San Francisco Department of Public Health

Policy & Procedure Detail*

<table>
<thead>
<tr>
<th>Policy &amp; Procedure Title:</th>
<th>Zero Waste (COM2)</th>
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<tbody>
<tr>
<td>Category:</td>
<td>Compliance</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>2/25/13</td>
</tr>
<tr>
<td>Last Reissue/Revision Date:</td>
<td>8/16/17</td>
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<tr>
<td>DPH Unit of Origin:</td>
<td>Office of the Director</td>
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<tr>
<td>Policy Contact - Employee Name and Title; and/or DPH Division:</td>
<td>Nick Hancock, Department Zero Waste Coordinator</td>
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<tr>
<td>Contact Phone Number(s):</td>
<td>415-255-3776</td>
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<tr>
<td>Distribution:</td>
<td>DPH-wide ✗</td>
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<td>If not DPH-wide, other distribution:</td>
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*All sections in table required.

1. Purpose of Policy

To implement and maintain Zero Waste (ZW) practices throughout the Department of Public Health (DPH), to help the City and County of San Francisco (CCSF) achieve its goal of ZW by 2020, and to comply with CCSF’s environmental policies such as the Mandatory Recycling and Composting Ordinance and the Resource Conservation Ordinance.

2. Policy

The mission of DPH is to protect and promote the health of all San Franciscans. Not only are city/county employees required to observe ZW practices, but the overall policy contributes to and reflects DPH’s mission. By sorting our items into composting and recycling bins, we protect the environment, improve the health of our community, and save money that can be better spent providing essential health services.

Employee responsibilities:
- Properly sort recyclables and compostables into the blue and green bins, respectively.
- Collaborate with your facility’s Zero Waste Coordinator (ZWC) for training or support.
- Contact the Department of the Environment at sfgovrecycling@sfenvironment.org if you would like to be a ZWC for your facility.

Zero Waste Coordinator responsibilities:
- Communicate CCSF’s ZW policies and procedures to new hires and colleagues as needed.
- Attend the annual ZWC workshop and fill out accompanying questionnaire.

*The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.*

We shall “Assess and research the health of the community “ Develop and enforce health policy “ Prevent disease and injury “ Educate the public and train health care providers “ Provide quality, comprehensive, culturally-proficient health services “ Ensure equal access to all”
• Act as a liaison between your Department and the SF Department of the Environment (SFE). Contact SFE for additional containers/signage or training for staff.
• Monitor participation and compliance of ZW programs – periodically checking the bins to ensure proper sorting and send out reminder emails when necessary.
• Create new waste reduction programs where appropriate – SFE can assist if you want to try new methods to increase participation.
• Help SFE promote ZW initiatives.

City Government Waste Reduction Strategies

• **Virtual Warehouse**: All City-owned surplus (working or non-working) office furniture, electronics, and equipment must be submitted to the Virtual Warehouse for reuse. Before purchasing new items, check the Virtual Warehouse for reusable items. If you have surplus items, contact Facilities Management to submit items.
• **Double-sided Printing**: City printers and multi-function devices must be set to print double-sided. This setting can be programmed by your IT department.

3. Definitions

Zero Waste means products are designed and used according to the waste reduction hierarchy (prevent waste, reduce and reuse first, then recycle and compost) and principle of highest and best use, so no material goes to landfill or high-temperature destruction.

4. Procedures

Use the provided bins to separate recyclables, compostables and landfill (trash). For more information, visit the SFE website. If you need assistance, contact your building’s ZW Coordinator.

5. References/Attachments

• **Resource Conservation Ordinance** (Chapter 5 of the Environment Code)
• **Mandatory Recycling and Composting Ordinance** (Chapter 19 of the Environment Code)
• **San Francisco Department of the Environment**