the Government Steering Committee with the DC Energy Office
    - Green Faith Guide – Wrote a chapter on Reuse and Recycling for the guide geared toward faith-based buildings in the District. Collaborated with DC Energy Office, Friends of the Earth Environmental Network

- Pilot Composting Project with DC Parks & Recreation – supported by EPA, Institute for Local Self-Reliance, DC Dept. of Transportation
- Planet Protectors After School Program supporting the No Child Left Behind effort in District schools. Partner: Alliances for Quality Education, Inc.