Department of Personnel & Administration

Colorado State Capitol Building Recycling Project

Project Coordinator:
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Report Completed By:
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John Shepherd
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917-664-5392
**II. Work Plan**

<table>
<thead>
<tr>
<th>Activity or Deliverable</th>
<th>Completion Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Contractor shall complete an analysis of waste and recycling volumes within the last two fiscal years and a walk-through of the Capitol Building to establish a preliminary list of bin sizes and their locations within the Capitol Building.</td>
<td>9/11/2015</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall have met at least one time with custodial management and/or staff to review the program’s implementation and design.</td>
<td>1/22/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall compile waste volume and composition baseline data to finalize the list of bin sizes and their locations within the Capitol Building.</td>
<td>9/26/2015</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall receive approval of the new recycling program’s design from the CBAC and the LMT.</td>
<td>2/10/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall conduct at least one training session with custodial staff to familiarize them with the design and operation of the new recycling program.</td>
<td>1/22/2016 – 1&lt;sup&gt;st&lt;/sup&gt; 2/26/16 – 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall submit via email to the CDPHE Program Administrator a copy of the instructions shared with janitorial staff.</td>
<td>1/13/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall submit via email to the CDPHE Program Administrator a list of all completed training sessions provided to Capitol Building janitorial staff, tour guides, and volunteers within a given month.</td>
<td>2/18/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall review the Capitol Building’s existing hauling contract to identify potential changes in services, to identify contract terms that may need to be re-negotiated that lead to cost-savings and are supportive of waste diversion, and to gain information to use in a recycling program guidance document.</td>
<td>1/15/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall purchase and install recycling bins and corresponding signage throughout the Capitol Building.</td>
<td>Purchase – 1/14/16; Install - 4/11/16</td>
<td>See discussion of delay in mid-term rept. #4.</td>
</tr>
<tr>
<td>The Contractor shall design, purchase, and distribute instructions for janitorial staff.</td>
<td>1/22/2016</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall design, purchase, and distribute a brochure to Capitol Building staff, elected officials, and visitors.</td>
<td>4/11/16</td>
<td>Ongoing distribution</td>
</tr>
<tr>
<td>The Contractor shall conduct at least one training session for Capitol Building tour guides and volunteers on how best to include recycling facts in their interaction with visitors. The Contractor shall draft, print, and distribute a fact sheet that pertains to recycling to Capitol Building tour guides, volunteers, and other interested parties.</td>
<td>Fact sheet was merged with the brochure and no tour guide training was conducted as DPA does not have jurisdiction over the tour guides &amp; volunteers.</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall conduct one of two post-implementation program audits to identify needed improvements in the program’s design. The first audit shall occur no later than February 5, 2016.</td>
<td>4/27/16</td>
<td></td>
</tr>
<tr>
<td>The Contractor shall conduct one of two post-implementation program audits to identify needed improvements in the program’s design. The second audit shall occur no later than April 8, 2016.</td>
<td>September 2016</td>
<td>Delay ok’d by E. Heyboer</td>
</tr>
<tr>
<td>The Contractor shall have conducted at least one additional training session with custodial staff to troubleshoot operation of the new recycling program.</td>
<td>4/27/16</td>
<td>Informal one-on-one training</td>
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</table>
The Contractor shall present no less than two progress reports on the recycling program’s implementation to the LMT and CBAC and shall obtain input from those groups.

<table>
<thead>
<tr>
<th>Activity or Deliverable</th>
<th>Completion Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design specs to LMT/CBAC 9/25/15. Official letters to LMT/CBAC of new program 2/10/16. LMT/CBAC updated on official rollout 4/6/16. Rec’d no objections or comments from LMT or CBAC.</td>
<td></td>
<td></td>
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<tr>
<td>The Contractor shall draft a recycling program guidance document.</td>
<td>5/27/2016</td>
<td></td>
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<tr>
<td>The Contractor shall submit via email to the CDPHE Program Administrator the final version of the recycling program guidance document.</td>
<td>6/7/2016</td>
<td>Newer version dated 6/8 sent on 7/13/16</td>
</tr>
<tr>
<td>The Contractor shall present a summary of the recycling program guidance document to the Greening Government Leadership Council.</td>
<td>6/8/2016</td>
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III. PROJECT SUMMARY

1. Executive Summary
   Provide a brief summary of the entire project including goals, challenges, successes, results, and environmental/economic benefits.

The Capitol Building is one of the most iconic buildings in Colorado. Its recycling program only diverted a small fraction of all recyclables generated in the building. Recycling bins were neither well-signed nor well-placed; Capitol users were generally unaware of recycling options; and there was some confusion on the part of custodians about management of separated recyclables. The Colorado Department of Personnel & Administration (DPA) requested grant funds for this Governor-endorsed project to improve the Capitol’s recycling program by installing more, strategically-placed recycling bins with an accompanying educational campaign; and to write a ‘how to’ guidance manual on recycling in state buildings. The project was slated to have new recycle stations in the public areas and new trash cans + desk side bins for all employees in place for the start of the legislative term in January 2016. Significant delays included a longer than expected procurement and longer than planned station construction by the vendor. Thus, rollout occurred in April – not a great time to get the attention of a busy staff and elected officials.

Actual tons diverted since rollout are not huge – yet. It is hoped that diversion may increase as much as tenfold as recycling becomes ‘part of how we do things’ at the Capitol, and yield ever-increasing economic and environmental benefits. The strong positive impact of educating elected officials to participate in daily recycling at the Capitol cannot be quantified – however, making this simple environmental behavior an easy norm will go a huge distance in helping policy-makers and all Capitol visitors better support future waste diversion endeavors statewide.

2. Project Description & Overview of Work Completed
   State your project’s key objectives and activities, and describe the steps taken to complete them. Explain why the project was important for recycling in your community and for Colorado in general.

The Capitol Building’s previous recycling program only diverted a small fraction of all recyclables generated in the building. Recycling bins were neither well-signed nor well-placed; Capitol users were often unaware of recycling options; and allegedly some recyclables went to landfill. The Colorado Department of Personnel & Administration (DPA) is responsible for the Capitol and 16 other buildings comprising the Capitol Complex.

DPA requested grant funds for this Governor-endorsed project to meet the following objectives:
(1) Dramatically improve the Capitol’s recycling program by installing more, strategically-placed, and attractive recycling bins in both offices and public areas;
(2) rollout the program with an accompanying & robust educational campaign;
(3) Conduct a waste audit (needed for baseline data); and,
(4) Write ‘how to’ guidance on recycling in Colorado state buildings.

To carry out these objectives, DPA took the following steps:
- Public procurement (competitively bid) of recycle stations and desk side bins.
- Analyzed the existing on-site recyclables collection procedure, waste quantity & composition, and recycling infrastructure, identifying areas of improvement. Found that no more than about 10-15% of the current waste generated in the Capitol Building is recycled, as of Fall 2015.
- Assessed the office and public areas in order to identify the size, type, and quantity to purchase of recycle stations and desk side bins.
- Communicated regarding education and recycle stations with the Capitol Building Advisory Committee and the Legislative Management Team.
- Calculated a baseline waste diversion rate that includes metrics on the Capitol Building’s waste stream composition and contamination levels.
Plan for placement and deployment of all recycle stations and bins.

- Designed and printed (1) explanatory brochures to accompany distribution of the desk side bins and (2) 8.5 x 11” posters for display on a backboard affixed to the recycle stations. Design included review and inputs from regional recycle professionals working with the public sector.

- Communicated with the hauler about the program and materials.

- Review of current hauler contract and discussions about revisions to future contracts (this will happen in 2017 so is advisory only at this point).

- Training of custodial staff on the new program on 1/22 and again 4/6.

- DPA notified CBAC on February 10, 2016 of planned rollout of new program – at that time it was thought everything would be ready for rollout by February 29, 2016.

- Planned for distribution of recycle stations along with desk side blue recycle bins and black trash cans after work hours in mid-March; Due to uncontrollable delays on the part of the recycle station vendor, rollout was pushed later to April 11, 2016.

- The week prior to the rollout, emails were sent out to all Capitol building employees telling them when and what to expect with the expanded recycling program.

- On April 11, 2016 all Capitol staff received new desk side recycle bins & trash cans on their desks, along with the explanatory brochure, when they arrived to work. New recycle stations were placed in planned locations throughout the Capitol building.

- The start of the new program was announced by the Speaker of the House on April 11, 2016.

- On April 27, 2016 a post-implementation waste audit of one day’s discards (recyclables + trash) was conducted to determine contamination levels and the preliminary waste diversion rate (‘contamination’ means materials that don’t belong in the particular receptacle). Key findings are by weight and include:
  - Total collected = 758 lbs. Of this, 68% came from offices and 36% came from public areas.
  - Total diversion rate of 46% for that day.
  - All recyclable containers (desk side recycle bins plus public-area recycle stations) had a contamination rate (non-recyclable materials tossed into them) of 4%.
  - All trash containers (desk side trash cans plus public-area trash receptacles) had a contamination rate (recyclables tossed into the trash cans) of 40%.
  - Office areas total discards collected = 518 lbs. Diversion rate for office discards = 50% recycled.
  - Public areas total discards collected = 241 lbs. Diversion rate for public area discards = 36% recycled.

- Based on conversations with DPA staff and the RREO Grant Manager, it was determined that it would be better to conduct the 2nd waste audit in September, to get data on diversion while the Capitol is not in-session but with higher staffing levels than in the summer. Grant manager approved this.
  - This data will amend this final report when complete.

- Drafted an informal list of ideas for further education and outreach to enhance recycling May 17, 2016.


- Presented overview of the project to the Greening Government Leadership Council June 8, 2016.

- Obtained diversion data from the hauler July 13, 2016. Hauler’s data indicates diversion is about 10.36% for the April – June 2016 period. This is significantly lower than our one-day’s sample from April 27, 2016.
  - We think some of the difference may be because Republic charges by volume, and uses assumptions and conversion factors to convert volume to weight. It only has data of number of “pulls” per week, by cubic yards of each container. Republic’s calculation rest on assumptions about how full those containers are and then they convert that number based on generic volume-to-weight factors. All recyclables are consolidated with loads from other customers so it’s difficult to say if its numbers are correct or not. The September waste audit will provide additional insight into this problem.
DPA will be re-issuing its RFP for hauling services in 2017. It is hoped that it includes requirements in the next contract for the hauler to calculate of actual diversion rates based on better measurement methodologies.

This project is important because the Capitol – the symbol of government of our great state – can lead by example and excel at this simple service that can offer so much benefit, both economically and environmentally to all Colorado. The strong positive impact of educating elected officials to participate in daily recycling at the Capitol cannot be quantified – however, making this simple environmental behavior an easy norm is expected, over time, to go a huge distance in helping policy-makers and all Capitol visitors better support future waste diversion endeavors statewide.

3. Summary of Results

Based on the work completed, what were the environmental and economic benefits of the project? Discuss any significant successes realized as a result of this project and the response from the community.

Environmental benefits: Increased diversion of recyclables leads to many environmental benefits. Further, the presence of good-looking and easily accessible recycle stations and desk side recycle bins will serve as a steady reminder to all elected officials, staff, and visitors to the Capitol that environmental practices aren’t distant or difficult – they’re as easy as tossing your pop can into a nearby bin.

Economic benefits: Increased diversion leads to creation of more jobs in Colorado.

Generally, the tenants of the Capitol building have been very supportive of and enthusiastic about expanded recycling at the Capitol.

4. Summary of Unanticipated Outcomes or Roadblocks

Explain any unanticipated outcomes or roadblocks and how they impacted the project. How did you overcome these roadblocks?

Building on roadblocks discussed in the mid-point report, there were/are a few additional roadblocks to discuss:

1) Delayed delivery of recycling stations. Mentioned above, this caused rollout of the program to occur in the 2nd week of April. At this point in the legislative session, everyone is in full swing and completely engaged in working on their bills and lobbying. It was hard to get people’s attention at this specific point in time. DPA custodial and management staff agreed in hindsight, it would have been more impactful to just wait until the session was over and start the program slowly over the summer.

2) Most but not all Capitol staff welcomed the recycling stations, with complaints directed to the DPA custodians and facilities management. This was met by diplomatic and thoughtful responses from DPA facilities staff, which remain optimistic about the long term success of the program which is under their care.

3) We recently realized there is a need to incorporate recycling education into orientation for incoming elected officials and newly hired staff at the Capitol. However, that is beyond the scope of this grant and it is not clear who would take ownership of this task. The project team will discuss this further over the summer.
4) More broadly, it became apparent that there is no one staff person in the state of CO system who ‘owns’ recycling for state facilities. This is a huge roadblock – having someone who manages and supports waste diversion in an ongoing way in the state system would ensure most roadblocks are overcome.

Other large institutions typically have a recycling coordinator or manager who ensures that recycling is running smoothly. Many state office buildings currently have limited or no recycling services (not to mention organics collection and composting services), and no one to champion the growth and success of these programs. Such a position just might pay for itself if savings in waste disposal costs could be realized through waste reduction and diversion, and if hauling contracts were negotiated that shared risks through up- and down-market swings. A full-time recycling management position could be housed in DPA’s facilities services (or possibly in CDPHE). The position should include skills like data analysis, waste auditing, excellent communication, understanding waste-recycle-compost contracts, education and outreach, state purchasing system familiarity, and knowledge of the CO waste management/diversion industry. It would be comparable to a state energy coordinator or manager who seeks to reduce costs and impacts related to energy use.

Creating and finding the funding for such a position would be an ideal next step to build on the success of this project. This could be part of Colorado’s Greening Government initiative. Advocacy groups for recycling and the environment may also engage in pursuing this.

5. Communication of Project Findings
   How have you communicated the results of your project to your community and to Colorado in general? What plans do you have to raise awareness of your project in the future?

As mentioned above, the project team presented results to date, to the Greening Government Leadership Council. Because the project got started much later than anticipated, it has not been timely to do much publicity. Going forward, if DPA and the CBAC/LMT approve, it would be great to see if some publicity could occur in general media outlets like the Denver Post, TV news, social media, etc. We will likely do an article about the project in the newsletter of the CO Association of Recycling at some point in the next few months.

6. Future Impact of the Project
   How will this project impact future waste diversion in your area and in Colorado? Are there any downstream effects of this project? Is there potential for transferring technology or process knowledge to others? Discuss your plans for the future and what steps will be taken to ensure the long-term sustainability of this project.

The biggest downstream potential positive legacy of this project is twofold:

1) To educate elected officials about how easy recycling is and what great economic payback it can provide. Ideally, elected officials will return to their districts and support the expansion of waste diversion activities, through both public and private sector initiatives – in both public operations and residential/commercial diversion. This could have a lasting impact on diversion and sustainable materials management in the state. Though this ‘ripple’ effect might be hard to measure.

2) To support the expansion of recycling and waste diversion throughout the state system. Imagine if in all state-owned and -operated buildings there was consistent service for waste diversion, including great education about waste reduction, consistent signage, solid training for new hires on ‘how to reduce and divert waste while you work for the State’, and communication on the economic and environmental benefits of sticking with the program. The Recycling Implementation Guide produced for this project is a great start, but without a full-time champion working systematically to expand and
anchor solid waste reduction and diversion activities throughout state buildings and agencies, its chance of success are compromised.

7. Financial Summary
Using the Grant Budget Table, indicate how funds were spent during the project, including a breakdown of actual in-kind/matching funds.

<table>
<thead>
<tr>
<th>Description</th>
<th>Grant Funds Spent</th>
<th>Matching/ In-Kind Amount (if any)</th>
<th>Total Amount</th>
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<td>Personnel Salaries</td>
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<td>Fringe Benefits</td>
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<td>Indirect Costs</td>
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<td><strong>Total Project Cost</strong></td>
<td><strong>$70,431.91</strong></td>
<td><strong>$14,950.31</strong></td>
<td><strong>$85,382.22</strong></td>
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8. Conclusion
Include any final thoughts on the project and on the RREO grant program.
DPA wishes to thank the RREO Grant Program and the Pollution Prevention Advisory Board’s Assistance Committee for this grant.

We are confident that the initial step represented by the Recycling at the Capitol project will lay the groundwork for future success of recycling in the Colorado state system in particular and the whole state of Colorado in general.

9. Appendix
a. Grant Metrics Table
i. Be sure the Grant Metrics Table is complete. See Excel spreadsheet.
Republic, the Capitol’s hauler, does not measure the Capitol’s recycling beyond weight, meaning they do not record/capture a material-by-material breakdown of what’s in the building’s monthly recycling stream. However, as part of a LEED Existing Buildings: Operation & Maintenance exploration, Ampajen Solutions LLC, conducted a LEED EBOM-certified waste audit on the building, out of session (funded by the Office of Energy Management). This data can be provided upon request.

b. Community Leader Contact Information - Include the name, title, phone number & email address of at least three community leaders who are familiar with your project. They may be contacted by the committee for input on the project.
 i. House Speaker Dickey Lee Hullinghorst, 303-866-2346;
   dl.hullinghorst.house@state.co.us
 ii. Richard Lee, Property Manager, Capitol Complex. Phone 303-866-3838, cell 303-961-5601, 1525 Sherman St. B-15, Denver, CO 80203,
   Richard.Lee@state.co.us,
   www.colorado.gov/dcs/capitol-complex
 iii. Marjie Griek, Pearl Consulting, magriek@gmail.com, 720-745-0966 Cell. Ms. Griek was one of the visionaries who thought of this project in the first place, and is a leader in the CO recycling community.
 iv. Anmamarie Jensen, Jensen Public Affairs and the lobbyist for CAFR, a regular at the Capitol building. aj@jensenpublicaffairs.com, 720-999-4765

c. If applicable, manuals, brochures, print advertisements, pictures, educational materials, etc. Label each as its own appendix.
 i. Recycling Brochure - On the April 11, 2015 transition, a hardcopy of this trifold brochure was placed on every Capitol employee’s desk with their new desk side recycling and trashcan.
 ii. Tenant (employee) notice email
 iii. Signage for new stations and break/copy rooms, Trash
 iv. Signage for new stations and break/copy rooms, Recycling
 v. Custodian single-stream training outline
**Grant Metrics Table**

**Date project fully operational (if applicable):** April-16

Provide the month during which the grant project increased diversion/created jobs/increased number of customers.

**Diversion Rates:**

Choose one material per blue box from the drop-down menu provided. If your material is not listed, enter a description in the "Other" box. Only list materials diverted as a direct result of the grant project. Must be listed in tons. See tab labeled "Conversion Tables" if needed.

<table>
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**Material Diverted #5**

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**Material Diverted #6**

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**Material Diverted #7**

<table>
<thead>
<tr>
<th>&quot;Other&quot; Material:</th>
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<tbody>
<tr>
<td>July-15</td>
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<tr>
<td>August-15</td>
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<tr>
<td>September-15</td>
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<tr>
<td>October-15</td>
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<td>November-15</td>
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<td>December-15</td>
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<td>January-16</td>
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<td>February-16</td>
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<td>March-16</td>
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<td>April-16</td>
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<td>May-16</td>
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<tr>
<td>June-16</td>
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<tr>
<td>Total</td>
</tr>
<tr>
<td>0.0</td>
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</tbody>
</table>

**Material Diverted #8**

<table>
<thead>
<tr>
<th>&quot;Other&quot; Material:</th>
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<tbody>
<tr>
<td>July-15</td>
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<tr>
<td>August-15</td>
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<tr>
<td>September-15</td>
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<td>October-15</td>
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<td>May-16</td>
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<tr>
<td>June-16</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>0.0</td>
</tr>
</tbody>
</table>

**End use of diverted materials:**

Describe where materials are going (e.g. MRF, new products, reuse).

**Waste Management’s MRF 5395 Franklin St, Denver, CO 80217**

**# of Full-Time Equivalent Jobs Created:**

1 FTE Job = 40 Hours Per Week

0 so far...

**Type of Permanent Job(s) Created:**

Provide titles of jobs created

0

**Average Salaries of Jobs Created:**

Less than $15,000 so far...

Average of all jobs created

**Average Monthly Customers:**

Average of all customers

Number of visitors + staff to CO State Capitol building, PER MONTH

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>July-15</td>
<td>30,000</td>
<td>August-15</td>
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<tr>
<td>September-15</td>
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<td>January-16</td>
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<td>May-16</td>
<td>21,178</td>
<td>June-16</td>
<td>30,000</td>
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<tr>
<td>Monthly Average</td>
<td>21,064</td>
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Training for Custodians

Intro
- **What:** We’re expanding recycling here at the Capitol Building
- **Why:** good for Colorado’s economy and environment
- **How:** Your new responsibilities
  - **Collection**
  - **Vigilance/Feedback**
    - With any collection **problems at night**, please call Jessica Trujillo-Miller, (303) 961-9240
    - With any other concerns or feedback on this program please contact Marty Barela, Custodial Manager (303)- 866-2533,
    - **POINT TO THESE numbers in the laminated handout**
      - Jessica & Marty will relay your feedback to Richard Lee, Capitol Complex Property Manager and to John Shepherd, project consultant (Through June 2016) (hand out business cards)
  - **What you do not have to do:** hand sort recyclables out of trash or trash out of recyclables – this can be dangerous (think broken glass).

*You’ll see this on your handout as well*

**What:** / Plus, bring samples – show-n-tell is more fun! /
- **Expanding Recycling here at the Capitol. Now all of this can be recycled:**
  - Aluminum cans, trays & Clean Foil
  - Cardboard
  - Glass bottles & Jars
  - Metal Cans
  - Plastic bottles, jars, tubs, & jugs
  - Paper (office, news, mixed, magazines)
  - Paperboard (i.e., tissue boxes)
- **Major Recycling Contaminants**
  - **Coffee Services**
    - Creamers
    - Cups
    - K-Cups
    - Stirrers
  - **FOOD & Beverage**
    - On to-go tubs
    - In bottles & cans
  - **Napkins & Tissues**
  - **Paper plates**
  - **Plastic-coated/waxy food boxes**
  - **Shredded paper should be deposited in appropriate bins**
  - **Styrofoam packaging**
    - Wooden stirrers
- **Contaminants explained:**
Training for Custodians

- Contamination in recycling compromises the commodities recycling aims to recover, and can slow down the machinery at a MRF (Materials Recovery Facility)
- Single-stream recycling taken to a MRF
- From there recyclables sorted by machines into homogenous streams
- Contaminants, such as:
  - Food ruins recyclables and clogs up the MRF’s machinery.
  - Beverages spoil paper stock
  - Trash slows down and jams the MRF’s machinery. It ruins some recycling stock

- Still Trash:
  - Candy wrappers & chip bags
  - Coffee cups, creamers, & stirrers
  - Foam cups, clamshells, & peanuts
  - Food
  - Frozen food boxes (Plastic-coated/waxy food boxes)
  - K-cups
  - Paper towels, tissues & napkins
  - Plastic bags, utensils, wrap/film

- Trash Contaminants:
  - Corrugated cardboard
  - Glass
  - Mixed paper
    - Envelopes
    - Documents
  - Plastics

Why:
- Capitol Building could divert over 200 tons of waste annually
- Colorado’s Economy. As of 2014, the Colorado recycling industry:
  - Supported nearly 86,000 jobs – nearly 3% of total employment.
  - Paid over $5 Billion in labor wages
  - In general, in Colorado recycling creates 3 times more jobs than land filling
- The environment.
  - It gives discarded wastes a second life and protects limited resources. It keeps Colorado green by saving energy and water. Helps curb climate change
  - A can from recycled aluminum requires 95% less energy than one made from virgin bauxite
- For other facts, look at this tri-fold brochure

Your Job
- We’ve ordered 371 pairs of 13-quart desk-side recycling and trash bins
- We have an additional 27 pairs of break-room/copy-room recycling and trash bins
- You’re responsible for removing the trash
Training for Custodians

- Jessica will continue removing the recycling

- We need your help
  - Are people commenting on the program, asking you questions?
  - Do you notice any common/reoccurring contaminants?
    - Example: coffee break rooms continually recycled creamers and K-cups
  - Do you notice any problems with the new collection system?
  - Do you have any questions?
    - If you see problems or have ideas on how to improve our project, please contact
    - Problems: Jessica Trujillo-Miller, (303) 961-9240,
    - Questions & Feedback: Marty Barela, Custodial Manager, (303) 866-2533
  - As Jessica might have mentioned to you, use your personal relationships with the employees → in a friendly way, without interrupting their work flow, remind them of the guidelines of what goes in each bin

What Next?

- Based on your feedback and what we see in our post-implementation audits we will change our educational campaign in hopes of reducing contamination
  - This means changing the signage from (point to old sign) after the stations and bins have been in place for a bit, to something new with, for example, a giant Kit-Kat wrapper on the trash side because everyone’s trying to recycle Kit-Kat wrappers.
- Your feedback will directly contribute to changes we’ll make to the Capitol’s educational campaign.
  - For the first few weeks, we plan on modifying educational campaign every 3 weeks to see if we can reduce contamination.
  - During these transition times, we’d appreciate increased attention to contaminants/problems with recycling behaviors.
    - Again, if you note common contaminants like printer-toner cartridges in the basement copy room recycling bins, contact Marty Barela. He will pass the information along to Rick Lee, Capitol Complex Property Manager and John Shepherd, Consultant
- In April we will be introducing new public-area recycling and trash stations simultaneously with the new desk side trash & recycle bins.
  - You will be updated before we launch the new program
  - We will continue monitoring the waste streams that come from this second transition as well, just as we are the first
    - Adaptively managing our educational campaign
  - We look forward to your continued efforts.
Recycle:

- Aluminum, Metal Cans & Clean Foil
- Plastic Bottles, Jars, Tubs, & Jugs
- Glass Bottles & Jars
- Cardboard, Paperboard & Cartons
- All Paper (NO shredded)

Please TRASH:
- Chip & Candy Wrappers
- Coffee Creamers & Stirrers
- Foam Cups, Clamshells & Peanuts
- Food Waste
- Food Packaging
- Plastic Caps, Straws & Utensils

For recycling books, bulk cardboard, or other questions, please call the Help Desk at 303-866-4357. Shredded paper goes in designated receptacles.

Stop. Think. Toss.
Trash:

- Candy Wrappers
- Chip Bags
- Coffee Cups—all types
- Foam Cups, Clamshells & Peanuts
- Food K-cups

- Plastic-coated/Waxy Food Boxes
- Plastics (ziplock baggies, plastic bags, plastic wrap)
- Paper Towels, Napkins & Tissues
- Plastic Creamers, Utensils & Stirrers

Please Recycle:

- Aluminum Cans
- Cardboard
- Glass
- Paper, Newspaper & Magazines
- Plastics

For book recycling, please contact the Help Desk at 303-866-4357

Stop. Think. Toss.
How Recycling Helps our Environment:

When recycled materials are used (rather than virgin materials) to make new products, the environmental benefits include:

- One ton of paper from old recycled paper saves 17 trees and 24,000 gallons of water.
- Making new aluminum from recycled cans requires 95% less energy than making aluminum from virgin minerals.
- Making new glass from recycled glass generates 20% less air pollution and 50% less water pollution than virgin glass production.

Questions?

For recycling and waste disposal help, please call the Help Desk at 303-866-4357

The renovation of the Capitol Building’s recycling program has been made possible thanks to the Colorado Department of Public Health & Environment’s Recycling Resources Economic Opportunity Grant program. For more information please visit www.colorado.gov/pacific/cdphe/recycling-grants.
What’s New?
New at each desk in the Capitol building is a blue recycle bin and black trash bin. All you need to do is sort your discards based on guidance in this brochure. Custodians will empty both each night. Now you can give your waste a second chance and recycle more easily! Recycling helps Colorado in many ways.

Why Recycle?
Recycling gives waste a second life. It helps protect limited resources. Recycling helps Colorado by creating more jobs than throwing trash in landfills. Recycling keeps Colorado green by saving energy, water, and protecting the environment and our climate.

Colorado Jobs & Recycling*
As of 2014, the Colorado recycling industry:
- Supported nearly 86,000 jobs—nearly 3% of total employment
- Paid over $5 billion in labor wages
- Produced nearly $9 billion in direct economic impact
- Generated $1.3 billion in state & local tax revenue
In general, recycling in Colorado creates three times more jobs than landfills, per ton.


Please recycle:
- Aluminum cans, trays & clean foil
- Cardboard
- Glass bottles & jars
- Metal cans
- Plastic bottles, jars, tubs, & jugs
- Paper—office, news, mixed, magazines
- Paperboard (i.e., tissue boxes)

Please empty all beverage containers, and clean food scraps off recyclables before recycling.

For recycling books, bulk cardboard, or other questions, please call the Help Desk at 303-866-4357. Shredded papers go in designated receptacles.

Still trash:
- Candy wrappers & chip bags
- Coffee cups, creamers & stirrers
- Foam cups, clamshells & peanuts
- Food
- Frozen food boxes
- K-cups
- Paper towels, tissues & napkins
- Plastic bags, utensils, wrap/film

Stop. Think. Toss.
To: Capitol Building Advisory Committee  
From: Richard Lee  
Date: February 10, 2016  
Re: New Single Stream Recycle Stations

**Coming February 29, 2016**

**State Capitol Single-Stream Recycling Program**

We are pleased to announce that the Department of Personnel & Administration has improved the recycling program and will now offer single-stream recycling throughout the Capitol Building. In single-stream recycling, all recyclable materials such as paper, cardboard and containers are commingled into one recycle bin, making recycling easier for you.

The Department of Personnel & Administration, Division of Central Services is pleased to serve our tenants with expanded recycling opportunities. These upgrades are made possible by a grant from the Colorado Department of Public Health & Environment’s Recycling Resources Economic Opportunity Fund, and will be implemented in a two-phase rollout.

In phase one of the project, office recycling will be addressed, followed by phase two the placement of custom-made recycle stations throughout the common areas on all floors of the Capitol.

When employees arrive on Monday February 29, each desk and the break rooms will now have new blue and black bins. The blue bin will be for all recyclables—much more than just paper!—and the black bin will be for trash.

All previously-placed trash cans and recycle bins will be removed from desk, copier and break areas. We are providing this advance notice in case employees have trash cans to which they are personally attached. In this instance, employees should please take their favorite garbage can home with them by close of business Friday February 26, or it will be removed as a part of this upgrade effort.

Along with the new bins, employees will receive brochures (see attached) providing guidelines for what can be recycled and what is trash, as well as general facts about recycling, and how recycling helps both the Colorado economy and our environment. Please review this information carefully to help make the transition to single-stream recycling successful.
What do I need to know about the new bins?

- Employees will now be able to recycle many materials in the new blue bins (see attached brochures)
  - all types of paper and paperboard
  - plastic bottles
  - metal and aluminum cans
  - glass bottles and jars
  - plastic tubs and jugs
  - cardboard and trays
  - food-free foil
- New blue recycle bins will be placed by copiers and in break rooms. All recyclables can be discarded here.
- Custodians will empty both recycle and trash bins each night.

Becoming better stewards of the environment is at the core of the State of Colorado Greening Government initiatives, and tenant participation is critical to the success of single-stream recycling within the Capitol Complex. Launching single-stream recycling at the Capitol will serve as a model for recycling programs throughout the State system, and demonstrates the commitment of the Colorado state government to a more sustainable future for all Colorado residents.

Thank you for your cooperation

Richard Lee
Property Manager