



Resource Conservation Committee

Annual Report FY 2007

Submitted April 2008

This Report is an account of all recycling, environmentally-preferable purchasing and pollution practice activities undertaken by County departments during fiscal year 2007.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

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 second annual report entitled "Miami-Dade County Resource Recycling Committee 2006 Annual Report" was submitted to the BCC in May 2007. The report summarized the efforts of the RCC and recommended 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:

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

In an effort to track and evaluate these accomplishments, County departments were provided with Data Collection Forms addressing three areas of environmental concerns: Recycling and Reuse, Waste Reduction Practices, and Recycled Content Purchasing. Completed forms from 27 County departments were received and evaluated for the preparation of the 2007 fiscal year report. Following are some of the accomplishments realized during this reporting period:

1. Items containing recycled materials are continuously identified and added to the GSA catalog. Additional products for FY 2007 are CD labelers and large waste containers.
2. County departments demonstrated their willingness to incorporate a recycling program; 77% of the departments used toner recycling services provided by Atlantic Green Corp. and a greater percentage of departments were involved in paper recycling activities under the EcoPaper Recycling contract during FY 2007.
3. Reduction in operational waste stream created by departmental activities is achieved through procedural changes, recycling and purchasing activities. Notable examples are 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.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

4. The ongoing recovery of methane gas from wastewater treatment plants and its use as an on-site fuel is an example of reducing operational costs through environmentally-preferable practices. In addition to the environmental benefits, this activity continues to save millions of dollars in operational costs.

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 – Recycled Materials

Recycled Item	Quantity			Units	(Cost)/ Savings		
	2003-2004 (Base Year)	2005-2006	2006-2007		2003-2004 (Base Year)	2005-2006	2006-2007
Batteries (Alkaline & Rechargeable)	21,150	11,690	26,083	lbs.	(\$14,736)	(\$2,680.00)	(\$25,562.00)
Vehicle Batteries	1,497	20	*3568	each	17,187	120.00	-
Carpet	105,137	5,000	Not Available	yards	(26,284)	(930,727.00)	-
Florescent Lamps	42,134	5,600	*112,135	each	(22,177)	(6,323.00)	(30,396.19)
Fuel	554,368	514,077	981,320	gallons	203,384	656,007.29	411,453.60
Paper	770,838	372,997	**142,335	lbs.	(7,448)	6,829.00	3,202.55
Scrap Metal	819,875	Not Available	814,340	lbs.	10,935	-	13,426.19
Used Oil	106,266	131,040	500,454	gallons	13,997	17,303.90	233,814.80
Shop Rags & Towels	Not Available	161	35,588	std drum	-	(10,251.31)	(25,112.55)
Used Tires	Not Available	70,159	24,452	lbs.	-	(2,654.75)	401.35
Toner/ Cartridges	Not Available	3,390	7,320	each	-	3,358.00	6,300.54
Solvents/ Refrigerant	Not Available	1,633	216	gallons	-	(3,918.60)	(4,790.40)
Storm Drain Filters	Not Available	Not Available	106	units	-	-	(8,480.00)
Recycling Total Savings for 2003-2004 (Base Year)					\$174,858		
Recycling Total Savings for 2005-2006						***\$272,936	
Recycling Total Savings for 2006-2007							\$574,257

* 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 2007

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. Changes in 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, EcoPaper Inc., agreed to pay the County a percentage of the market value for paper recycling. In April 2007 the contract with EcoPaper Inc. expired, leaving the County without a valid paper recycling contract. Although EcoPaper Inc. continues to collect and recycle the County's paper and cardboard materials, they are no longer obligated to provide monthly reports or pay the County for this service. The loss of six 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 unavailable, since this is generally incorporated in the price of the replacement battery.

Electronics Recycling

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. Incorporation of this language is under development in collaboration with the Department of Procurement Management and is expected to be finalized in 2008.

Dial-A-Life (cell phone reuse program)

The accomplishments of the Dial-A-Life Advisory and Oversight Board program taken from its recent status report are noteworthy. During this reporting period the program collected more than 1,000 cell phones, of which 433 were refurbished by the Enterprise Technology Services Department and distributed as designated in the program guidelines.

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, 3 and 4 below highlight the waste reduction initiatives implemented by County departments for the RCC's initial report in FY 2003–2004, as well as the last two consecutive periods--FY 2006 and FY 2007.

Also in Tables 2, 3 and 4, you will note the increase awareness of environmental issues throughout County departments. FY 2007 data depicts progress in the number of departments implementing an environmental program, as well as an expansion of existing programs. In addition to the environmental benefits associated with these programs, the

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

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

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	

Table 3 - 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	Seaport	ongoing	The Seaport's involvement in Environmentally Preferably Purchasing assures that ecological benefits are

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

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			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	

Table 4 - 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 the Securities and Exchange Commission rule 15 c2-12. Hard copies were produced on paper (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 pages.	Finance	8,000	The volume reduction of these books by 146 pages realized a monetary saving of \$70.64 per book.
The Finance Department is now following stricter guidelines as they pertain to printing services. All printing must be on recyclable paper, and only the needed amount of printed material is requested for distribution.	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 from a remote location. Some computer programming work can be performed from any location once an appropriate connection has been established with the central computer environment.	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 set of standards 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 provide assistance and guidance to 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	WASD	*208,188	Methane is a renewable resource, unlike petroleum products used by FP&L. The gas captured is utilized to power certain equipments at

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

31,500,200 KWH of energy.			the plant thereby lessening the 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 and water consumption, and explore 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 (2004-2005)		\$452,639	

* Savings after capital, operational, and maintenance cost.

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 two years.

Table 5 - Recycled Content Purchases

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

**Miami-Dade County Resource Conservation Committee
Annual Report – FY 2007**

Table 6 – Recycled Content Purchases 2006 – 2007					
Recycled Content Item	Quantity		Units	Expenditures	
	2005 - 2006	2006 - 2007		2005 - 2006	2006 - 2007
Calendars/Planners	45,496	44,363	Each	\$133,428	\$137,366
Calculator Paper	7,069	7,679	Each	2,456	7,016
CD Labeler	-	301	Box	-	3,512
Clipboard (letter)	2,980	2,577	Each	6,943	6,279
Computer paper	2,328	1,957	Case	47,302	52,104
Disk/CD Mailer	89	91	Boxes	2,129	2,018
Easel Pad	129	156	Carton	2,142	1,691
Erasers (rubber)	722	714	Each	268	253
File Folders	35,969	31,404	Boxes	273,642	267,888
File Pockets	27,519	30,897	Each	15,185	25,565
Labels	18	15	Box	144	120
Metal Fasteners (for paper)	1,524	1,593	Box	1,541	1,577
Notebook Filler	357	629	Pack	603	1,155
Office paper	7,143	9,679	Case	197,373	361,535
Paper Towels	6,962	4,467	Case	108,794	58,957
Pencil Cup Black	598	904	Each	831	3,439
Post-It	3,679	4,280	Pack	15,050	37,127
Report Covers/Tabs	3,147	4,693	Box	193,837	20,863
Storage Boxes	8,243	9,026	Pack	93,901	113,833
Toilet Tissue	1,754	1,306	Case	50,473	42,348
Waste Basket	435	485	Each	2,580	1,649
Waste Container	-	50	Each	-	2,347
Total for Items in Chart				*\$1,148,622	\$1,148,642

*Adjusted values for FY 2007 report

Paper purchasing remains a high priority for the committee because of high volume utilization. Several initiatives will be continued from the last reporting cycle:

- 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.
- Continue to explore other recyclable items that could generate cost savings to the County.
- Identify more recycled products in the GSA on-line catalog. We will request GSA to give RCC a presentation regarding all recycled product in their catalog. This information will also be used to identify items on line to product purchasers.

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

- 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 to be completed by December and a final report presented to the BCC the following April.

Education/Information

The RCC has developed projects to help educate County employees on the benefits and "How To's" of waste reduction, recycling, and Environmentally Preferable Products (EPP). The RCC webpage is: http://www.miamidade.gov/derm/conservation_about_us.asp

- A list of subcommittees was removed from the site when they disbanded due to little or no measurable progress on their projects (attributed to a lack of time outside of meetings for committee members to work toward subcommittee goals).
- Posted resource information and case studies on EPP that have been successfully implemented in other local governments, as well as procedures on methods of improving recycling practices in other County departments. The goal of providing this information is to alert employees of available recycling activities and to provide contact numbers they can call to receive additional information.
- Updated the Department Representative list of participating departments and representatives. Of the 62 County departments, 40 currently have liaisons dedicated to the recycling program.

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

OTHER ONGOING INITIATIVES

The "Green Seal" Certification

Inclusion of environmental specifications into County bids and contracts has been successful. The County's new custodial product bids include language mandating the use of Green Seal certified cleaning materials wherever such certification exists. Green Seal is a national standard developed in collaboration with several environmental health organizations, and certified products have undergone rigorous testing. Through the contracting process, the goal is to get more companies to use less toxic cleaners, resulting in environmental benefits as well as improved indoor air quality and working conditions for employees.

Recycling Coordination Activities

The RCC is also attempting 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. Department programs that moved to the new Overtown Transit Village building in 2007 have consolidated paper, aluminum cans/plastic bottles, newspaper and battery recycling. These program departments include DERM, Transit, Public Works, and CAA.

Contract Standards and Specifications

The RCC in conjunction with the Department of Procurement Management has incorporated environmental language into procurement contracts. For janitorial service contracts,

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

emphasis was placed on the purchase and use of less toxic materials, and training programs. Additionally, specifications for future janitorial contracts must stipulate that the contractor shall provide training to office building janitorial staff to keep recyclable material separate from disposable waste in order to reduce contamination problems identified as an ongoing challenge to effective recycling. Upon award of the contract and issuance of the Notice to Proceed, the Committee will coordinate with the contractor on this initiative. Exhibit D includes a list of County vendors.

SUMMARY WITH RECOMMENDATIONS

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

An increase in the participation by County departments in the RCC is certain to improve the overall effectiveness of this committee. Presently, 41 County departments (77%) have representatives assigned to the committee. While the committee is encouraged by the increase in meeting attendance in recent years, an RCC goal for FY07-08 is to further increase the number of departments participating on the committee.

Another improvement the committee continues to focus upon is developing a relatively simple data collection system. This is needed because it remains difficult for departments to categorize purchased items “after-the-fact” into the three tracking categories of recycling, waste reduction, and recycled-content purchases. The RCC worked with certain DPM and GSA staff on this project, but the issue has yet to be resolved. A subsequent related project will involve working with ETSD to design and implement a tracking form (preferably web-based) that can be used by departments as they place orders or recycle materials. This will assist departments in identifying environmentally preferable products.

It is recommended that the Chairmanship of the RCC and its duties be transferred to the new County Office of Sustainability (overseen by the County Manager’s Office). This will allow for improved effectiveness in implementing the recommendations set forth by the RCC as well as to improve timeliness in reporting from the departments.

DERM staff will continue to work with the RCC to further the County’s progress in its waste reduction, recycling, and EPP goals, and anticipates, with the implementation of the priorities set forth for FY 2007-2008, the RCC will establish a standard for identifying and verifying the overall success of the program.

The following Table 7 summarizes activities from this reporting period (FY 2007), including priorities, key intended outcomes and desired results:

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

EXHIBIT B - RCC Members

Dept.	Primary Rep.	Alternate
Americans with Disability Act Coordination (ADA)	Rojas, Claudia	
Audit & Management Services (AMS)	Broaster-Doyle, Pamela	
Animal Services Department (ASD)	Villarreal, Angel	Diaz, Virginia
Aviation	Bazzani, Manuel	Leal, Gustavo
Building	Diaz, Danny	Rojas, Ronald
Community Action Agency (CAA)	Atkins, William	Singleton, Yolanda
Community & Economic Development (COE)	Carelus, Luke	
Commission on Ethics & Public Trust (CED)	Sanchez, Rodzandra	Cedeno, Rachele
Consumer Services Department (CSD)	Beltran, Mayra	Flevaris, Bobby
Culture Affairs (CUA)	Torres, Miltssa	Pezoldt, Dana
Dept. of Business Development (DBD)	Taylor, Coralee	Ferguson, Asa
Dept. of Environmental Resources Management (DERM)	Calle, Julio (chair)	Valdes, Dorian
Dept. of Environmental Resources Management (DERM)	Edouard, Stanley	Medina, Carlos
Dept. of Human Services (DHS)	Reese, Joann	Aldrich, Gale
Dept of Planning & Zoning (DP&Z)	Rowe, Garrett	
Dept. of Procurement Management (DPM)	Wiggins, Drakus	Smith, Doris
Elections	Konstantinidis, Anestis	Saboya, Maria
Enterprise Technology Services Dept. (ETSD)	Cacicedo, Pedro	Bianchi, Carlos
Finance Dept. (FIN)	Thomas-Jones, Donna	Callwood, Debra
Government Information Center (GIC)	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	
General Services Administration (GSA), OTV	Plummer, Tom	
General Services Administration (GSA), Printing	Thompson, Audie	
Human Resources Dept. (HR)	Abreu, Edsel	
Office of Homeless Trust (HT)	Nisely, David	
International Trade Consortium (ITC)	Bran, Ricardo	
Juvenile Assessment Center (JAC)	Romero, Reynaldo	Edmeade, Dossity
Libraries (LIB)	Gorgoy, Lluís	Maresma, Leonel
Miami Art Museum (MAM)	Cornely, Tina	
Miami-Dade Corrections & Rehabilitation (MDCR)	Brannock, James	
Miami-Dade Fire Dept. (MDFR)	Eichenbaum, Anita	
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	Palmer, Donna
Office of Countrywide Healthcare Planning (OCHP)	Callava-Fernandez, Maria	
Office of Sustainability (OOS)	Troner, Susannah	
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	Williams, Bann
Solid Waste Management (SWM)	Clark, Khanya	Colboume, Yvette
Vizcaya Museum and Gardens (Vizcaya)	Campbell, Kyndal	Rustin, Jim
Water & sewer Dept. (WASD)	Caveda, Ana	Negahban, Sherry

Miami-Dade County Resource Conservation Committee Annual Report – FY 2007

Table 7 – RCC REPORT SUMMARY MATRIX

Activity	Priority	Key Intended Outcome	Goal or Result
RCC	Electronics	Learn current policies on reuse, recycling, or disposal of waste or equipment generated by County departments through training conferences	Be able to develop language referencing "end of life" clause for new wireless phone service contracts.
	Recycling	Identify recyclable products and facilitate their being recycled in County department operations.	Since 2005-06, ten recyclable items were added to the twelve previously recycled by County departments.
	Education	(1) To provide education programs to County employees on the benefits of waste reduction, recycling and EPP; and (2) To update the committee's webpage	The web page was updated; subcommittees were disbanded; the Department Representative page was updated
	EPP	Promote purchases of products with recycled content, identify products currently available through GSA	GSA has identified items as EPP available for purchase, ranging from toner cartridges to recycled paper. Two departments have reported additional: Transit and Park & Rec
	Committee Personnel	Increase in participation of County departments and attendance at RCC meetings	As of September 2007, the number of Departments participating in RCC was 40 as compared to 35 departments in FY06. The same Chairperson continued presiding; and the RCC stayed on schedule to submit Annual Report to the Board on April 2007.
Annual Reporting	Reporting Schedules	Compliance 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 final report presented to the Board in April.
Ongoing Initiatives	Training Conferences (2006)	To learn current information on recycling and EPP issues.	<u>Recycle Florida Today</u> provided information on various recycling issues and legislation; <u>NRC Recycling Conference</u> emphasized the pros and cons of "Single Stream Collection" where all recyclables are combined and sorted at the collection center. Via this process, cost of collection is cheaper for municipalities; <u>E-Scrap Conference</u> addressed the absence of federal legislation and dangers of unregulated electronic dumping; <u>Chlorine-Free (CF) Association Conference</u> focused on impact of non-CF paper on the environment and landfill facilities.
	Contract Standards and Specifications	To incorporate environmental language into procurement contracts.	Working with DPM, janitorial service contracts emphasized the purchase of less toxic materials. The contracts stipulate the contractor to provide training to office janitorial staff to reduce cross-contamination of recycled products during collection. As of 2006, three (3) toner cartridge supply contracts and nineteen (19) janitorial service contracts have been awarded with the aforementioned language.
	Electronic Tracking	Develop a system that will identify purchases of "Green" products	The Committee discussed with ETSD the need to develop and incorporate a tracking structure into the County's existing purchasing system.
	Sustainability Coordinator	To oversee and manage the activities of the RCC.	Transition the RCC from the purview of the Department of Environmental Resource Management to the newly established Sustainability Coordinator Office.

**Miami-Dade County Resource Conservation Committee
Annual Report – FY 2007**

EXHIBIT A

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 by a variety of people. 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 2007

EXHIBIT C
Webpage Links

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

RESOURCE CONSERVATION SECTION

ABOUT US:

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

SUBCOMMITTEES:

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

COMMITTEE MTGS:

http://www.miamidade.gov/derm/conservation_committee_meeting.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

FOR BUSINESSES:

<http://www.reduceyourwaste.org>

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_lamp.asp

PALLETS:

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

Miami-Dade County Resource Conservation Committee
Annual Report – FY 2007

EXHIBIT D

Vendors

Below is a list of vendors who provided recycling/disposal services to Miami-Dade County for the reporting FY 06-07:

Item	Vendors	Classification	Expense/Savings
Absorbent pads	PMI	Hazardous waste	Expense
Batteries (alkaline)	Clean Harbors; PMI	Universal waste	Expense
Batteries (auto)	Papco; NAPA;	Hazardous waste	Expense
Batteries (cadmium)	PMI	Hazardous waste	Expense
Batteries (rechargeable)	RBRC	Universal waste	None
Coolant/Antifreeze	PMI; Perma-Fix	Hazardous waste	Expense
Cotton Gloves	PMI	Hazardous waste	Expense
Empty 55-gal drums	In-house	Recyclable Material	None
Fluorescent bulbs	Perma-Fix; PMI	Universal waste	Expense
Mix office paper	EcoPaper (contract pending)	Recyclable material	Savings
Mixed office paper, shredded	Republic Services of FL	Recyclable material	Expense
Off-spec jet A fuel	Port Consolidated	Recyclable material	Savings
Oily water	Perma-Fix	Hazardous waste	Expense
Shop rags/towel	PMI; Spirit; Perma-Fix	Hazardous waste	Expense
Storm drain filters	Perma-Fix	Hazardous waste	Expense
Toner cartridges	Pending new contract	Recyclable material	Savings
Toner Cartridges	Atlantic Green	Recyclable material	Savings
Used oil	Perma-Fix	Hazardous waste	Savings
Used oil filters	EMC Oil Corp.	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