



2008 SARC Annual Report

California Department of Transportation, District 7

Alternative Names(s): Caltrans District 7, DOT - District 7

Agency Type(s): CalTrans Facilities

100 South Main Street
Los Angeles, CA 90012

Total Employees: 2,910

CalRecycle Representative

Edward Reidhead

Edward.Reidhead@CalRecycle.ca.gov

(562) 981-8314

Annual Report Status: Submitted

Submitted on September 1, 2009

Contacts

Michael Miles - District Director

Michael_Miles@dot.ca.gov

Phone: (213) 897-0362

Teresa Gutierrez - Recycling Coordinator

teresa_gutierrez@dot.ca.gov

Phone: (213) 897-2350

Fax: (213) 897-2507

Address

100 South Main Street
Los Angeles, CA 90012

Facilities

1) District Office (1,653 employees)

Facility Address

100 S. Main Street
Los Angeles, CA 90012

Carmen Roberts

carmen_roberts@dot.ca.gov

Phone: (213) 897-0089

Fax: (213) 897-0815

Contact Address

100 South Main Street
Los Angeles, CA 90012

2) Construction - Material/Transportation Laboratory (25 employees)

Facility Address

1616 S. Maple Street
Los Angeles, CA 90007

Godson Anyanwu

Godson_Anyanwu@dot.ca.gov

Phone: (213) 620-5917

Fax: (213) 620-5692

Contact Address

1616 Maple Street
Los Angeles, CA 90007



3) Equipment Shop (42 employees)

Facility Address
13204 Golden State Road
Sylmar, CA 91342

Dave McDonough
David_McDonough@dot.ca.gov
Phone: (818) 362-6707
Fax: (818) 362-5670

Contact Address
13204 Golden State Road
Sylmar, CA 91342

4) Maintenance - North Region #3 (175 employees)

Facility Address
28820 N. Old Road
Valencia, CA 91355

Wallie Jordan
Wallie_Jordan@dot.ca.gov
Phone: (661) 775-5465
Fax: (661) 775-5497

Contact Address
23922 San Fernando Road
Newhall, CA 91321

5) Maintenance - West Region #2 (150 employees)

Facility Address
4821 Adohr Lane
Camarillo, CA 93012

James Fowler
James_Fowler@dot.ca.gov
Phone: (805) 389-1565
Fax: (805) 445-2983

Contact Address
4821 Adohr Lane
Camarillo, CA 93012

6) Maintenance - Special Crews Region #4 (219 employees)

Facility Address
7300 East Bandini Blvd.
Commerce, CA 90040

Robert Vennard
Robert_Vennard@dot.ca.gov
Phone: (213) 620-3110
Fax: (213) 620-2075

Contact Address
7300 E. Bandini Blvd.
Commerce, CA 90040

7) Maintenance - East Region #4 (150 employees)

Facility Address
1940 S Workman Mill Road
Whittier, CA 90601

John Janton
John_Janton@dot.ca.gov
Phone: (562) 692-0823
Fax: (562) 692-7903

Contact Address
1940 S. Workman Mill Road
Whittier, CA 90601

8) Maintenance - South Region #5 (162 employees)

Facility Address
5360 W. Imperial Highway
Los Angeles, CA 90045

Christine Anderson
Christine_Anderson@dot.ca.gov
Phone: (310) 342-6161
Fax: (310) 342-6144

Contact Address
5360 W. Imperial Hwy
Los Angeles, CA 90045

9) Surveys Newhall Field Office (13 employees)

Facility Address
25111 Old Road
Newhall, CA 91321

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

Contact Address
100 South Main Street
Los Angeles, CA 90012

10) Surveys Ventura Field Office (8 employees)



Facility Address
156 Garden Street
Ventura, CA 91381

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

State Agency Reporting Center (SARC)

Contact Address
100 South Main Street
Los Angeles, CA 90012

11) Ventura Sattelite District Office (1 employees)

Facility Address
950 Country Square
Ventura, CA 91381

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

Contact Address
100 South Main Street
Los Angeles, CA 90012

12) Surveys - East Field Office (18 employees)

Facility Address
750 Royal Oaks Dr.
Monrovia, CA 91016

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

Contact Address
100 South Main Street
Los Angeles, CA 90012

13) Surveys - South Field Office (17 employees)

Facility Address
12501 E. Imperial Hwy
Norwalk, CA 90650

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

Contact Address
100 South Main Street
Los Angeles, CA 90012

14) Surveys - Woodland Hills Office (4 employees)

Facility Address
23369 Leonora Dr.
Woodland Hills, CA 91367

Ralph Ricketson
Ralph_Ricketson@dot.ca.gov
Phone: (213) 897-9640
Fax: (213) 897-4313

Contact Address
100 South Main Street
Los Angeles, CA 90012

15) Construction - Airport Field Office (9 employees)

Facility Address
5200 W. Imperial Hwy
Los Angeles, CA 90045

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

16) Construction - Diamond Bar Field Office (13 employees)

Facility Address
721 Brea Canyon Road, Suite #6
Walnut, CA 91789

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

17) Construction - Downey Field Office (44 employees)



State Agency Reporting Center (SARC)

Facility Address
11229 S. Woodruff Avenue
Downey, CA 90241

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

18) Construction - East L. A. Field Office (15 employees)

Facility Address
1615 S. Wall Street
Los Angeles, CA 90015

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

19) Construction - Encino Field Office (7 employees)

Facility Address
5160 Haskell Avenue
Encino, CA 91436

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

20) Construction - Glendale Field Office (15 employees)

Facility Address
2090 Fern Lane
Glendale, CA 91208

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

21) Construction - Covina Field Office (30 employees)

Facility Address
1041 W. Badillo St., Ste 112
Covina, CA 91722

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

22) Construction - Long Beach Field Office (12 employees)

Facility Address
17912 Crusader Avenue, Suite 101
Cerritos, CA 90703

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

23) Construction - Monterey Park Field Office (8 employees)

Facility Address
2550 Corporate Place, Suite C-107
Monterey Park, CA 91754

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

24) Construction - Norwalk Field Office (13 employees)



Facility Address
14620 Carmenita Road
Norwalk, CA 90650

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

State Agency Reporting Center (SARC)

Contact Address
100 S. Main St.
Los Angeles, CA 90012

25) Construction - South Bay Field Office (13 employees)

Facility Address
18730 S. Wilmington Ave., Suite 103
Rancho Dominguez, CA 90220

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

26) Construction - Sylmar Field Office (34 employees)

Facility Address
13171 Telfair Ave., Suite 101 & 102
Sylmar, CA 91320

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

27) Construction - Thousand Oaks Field Office (25 employees)

Facility Address
1525 Rancho Conejo Blvd., Suite 102
Thousand Oaks, CA 91320

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

28) Construction - Valencia Field Office (9 employees)

Facility Address
25061 W. Avenue Stanford, Suite 70
Valencia, CA 91355

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

29) Construction - Lancaster Field Office (3 employees)

Facility Address
45120 13th West
Lancaster, CA 93534

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

30) Construction - West L. A. Field Office (12 employees)

Facility Address
12975 W. Culver Blvd
Los Angeles, CA 90066

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
Phone: (213) 897-0096
Fax: (213) 897-0073

Contact Address
100 S. Main St.
Los Angeles, CA 90012

31) Construction - Westwood Field Office (11 employees)



Facility Address
 1200 S. Sepulveda Blvd.
 Los Angeles, CA 90025

Fekade Mesfin
Fekade_Mesfin@dot.ca.gov
 Phone: (213) 897-0096
 Fax: (213) 897-0073

State Agency Reporting Center (SARC)

Contact Address
 100 S. Main St.
 Los Angeles, CA 90012

Program Information

Program	Existing	Planned/Expanding
Business Source Reduction	X	
Beverage Containers	X	
Cardboard	X	
Office Paper (white)	X	
Office Paper (mixed)	X	
Plastics	X	
Scrap Metal	X	
Self-haul greenwaste	X	
Tires	X	
Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	

Total Tonnage Disposed:	47,026.2
Total Employees:	2,910
Total Additional Factor (Visitors):	35,235
Annual Per Capita Disposal (pounds/employee/day):	88.5
50% Equivalent Per Capita Disposal Target (pounds/employee/day):	321.3
Annual Additional Factor Per Capita Disposal (pounds/person/day):	7.3
Additional Factor 50% Equivalent Per Capita Disposal (pounds/person/day):	0.0

Hazardous Materials

Note: Hazardous waste, including [universal waste](#), may NOT be disposed as ordinary trash.

Program	Existing	Planned/Expanding
Electronic Waste	X	
Batteries	X	



Used Oil/Antifreeze	X	
Paint	X	

Promotional Programs

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2008.

- 1) Web Page
- 2) Newspaper Articles/Ads
- 3) Brochures, Newsletters, Publications
- 4) Fliers
- 5) Office Paper Recycling Guide
- 6) Fact Sheets
- 7) New Employee Package
- 8) Workshops
- 9) Waste Information Exchange
- 10) Technical Assistance
- 11) Waste Evaluations/Survey

Procurement Activities Implemented in 2008

This section of the annual report presents your compliance with the State Agency Buy Recycled Campaign (SABRC). The activities identified below were reported as implemented or continued during 2009. (Note: Completing this section does not meet the [SABRC reporting requirements](#) (PCC Section 12162(b)).

- 1) Department-Wide Recycled-Content Procurement (RCP) Policy
- 2) Department-Wide Automated Procurement Tracking System
- 3) Other Procurement Activities

Question/Answer

1) Is the mission statement of your State agency/large State facility the same as reported in the previous year?

Yes

2) What changes have there been in the waste generated or disposed by your State agency/large State facility during the report year? (For example, changes in types and/or quantities of waste.) Explain, to the best of your ability the causes for those changes.



Since the initial filing of the Integrated Waste Management Plan in 2000, the California Department of Transportation District 7 has been successful in its waste diversion in compliance with Assembly Bill (AB)75. The types of materials disposed of in landfills this year are the basic refuse from food products that employees consume and those that our building cafeteria generates, but the greater tonnage is from construction debris that cannot be re-used on freeway construction projects that we administer. The total tonnage for this activity is 40,520 tons which consisted of Portland cement rubble, asphalt concrete, metal beam guard rail, wood from trees and landscape vegetation.

3) Explain any changes to waste diversion programs that were continued from the prior report year. Be sure to indicate the reason for making the changes.

There were no changes to waste diversion programs that were continued from the prior years report.

4) Explain any waste diversion programs that were newly implemented or were discontinued during the report year and explain why.

This year District 7 implemented a Recycling Program for plastic bottles and aluminum cans at the District Office and plans to extend the program to satellite facilities. This program generates a small amount of revenue for the Department.

5) What types of activities are included in each of the waste diversion programs you continued or newly implemented during the reporting year?

Business Source Reduction Program:

The District continues to implement a paper reduction scheme by the use of online forms, bulletin boards, electronic media and emails, which limits the need to print hard paper copies of documents to those employees who need or have a use for the information. Cardboard boxes and re-usable interoffice envelopes are inconstant use in our daily shipment or mailing of documents. The district Recycling Office also collects all used toners and printer cartridges from recycling bins located throughout the building, which are then picked up and processed by our contractor, Ecotoner, Inc.

Material Exchange:

For 2008, all disposable surplus materials were dispatched through the Property Survey Report system. The types of disposals were: used monitors, CPU's, printers, scanners, laptops, faxes, copiers and other miscellaneous office fixtures. The majority of the properties surveyed out went under Category 6 (Donation to Recycling Companies).

Recycling Program:

Cardboard – The District continues to recycle cardboard from shipping materials used by vendors for all of our acquisitions. Southland Disposal Company provides regular reports on quantities of cardboard recycled.

Beverage Containers – Los Angeles Recycling Company provides regular reports on quantities of beverage containers recycled including plastic bottles and aluminum cans.

White Paper – Angeles Western Paper provides regular reports on the quantities of white paper recycled.

Mixed Paper - Angeles Western Paper and Southland Disposal Company both provide regular reports on the quantities of mixed paper recycled.

Scrap Metal – Mid City Iron and Metal, Inc. collected all scrap metal saved from our construction and demolition projects and provides regular reports.

Organic Management Program:

Daily landscape maintenance activities performed by maintenance crews on freeways generate a large quantity of organic debris which when possible, is processed back into the sites through the Maintenance Division's On-site Mulching and Composting Program. There is also the Self-Haul Green Waste Program where oversized organic waste is taken to special composting sites for diversion.

Special Waste Materials:

Tires – Caltrans generates a large quantity of used tires on all types of vehicular equipment operated on a daily basis, in addition to the tire debris collected during freeway sweeping projects.

Scrap Metal – Mid City Iron and Metal and Southland Disposal Company provide regular reports on the quantities of scrap metal diversions.

Construction and Demolition (C&D) Waste – Each Resident Engineer in charge of a project is required to complete a yearly report (Solid Waste disposal and Recycling Report, CEM 4401) which captures diversion tonnage from disposed materials. These Resident Engineers gather and compile their data from haul tickets provided by contracted hauling companies.

Hazardous Waste Materials:

Besides the hazardous waste generated under the Material Exchange category (CPU's, monitors, printers, cell phones etc.) of this report, the two major sources of hazardous waste reporting for District 7 in 2008 were the Caltrans Maintenance Division and the Equipment Shop. The types of hazardous waste reported by these groups were used oil, antifreeze, batteries, oil filters, aqueous solvents and electronic waste.

6) What resources (staff and/or funds) did your State agency/large State facility commit toward implementing its Integrated Waste Management Plan during the report year to help reduce disposal and meet the diversion mandate?

District 7 has one full time Recycling Program coordinator and several employees that devote a small fraction of their time to the program. The sum total of state employees time committed to the program is 4.3 persons per year.

7) Has your State agency/large State facility adopted or changed its waste reduction policy?

No

8) Explain how you determined the reported tons disposed? (e.g. waste assessments, per capita generation and extrapolation, actual disposal weights, etc.)

In determining the weight of disposed construction debris each Resident Engineer in charge of a project is required to complete a yearly report (Solid Waste disposal and Recycling Report, CEM 4401), which captures diversion tonnage from disposed materials. These Resident Engineers gather and compile their data from haul tickets provided by contracted hauling companies.

In regards to recyclables, we received monthly and per load reports submitted by contractors who also submitted yearly statements. Most weights are expressed in pounds, which are then converted into tons. Under our office furniture and computer equipment recycling activity, tonnage is determined by either using the weight conversion table provided by the Board on their website or by extrapolating weight measurements through estimates on size and possible weight or with some variables previously assigned to each item, which are then multiplied by the quantity of items disposed.

9) Please provide a definition of "employee" for your State agency/large State facility. Also, what is the source of the reported number of employees and visitors/students/inmates, etc. (as applicable)?

The definition of employee, for the purposes of this report, are those persons working full time and receiving pay warrants from the State Controllers Office and does not include volunteers or student assistants. The Facilities Unit and our Human Resources Unit provided the information on the reported number of employees, visitors etc.