

GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR



Fiscal Year 2011
Public Report on Recycling

District Department of the Environment

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FISCAL YEAR

2011 RECYCLING PROGRAM OVERVIEW

The Fiscal Year 2011 Report on Recycling summarizes recycling efforts in the District's residential and commercial properties, District Government-occupied buildings, and other waste prevention programs including environmentally preferable purchasing. The primary goal of the Plan is to provide the District Government and the public with an update on the District's recycling program. Transparent reporting is intended to promote environmentally sound policies and procedures that reduce waste and improve the health and quality of life for District residents, government employees, and visitors. The District Government's efforts are focused on increasing recycling rates within the District's residential and commercial sectors, as well as in District Government owned and leased facilities.

The lead agencies responsible for implementing the District's recycling programs are the Department of Public Works (DPW), Office of Contracting and Procurement (OCP), and the Department of Real Estate Services (DRES). In January 2009, DDOE was given shared responsibility for recycling policy, outreach, and for reporting on the status of the District's recycling programs in an annual report.

DPW manages the District's residential collection and commercial education and enforcement programs. The residential recycling program serves approximately 103,000 single-family homes and buildings with three or fewer housing units. Multi-family dwellings with four or more units and larger commercial buildings are served by private waste and recycling haulers. The District's recycling activities in the commercial sector focuses on compliance with District recycling laws in multi-family buildings, office buildings, and businesses. DPW's Office of Recycling leads the compliance effort.

DRES oversees recycling activities in most District Government-owned commercial buildings and provides technical support to tenant agencies and building managers of leased facilities in support of the city's overall waste diversion goal. DRES educates employees on the importance and ease of recycling and the District's regulatory requirements. In addition, DRES ensures that janitorial and hauling contractual language clearly defines performance expectations. DRES also conducts facility assessments to corroborate contractor performance and agency participation.

DRES, in coordination with the District of Columbia Public Schools (DCPS) Recycling Manager, helps champion recycling activities in public schools and provides educational services to staff and students. Contrary to other government agencies, DCPS manages its own recycling and waste hauling contract.

The following information summarizes the District's overall recycling efforts for Fiscal Year 2011 (October 1, 2010 – September 30, 2011) and identifies key initiatives for Fiscal Year 2012 (October 1, 2011 – September 30, 2012):

- DPW's residential diversion rate for FY 2011 was 21.24% (collected 132,968 tons of residential waste and 27,705 tons were recycled).
- DPW *estimates* the overall recycling diversion rate from the city-wide waste streams was 30.4%. These numbers are based on data reported to DPW—private waste haulers are not required to report waste and diversion data to DPW, though many do provide such data. Commercial establishments in the District reported collection of 170,390 tons of recyclable materials. All haulers must register with the DPW Office of Recycling and report recycling tonnage quarterly.
- The District is not meeting the recycling rate “of at least 45% of the total solid waste stream in the District” as required by the *DC Solid Waste Management and Multi-Material Act of 1988*.
- DPW conducted 15 commercial inspections and issued 2,778 violations to ensure compliance with recycling laws. With the changes to DC regulations in 2010, *Recycling Plans* were no longer required. The completion and approval of these plans required site visits by DPW, also known as inspections. When plans were eliminated, requests for inspections declined.
- The DRES portfolio includes single and multi-tenanted offices, industrial facilities, police stations, and shelters among others. The overall diversion rate for the entire DRES portfolio is 9.05%¹. The four biggest municipal office buildings (John A. Wilson Building, Frank D. Reeves Municipal Center, One Judiciary Square, and Henry Daly Municipal Building), have a footprint of over 2.5 million square feet. The FY 2011 rate was down 9% to 50% from the FY 2010 level of 55%.
- DPW provided technical support to DCPS' Recycling Manager by initiating its third round of outreach/education training with 104 DC Public Schools representatives from 90 schools.

¹ The Department of Real Estate Services (DRES) assumed management responsibility for a larger portfolio of District government buildings, including 102 schools and 74 DC Parks and Recreation facilities (DPR) in FY 2011. DRES is working to identify which DPR facilities have high visitor traffic and may require additional hauling services. All DCPS schools are under contract for recycling in FY 2013.

RESIDENTIAL, COMMERCIAL, AND CITY-WIDE RECYCLING

Residential Recycling Tonnages and Diversion Rates

The District continues to provide residential recycling collection service for approximately 103,000 single-family residences (defined as having three units or less). For purposes of this report, multi-family apartments, condos, and coops, with 4 or more units, are considered commercial properties. Residential recycling collection is “single-stream” meaning that paper, plastic, glass, and metal recyclable items are collected together in 32-gallon rolling bins. In addition, DPW received 89 tons of electronic waste, recovered 160 tons of scrap metal, and shredded 98 tons of paper during weekly drop-offs at the District’s transfer stations in FY 2011 (DPW changed to monthly drop-offs starting in October 2010). DPW composted 3,978 tons of leaves during the seasonal leaf collection program.

In October 2008 (Fiscal Year 2009), the District expanded the list of materials collected for residents to include:

- Aerosol cans;
- Milk and juice cartons;
- Plastic bags: such as grocery bags, newspaper bags, shopping bags;
- Rigid plastics: such as milk/soda crates, buckets with metal handles, laundry baskets, lawn furniture, totes, drums, coolers, flower pots, drinking cups, 5-gallon water bottles, pallets, toys, and empty garbage/recycling bins; and
- Plastic wide-mouth containers: such as peanut butter, margarine/butter tubs, yogurt, cottage cheese, sour cream, mayonnaise, whipped topping, and prescription and other medicine bottles.

Information regarding opportunities to reduce, reuse and recycle materials intended for disposal is available online at <http://www.recycle.dpw.dc.gov>.

Table 1 shows the tonnage of waste and recyclables collected by DPW from the residential sector, the number of reported missing recycling collections, the number of recycling carts requested, the residential diversion rate, and the percentage change in diversion from prior year. In Fiscal Year 2011, DPW collected 27,705 tons of recyclable material from the residential sector, resulting in a residential diversion rate of 20.83%.

Table 1: FY 2006 - FY 2011* Residential Recycling Collections

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Residential Waste Stream Tons	141,776	146,217	148,403	138,416	133,307	132,968
Recycling Tons*	29,224	24,883	30,885	33,414	28,985	27,705
% Change from Previous Year, Recycling Tons	2%	-15%	24%	8%	-13%	-4%
Residential Recycling Missed Collections Reported	3,558	4,464	3,126	3,592	2,372	2,803
Residential Recycling Carts Requested	4,969	4,210	5,609	5,921	5,409	4,429
Residential Diversion Rate	20.61%	17.02%	20.81%	24.14%	21.74%	20.83%
Percentage Change	20.5%	-17.4%	22.26%	16.0%	-9.9%	-4.2%

* Includes residential collections, scrap metal recycled from bulk collections, hazardous and electronic waste recycled, and yard waste composted.

Total Percentage of Materials Diverted from the Waste Stream

The District estimates its total recycling rate by combining the volume of waste and recyclables that pass through District-owned transfer stations (including residential collection) with the volume that is reported by commercial haulers registered with DPW. The entire volume of waste and recycling is not captured by this method since 100% of all commercial haulers do not report back to DPW. Haulers are not prevented from collecting and tipping outside of the District’s border and are not required to report all hauling of recycling and waste streams from the city. Without a closed system and direct accountability of collection vehicles, it is only possible for the District to provide estimated citywide recycling rates. Data collected from District-owned transfer stations and registered haulers are listed in **Table 2** below, resulting in an estimated recycling rate of 30.4% for the District.

Table 2: FY 2006 - FY 2011 Percentage of Material Diverted and Recycled

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Residential Recycled Tons Collected*	29,224	24,883	30,885	33,414	28,985	27,705
% Change from Previous Year	2%	-15%	24%	8%	-13%	-4%
Commercial Recycled Tons Collected**	83,260	68,235	127,783	112,444	110,201	170,390
Change from Previous Year	5%	-18%	87%	-12%	-2%	55%
Transfer Station Tons Processed	497,736	443,493	501,702	435,252	459,496	453,463
% Change from Previous Year	12%	-11%	13%	-13%	6%	-1%
Estimated Diversion Rate***	18.4%	17.3%	24%	25%	23.24%	30.4%
Percentage Change	NA	-6%	39%	4%	-7%	31%

* Includes residential collections, scrap metal recycled from bulk collections, hazardous and electronic waste recycled, and yard waste composted.

** All commercial companies do not report.

***Percentage calculated as: (residential +commercial) / (residential + commercial +transfer station)

DPW Funding and Expenditures for Recycling

In Fiscal Year 2011, the District’s expenditures for recycling programs decreased overall, reflecting a significant reduction in collection and processing costs. Expenditures for enforcement and technical assistance decreased 33% over Fiscal Year 2010.

Tables 3 and 4 display the expenditures and revenue for recycling activities reported by DPW. DPW’s overall costs for program expenditures for Fiscal Year 2011 decreased 7.4%, with a total cost of \$5,231,222. Total revenue from the sale of recycled commodities decreased by 71% from Fiscal Year 2010 to \$451,131 in Fiscal Year 2011. The District’s processing contract is structured in such a manner that the city benefits from strong markets, but when market conditions decline, the District bears some of this risk as well.

Table 3: FY 2006 - FY 2011 Expenditures for DPW Recycling Activities

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Enforcement and Technical Assistance	\$486,719	\$504,371	\$597,141	\$613,739	\$720,300	\$481,484
% Change from Previous Year	-17.65%	3.63%	18.39%	2.78%	17.36%	-33.16%
Residential Recycling Collection/Processing*	\$5,955,596	\$5,863,027	\$6,112,269	\$6,347,495	\$4,927,531	\$4,749,738
Other Expenditures (Public Education)	\$55,000	\$100,000	\$100,000	\$100,000	--	--
Total Expenditures	\$6,497,315	\$6,467,398	\$6,809,410	\$7,061,234	\$5,647,831	\$5,231,222
% Change from Prior Year	37.6%	-.05%	5.3%	3.7%	-20%	-7.4%

* Total includes the net processing costs after the District's share of market revenues is factored out.

Table 4: FY 2006 - FY 2011 Market Revenue from DPW Recycling Materials and Registration Fees

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Rebate from Materials Recovery Facility Recycling Contract	\$1,286,188	\$1,500,708	\$2,525,903	\$1,433,920	\$1,532,669	\$437,387 ²
Recycling Haulers Registration Fee*	\$6,921	\$8,184	\$7,632	\$6,472	\$8,338	\$13,744
Total Revenue	\$1,293,109	\$1,508,892	\$2,533,535	\$1,440,392	\$1,541,007	\$451,131
% Change from Previous Year	38%	17%	68%	-43%	7%	-71%

² Both rebates and revenue decreased due to the decline in worldwide market prices for recycling materials.

TRAINING AND OUTREACH/EDUCATION ACTIVITIES

Staffing to Support Recycling Efforts

In Fiscal Year 2011, there were six employees in DPW's Office of Recycling, including a recycling program officer, three commercial investigators, a recycling educator, and one administrative program assistant. Throughout the year, DPW staff participated in numerous trainings and outreach events in schools, businesses, and at community events to educate the public on recycling services and the District's recycling requirements.

Outreach and Education

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, community listservs, and participation at public forums and events. The agency distributes recycling brochures and reminders through the mail and on the DPW website.

In response to the December 17, 2010, revisions to the DC Recycling Regulations, the Office of Recycling released the bilingual single-page DPW brochure entitled, *Rules of Use*, as well as a revised Commercial Recycling Guide (approved for distribution in June 2011). The brochure may be viewed at www.dwp.dc.gov (Search under "Rules of Use").

The District coordinates and participates in numerous community events to increase awareness of recycling efforts in the community as well as provide residents with opportunities to recycle nontraditional waste products.

Special Community Training

The Office of Recycling, in partnership with Howard University, the Walter E. Washington Convention Center, the Alice Ferguson Foundation, Keep America Beautiful, and Living City Block, completed its third year of training young adults to be solid waste management professionals. This year, a team of 10 (Howard University students) in the 2011 Material Resources Sustainability Internship Program (MRSI), which pursued the following goals:

- Provide young adults with relevant skills and understanding of environmental management;
- Increase diversity of voices in environmental management;
- Develop skills to increase civic participation and community organizing;
- Add capacity to local school recycling; and
- Work with local businesses and educational institutions to elevate sustainable practices within our community.

During the seven-week program training curriculum, participants addressed complex issues such as extraction, manufacturing, marketing, consumption, disposal, remanufacturing, business management, and environmental justice.

Having completed their summer training, the final phase of their internship involved community service via assignments to the DC Public School System. Under this arrangement, members of the summer MRSI graduating class are required to work in local District of Columbia public schools to guide school staff members in organizing a school Green Team, developing recycling collection systems, creating staff and student educational materials and workshops, and establishing program performance measurement.

The MRSI is a public-private partnership designed to develop members of the community – college students in particular – to guide recycling in the DC Public School system. MRSI participants have worked for the DC Council and presented at the DC Green Festival. The MRSI team was sponsored by Keep America Beautiful to address the December 2010 National Chapter Conference in Orlando, Florida.

Enforcement

The focus of DPW's recycling commercial investigators in Fiscal Year 2011 was enforcement and the implementation of new regulations that emphasize actual recycling rather than just planning a recycling program. Site inspections at business establishments were only performed upon request. When conducting a site inspection the investigator's primary goal is to establish whether the establishment has an effective recycling program in compliance with District Law. Some of the information collected includes:

- A business occupancy license;
- A licensed solid waste hauler and a registered recycling hauler;
- Proof that recycling is kept separate from solid waste;
- No trash in recycling containers;
- No recycling in the trash containers;
- All recyclable containers are clean and materials are not overflowing;
- Properly labeled containers;
- No broken containers;
- Closed lids on containers;
- Evidence that all recyclable materials are being recycled as required by District law; and/or
- Educated and informed employees.

The investigator can also request to see the business lease or rental agreement along with the establishments' hauler contract agreement. DPW can request to have locked containers open for inspection.

What a recycling commercial investigator should not see during an inspection is:

- Contamination of recyclables;
- Recycling in trash;
- Unlabeled containers;
- Lack of employee education;
- Overflowing containers; and/or
- Trash/litter on the ground.

In Fiscal Year 2011, DPW's three inspectors performed only 15 recycling site inspections³. However, more than 3,000 businesses were surveyed during this period. Those that failed to recycle under the mandatory recycling program were fined.

Table 5: FY 2006 - FY 2011 Recycling Inspection Activity

Activity	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Commercial Sites Inspected	3017	3,209	5,171	3,114	380	15
Commercial Plans Received	896	969	2,694	767	360	NA
Commercial Plans Approved	947	924	1,598	1,374	203	NA
Commercial Plans Disapproved	627	438	1,754	1,230	116	39
Commercial Contacts/Presentations	2	13	15	44	48	32
Official Warnings Issued	883	692	1,204	928	416	33
Notices of Violation Issued	983	2,343	1,410	1,409	2,105	2,778
Haulers Registered	61	67	60	49	55	40
Vehicles Registered	227	242	291	239	347	228

³ During this time frame, DPW's Solid Waste Education and Enforcement (SWEEP) Office experienced a reduction in force and the recycling staff was required to perform solid waste duties.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

In Fiscal Year 2011, the Office of Contracting and Procurement took substantial steps towards implementing and operationalizing a comprehensive Green Purchasing Program for the District of Columbia government. The program aims to define a green product, train relevant stakeholders in identifying and pursuing environmentally preferable products in solicitation documents, and then track green spending. Most notably, in accordance with the Procurement Practices Reform Act of 2010 (PPRA), OCP developed and applied an Environmental Analysis and released its first Annual Green Purchasing Report. The report is significant not just because it establishes a green purchasing “base line” in key product categories, including paper and almost two dozen other specific areas, but also because it clearly outlines strategies to overcome identified challenges.

Though the District continues to lack a single procurement vehicle for environmentally preferable paper, a solicitation for paper was issued in Fiscal Year 2011 but was not awarded due to competing priorities and a decision to continue purchasing paper via the small purchase method. Nevertheless, OCP was able to identify \$419,000 of approximately \$674,000 of District funding spent on environmentally preferable paper. A preliminary review of the data indicates that these purchases were compliant with Comprehensive Procurement Guideline (CPG) levels of post-consumer recycled content (i.e. 30% for copy paper).

Fiscal Year 2011 Green Purchasing Initiatives

A. Creation of the Green Procurement Team

The Green Procurement Team (GPT), led by the OCP Green Purchasing Coordinator (GPC), met monthly throughout Fiscal Year 2011 to identify the program’s needs, strengths and weaknesses. The group consists of purchasing representatives from the District Department of Transportation (DDOT), the University of the District of Columbia (UDC), Department of Real Estate Services (DRES), Department of Public Works (DPW), the OCP legal team, OCP IT, Goods and Services commodity groups, as well as a representative from the District Department of Environment (DDOE). The overarching goal of the group is to embed environmental decision-making into the procurement process. It aims to do this without significantly increasing cycle time, minimizing strain on procurement staff, and while accounting for the cost and performance of products and services purchased, to the maximum extent practical. Several issues explored by the GPT include:

- Developing an environmental certification methodology;
- Developing a green prioritization for District purchases;
- Piloting green purchasing implementation strategies;
- Identifying and developing tracking tools; and

- Facilitating the employment of an EPP consultant to help design product specifications.

B. Development of Environmental Prioritization and Environmental Analysis (EA)

In Fiscal Year 2011, OCP developed a green purchasing process that identified a universe of contracts to which an EA should be applied, and developed an analysis that should be applied to those contracts. The two subsections below explain the process OCP applied to prioritize green purchasing opportunities, and the details surrounding the piloted application of the EA and certification process.

Prioritizing Green Products and Services

In light of limited personnel resources, shrinking budgets and a still developing definition of what constitutes a “green” purchase in the District, the initial scope of OCP’s efforts were necessarily limited. Although the District aims to apply environmental certification for contracts over \$100,000, these efforts are prioritized based on resources.

To ensure resources were applied intelligently, OCP distilled priorities by viewing purchasing opportunities through the sequential lenses of timing, the prevalence of common product and service priorities, ease of implementation, and cost.

- **Timing:** The District focused energies on contracts for which the purchasing opportunity is most immediate, i.e., contracts set to expire in the approaching three to nine-months.
- **Common Product and Service Priority Categories:** The District focused energies on purchasing opportunities for which Default Environmental Standards can be applied, and in areas where the market provides tested and high-quality products. Markets which established green markets for products such as electronics, automobiles, cleaning products, paper and other products with recycled content were given priority. OCP applied professional judgment when making product prioritization decisions based upon best practices gathered from the National Association of State Procurement Officials (NASPO) Green Products Working Group and the Responsible Purchasing Network.
- **Ease of Implementation:** OCP prioritized contracts for which programmatic engagement was already prevalent to promote early victories in this developing program.
- **Cost:** OCP gave more time and effort to products or services that could result in cost savings, such as remanufactured toner cartridges.

Using this methodology, the Green Purchasing Coordinator worked with appropriate members of the Green Procurement Team to identify a sampling of contracts to which an EA could be applied. Approximately two dozen unique contracts were identified for review, including five large city-wide contracts for products such as paper, copier machines, industrial supplies, translation services, and office supplies.

Prioritization and Pilot of Environmental Analysis

The OCP EA process was applied three to nine months before an expiring contract was put out to bid or the option year was exercised. The exercise was to be carried out by procurement stakeholders including the programmatic contact, contracting officer, and the GPC. The EA was structured to help specification writers utilize existing green resources, and ensure that green alternatives were, at the very least, considered as the specifications were developed or revised. The EA includes three basic steps:

1. **Identifying relevant environmental attributes for a product:** Using available resources including knowledge incumbent in the EA Team, the Responsible Purchasing Network, and available literature or information, the EA Team identifies the relevant environmental attributes or “hot spots” for the relevant product category. A product’s environmental “hot spot” may include recycled content, energy and water use, toxicity, and end-of-life disposal.
2. **Explore Availability of Default Environmental Standards (DES) and EPPS Success in Other Jurisdictions:** If a DES can be applied and is available for a product or service, the appropriate eco-label should be included in the solicitation’s requirements. Use of a DES can be waived if market research (see step 3) suggests that doing so will make the purchase prohibitively expensive, or the end-user has concerns about the product’s performance. If no DES is available the EA will complete a market scan that explores the use of “green” specifications that other jurisdictions used successfully. At minimum, the EA documents use of the EPPNet Listserv, and the green websites jurisdiction and non-profits referenced in the EA.
3. **Market Scan for Cost and Performance:** As part of the research conducted on green products available via the marketplace and solicitations used with success in other jurisdictions, the EA includes a preliminary cost analysis that compares the cost of EPPS and non-EPPS products. Additionally, if in the course of market research the end-user has doubts about the products ability to perform at an acceptable level, that green approach may be abandoned.

The prioritization exercise and EA were piloted from July through September of Fiscal Year 2011. Approximately two dozen contracts were reviewed, and EA was applied to approximately half of identified contracts. The pilot led OCP management to conclude that conducting an EA on designated contracts was too intensive, and, in some cases, the implied environmental expertise to make decisions could not be reasonably expected from the average purchaser, without additional input from subject matter experts.

Lessons Learned

Implementing the prioritization exercise and EA highlighted clear challenges in the green purchasing process, and informed future strategies for this program. Lessons learned included:

- Some degree of environmental consideration is already taking place, but is not being captured for many contracts. Improving tracking capabilities will reveal a higher level of “green” spending and help the District better understand where its strengths and weaknesses lie.
- Though OCP does maintain a list of recognized environmental standards, the District lacks a definitive and universally accepted set of environmentally preferable specifications that take into account the District’s environmental priorities, end-user input, budgetary considerations, or the local business community. This shortcoming is perhaps the most significant barrier to the success of the green purchasing program.
- In the absence of a definitive set of environmental specifications, applying an environmental analysis to a specification after the solicitation has been submitted to OCP slows cycle time and places an unfair expectation of environmental and programmatic expertise on the procurement staff. Environmental considerations must be applied pre-solicitation.
- Programmatic engagement and input is absolutely necessary for the success of a green purchasing program. Procurement professionals can be trained to recognize an environmentally preferable procurement, and can diligently note and track environmental purchases in PASS. Procurement professionals cannot be expected to develop or provide meaningful guidance on the development of environmentally preferable specifications. An approach to environmentally preferable specification development that is spearheaded by environmental experts and programmatic end-users is necessary to implement a successful green purchasing program.
- Employees tend to have limited understanding of green concepts. Green procurement training for programmatic end-users must be developed and applied.
- Though all District employees want to promote green purchases, programmatic end-users must elevate green purchasing as an operational priority. A greater deal of accountability must be placed on each agency to inspire a meaningful level of engagement.
- The desire to pursue products that can be supplied by the local business community potentially conflicts with the goal to go green. Working with the local business community to identify green products will simultaneously promote both environmental and economic sustainability.
- Applying environmental considerations is a complicated and difficult task that often requires more than the simple application of a DES. In the absence of dedicated environmental resources in the District, a Green Purchasing Consultant with scientific, spec writing, and training expertise should be made available to purchasing stakeholders.
- Cost comparisons between green and non-green products are difficult to apply. An effective methodology and price preference policy needs to be developed. Cost considerations should be embedded in efforts to define a District-recognized “green” specification.

Ongoing OCP Green Purchasing Activities and Available Resources

- The OCP Green Purchasing Coordinator maintains a leadership role in the Green Purchasing Community as a member of the Responsible Purchasing Network (RPN), National Association of State Procurement Officials (NASPO) Green Purchasing Work Group, and as a Steering Committee Member for the Green Purchasing Roundtable/Sustainable Purchasing Council.
 - RPN: <http://www.responsiblepurchasing.org/>
 - Green Purchasing Roundtable/SPC: <http://www.keystone.org/policy-initiatives-center-for-science-a-public-policy/environment/green-products-roundtable.html>
 - NASPO GPWG: http://www.naspo.org/content.cfm/id/green_guide
- OCP maintains a green purchasing resource page for OCP employees:
 - DCpedia Page only available via DC Google pages: <https://sites.google.com/a/dc.gov/green-purchasing/?AuthEventSource=SSO>.
 - OCP Intranet Page (under construction and forthcoming): <http://ocp.in.dc.gov/ocp/cwp/view.asp?a=1194&q=485845>.
- OCP's "Purchasing Card Training" provides guidance on how to purchase EPP products such as paper on a monthly basis.

Department of Real Estate Services

The mission of the Department of Real Estate Services (DRES) is to support the District Government and District residents through strategic real estate management, construction and facilities management. DRES performs space acquisition, construction, leasing, facility management, repair and alteration, facility modernization, and security services for approximately 64 agencies or independent operating units occupying space in 334 facilities under the control of the Department. As part of its Facilities Management role, DRES secures hauling services and all supporting custodial activities to ensure compliance with District waste management laws.

Fiscal Year 2011 DRES Key Performance Indicators

District government agencies track and measures progress of some key performance indicators on an annual basis measuring performance since Council passed legislation in Fiscal Year 2001 (DC 47-308.01) requiring the Mayor's budget to be performance based. Each agency is required to submit an annual agency performance plan detailing objectives, initiatives, and measures which will be used to evaluate agency performance. The Key Performance Indicators (KPIs) are facts or statistics reflecting a particular aspect of performance for a service or activity. They are used to ascertain the extent, dimensions, quantity, etc., of something, especially by comparison with a standard or target. Targets are to include at least 3 KPIs for each objective, with at least one of these KPIs reflecting an outcome goal, and one reflecting an efficiency goal. Agencies report data on each of their KPIs to the Office of the City Administrator on a quarterly basis.

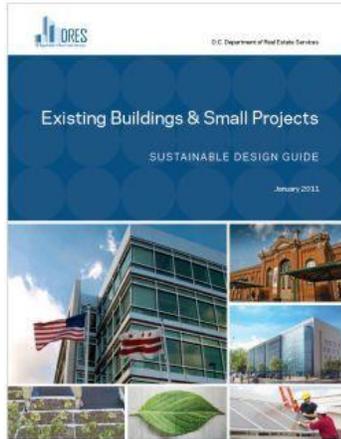


Agency measured total recycling diversion rate at the core buildings achieving a 50% diversion rate. One percent below what it had targeted but still above the 45% diversion rate required by DC law. Percent drop can be attributed to changes in disposal patterns, agency move-ins/move-outs, and the need for added infrastructure.

DRES anticipates changes to current KPIs as department prepares for a major agency consolidation that is to create a new department to assume all DRES functions and responsibilities, as well as those activities managed by the Office of Public Education Facilities Modernization, the Municipal Facilities: Non-Capital agency, and other capital construction and real property management functions of several other District agencies. The purpose of this consolidation is to centralize government functions to improve efficiencies of basic services while removing redundancies to provide most-cost effective management and ensure best value for District residents.

DRES' focus is to provide a clean and secure work environment for District agencies through effective and efficient facility management and maintenance services. Consequently, DRES has committed to expanding waste prevention and recycling programs to increase diversion rates,

increase types of commodities collected and reduce associated hauling costs. Monthly, quarterly, and annual performance measurements allow DRES to quantify the agency's overall results in meeting the citywide objectives.



In Fiscal Year 2011, DRES looked at ways to increase the diversion percentage of recyclables and compostable waste from landfills. Rather than developing an independent recycling operation manual, DRES opted to incorporate construction recycling diversion standards, recommendations for deconstruction techniques, guidelines for use of recyclable materials, and best practices for special design that promote adaptability and material reuse into chapter 5 of the *DRES Existing Buildings and Small Projects Sustainable Design Guide* published in January 2011. This guideline is available on the DRES website, located at <http://dc.gov/DC/DRES/Programs/Existing%20Buildings%20&%20Small%20Projects%20Sustainable%20Design%20Guide%202011.pdf>

Quarterly assessments were conducted in conjunction with building inspections focusing primarily on employee behavior, compliance, and service performance of recycling contractors.

In Fiscal Year 2011, there were only a handful of sites in the immediate Washington DC metro area receiving food waste. There is also food waste transfer station managed by Waste Management in the state of Maryland, which mainly hauls materials to Wilmington, Delaware. While DRES did not consider large scale composting a viable option for the District-owned properties in Fiscal Year 2011, a composting pilot was instituted by DRES and DDOE at its headquarters located at 1200 First Street, NE, serving 301 employees on three floors. Large-scale composting efforts will be revisited in Fiscal Year 2013.

DRES Recycling Overview

DRES, on a monthly basis, collects trash and recycling tonnage to determine the total waste stream. Performance throughout the entire DRES-managed and operated portfolio can be attributed to various factors, including the use of multi-ports or materials sorting centers, mini-bin trash cans, employee outreach efforts, and increased container-use checks.

Four Core Buildings Performance

The four core buildings are the John A. Wilson Building, Frank D. Reeves Center, One Judiciary Square, and Henry Daly



Buildings. These buildings are all equipped with a floor scale to measure on site.

Table 6: Total Recycling and Trash Tonnage Collected, Diversion Rates from the Four Core Buildings

Metric	Four Core Buildings	FY 2009	FY 2010	FY 2011
Total recycling and trash tonnage for core facilities (John A. Wilson, Frank D. Reeves Municipal Center, One Judiciary Square, Henry Daly Municipal Building).	Recycling Tons	552	556	447
	Trash Tons	456	449	457
	Diversion Rate	55%	55%	50%
	% Change from Previous Year	NA	No change.	-9%

As shown in **Table 6**, tonnage at the four core facilities saw a slight decline in Fiscal Year 2011. Agency relocations, changes in tenant waste disposal patterns, and the need for added infrastructure are some of the factors contributing to this decrease. The four core facilities missed the agency's performance target by 1%. Nonetheless, the four core facilities continued to surpass the 45% recycling requirement set in the *Solid Waste Management and Multi-Materials Recycling Act*.

Table 7: Detailed Recycling and Waste for the Four Core Buildings

Building		FY 2009	FY 2010	FY 2011
John A. Wilson Building	Recycling Tons	87	74	72
	Trash Tons	69	67	88
	Diversion Rate Target	56%	52%	45%
	% Change from Previous Year	NA	-7%	-13%
Frank D. Reeves Center	Recycling Tons	76	89	120
	Trash Tons	93	96	95
	Diversion Rate Target	45%	48%	59%
	% Change from Previous Year	NA	7%	23%
One Judiciary Square Building	Recycling Tons	291	286	199
	Trash Tons	233	201	189
	Diversion Rate Target	61%	63%	51%
	% Change from Previous Year	NA	3%	-19%
Henry Daly Building	Recycling Tons	98	106	67
	Trash Tons	61	86	85
	Diversion Rate Target	62%	55%	44%
	% Change from Previous Year	NA	-11%	-20%

Table 7 shows how trash tonnage has fluctuated from the previous two years. This was especially the case at the Henry Daly building.

In recent months, DRES introduced a number of consolidated maintenance contracts. The consolidated contracts decentralized many building management activities including janitorial and waste management functions. This change in management processes required additional time to evaluate successful methods to track trash tonnage.

DRES has tracked and reported waste and recycling data from all DRES-managed facilities, including the DC Armory located at 2001 E Capitol Street, SE, the old DC General Hospital Campus at 1900 Massachusetts Avenue, SE, the Unified Communications Center at 2720 Martin Luther King, Jr. Avenue, SE, and Department of Motor Vehicles Headquarters located 95 M Street, SW. **Table 8** summarizes the recycling and trash tonnage and diversion rates from the medium-size facilities managed and tracked by DRES.

Table 8: Additional DRES Managed Facilities Reporting in FY 2010 – FY 2011

Building		2010	2011
DC Armory	Recycling Tons	47	18.5
	Trash Tons	88.4	173
	Diversion Rate Target	35%	10%
	% Change from Previous Year	NA	-71% ⁴
DC General	Recycling Tons	7.3	12.7
	Trash Tons	137.3	179.1
	Diversion Rate Target	5%	7%
	% Change from Previous Year	NA	40%
Unified Communications Center (UCC)	Recycling Tons	18.8	13.0
	Trash Tons	25.6	16.0
	Diversion Rate Target	42%	45%
	% Change from Previous Year	NA	7%
95 M Street (DMV headquarters)	Recycling Tons	44.7	38.0
	Trash Tons	27.7	19.0
	Diversion Rate Target	62%	67%
	% Change from Previous Year	NA	8%

⁴ Reduction reflects depopulation efforts from the old DC General Campus, and well increased contamination caused by large-scale public events and shelter operations.

Widespread contamination and increased trash tonnage continues to be a challenge at DC Armory and the old DC General Hospital campus, in part due to large-scale public events or waste residue from shelter donations.

Total Tonnage of Recycling Collected from District Government Owned Buildings

Recycling data collection methods involve outreach to generators, collectors, processors, and even end users. In calendar year 2010, DRES began efforts to refine these data collection methods to secure as much information as possible from as many stakeholders as possible. The estimated tonnage reported reflects data from all government buildings under the City-wide Trash and Recyclables contract, data supplied by contractors providing shredding services to various agencies on an as-needed basis, as well as the Personal Property Disposal (PPD) division within the DC Office of Contracting and Procurement.

Below, please find recycling tonnage (per fiscal year) from District government owned facilities. This information is based on hauling estimates reported to the department on a monthly basis. In some cases, no information is included as contract expired, contractors changed, or it applied to a one-time project. Burn bags report are materials containing sensitive information generated by some of our federal government tenants, which tenant agency reports on but handles its disposal in accordance with Federal waste management requirements.

Table 9: DC Government Owned Facilities Recycling Tonnage FY 2009-2011

DC Government Owned Facilities Recycling Tonnage	Estimated* Tons		
	FY 2009	FY 2010	FY 2011
Hauling Contractors (City-wide Contract)			
TAC Transport, LLC (all properties except Ward 2)	681	620	
Bates (Ward 2 properties)	504	464	489
KMG Hauling (Wilson Building)	87	74	72
US Facilities (UCC)	12	18	13
Urban Services		167	694
JTL			791
Subtotal	1,272	1,343	2,059

DC Government Owned Facilities Recycling Tonnage	Estimated* Tons		
	FY 2009	FY 2010	FY 2011
Shredding Contractors (No City-wide Contract)			
Shred-it DC Services	488	189 ⁵	460 ⁶
Mountain Shredding		36 ⁷	156 ⁸
Mid-Atlantic Shredding		9	
Georgetown Paperstock		17	
Proshred (DC Water)		.045	
Subtotal	488	519	616
Other			
Consolidated Forensic Laboratory (CFL) construction and demolition (C&D) waste		4,138	
Rodgers Brothers (Special project 51 N St NE) C&D		69	
CSOSA (Federal burn bags)	20	26	33
OCP Personal Property Disposal (bulk metals)		32	250
OCP Personal Property Disposal (electronics)		16	100
Subtotal	20	4,299	350.3
Total Tonnage	1,792	6,161	3,025.3

Table 10: Adjusted Total Recyclables Tonnage (CFL C&D Project Amount Subtracted from Subtotal)

DC Government Facilities Recyclables Tonnage	Estimated Tons		
	FY 2009	FY 2010	FY 2011
Total Tonnage	1,792	6,161	
(Subtracting CFL C&D)		<u>-4,138</u>	
Adjusted Total Tonnage	1,792	2,023	3,025
Year to Year Percentage Change (adjusted)	23%	13%	50%

⁵ Shred-it DC collected 243 tons at District leased facilities; 25 tons at seven DC Water locations including DC Water locations including DC Water headquarters; and 161.2 tons as a result of its residential shredding program at the Fort Totten transfer station in Fiscal Year 2010.

⁶ 138 are owned sites and 322 leased sites.

⁷ Mountain Shredding also collected 196.19 tons for District-leased space in Fiscal Year 2010.

⁸ 54 are owned sites and 102 leased sites.

Improving Recycling Practices

The *Healthy Schools Act of 2010* proposed fundamental changes to the District of Columbia Public Schools (DCPS) food service and nutrition programs, physical education activities, health and wellness programs and services, and environmental compliance programs. The Act mandates that all public schools establish a comprehensive recycling program. The school program ensures that every student is educated on waste stream components, processes, and positive impacts on the environment, and that resource conservation is part of the day-to-day operations at all District public schools. In Fiscal Year 2011, the first group of outreach/education training took place with 104 DC Public Schools representatives from 90 schools. In addition, DRES Facilities staff participated in tenant-representative quarterly meetings. Staff also conducts monthly inspections to help monitor program participation and identify problem areas.



Future Plans

Significant changes are expected after Fiscal Year 2012 as a result of the creation of the Department of General Services (DGS). DGS will provide cost-effective, centralized facility management services by assuming the functions and responsibilities of the Department of Real Estate Services (DRES), the Office of Public Education Facilities Modernization (OPEFM), the Municipal Facilities Non-Capital agency, and the capital construction, and real property management functions of several other District agencies.

DRES anticipates the creation of a new Schools Conservation Coordinator responsible for resource conservation and sustainability programs in support of a number of schools initiatives.

A wide-ranging waste assessment is expected to identify a new phased approach to ensure compliance with applicable mandates, and bring diversion rates to par. DRES will continue to monitor and expand its oversight in areas such as waste management, pollution prevention, construction/demolition, environmental preferable purchasing, and universal waste stream materials. New reporting metrics for District facilities are expected to enhance compliance with the District of Columbia Solid Waste Management and Multi-Material Recycling Act of 1988, and the Healthy Schools Act of 2010.

DRES will evaluate composting opportunities in District-managed space. At a minimum, DRES will run a composting pilot that will analyze the sites total waste stream, hauling mix, the separation/collection challenges, the on-site/off-site creation/storage, or potential landscaping reuse, the education/awareness needs, internal/external coordination, and the long term cost of implementing and sustaining such program.

An influx of much needed supplies is also anticipated.