



2008 SARC Annual Report

California Department of Transportation

Alternative Names(s): Caltrans Headquarters

Agency Type(s):

1120 N Street
Sacramento, CA 95814

Total Employees: 2,412

CalRecycle Representative

Kerry Wicker

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(916) 341-6267

Annual Report Status: Submitted

Submitted on September 1, 2009

Contacts

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Address

1120 N Street, MS-89

Sacramento, CA 95814

Facilities

1) Headquarters Office (1,833 employees)

Facility Address

1120 N St.
Sacramento, CA 95814

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Phone: (916) 654-7040

Fax: (916) 654-6376

Contact Address

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2) Farmers Market (0 employees)

Facility Address

1801 30th St.
Sacramento, CA 95814

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3) Farmers Market (0 employees)

Facility Address
1727 30th St.
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4) M & R Laboratory (400 employees)

Facility Address
5900 Folsom Boulevard
Sacramento, CA 95816

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5) HQ Equipment Shop (149 employees)

Facility Address
3400 R Street
Sacramento, CA 95816

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6) HQ Warehouse (30 employees)

Facility Address
1900 Royal Oaks
Sacramento, CA 95815

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7) Farmers Market (0 employees)

Facility Address
18 20 Alhambra Blvd
sacramento, CA 95814

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8) Riverpark (0 employees)

Facility Address
1515 Riverpark
Sacramento, CA 95825

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9) Maintenance (0 employees)

Facility Address
1881 Alhambra Blvd
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10) Training (0 employees)



State Agency Reporting Center (SARC)

Facility Address
1616 - 29th Street
Sacramento, CA 95814

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11) R Street (0 employees)

Facility Address
1101 R Street
Sacramento, CA 95814

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12) CADA (0 employees)

Facility Address
1304 O Street
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13) Research & Innovation (0 employees)

Facility Address
1227 O Street
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14) Civil Rights/Permits (0 employees)

Facility Address
1823 - 14th Street
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15) 5th Street IT (0 employees)

Facility Address
1500 - 5th Street
Sacramento, CA 95814

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16) McClellan (0 employees)

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4338 Dudley Blvd
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17) Traffic Ops (0 employees)



Facility Address
 1530 - 12th St
 Sacramento, CA 95814

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State Agency Reporting Center (SARC)

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Program Information

Program	Existing	Planned/Expanding
Business Source Reduction	X	
Material Exchange	X	
Salvage Yards	X	
Beverage Containers	X	
Cardboard	X	
Glass	X	
Newspaper	X	
Office Paper (white)	X	
Office Paper (mixed)	X	
Scrap Metal	X	
Special Collection Events	X	
Other Materials	X	
Tires	X	
Scrap Metal	X	
Wood waste	X	
Concrete/asphalt/rubble (C&D)	X	
Other special waste	X	

Total Tonnage Disposed: 476.0

Total Employees: 2,412

Annual Per Capita Disposal (pounds/employee/day): 1.1

50% Equivalent Per Capita Disposal Target (pounds/employee/day): 1.1

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) Office Paper Recycling Guide
- 2) New Employee Package
- 3) Other Promotional Programs

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) 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.



In past years, Caltrans was not capturing all employees located in leased buildings; Caltrans employees only occupied a small portion of the building. We've also been unable to obtain accurate waste figures from the property managers or the owners of those buildings. Now that those employees are accounted for, waste disposal figures have increased.

1959 employees @ Farmer's Market Complex #1-3

111 employees @ 5th Street IT

76 employees @ CADA

85 employees @ Civil Rights/Permits

30 employees @ Maintenance

25 employees @ McClellan

15 employees @ 1101 R Street

74 employees @ Research

23 employees @ Riverpark

10 employees @ 2 Traffic Ops

39 employees @ Training

2447 employees @ leased buildings plus

2412 employees @ owned/lease buildings = 4859 total employees

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.

New recycle bins have been placed throughout the lobbies and offices in both Headquarters and Farmer's Market complexes. These bins have replaced old and outdated bins.

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

Proposed Deputy Directive for Recycle Management Program

Purpose of this policy is to provide for the support and maintenance of a Recycle Management (or Waste Diversion Management) Program to ensure State and Federal laws, rules and standards are effectively met within Caltrans. Ensures coordination and implementation of waste prevention, reuse and recycling where possible in all Caltrans state-owned and leased buildings, facilities including offices and maintenance facilities; as well as Caltrans infrastructure highway projects.

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 - Continue to offer on-line forms; encourage 2-sided copies with posters located near copy machines; Director sends out mass e-mails or video messages, including a monthly newsletter; revisions to manuals, journals are on-line; and bid proposal specifications are now available on-line.

Material Exchange - Encouraging nonprofit/school donations, reusing office furniture and supplies.

Recycling - New recycle containers.

Promotional Programs - Trying to include Recycle Program information in new employees handbook.

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?

Caltrans has identified one recycling coordinator in each District and at Headquarters, along with a Resource Conservation Senior in the Headquarter's Office of Resource Conservation. No additional PYs were allocated for these positions. The recycling coordinators have the responsibility to report on SB 1016 in addition to their prior duties.

Headquarter's receives additional input from the Building Manager's Office to help capture data.

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.)

Building Manager's Office supplies waste figures for Caltrans owned/non-leased buildings. Formula supplied from the Waste Board was used in capturing the remaining Caltrans employees located in leased buildings occupying a percentage of the entire building.

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)?

Received the total number of employees from Human Resources. An "employee" is defined as a full-time staffer.