

Public Works Departmental Services

Your Partner on Sustainability Best Practices



Energy Efficiency

Need help with your building's energy efficiency? The County's Energy Manager can help you evaluate your energy use and discuss opportunities to reduce energy consumption and reduce your operating costs. Energy efficiency opportunities include renewable energy (solar), energy storage systems, LED lighting retrofits, heating and air conditioning (HVAC) equipment replacement, and building control system adjustments. Our Energy Manager also has knowledge of grant funding and rebates to help implementation.

For more information on energy efficiency improvements for your Department, **call the County's Energy Manager at (925) 957-2473.**

Recycling and Composting

BATTERY RECYCLING

In response to legislation banning the disposal of household batteries in landfills, the County has expanded the Office Recycling Program to collect batteries generated in the workplace. This program is exclusively for recycling of batteries used in County equipment. For more information on how to implement battery recycling in your Department, click on the link provided below.

<http://insidecontracosta.org/632/Battery-Recycling-Program>

If you have any specific questions about the Battery Recycling Program, please **call the County's Recycling Center at (925) 335-3665.** If you would like to receive additional battery

recycling posters for your office, you can either **print online or call the County's Recycle Center at (925) 335-3665.**

PAPER AND CARDBOARD RECYCLING

Public Works (PW) Recycle crews have regular routes in County buildings to pick up paper and cardboard only. Please **call County Recycling Center at (925) 335-3665** for additional stands, require a special pick up, or wish to make any changes to your recycling pick up.

BOTTLES, CANS, AND METALS RECYCLING

PW Recycle crews will also pick-up bottles, cans, and metals at some central county offices. Bottles and Cans recycling is funded through the Department of Conservation & Development. Please **call County Recycling Center at (925) 335-3665** for more information about Bottle & Can Recycling.

CONFIDENTIAL SHRED AND RECYCLING SHREDDED MATERIALS

PW Recycling crews will pick up confidential documents at your office and take them to the Recycle Center to be shredded. All of the employees who shred documents go through a background check. We can furnish you with Certificates of Destruction as needed. Confidential shred needs to be placed in the green or orange-colored bags with tags that identify the org number; we can also provide you with carts for special jobs. Staples and paper clips are fine but there is an additional charge for removal of larger metal or plastic fasteners, such as binder clips.

If your unit shreds its own documents, place any strip-cut paper in a plastic bag inside the regular white recycling bag. For more information on confidential shreds and recycling shredded materials, **please call County Recycling Center at (925) 335-3665.**

SURPLUS FURNITURE/FURNITURE RE-USE

Moving crews will pick-up your surplus furniture; this will require a [Corrigo](#) work request. All items accepted by PW Surplus must be accompanied by a [Surplus Property form](#). This form is required by the Auditor/Controller. If you need a desk, printer, filing cabinet, or other furniture or supplies for your County office, stop by and see what is available at the **Recycle/Surplus Center at 4785 Blum Road**, Monday through Thursday from 8AM-2PM, closed 11:45AM-12:30PM. We will be happy to deliver any furniture that you select.

RECYCLING COMPUTER EQUIPMENT

Due to issues of security, the procedure for recycling computer equipment has been revised. According to [Administrative Bulletin 517.3](#), all information must be removed from any storage devices before sending to the County Recycling Center. In the case of hard drives, they must be physically destroyed or have been "scrubbed" with County approved software. (Check with DoIT for software)

In addition, a sticker should be placed in plain site on the device to visibly display that information removal has been performed.

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Departments can print their own stickers, however they must be uniform in appearance. The label should be 1 inch by 2-5/8 inch in size (Avery label # 5160 or similar)

Labels should be white with black print and read: ***This device is certified to have all County information and/or proprietary software removed.***

COMPOSTING/RECYCLING ORGANIC WASTE

AB1383 requires that the County divert organic waste from the landfill. Special collection bins (green liner) have been placed in County buildings. Custodial Services collects the organic waste and disposes of it to an organic waste handler. For more information on composting and recycling organic waste, **please contact Department of Conservation & Development at (925) 655-2912 or Custodial Services at (925) 313-7096.**

Water Conservation

DROUGHT-TOLERANT LANDSCAPING

With our current climate conditions of increasing warmth and less moisture, more County Departments may be interested in replacing high-maintenance lawns, which require a lot of water and fertilizers, with drought-tolerant plants. These can be anything from ground covers to a field of meadow flowers to stately oak trees – they all provide the benefits of lower water needs, reduced maintenance requirements, restored soil health, increased diversity that attracts birds and butterflies, as well as the aesthetic beauty of blending in with the natural landscapes.

If you are interested in doing a turf conversion project or other landscape conversion to drought-tolerant landscaping, **please contact Facilities Services/Grounds at (925) 313-7082.**

LOW-FLOW PLUMBING FIXTURES

Facilities Services replaces plumbing fixtures when broken and need replacing with low-flow plumbing fixtures. Any new buildings are fitted with low-flow plumbing fixtures to help conserve water and meet current building codes. If you are interested in changing plumbing fixtures to low-flow to do your part in water conservation, please **contact Facilities Services at (925) 313-7082.**

Electrifying the County Fleet

ELECTRIC VEHICLES AND CHARGING STATIONS

Ready to switch your Department vehicle fleet to electric? Transportation accounts for the majority of greenhouse gas emitted by County operations. Let's work together to get your fleet electrified. **Contact our Fleet Services Division at (925) 313-7072.** We have many zero and low emission vehicle options with excellent range capacity.

If you need charging infrastructure to convert to electric vehicles, **contact our Energy Manager at (925) 957-2473.** We will work with you to provide the necessary infrastructure to electrify your fleet.

Procurement

PURCHASING

The County's Purchasing Division is updating its Environmentally Preferable Purchasing Policy. If

you need assistance in procuring or guidance on sustainable products or services, **contact the Purchasing Division at (925) 957-2499.**

Green Cleaning

TOXINS IN THE WORKPLACE

The County is considered a Green Cleaning Agency. Green Cleaning refers to using cleaning methods and products with environmentally friendly ingredients and procedures which are designed to preserve health and environment quality. Green Cleaning techniques and products avoid the use of products which contain toxic chemicals and other conditions. Green Cleaning can also describe the way industrial cleaning products are manufactured, packaged, and distributed. If the manufacturing process is environmentally friendly and the products are biodegradable, then the term "Green" or "Eco-Friendly" may apply.

If you have any questions regarding cleaning products used by Custodial Services, **please call (925) 313-7096.** Please do not purchase or bring your own cleaning products to the workplace. All chemicals brought into County buildings must be tracked and have a Safety Data Sheet.

No more Polystyrene

POLYSTYRENE FOOD WARE

Did you know that Contra Costa adopted policies that ban the use of polystyrene food ware at County facilities? If you need ideas on alternative food ware to polystyrene, **please contact the County's Watershed Group at (925) 313-2236.**