

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008

RCC REPORT SUMMARY MATRIX

EXECUTIVE SUMMARY

The Miami-Dade County Resource Conservation Committee (RCC) continues to provide departments with an increased awareness of their activities and progress in waste reduction, recycling, and Environmentally Preferred Purchasing (EPP). It also helps to identify problem areas in reporting and implementation that continue to be addressed by the RCC, as well as additional opportunities that can be pursued by County departments.

The economic environment of FY 2008 has presented the RCC with many challenges as well as many opportunities. Whereas maintaining recycling programs was difficult in a trying economy, encouraging and implementing waste reduction and supply reuse was easily accepted. Departments drafted environmental policies, distributed monthly environmental tips, and increased their attendance and participation in the RCC. Even though Miami-Dade County experienced a major reorganization and consolidation of County offices in 2008, the RCC was able to register ten new members. Presently, 48 County departments (80%) have representatives assigned to the RCC.

The RCC continues to maintain and improve its web page as a means for communicating environmental information to County departments, providing direct links to recycling contracts awarded by the Department of Procurement Management (DPM), as well as guidelines for implementing a recycling program. Other resources include a data collection and tracking form for reporting environmental initiatives, an online pollution prevention booklet, environmental tips and printable energy conservation stickers for office use.

To further the County's progress in its waste recycling goals, the RCC is moving towards a "single stream" recycling program. Similar to the current curbside program provided for County residents, County buildings/facilities would no longer be required to separate most recyclables. Items such as beverage containers (glass, plastic, or aluminum), alkaline batteries and used toner cartridges would be managed through a single contract.

In addition, the RCC is considering a reputable third party Green Government Certification program, such as the Florida Green Building Coalition's Florida Green Local Government Designation Standard. This would help the RCC meet its EPP and waste reduction goals.

The following table summarizes activities from the FY 2008 reporting period, including priorities, key intended outcomes and desired results.

**Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008**

Activity	Priority	Key Intended Outcome	Goal or Result
RCC	Recycling	To move towards a single stream recycling program to facilitate and increase participation by County departments.	Identify specific needs within County facilities for a single stream recycling program, draft and present a scope of service to DPM for finalizing and solicitation.
	Education (ongoing)	(1) To provide educational programs to County employees regarding the benefits of waste reduction, recycling, and EPP; and (2) To update the committee's web page.	The web page is used as a resource for all County departments.
	Environmentally Preferable Purchasing (EPP)	To promote purchases of products with recycled content and high energy ratings.	The Parks & Recreation Department has procured several outdoor picnic tables made entirely of recycled plastic. Energy Star appliances are given preference by Miami-Dade Fire Rescue Department where pricing is comparable.
	Committee Personnel	To increase in participation by County Departments and their representatives at RCC meetings.	As of September 2008, the number of departments participating in the RCC was 48 as compared to 40 departments in FY 2007. The same Chairperson continued presiding; and the RCC stayed on schedule to submit its Annual Report to the BCC in April 2009.
	Reporting Schedules (ongoing)	To comply with reporting commitments in accordance with Resolution R-374-03.	As of June 2006, the reporting timeframe was revised to be in-line with the County's fiscal year - i.e. all department reports must be submitted by October, data collection activities completed by December, and the Annual Report presented to the BCC the following April.
Annual Reporting	Training Conferences (2008)	To educate the RCC regarding current information on recycling and EPP issues.	The RCC continued its membership with the National Recycling Coalition (NRC). Conferences and expos provided by the NRC have been an important source of current information for the RCC. <i>NRC's 27th Annual Congress & Exposition</i> emphasized green purchasing, electronic waste, waste management and conservation for non-technology items.
Ongoing Initiatives	Contract Standards and Specifications	To incorporate environmental language into procurement contracts.	The RCC worked closely with DPM to finalize a new paper recycling contract, as well as ensure that the used toner cartridge recycling contract continued during FY 2008. Presently, the committee is collaborating with DPM on a new single stream recycling contract.
	"Green" Purchasing	To denote "Green" products available in the GSA online catalog.	The GSA representative on the RCC will work with the department's IT staff to denote "green" products for easy identification by County procurement personnel.

2008 RCC Members

Dept.	Primary Rep.	Alternate
* Administrative Office of the Courts (AOC)	Martinez, Rick	Gonzalez, Lourdes
Americans with Disability Act Coordination (ADA)	Taveras, Caonabo	Hyam, Ilene
Audit & Management Services (AMS)	Jackson, Katherine	
Animal Services Department (ASD)	Villarreal, Angel	Diaz, Virginia
Aviation	Bazzani, Manuel	Buenconsejo, Rod
* Clerk of the Courts (COC)	Perez, Edilfa	
Building	Krafick, Stanley	Smith, R. Terry
* Building Code Compliance Office (BCCO)	Richard, Robert	Edmeade, Dossity
* Community Action Agency (CAA)	Atkins, William	Singleton, Yolanda
Community & Economic Development (CED)	Carelus, Luke	
Commission on Ethics & Public Trust (COE)	Sanchez, Rodzandra	Cedeno, Rachelle
Consumer Services Department (CSD)	Beltran, Mayra	Flevaris, Bobby
* County Executive Office (CEO)	Fernandez, Liliana	
* Culture Affairs (CUA)	Torres, Militssa	Pezoldt, Dana
Dept. of Environmental Resources Management (DERM)	Balfour, Herb (Chair)	Hernandez, Sara
Dept. of Environmental Resources Management (DERM)	Edouard, Stanley	Medina, Carlos
Dept. of Human Services (DHS)	Aldrich, Gale	Reese, Joan
Dept of Planning & Zoning (DP&Z)	Rowe, Garrett	
Dept. of Procurement Management (DPM)	Perez-Garviso, Martha	Smith, Doris
Elections	Saboya, Maria	Konstantinidis, Anestis
Enterprise Technology Services Dept. (ETSD)	Castro-Cabrera, Ana	Bianchi, Carlos
Finance Dept. (FIN)	Thomas-Jones, Donna	Callwood, Debra
Government Information Center (GIC)	Iglesias, Marivi	Shycko, Jaime
General Services Administration (GSA) Store	Coughlin, Dan	
General Services Administration (GSA), Fac. Mgt.	Douglass, Daniel	Racine, David
General Services Administration (GSA), Fleet	Hamilton, Mark	Paredes, Hector
General Services Administration (GSA), OTV	Plummer, Tom	
General Services Administration (GSA), Printing	Thompson, Audie	
Homeless Trust (HT)	Nisely, David	
* Housing Finance Authority (HFA)	Stringer, Amelia	
Human Resources Dept. (HR)	Abreu, Edsel	
* Independent Review Panel (IRP)	Boersma, Carol	Callava-Fernandez, Maria
International Trade Consortium (ITC)	Bran, Ricardo	
Juvenile Service Center (JSD)	Romero, Reynaldo	Edmeade, Dossity
Libraries (LIB)	Alvarez-Cleary, Suzet	Gorgoy, Lluís
* Medical Examiner (ME)	Ledesma, Yvonne	
Miami Art Museum (MAM)	Cornely, Tina	
Miami-Dade Corrections & Rehabilitation (MDCR)	Kelly, Marlon	
Miami-Dade Fire Dept. (MDFR)	Eichenbaum, Anita	Mur, Marcia
Miami-Dade Police Dept. (MDPD)	Cole, Michael	Andersen, John
Miami-Dade Park & Recreation (MDPR)	Solomon, Bill	Seaman, Jon
Miami-Dade Transit (MDT)	Toledo, Adien	Sharifi, Akbar
Metropolitan Planning Organization (MPO)	Camejo, Oscar	Manzella, James
* Office of Neighborhood Compliance (ONC)	Blanc, Newton	
Office of Sustainability (OOS)	Troner, Susannah	Nirmul, Devesh
Office of Strategic Management (OSBM)	Kong, Christopher	Horton-Tavera, Amy
Property Appraiser's Office (PA)	Birdwell, Ruth	Wyche, Corinthia
Public Works Dept. (PWD)	Casaday, Gail	Saldivar, Yadiris
Seaport	Hope, Becky	
Small Business Development (SBD)	Taylor, Coralee	Ferguson, Asa
Solid Waste Management (SWM)	Massa, Jeanmarie	Love, Gayle
Vizcaya Museum and Gardens (Vizcaya)	Campbell, Kyndal	Rustin, Jim
Water & Sewer Dept. (WASD)	Negahban, Sherry	Caveda, Ana

* New departments joining the RCC in 2008



Resource Conservation Committee Annual Report FY 2008

Submitted April 2009



This Report is an account of all recycling, environmentally-preferable purchasing, and pollution prevention practice activities undertaken by County departments during fiscal year 2008.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

On April 22, 2003, the Miami-Dade County Board of County Commissioners (BCC) passed Resolution R-374-03, which established a policy for the County to favor waste-reduction, environmentally-preferred practices, and purchases of commodities containing recycled or recyclable content. The Resource Conservation Committee (RCC) was created as a result of this Resolution and placed under the purview of the Department of Environmental Resources Management (DERM). The third annual report entitled “Miami-Dade County Resource Recycling Committee 2007 Annual Report” was submitted to the BCC in April 2008. The report summarized the efforts and progress of the RCC on implementation of policies and guidelines to encourage waste reduction, promote recycling activities, and initiate Environmentally Preferable Purchasing (EPP) activities among County departments. Additionally, Resolution R-702-05, sponsored by Commissioner Sorenson and passed on June 7, 2005, set forth the following items as part of a five-year goal:

- Increase the percentage of County purchases of office goods containing recycled materials and/or identified as an environmentally preferred product.
- Increase the rate of participation in recycling by County agencies.
- Increase the overall percentage of the County’s operational waste stream that is eliminated or diverted through recycling and conservation efforts.
- Reduce operational costs through environmentally-preferable products, services and practices.

In an effort to track and evaluate these accomplishments, an online Data Collection Form was developed and implemented during this reporting cycle. The information collected addresses three areas of environmental concerns: Recycling and Reuse, Waste Reduction Practices, and Recycled Content Purchasing. Completed forms from County departments were received and evaluated for the preparation of the FY 2008 Annual Report. Following are some of the accomplishments realized during this reporting period:

- Ten County departments were welcomed as new members of the RCC. In many cases, the departments were unaware and unfamiliar with the RCC’s initiatives in promoting recycling and sustainability in County operations. A listing of 2008 RCC members can be viewed on a website provided in Exhibit C.
- The used toner recycling contract was rewritten and awarded in May 2008, thereby allowing County departments to collectively continue this recycling effort.
- A new mixed paper recycling contract was drafted and awarded by October 2008 to Southeastern Recycling Corp.
- During the interim of awarding a new recycling contract, County departments demonstrated their dedication to recycling by independently managing their recyclables. While some departments boxed, labeled, and returned used toners to manufacturers, other departments recycled these items with local businesses such as Atlantic Green Corp.
- Reduction in operational waste stream created by departmental activities is achieved through procedural changes, recycling and purchasing activities. Notable examples are

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

the International Trade Consortium (ITC) and Finance Department, both of which managed to reduce paper usage and operational costs by distributing monthly/annual documents electronically.

- The ongoing recovery of methane gas from wastewater treatment plants and its use as an on-site fuel continues to set an example of reducing operational costs through environmentally-preferable practices.

The following sections provide further information pertaining to three environmental areas of concern reported by the departments.

RECYCLING AND REUSE

Recycling diverts recoverable materials from final disposal by reprocessing to remove and utilize valuable components, such as feedstock or raw material in the manufacturing of new products. The RCC focuses on identifying appropriate recycling initiatives and facilitating their implementation in County departments and operations, and continues to monitor office paper and used toner cartridge recycling activities. Numerous items are recycled by County departments from paper products to fleet maintenance materials. Table 1 provides information about those items that were recycled during the reporting period. As shown, in some instances, money was saved; in other instances costs were incurred.



Table 1 also provides a breakdown of the types of items being recycled, including quantities and costs/savings for each. Accuracy of the data depicted depends on the tracking methods employed by each County department or contracted vendor. A variation in the quantity of each recycled item is a direct result of the number of reporting departments. To assure consistency in future data collection the RCC is requiring, through contract agreement, monthly pick-up reports from awarded vendors. Changes in costs/savings are affected by fluctuations in economic and market trends, and sometimes contract specifications. An example is shown regarding paper recycling. During 2003–2004, the County was under contract to pay a vendor for paper recycling services. Under a new contract in FY 2006, the recycling vendor, agreed to pay the County a percentage of the market value for paper recycling. In April 2007 the contract expired, leaving the County without a paper recycling until October 2008. Although recycling vendors continued to collect and recycle the County's paper and cardboard materials, they were no longer obligated to provide monthly reports or pay the County for this service. The loss of nineteen months of data is reflected in the decrease in values for this reporting period.

Regarding vehicle batteries, it is important to note that the information correlating cost/savings to the volume of recycled materials is a core value incorporated in the price of the replacement battery.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

Table 1 – Recycled Materials

Recycled Item	Quantity				Units	(Cost) / Savings			
	2003-2004 (Base Year)	2005-2006	2006-2007	2007-2008		2003-2004 (Base Year)	2005-2006	2006-2007	2007-2008
Batteries (Alkaline)	21,150	11,690	26,083	15,559	Lbs.	(\$14,736)	(\$2,680)	(\$25,562)	(\$13,938)
Batteries (Auto)	1,497	20	*3,568	1,803	Each	\$17,187	\$120	\$0	\$5,403
Batteries (Cadmium)	N/A	N/A	N/A	234	Lbs.	N/A	N/A	N/A	(\$178)
Batteries (Rechargeable)	N/A	N/A	N/A	2,623	Lbs.	N/A	N/A	N/A	(\$1,786)
Cardboard	N/A	N/A	N/A	3,500	Lbs.	N/A	N/A	N/A	\$0
Carpet	105,137	5,000	N/A	N/A	Yards	(\$26,284)	(\$930,727)	\$0	\$0
Coolant / Antifreeze	N/A	N/A	N/A	2,128	Gallons	N/A	N/A	N/A	(\$5,276)
Empty 55 Gal Drum	N/A	N/A	N/A	7	Gallons	N/A	N/A	N/A	(\$20)
Florescent Bulb	42,134	5,600	*112,135	18,245	Each	(\$22,177)	(\$6,323)	(\$30,396)	(\$18,146)
Fuel	554,368	514,077	981,320	305	Gallons	\$203,384	\$656,007	\$411,454	(\$2)
Oily Water	N/A	N/A	N/A	13,350	Gallons	N/A	N/A	N/A	(\$28,040)
Paper	770,838	372,997	**142,335	N/A	Lbs.	(\$7,448)	\$6,829	\$3,203	N/A
Rags / Towel	N/A	161	35,588	41,903	Lbs.	\$0	(\$10,251)	(\$25,113)	(\$2,820)
Scrap Metal	819,875	N/A	814,340	87,494	Lbs.	\$10,935	\$0	\$13,426	\$12,661
Shredded Paper	N/A	N/A	N/A	518,816	Lbs.	N/A	N/A	N/A	(\$28,718)
Solvent	N/A	1,633	216	83	Gallons	\$0	(\$3,919)	(\$4,790)	(\$3,480)
Sludge	N/A	N/A	N/A	425	Gallons	N/A	N/A	N/A	(\$701)
Storm Drain Filter	N/A	N/A	106	1,485	Each	N/A	N/A	(\$8,480)	(\$51,625)
Used Oil	106,266	131,040	500,454	146,052	Gallons	\$13,997	\$17,304	\$233,815	\$92,423
Used Oil Filter	N/A	N/A	N/A	976	Lbs.	N/A	N/A	N/A	(\$22,015)
Used Tire	N/A	70,159	24,452	14,475	Lbs.	\$0	(\$2,655)	\$401	\$442,701
Toner / Cartridge	N/A	3,390	7,320	5,804	Each	\$0	\$3,358	\$6,301	\$3,407
Recycling Total Savings for 2003-2004 (Base Year)						\$174,858			
Recycling Total Cost for 2005-2006							***(\$272,937)		
Recycling Total Savings for 2006-2007								\$574,259	
Recycling Total Savings for 2007-2008									\$379,850

* The increase in values for 2007 is a result of information provided by Miami-Dade Transit.

**The vendor ceased tracking the County's progress once the contract expired.

***Adjusted values for FY 2007 report

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

Electronics Recycling

As stated in the FY 2007 Annual Report, “The RCC evaluates current policies regarding reuse, recycling or disposal of all waste and/or excess electronic equipment generated by County departments in an effort to ensure proper management of these materials and allow for the implementation of new or revised policies as needed. An example of this effort is the development of an “end-of-life” clause for new wireless service contracts, which will require the vendor to take back electronic equipment after its useful life.” In addition, a “recycling requirement” clause requiring vendors to list the percentage of pre- and post- consumer recycled content in both product and packaging will be incorporated. The Department of Procurement Management is in the finalizing stage of this contract.

WASTE REDUCTION PRACTICES

Waste Reduction Practices, also referred to as Pollution Prevention, is a change in operational procedures and policies which eliminates the generation of pollutants at the source. The steps normally taken towards a waste reduction program may entail product substitution, equipment modification and procedural changes. In addition to environmental benefits, such as energy and water conservation, implementing a waste reduction program can result in cost savings through efficient use of resources. Tables 2 and 3 below highlight the waste reduction initiatives implemented by County departments for the RCC’s initial report in FY 2003–2004, and the current reporting period, FY 2008. Waste reduction initiatives for FY 2005-2006 and FY 2006-2007 are available in Tables 4 and 5 in Exhibit A.

These tables depict an increasing awareness of environmental issues throughout County departments. Notable is the number of departments implementing an environmental program as well as the expansion of existing programs. In addition to the environmental benefits associated with these programs, the County also realized a significant cost savings. The RCC will continue working with departments to identify waste reduction opportunities and establish sustainable programs.

**Table 2 - Waste Reduction Initiatives
Base Year**

2003 – 2004			
Initiative	Department	Annual Savings (Estimate)	Environmental and Monetary Impact
The required Annual Bond Holders Book Report is distributed on CD rather than hard copy, as previously done.	Finance	\$16,000	Reduced paper usage for this report by 50% and reduces pollutants associated with paper production.
Transitioned from traditional film cameras to digital cameras.	DERM	\$42,000	Resources conserved and pollution prevented from production and developing of film.
Heavy duty tires are recapped up to 3 times, prior to final disposal.	GSA	\$1,141,552	Reduced energy and natural resource (oil) usage by recapping old tires instead of manufacturing new tires. Also saves landfill space.
PuraDYNE oil filters installed on most heavy duty equipment.	GSA	\$18,480	Oil consumption reduced by 50% and oil filters usage reduced by 66%.
Wastewater treatment plants recover 29,376,000 KW/Yr of methane gas generated from the wastewater treatment process for use as fuel on-site.	WASD	\$1,013,472	Makes use of waste product, methane, that is a “Global Warming Gas,” and avoids pollution produced from other sources of energy such as electricity.
Total Savings for Initiatives (2003-2004)		\$2,231,504	

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

**Table 3 - Waste Reduction Initiatives
2007 – 2008**

Initiative	Department	Annual Savings (Estimate)	Environmental and Monetary Impact
"The Bondholder's Book" updates operating statistics for outstanding bonds under the Securities and Exchange Commission rule 15 c2-12. Hard copies were produced on paper and distributed to County agencies.	Finance	\$16,000	Producing half the copies on CD reduced paper usage and production cost by 50%, which also reduces pollutants associated with paper production.
The printing of the "Bond Administration's Bondholders Book" was reduced by 25 count.	Finance	\$3,554	Reduction in paper usage and the environmental impacts associated with printing and distribution.
The printing of the "Controller's Comprehensive Annual Financial Report" was reduced by 250 count.	Finance	\$5,076	Reduction in paper usage and the environmental impacts associated with printing and distribution.
The elimination of 58,000 Tax Collector's Occupational Licenses Vending Machine Stickers.	Finance	\$3,250	Reduction in paper usage and the environmental impacts associated with printing and distribution.
Improved methane gas process used in Cogeneration power for treatment plants	WASD	\$26,744	Methane is a renewable resource, unlike petroleum products used by FPL. Methane is more expensive to use than FPL due to operations/maintenance costs.
The purchasing of 1000 "green" meter lids. The new lids consisting of 100% recycled materials replaces meter lids made of cast iron.	WASD	\$19,200	Closes the loop on recycling by purchasing an item made of 65% plastic and 35% used tires.
The adoption of an Environmental Policy which sets conservation guidelines for departmental operations	DERM	ongoing	Ensures and promotes energy, water, and resource conservation.
Telecommuting initiative and transit passes for County business	ETSD	ongoing	Promoting clean outdoor air quality by offsetting tailpipe emissions.
Office printers reduced by 50%, and online printers defaulted to double-sided printing	ETSD	ongoing	Savings associated with this initiative includes a reduction in paper and toner usage, and a cost reduction associated with office equipment maintenance.
Green Printing Initiative – procuring certified paper from sustainable forestry and utilizing non-petroleum based inks	GSA Print Shop	ongoing	Conserving natural resources by implementing alternatives in the printing industry, such as the use of vegetable inks.
The establishment of a Green Team to coordinate the department's environmental practices	MDPR	ongoing	Establishes a system to review current practices and seek alternatives which promotes recycling, reuse, and waste reduction.
Established an online CaFETM application program which has reduced paper usage by more than 14 reams	CAC	ongoing	The electronic distribution of applications helps save trees by reducing paper usage, and promotes clean air by averting the need for mailing applications via the postal service.
Established a paper reduction initiative where electronic distribution of documents has realized savings of more than 300,000 sheets of paper annually	WASD	ongoing	The electronic distribution of applications helps save trees by reducing paper usage, and promotes clean air by averting the need for mailing applications via the postal service.
Implemented an Environmentally Responsible Purchasing (ERP) program to track and encourage staff's procurement of green products	WASD	ongoing	An ERP ensures that environmental concerns are addressed prior to procuring supplies or equipment.
Total Annual Savings (2007-2008)		\$73,824	

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008

RECYCLED-CONTENT PURCHASES / “GREEN PURCHASING”

To complete the recycling loop, there must be a demand to use the materials being recycled. It is therefore important to "close the loop" by purchasing products made from recycled materials. Currently, there are many items with recycled content available for purchase, both within the County system and as a private consumer. Purchasing recycled products can result in environmental and economic benefits, such as supporting local recycling programs, creating markets for the collected materials which are processed and used to manufacture new products. This creates jobs and helps strengthen the economy; conserves natural resources; saves energy; reduces solid waste, air and water pollutants, and greenhouse gases that contribute to global climate change. GSA currently offers items that are made of recycled content materials ranging from toner cartridges to recycled paper. Table 5 indicates a baseline; Table 6 identifies products containing recycled materials purchased over the last three years.



**Table 6 - Recycled Content Purchases
Base Year
2003-2004**

Recycled Content Item	Quantity	Units	Expenditures
	2003-2004		2003-2004
Calendar Book / Planner	9,589	Items	\$39,393
Storage Box	8,040	Items	102,912
Carpet	10,000	Sq. Yards	241,787
Clipboards	2,737	Items	7,428
Monthly Planner Desk Pad	15,269	Items	14,506
Recycled File Folder	10,781	Boxes	63,937
Classification & Budget Folder	4,612	Boxes	106,122
Recycled-content Paper	9257	Cases	232,904
Expanding Pocket File	28,181	Items	17,568
Paper Towel	2,774	Cases	31,616
Toilet Paper	760	Cases	22,939
		Total	\$881,112

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

**Table 7 – Recycled Content Purchases
FY 2006 through FY 2008**

Recycled Content Item	Quantity			Units	Expenditures		
	2005 - 2006	2006 - 2007	2007 - 2008		2005 - 2006	2006 - 2007	2007 - 2008
Business Card	--	-	52,012	Each	-	-	\$3,156
Calendar & Planner	45,496	44,363	42,865	Each	\$133,428	\$137,366	\$130,124
Calculator Paper & Cash Register Tape	7,069	7,679	7,666	Each	\$2,456	\$7,016	\$5,853
Carpet	-	-	45,157	Sq. Yds	-	-	\$1,235,140
CD Labeler	-	301	380	Box	-	\$3,512	\$4,058
Ceiling Tile	-	-	17	Box	-	-	\$56
Clipboard	2,980	2,577	2,828	Each	\$6,943	\$6,279	\$6,136
Computer Paper	2,328	1,957	5,198	Case	\$47,302	\$52,104	\$146,154
Disk & CD Mailer	89	91	85	Boxes	\$2,129	\$2,018	\$1,499
Easel Pad	129	156	104	Carton	\$2,142	\$1,691	\$2,684
Erasers (rubber)	722	714	944	Each	\$268	\$253	\$304
File & Hanging Folder	35,969	31,404	17,695	Box	\$273,642	\$267,888	\$189,154
File Pocket & Expanding Wallet	27,519	30,897	26,695	Each	\$15,185	\$25,565	\$30,115
Label	18	15	2	Box	\$144	\$120	\$18
Metal Fastener (for paper)	1,524	1,593	1,048	Box	\$1,541	\$1,577	\$1,028
Notebook Filler	357	629	505	Pack	\$603	\$1,155	\$426
Office Paper	7,143	9,679	-	Case	\$197,373	\$361,535	-
Paper Towel	6,962	4,467	7,782	Case	\$108,794	\$58,957	\$69,569
Pencil Cup - Black	598	904	444	Each	\$831	\$3,439	\$555
Post-It	3,679	4,280	3,597	Pack	\$15,050	\$37,127	\$27,666
Refurbished Electronics	-	-	-	Each	-	-	\$194,000
Report Covers & Tab	3,147	4,693	2,619	Box	\$193,837	\$20,863	\$14,063
Storage Box	8,243	9,026	7,631	Pack	\$93,901	\$113,833	\$102,209
Toilet Tissue	1,754	1,306	1,310	Case	\$50,473	\$42,348	\$34,240
Waste Basket (13 qt)	435	485	289	Each	\$2,580	\$1,649	\$1,111
Waste Container (44 gal)	-	50	42	Each	-	\$2,347	\$2,490
Total for Items in Chart					*\$1,148,622	\$1,148,642	\$2,201,808

*Adjusted values for FY 2007 report

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

Office purchasing remains a high priority for the committee because through the implementation of an Environmentally Preferable Purchasing program the County can reduce the volume of its solid waste disposal. This is accomplished by procurement of reusable and recycled-content items. Several initiatives will be continued from previous reporting cycles:

- Ensure and encourage the use of recycled-content paper in place of virgin 8.5 x 11", 24 lb. Laser Paper. With increased quantity, it is anticipated that the cost to purchase recycled paper products will be comparable to the price of virgin paper.
- Identify opportunities where recycled products can be included in the GSA on-line catalog.
- Be compliant with reporting commitments in accordance with Resolution R-374-03. The RCC has revised the reporting timeframe to be in line with the County's fiscal year. All departments are requested to report each October. Data collection activities should be completed by December and a final report presented to the BCC the following April.

Education / Information

The RCC's webpage provides County employees with current information on recycling programs, waste reduction opportunities, and Environmentally Preferable Products (EPP). The RCC webpage is: http://www.miamidade.gov/derm/conservation_about_us.asp

- Website includes resource information and case studies on EPP that have been successfully implemented in other local governments, as well as methods of improving recycling practices in other County departments. This information notifies employees of available recycling activities and provides contact numbers for additional information.
- Website includes updated Department Representative list of participants among the 48 County departments currently having liaisons appointed to the RCC.

Exhibit B in the Appendix includes common acronyms, *Exhibit C* has resourceful websites and *Exhibit D* includes vendors used by the County.

OTHER ONGOING INITIATIVES

The "Green Seal" Certification

Green Seal is a national standard developed in collaboration with several environmental health organizations that certifies products that have undergone rigorous testing. Through the contracting process, the goal is to get more companies to use less toxic products, resulting in environmental benefits as well as improved indoor air quality and working conditions for employees.

Recycling Coordination Activities

The RCC continues to work with GSA Building to consolidate recycling activities among departments. The need for coordination between department recycling and the need for inserting regulatory language in new contracts demonstrates the importance of having proper representation on the Committee.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

Contract Standards and Specifications

The RCC continues to explore recycling contracts to meet the needs of all County departments. In 2008, the RCC in conjunction with the Department of Procurement Management finalized and awarded the used toner recycling contract. Additionally, a mixed paper recycling contract was drafted and sent to bid. The new contract addressed two issues of significant concern: 1) recycling of all paper fiber material, and 2) recycling of sensitive documents. Exhibit D includes a list of County vendors.

EXHIBIT A

**Table 4 - Waste Reduction Initiatives
2005 – 2006**

Initiative	Department	Annual Savings (Estimate)	Environmental and Monetary Impact
"The Bondholder's Book" updates operating statistics for outstanding bonds under the Securities and Exchange Commission rule 15 c2-12. Hard copies were produced on paper and distributed to County agencies.	Finance	\$16,000	Producing half the copies on CD reduced paper usage and production cost by 50%, which also reduces pollutants associated with paper production.
Janitorial products (cleaning, scouring, washing compounds, cleaner/degreaser, paper towels, floor stripper and finishers, disinfectant, carpet cleaner) replaced with environmentally-friendly products or approved equal, packaged individually, 250 1-1/2 oz. packets per tubing.	Human Services, Park & Recreation	\$12,969	Products are biodegradable and will decompose leaving no chemical residuals that otherwise may impact the groundwater or drinking supply.
Replaced Styrofoam cups and plates with recycled paper products.	Aviation	Ongoing	Reduce energy and natural resources. Paper products are more biodegradable and minimize the impact of storage capacities at the landfill.
PuraDYNE oil filters came installed on 12 new trucks this period.	GSA	Ongoing	Oil consumption reduced by 50% and oil filter usage reduced by 66%.
Methane gas used in Cogeneration as power for treatment plants.	WASD	\$2,281,780	Methane is a renewable resource, unlike petroleum products used by FPL. Methane is more expensive to use than FPL due to operations/maintenance costs.
Continued transition from traditional film cameras to digital cameras.	DERM	Ongoing	The transition from film to digital cameras will conserve resources and reduce chemical by-products.
Recycled plastic garbage bags, storage bins, simulated wood planks, plastic stanchions, signs, parking logs, fence material, plastic tools, paper cups, recycled copy paper, recycled tissue and napkins, ink and toner cartridges, rechargeable batteries, solar calculators, mulching lawnmowers, reusable/cleanable air filters, remanufactured parts and supplies, organic and inorganic mulch products, recycled and recyclable rags & cloths, recycled/ recyclable rubber products, recycled oil products.	Seaport	Ongoing	The Seaport's involvement in Environmentally Preferably Purchasing assures that ecological benefits are realized at a local level; i.e. less packaging means lower usage of raw materials and less waste to the landfill. Also procuring recyclable items and items of lasting durability diverts waste from the landfills.
Total Annual Savings (2005-2006)		\$2,310,749	

Miami-Dade County Resource Conservation Committee Annual Report – FY 2008

**Table 5 - Waste Reduction Initiatives
2006 – 2007**

Initiative	Department	Annual Savings (Estimate)	Environmental and Monetary Impact
"The Bondholder's Book" updates all operating statistical data for outstanding bonds under SEC Rule 15 c2-12. Paper copies were usually over 400 pages and distributed to appropriate County agencies.	Finance	\$16,000 Ongoing	As a result of producing half the copies on CD, paper usage and production costs were reduced by 50%, which also reduces pollutants associated with paper production.
In addition to reducing the amount of "Bondholder's Book" printed by half, the Finance Department also reduced the number of pages in each volume from 646 to 500 pp.	Finance	\$8,000	The volume reduction of these books by 146 pages realized a monetary saving of \$70.64 per book.
The Finance Dept applies stricter guidelines to printing services: must use recyclable paper and only the needed amount is distributed.	Finance	Ongoing	A reduction in waste associated with paper manufacturing and distribution, and printing activities.
Services previously provided via mail outs are now conducted on-line; The Cash Management Division's Monthly Investment Report, as well as The Division of Bond Administration's disclosure documents.	Finance	Ongoing	A reduction in waste associated with paper manufacturing and distribution, printing activities, and postal services.
Telecommuting policy allows some employees to work remotely. Some computer programming can be performed from any location with appropriate connection established.	ETSD	N/A	Air pollutants associated with vehicle travel, and reduction in traffic congestion.
Refurbished Telephone and Telephone Equipment – Contract 6427 established for the purchasing of refurbished telephones.	ETSD	\$220,451	Obsolete telephones are not disposed at the landfill. They are recycled and refurbished at a cost of 50% for the purchase of new equipment.
The Miami-Dade Aviation Department is planning to expand it's ISO- 14001 certification to include the commercial operations and Real Estate Management Division.	Aviation	Ongoing	ISO-14001 is an international standard for organizations to operate in an environmentally responsible manner. Incorporating these two divisions broadens MDAD's pollution prevention and recycling initiatives.
Tenant Environmental Compliance Auditing and Assistance Program helps achieve environmental compliance, waste minimization, pollution prevention, and improved environmental management.	Aviation	Ongoing	Benefits associate with pollution prevention such as fewer environmental infraction, increased recycling activities, water and energy conservation,
Methane gas used in Co-generation as a fuel source at the wastewater treatment plant. Through this process WASD generated 31,500,200 KWH of energy.	WASD	\$208,188	Methane is a renewable resource, unlike petroleum products used by FP&L. The captured gas powers some equipment at the plant thereby reducing dependence on FP&L.
The Pump Stations Specifications from WASD are now available on-line. These specifications are a large volume books which were printed and distributed to developers and consultants.	WASD	N/A	A reduction in paper usage and printing required to produce hardcopies of these manuals. An electronic version facilitates the accessibility of current information.
P&R Green Team responsible for evaluating policies regarding reuse, recycling, as well as waste disposal, and facilitate and implement the proper management of these materials.	Park & Recreation	Ongoing	Increase "environmental" awareness of staff members, and ensure that the department operates accordingly.
Miami-Dade Transit has employed a full-time engineer to overlook issues addressing environmental compliance, recycling, energy/ water consumption and areas for improvement	MDT	Ongoing	This program is specifically directed to address the environmental concerns of the department.
GSA Fleet purchased 158 new hybrid vehicles	GSA Fleet	N/A	Reduced vehicle fuel emissions, more efficient fuel consumption
Total Annual Savings (2006-2007)		\$452,639	

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008

EXHIBIT B

Definitions / Acronyms

EPP:	Environmentally Preferable Products are “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.”
Hazardous Waste:	By-products of society that can pose a substantial or potential hazard to human health or the environment when improperly managed.
Post-consumer:	Recovered materials that are diverted from municipal solid waste for the purpose of collection, recycling, and disposal.
Pre-consumer:	Materials generated in manufacturing and converting processes such as manufacturing scrap, trimmings and cuttings. Includes print overruns, over issue publications, and obsolete inventories.
RCC:	The Resource Conservation Committee is comprised of members from various County departments. The RCC is responsible for promoting, facilitating, and overseeing the efforts of County employees in recycling, recycled-content purchasing and EPP activities.
Recycle/Reuse:	Minimizing waste generation by recovering and reprocessing usable products that might otherwise become waste (i.e., recycling of aluminum cans, paper, bottles, etc.).
Solid Waste:	Non-liquid, non-soluble materials ranging from municipal garbage to industrial wastes.
Universal Waste:	Low risk hazardous waste generated from a variety of sources. This waste has three categories: CRTS, thermostats, batteries and lamps (fluorescent tubes, discharge lamps, mercury vapor lamps); non-auto batteries; and mercury thermometers.

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008

EXHIBIT C
Webpage Links

HOME PAGE: <http://www.miamidade.gov/derm/home.asp>

RESOURCE CONSERVATION SECTION

ABOUT US:

http://www.miamidade.gov/derm/conservation_about_us.asp

DEPARTMENT REPRESENTATIVES:

http://www.miamidade.gov/derm/conservation_dept_rep.asp

COMMITTEE MTGS, AGENDAS, & MINUTES:

http://www.miamidade.gov/derm/conservation_committee_agendas.asp

RESOURCES:

http://www.miamidade.gov/derm/conservation_resources.asp

LEGISLATIONS AND RESOLUTIONS:

http://www.miamidade.gov/derm/conservation_resolution.asp

YOU CAN HELP YOUR SECTION

REDUCE AND REUSE:

http://www.miamidade.gov/derm/conservation_reduce_reuse.asp

GREEN PURCHASING:

http://www.miamidade.gov/derm/conservation_green_purchasing.asp

GET INVOLVED:

http://www.miamidade.gov/derm/conservation_you_can_help.asp

GREENING YOUR OFFICE:

http://www.miamidade.gov/derm/tips_greening_your_office.asp

RECYCLE SECTION

OFFICE PAPER:

http://www.miamidade.gov/derm/conservation_office_paper.asp

CARDBOARD:

http://www.miamidade.gov/derm/conservation_cardboard_recycling.asp

INK AND CARTRIDGES:

http://www.miamidade.gov/derm/conservation_ink_toner_cartridge.asp

BATTERIES:

http://www.miamidade.gov/derm/conservation_battery_recycling.asp

FLUORESCENT LAMPS:

http://www.miamidade.gov/derm/conservation_fluorescent_lamps.asp

PALLETS:

http://www.miamidade.gov/derm/conservation_pallet.asp

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2008

EXHIBIT D
Vendors

Below is a list of vendors that provided recycling/disposal services to Miami-Dade County for the FY 2008 reporting period:

Item	Vendors	Classification	Expense/Savings
Absorbent Pad	PMI; World Petroleum	Hazardous waste	Expense
Batteries (alkaline)	Clean Harbors; World Petroleum	Universal waste	Expense
Batteries (auto)	Parts Depot NAPA;	Hazardous waste	Expense
Batteries (cadmium)	World Petroleum	Hazardous waste	Expense
Batteries (rechargeable)	RBRC	Universal waste	None
Coolant/Antifreeze	PMI; Perma-Fix; World Petroleum:	Hazardous waste	Expense
Empty 55-Gal Drum	EQ Florida	Recyclable Material	Expense
Fuel	PMI; World Petroleum	Recyclable material	Expense
Fluorescent Bulb	Perma-Fix; World Petroleum; All Service	Universal waste	Expense
Mix Office Paper	Contract pending	Recyclable material	Savings
Mixed Office Paper, Shredded	Contract pending	Recyclable material	Expense
Oily Water	Perma-Fix; EMC Oil Corp/	Hazardous waste	Expense
Shop Rags/Towel	Spirit	Hazardous waste	Expense
Storm Drain Filter	Sorbant Environmental	Hazardous waste	Expense
Toner Cartridges	Atlantic Green; Xerox	Recyclable material	Savings
Used Oil	Perma-Fix; World Petroleum	Hazardous waste	Savings
Used Oil Filter	EMC Oil Corp; World Petroleum.	Hazardous waste	Expense
Used Solvent	Safety Kleen.	Hazardous waste	Expense
Used Tires	Herrera Tires	Solid waste	Savings
Used Tires	Resource Recovery Plant	Solid waste	Expense



RECYCLE PAPER IN YOUR BLUE BIN

ACCEPTABLE ITEMS

- *Computer print outs*
- *Printed white paper and colored paper (pen and pencil marks OK)*
- *Notebook paper*
- *Adding machine paper*
- *File folders (manila, white or pastel colored)*
- *Carbonless paper and forms (NCR paper)*
- *Self-adhesive notes*
- *Card stock (manila or colored)*
- *Fax paper*
- *Newspapers and magazines*
- *Junk mail*
- *Soft covered books with white pages*
- *Hanging folders (brown or green Pendaflex papers)*
- *Brochures*
- *Index/Time cards*

Note: Staples and paperclips DO NOT have to be removed

UNACCEPTABLE ITEMS

- *Kitchen and food waste (used paper plates, cups, bottles, cans or food wrappers)*
- *Paper towels, napkins and tissues*
- *Carbon paper*
- *Tear resistant papers (ex.: flimsy Federal Express envelopes)*
- *Water resistant papers*
- *Pressure sensitive adhesive (crack and peel labels)*
- *Restroom waste*
- *Flatten cardboard prior to recycling*

CARDBOARD & PAPERBOARD PACKAGING

- FOR MORE INFORMATION VISIT

www.miamidade.gov/derm/conservation_about_us.asp RESOURCE CONSERVATION COMMITTEE

