



Preserving Resources,
Preventing Waste

Kitsap County Waste Wi\$e Program 2008 Annual Report



As a member of the US Environmental Protection Agency Waste Wise program, Kitsap County is committed to the following objectives:

- reduce waste at its source
- maximize recycling opportunities
- use water and energy resources wisely
- use more environmentally friendly products
- use less toxic alternatives
- reduce impact on climate change

This report tracks our progress and identifies activities to help County departments reach their goals.



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Waste Reduction

Waste reduction is our highest priority. The following are examples of our comprehensive waste reduction efforts.

The centerpiece for Kitsap County's waste reduction program is the Wa\$te Exchange, an electronic surplus exchange program where departments swap unwanted office supplies. The County saved \$20,050 by obtaining used items from other departments instead of buying new.

In 2008, the Kitsap County Health District approved an alternate end use for street waste collected from ditches, road shoulders, and street sweepings. The County now uses these uncontaminated ditch and shoulder spoils to reclaim several county-owned gravel pits. Projected savings are \$200,000/year in disposal costs, fuel, and labor, while reclaiming the use of county property and diverting this beneficial material from the landfill.

Information Services (IS) reduced the number of community phone books distributed to County employees from over 800 in 2007 to 500 in 2008. Links to the online phone book have been made available and were highlighted in departmental trainings. The employee phone book, originally 1200 copies, was eliminated and is also available online.

Paper reduction strategies included double-sided copying, scanning documents instead of copying them for archiving and electronic timecards. The new Kitsap 24/7 webpage was developed, consisting of online forms in a user-friendly format so residents and businesses can save a trip, thus saving time and gas, and reducing greenhouse gas emissions, while also reducing paper usage. Purchasing no longer prints bid documents, reducing paper usage and saving money on paper and postage. Instead, bid documents are scanned and attached to email.

More operations are being conducted electronically including electronic timecards/pay stubs and agenda packets. Fifteen departments or divisions are now using the Kronos electronic timecard system. Employee evaluations are also moving toward a paperless system. They are completed electronically but still require a hard copy in Personnel files at this time. Employee evaluations include a section on resource management.

Barn waste from the Fairgrounds was composted by the Emu Composting Facility.

Next steps: The Wa\$te Exchange will be incorporated into the County's new Sharepoint software on the Intranet, allowing all employees with a computer to access Wanted and Available items.

The Training Coordinator will work with IS to make training opportunities and registrations available electronically.

IS will reduce distribution of community phone books to 350.



Recycling

County employees recycled a wide variety of materials generated during County operations, including:

Food and beverage containers, cardboard, and paper	531 tons	Small batteries, fluorescent lights, and mercury bearing thermostats	.08 tons
Tires	7.12 tons	Electronics	8.1 tons
Asphalt	5,643.06 tons	Aluminum road signs	unknown weight
Scrap metal	unknown weight	Biosolids	3,745 wet tons
Toner cartridges	unknown weight	Garbage	2,071 tons

Our net savings from waste reduction, recycling, and avoided purchasing costs was \$668,921.48.

Next steps: Staff will increase training at offsite facilities, refine the data tracking system for recycling and garbage, and update signage.



Pollution Prevention

County departments continued to recycle used motor oil and antifreeze, auto batteries, small batteries, and mercury-bearing fluorescent tubes and bulbs, and other products.

The Parks and Recreation Department continued to track pesticide usage in parks and ballfields, and used best available, less toxic products.

The Washington State Department of Ecology and Local Source Control (LSC) staff performed a site visit at the North Road Shop and provided valuable pollution prevention recommendations.

Maintenance staff responsibly recycled cathode ray tubes (monitors and TVs).

Next steps: LSC staff will perform site visits at Central and South road shops, Public Works Annex, and Central Kitsap Treatment Facility.



Environmentally Preferred Purchasing

Departmental trainings focused on Environmentally Preferred Purchasing. The Solid Waste Division, Information Services, and Purchasing worked cooperatively to evaluate the toner cartridge program.

Departments purchased a variety of recycled content office products. In 2008, 36% of all office supplies ordered by County employees were made with recycled content.

Purchasing continued to seek cost effective office furniture made with recycled content.

Next steps: Purchasing will continue to work with vendors to highlight recycled-content office products at the 2009 vendor show. In addition, they will request their main supplier to continue providing an analysis of our green purchasing trends and a cost analysis.

An initiative to install fax boards in copiers will reduce the number of fax machines purchased, rented, or maintained.

Departments will endeavor to increase buying local whenever economically feasible.



Climate Protection

The following climate profile was customized using the USEPA's WARM model. Each equivalency represents the total Greenhouse Gas (GHG) emissions reductions using data from our waste reduction and recycling program in 2008.

Our greenhouse gas reduction was 556 metric tons carbon equivalent (MTCE). Our MTCE in 2007 was 366.56, a 65% reduction in CO₂ emissions compared to last year. Our gas reduction for 2008 was the equivalent of the annual greenhouse gas emissions from 373 passenger vehicles, or the CO₂ emissions from:

- 231,328 gallons of gasoline consumed
- 4,740 barrels of oil consumed
- 27.2 tanker trucks worth of gasoline
- The electricity use of 283 homes for one year
- The total energy use of 185 homes for one year

The Solid Waste Division exports solid waste via train. This mode of transport used 50% less fuel (153,000 vs. 304,500 gallons) than combined truck/rail transport in 2008. This method of transport also emitted 1,945 tons of CO₂ versus 5,793 tons produced with alternative truck/rail transport. This equates to a 66% annual decrease in CO₂ emissions from this source instead of trucking to the nearest intermodal facility.

About 200 employees participated in the Commuter Trip Reduction program, choosing an alternative method of transportation at least 3 days a week.

The Public Works and Sheriff's fleets use ultra low sulfur diesel and rerefined motor oil. In 2005 and 2006, Kitsap County partnered with the Puget Sound Clean Air Agency (Clean Air) to provide retrofits of off-road vehicles. Clean Air provided No Idling Zone signs to four Public Works facilities. Staff also worked with Clean Air to develop an anti-idling and fuel conservation policy, which was adopted in September 2008.

The Juvenile facility purchased two hybrid vehicles.

Next steps: Columbia Ridge Landfill, the ultimate disposal site for waste produced in Kitsap County, will begin to construct a waste-to-energy plant in 2009 that consists of three engines that will derive electricity from methane gas generated by the landfill. Staff will continue to explore the viability of using alternative fuels and more energy-efficient vehicles.



Green Building

The Project Manager obtained a job site recycling plan for the new Coroner building. The harvested wood from the Coroner's building site went to a lumber mill for domestic sale.

Kitsap County considers stormwater a water resource, not a waste stream. County development codes are under revision to better manage the infiltration and velocity of stormwater runoff to recharge ground water and reduce pollutants entering our surface waters. County engineering staff have received training in Low Impact Development (LID), and County roads and stormwater retrofit projects are under review for opportunities to take advantage of LID techniques such as pervious pavement, bioswales, rain gardens, and green roofs. Currently under construction is a parking lot for the Illahee Preserve Heritage Park, where rain gardens will receive stormwater runoff and filter it while slowly releasing back into the ground.

Next steps: Remodeling projects in 2009 will incorporate low VOC paint and recycled-content drywall.



Resource Conservation

The Board of County Commissioners developed the Energy Conservation Committee, consisting of employees and citizen volunteers. The Waste WiSe Kitsap program was an integral part of this committee and used its existing outreach mechanisms to provide education on the resulting energy resource and fuel savings ideas, and anti-idling and fuel conservation policy.

Puget Sound Energy performed an energy audit of the Central Kitsap Treatment Plant and made recommendations for reducing energy. Data for energy usage in 2007 was collected for use as a baseline.

Information Services reduced the number of servers by one-third and upgraded the power infrastructure in the computer room. This was achieved while also increasing the air-cooling efficiency.

The Public Works department has converted all incandescent traffic lights to LED, which requires about one tenth the energy. The old bulbs each used 135 watts. The new LEDs use 12 or 14 watts, depending on the type. Pedestrian displays, which used 60 watts, now use 9.4 watts.

Next steps: Upgrades to the County's server are projected to save \$30,000/year, a 50% savings.



Outreach and Education

Departments are encouraged to hold annual waste reduction training. Topics include waste reduction, recycling, green cleaning, organics management, environmentally preferred purchasing, and product stewardship.

Idling, and fuel & energy reduction tips were posted in the electronic *In the Loop* newsletter, on posters, and on the Intranet and Infostation. They are presented verbally and provided on disk to new employees at orientation.

Next steps: Departmental training will increase to 50% of departments in 2009. Training will feature a set of videos on plastics recycling, garbage burning, mercury-bearing lights recycling, and where our garbage goes. Coordinators will begin meeting annually in 2009.

The Solid Waste Division developed their first newsletter, WasteWiSe Communities, for distribution in January 2009. WasteWiSe Communities is a concept of the USEPA, who will use the the newsletter as a model for other counties and cities in the Waste Wise program.



Community Involvement

Kitsap County is an Endorser for the USEPA's Waste Wise program. As an endorser, Kitsap County serves as a mentor to organizations referred by the USEPA and to local and regional businesses, organizations, and local governments. Technical assistance includes presentations, sharing posters and handouts, and information on how to implement an internal waste exchange and organize a program with many departments and employees.

As part of Kitsap County's leadership responsibilities, staff attends and frequently speaks at or facilitates discussions at conferences and conference calls.

To build on the successes of the Waste WiSe Kitsap program, the innovative Waste WiSe Communities brand was developed for community outreach and education initiatives. These include multi-family recycling, newsletters, and print ads for the Solid Waste Division and the Surface and Stormwater Management Program.

Next steps: Staff will continue to provide technical assistance to local jurisdictions by providing sample policies, information about all aspects of the Waste WiSe Kitsap program, and referrals to the USEPA Waste Wise program.



Awards

The US Environmental Protection Agency recognized Kitsap County for eight consecutive years; the first three as Program Champion and the last five as Partner of the Year in the USEPA Waste Wise program.

The American Institute of Architects awarded the Administration Building the 2008 Region Design Award of Honor. This award was one of only three such awards given for the region, which includes Hong Kong, Japan, Alaska, Hawaii, Idaho, Montana, Oregon and Washington. It also was the only Award of Honor given to a non-residential project.



Waste Wi\$e Kitsap 2009 Activities

These departmental activities support the goals and objectives identified in Prevention of Waste in County Government Ordinance No. 1999-233.



Goal: Reduce Waste

Departmental activities:

- Hold departmental training.
- Use Wa\$te Exchange.
- Print and copy double-sided.
- Stop junk mail and spam faxes.
- Scan documents for archiving.
- Eliminate printing agendas when possible.
- Use durable dishware in breakrooms and meetings.
- Auditor will expand use of electronic timecards.
- Solid Waste Division will continue to explore alternatives for street waste disposal.
- Use E Contracts.
- Assessor will continue to scan appeals as they come from property owners.
- Use higher level of recycled content paper when economically feasible.
- DAS will work with IS to develop electronic employee training registration.
- IS will continue to eliminate unwanted community phone books.
- SSWM will continue to track paper purchases in PW Annex.
- Avoid printing email.
- Solid Waste will continue to explore alternative use or back haul option for road bead packaging.
- Waste Wi\$e staff will promote the use of reusable drink containers.
- Waste Wi\$e Coordinator will reduce paper usage for Waste Wi\$e Kitsap annual report.
- Solid Waste Division staff will develop improved tracking for garbage and recycling.
- Increase web forms on Kitsap 24/7.
- DAS will promote greener meetings for County boards and advisory committees.
- Treasurer will save 25 reams of paper/year by sending the month end reports to the Auditor electronically, and 50 reams of paper/year by copying the daily reports double sided.
- DAS will request departments and offices to look at consolidating their copier and fax machines by requesting a fax board in their copier, thus eliminating a fax machine.



Goal: Increase Recycling

Departmental activities:

- Recycle plastic bottles, jugs, and dairy tubs.
- Recycle paper, and cardboard.
- Recycle glass jars and aluminum cans.
- Recycle toner cartridges.
- Solid Waste Division will provide labels and purchase recycle bins/replacement parts for Park.
- Parks/Fair staff will place recycling containers at North and South Pavilion doors year-round for all events.
- Parks/Fair staff will continue to recycle beverage containers at Park properties.
- Fair staff will promote cardboard recycling by vendors.
- Waste Wi\$e Coordinator will explore proper disposal of CDs and disks.
- Recovery Center will increase battery, cardboard, and single stream recycling.
- Public Works Department will:
 - Recycle ferrous metal and aluminum road signs.
 - Recycle/reuse asphalt.
 - Reuse road sand.
 - Recycle tires.
 - Recycle concrete.
 - Explore opportunities for recycling biosolids.
 - Conduct recycling site visit at Jail kitchen.
 - Promote waste reduction through water bottle incentives for training.



Goal: Green Building

Departmental activities:

- Department of Administrative Services staff will promote environmentally preferred products such as low VOC paint, recycled content drywall, recycled carpet or carpet tiles when remodeling or for new projects.
- Waste materials generated during construction of the Coroner's building will be recycled.



Goal: Increase Environmentally Preferred Purchasing

Departmental activities:

- Use recycled office products when economically feasible.
- Use remanufactured toner cartridges when possible.
- DAS and Parks will use less toxic cleaning and landscape products.
- Use durable products.
- DAS will provide an option for an ergonomic chair that is 97% recycled.
- Recovery Center will purchase 30-35% recycled content copier paper.



Goal: Conserve Resources

Departmental activities:

- Reconvene energy conservation committee.
- Public Works will continue to track fuel usage.
- Purchase resource efficient products.
- Close shop doors at all facilities whenever possible.
- Incorporate Commuter Trip Reduction program in outreach efforts.
- Public Works will obtain any new info on savings from LED lights.
- Public Works will continue to purchase re-refined motor oil and ultra low sulfur diesel.
- Public Works will continue to explore use of biodiesel and ethanol.
- Public Works will continue to evaluate alternative vehicles, using EPA Green Vehicle Guide.



Goal: Protect Climate

Departmental activities:

- Consider carbon footprint when siting capital projects.
- Study current latex paint management program for ways to reduce carbon footprint.
- Public Works will purchase ultra low sulfur diesel.
- Eliminate vehicle idling.
- Post EPA climate profile on County website and intranet.
- Energy Conservation Committee will establish baseline of GHG emissions and identify reduction.
- Energy Conservation Committee will evaluate EPA Climate Leaders program (ECC).
- Kitsap County will join ICLEI (Local Governments for Sustainability).
- Waste Water will explore heat exchange at wastewater treatment plants.
- The Solid Waste Division will incorporate climate protection into the Comprehensive Solid Waste Management Plan.



Goal: Prevent Pollution

Departmental activities:

- Recycle small batteries.
- Recycle fluorescent tubes and bulbs.
- Recycle monitors, TVs, CPUs, laptops, and cell phones.
- Take paint, paint-related products, solvents, cleaners, lawn and garden chemicals and automotive products to SQG Collection or have hauler properly manage.
- Take mercury-bearing products (such as thermostats) to SQG Collection or have hauler properly manage.
- Auditor will return vouchers to departments electronically.
- Explore or implement electronic transfer of payroll reports.
- The Solid Waste Division will update Parks Solid and Hazardous Waste Management Plan.
- Parks will continue to submit annual pesticide usage reports to Solid Waste Division.
- The Solid Waste Division will coordinate with WSU extension and Natural Landscapes Project to promote The Road to Healthy Public Spaces video.
- Maintenance will test micro fiber mops and cleaning products in King County Transit Operating Manual.
- ER&R will replace lead wheel weights with steel.