



# REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 7.17

Recycling and Waste Diversion

## I. POLICY

The Riverside County Regional Park and Open-Space District (District) is committed to protecting and improving the environment through programs and services that promote sustainability and to divert materials deposited in designated landfills by recycling refuse of value. Recycling of waste materials has proven to be an effective means of contributing to the preservation of natural resources, as well as reducing economic impact for solid waste disposal.

## II. PURPOSE

To comply with requirements for recycling of California redemption value material, organic waste, monofilament fishing line, and other recyclable material at District owned and operated facilities.

## III. PROCEDURE

### a. CALIFORNIA REDEMPTION VALUE (CRV) MATERIAL

This policy section covers all CRV material that is the property of the District and CRV material that is the property of employees, volunteers, support groups, and concessionaires. Redemption value material referenced in this policy includes products packaged in aluminum, glass, plastic, or bimetal beverage containers per the Beverage Container Recycling and Litter Reduction Act (PRC Section 14504) which are subject to the California Redemption Value (CRV). Supervisors shall enforce this policy and periodically inspect CRV material collection locations to ensure CRV material is handled and collected in accordance with this policy.

- i. The following products are identified as CRV Material (the products listed in this document are intended to provide a range of examples and should not be construed as an endorsement of any products by Riverside County Regional Park and Open-Space District).
  1. Beer and malt beverages.
  2. Wine coolers and distilled spirit coolers.



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3. Carbonated fruit drinks.
  4. Noncarbonated fruit drinks that contain any percentage of fruit juice.
  5. Carbonated water, including soda and carbonated mineral water.
  6. Coffee and tea beverages.
  7. Noncarbonated water, including noncarbonated mineral water.
  8. Carbonated soft drinks.
  9. Noncarbonated soft drinks.
  10. Vegetable juice (under 16 oz.).
  11. Fruit juice (under 46 oz.)
  12. "Sport" Drinks.
- ii. The following products are not considered CRV material.
1. Milk containers.
  2. Medical food containers.
  3. Infant formula containers.
  4. Wine and distilled spirit containers.
  5. 100% fruit juice in containers 46 ounces or more.
  6. 100% vegetable juice over 16 ounces.
- iii. District-Owned CRV Material:
1. Includes any and all CRV material delivered to the District by customers, deposited in District recycling containers, or left unattended at District facilities, locations, and events.
  2. CRV material collected by District employees, volunteers, or other groups or individuals performing official litter control, right-of-way cleanups, District sponsored activities, and waste recycling activities.
  3. All District owned CRV material which is collected by the aforementioned activities shall be placed in a secure location designated for CRV material collection at each site the day it is



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collected. These materials are not to be left out of secure locations overnight. District staff will recycle the CRV material at a participating recycler and secure payment to the District for the material. All employees, volunteers, support groups, concessionaires, and members of the public are prohibited from collecting District owned CRV material for personal gain or group functions.

iv. Employee and Volunteer-Owned CRV Material:

1. Employee and volunteer owned CRV material includes beverage containers which have been purchased by the individual. Individuals may take these containers home on the same day the beverage was consumed for personal collection or may choose to participate in group collection of these containers. For group collection, the CRV material may be collected off-county time, by an individual of the group and the monies used for a common group function such as lunches and social functions which are held on the individuals personal time. Employees and volunteers shall not bring empty CRV material from home to add to the group collection.
2. Supervisors must enforce this directive and periodically inspect CRV material collection locations to ensure CRV material is handled and collected in compliance with this policy.

v. Support Group and Concessionaire-Owned CRV Material:

1. Support Group and concessionaire owned CRV material includes beverage containers which have been purchased by the entities listed in this section and deposited in receptacles owned by the entity for use during a non-District sponsored event. These entities may take containers deposited in their owned receptacles at the end of their specific event or as stated in their agreement. In



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addition, entity may choose to participate in the District Recycling Program and donate containers at a District facility.

2. Supervisors must enforce this directive and periodically inspect CRV material collection locations to ensure CRV material is handled and collected in compliance with this policy.

vi. Collection, Handling, and Redemption of District-Owned CRV Material:

1. All CRV material belonging to the District will be redeemed by staff or volunteers for cash at a local recycling center in accordance with written procedures provided by the RivCoParks Recycles Program.
2. All cash collected from the redemption of CRV material will be delivered to the District in accordance with approved District cash handling procedures, and will not be retained by the site or by its employees or volunteers.
3. Supervisors must enforce this directive and ensure that cash collected from the redemption of CRV material is handled in accordance with District cash handling procedures.

b. ORGANIC MATERIAL

This policy section covers all organic waste that is generated by the activities of District employees, volunteers, support groups, concessionaires, and contractors. Organic material referenced in this policy includes green waste and wood waste as defined by the Riverside County Department of Waste Resources. This section only refers to sites for which funding and staffing make green waste diversion feasible. Other sites are excluded from the provisions of this section.

- i. The following materials are identified as organic waste.



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1. Green waste: waste resulting from maintenance or removal of vegetation, including but not limited to: grass, brush, branches, leaves, flowers, shrubs and small trees.
  2. Wood waste: nonhazardous wood waste such as large tree trimmings, as well as untreated and non-laminated lumber.
- ii. Concessionaire and Contractor-Owned Organic Waste:
1. Responsibility for organic waste produced by concessionaires and contractors at District sites will be determined by their agreement with the District.
- iii. District-Owned Green Waste:
1. Organic waste produced by District employees and volunteers during work-related activities, as well as organic waste for which the District agrees to assume responsibility, will be disposed of in a reasonable manner that diverts the greatest amount of material from landfills.
  2. For District-owned green waste, wherever water quality concerns do not prohibit doing so, District sites will practice composting. The resulting compost material is owned by the District and will be used as staff see fit for District-related activity. Employees and volunteers will not take District-owned compost home with them or use it for personal activities without District approval.
    - a. Wherever composting is impossible or impractical, the site will contract with a third party to handle their green waste and ensure that it is not added to the landfill waste stream. For example, a site may request a green waste dumpster from their existing waste hauler.
  3. Supervisors must enforce this directive and periodically inspect green waste collection locations to ensure green waste is handled and collected in compliance with this policy.



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iv. District-Owned Wood Waste:

1. Wood waste will be kept to a minimum through smart purchasing and reuse of material wherever possible. If wood waste cannot be repurposed, it will be chipped for mulch or used as firewood at a District site.
  - a. If untreated wood waste cannot be reused on site, it will be placed in a green waste dumpster for haul away.
2. Supervisors must enforce this directive and periodically inspect wood waste collection locations to ensure wood waste is handled and collected in compliance with this policy.

c. MONOFILAMENT FISHING LINE

This policy section covers monofilament fishing line in sites that allow fishing by visitors. Monofilament fishing line is the most common type of fishing line. It is a strand of highly durable plastic that is often clear in color. Because of the nature of this material, it presents a unique threat to wildlife and habitat, as animals can become entangled in the line, or ingest it. Sites which allow fishing must provide visitors with special receptacles specifically for the disposal of monofilament fishing line.

- i. Sites will coordinate with the RivCoParks Recycles Program to identify location and placement of fishing line receptacles as well as fishing line diversion procedures.
- ii. RivCoParks Recycles will train volunteers in fishing line collection and visitor education relating to the importance of fishing line diversion.

d. OTHER RECYCLABLE MATERIALS AND NON-RECYCLABLES

This policy section covers all recyclable materials not covered by the above sections. This includes all recyclable material that is produced by the activities of District employees, volunteers, support groups, concessionaires, and contractors. This section also covers hazardous wastes requiring special



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disposal, as well as all waste material that, for whatever reason, cannot be reused on-site or otherwise recycled. Supervisors shall enforce this policy and periodically inspect locations where recyclable material is produced and collected to ensure recyclable material and waste is handled and collected in accordance with this policy.

- i. All District sites that are able to do so must contract with their waste hauler to secure a recycling dumpster. Recyclable materials generated by the District as well as recyclable materials for which the District agrees to assume responsibility which are not covered by the above sections will be taken by the site's waste hauler. These materials will vary based on what the waste hauler chooses to accept, but will include some or all of the following.

1. Clean aluminum foil
2. Clean cardboard
3. Numbered plastics
4. Empty aerosol containers
5. Folders and envelopes
6. Styrofoam (where accepted by waste hauler)
7. Mixed paper
8. Newspaper

It is the responsibility of the District site to determine which materials are accepted by their waste hauler for recycling, and to sort their waste stream accordingly.

- ii. If a site chooses to recycle any of the above materials, or any materials not listed in exchange for cash, this revenue must be processed and returned to the District in accordance with approved District cash handling procedures.





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- iii. Concessionaire and Contractor-owned Recyclable Material:  
Responsibility for recyclable material generated by concessionaires and contractors at District sites will be determined by their agreement with the District.
  
- iv. Hazardous Waste:  
Waste requiring special handling or disposal (hazardous waste) will not be placed in a recycling or garbage bin, and will instead be disposed of according to guidelines set by the Riverside County Department of Waste Resources. The following materials are identified as hazardous waste:
  - 1. Batteries
  - 2. Needles and sharps
  - 3. Paint
  - 4. Used oil and filters
  - 5. Fluorescent lightbulbs
  - 6. Pesticides
  - 7. Cleaning chemicals
  
- v. Concessionaire and Contractor-Generated Hazardous Waste:  
Responsibility for hazardous waste generated by concessionaires and contractors at District sites will be determined by their agreement with the District.
  
- vi. Non-Recyclable Material:  
Any waste that is not reusable on site, compostable, recyclable, or otherwise able to be diverted from a landfill, and which does not require special handling or disposal, will be disposed of by the site's waste hauler.



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