

***Jefferson County Solid Waste Committee  
Solid Waste and Recycling Plan:  
Jefferson County Facilities***

Workshop Proceedings  
August 15, September 12, October 17,  
November 13, 2003; January 16 and February 12, 2004

**Participants:**

Bob Rupnow, Committee Chair  
Harold Bockmann, Committee Member  
Don Reese, Committee Member  
Wendell Wilson, County Board Chair  
Bruce Haukom, Staff  
Bob Mueller, Staff  
Sharon Ehrhardt, Staff  
Dave Endl, Highway Department  
Barb Frank, County Clerk  
Terry Gard, Human Services  
Jeff Haas, Highway Department  
Steve Hoeft, Parks Department  
Randy Knackert, Countryside  
Roger Kylmanen, Fair Park  
Mark Miller, Courthouse

**Facilitated by:**

Steve Grabow and Steve Brachman  
University of Wisconsin-Extension

February 12, 2004

**RESOLUTION NO. 2003-138**

WHEREAS, the Solid Waste Committee requested a solid waste and recycling plan be developed based on solid waste assessments done at all County facilities in 2003, and

WHEREAS, the two (2) main purposes of the plan are to develop a uniform policy on solid waste and recycling procedures in Jefferson County facilities and to promote the importance of efficient and cost effective solid waste and recycling practices, and

WHEREAS, the committee participated in six (6) workshops from August 2003 through February 2004, and

WHEREAS, the Solid Waste Committee involved technical advisors from each county facility for insight and consultation during its workshops, and

WHEREAS, the University of Wisconsin-Extension (UWEX), Jefferson County Office and the UWEX Solid and Hazardous Waste Education Center, facilitated the process and provided educational support, and

WHEREAS, five key issues were summarized to address in the planning document: (1) education, (2) regular/special waste, (3) containers, 4) partnerships with other units of - government and (5) purchasing procedures, and

WHEREAS, the six workshops resulted. in a plan approved by the Solid Waste Committee, now

THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors approves the adoption of the Solid Waste and Recycling Plan for all Jefferson County facilities with coordination and administration by the Solid Waste Committee, UW-Extension, and Zoning staff.

*FISCAL NOTE: Adoption of the plan has no immediate fiscal impact.*

STATE OF WISCONSIN            )  
  )  
ss COUNY OF JEFFERSON        )

I, Barbara A. Frank, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution 2003-138, adopted at the March 9, 2004, Session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 15 ~ d a y of March, 2004.

Barbara A. Frank  
Jefferson County Clerk •  
Jefferson, Wisconsin

**Jefferson County Solid Waste Committee  
Solid Waste and Recycling Plan:  
Jefferson County Facilities**

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## **Section 1**

### **THE PLANNED APPROACH**

#### **Initiative to Develop Policies on Solid Waste and Recycling for County Facilities: Recommended Approach by the Jefferson County Solid Waste Committee**

*The Solid Waste Committee requested assistance from the UW-Extension in conducting an assessment of all County facilities in order to review their current practices of solid waste management and recycling. After the assessments were completed (See Appendix for the assessments and those involved in the assessments), the Solid Waste Committee requested assistance from UW-Extension to facilitate the development of a “Solid Waste and Recycling Plan for Jefferson County Facilities”. Listed in this section is the process used to develop this plan. In particular, this section provides an outline of the purpose, concerns to be addressed, the people to involve, the process steps and a time line to develop the plan.*

#### **Purpose:**

- To develop a uniform policy on solid waste and recycling practices in Jefferson County facilities.
- To promote the importance of efficient and cost and effective solid waste and recycling practices.

#### **Initial Concerns to Be Addressed:**

- Inconsistency of existing practices among the various County facilities and departments.
- Lack of consideration of potential economies of scale and existing inefficiencies.
- There is a need to inform various departments about “best practices” in recycling.
- There is a need to address specific problems in the on-site assessment (Courthouse, Parks, Fair Park, Highway Shop, UW-Extension/Workforce, Health, Human Services).
- There is a need to create a better awareness of hazardous waste disposal protocol.
- There is a need to look at centralizing solid waste “vendors”, i.e. there could be a better bidding procedure.
- There are differences on how recycling is handled.
- The Solid Waste Committee should be careful not to “step on” the authority of other County committees.
- The Solid Waste Committee needs to respect the independence of County departments.
- The County should take advantage of this chance to influence new procedures at the new Countryside Home.

## **People Involvement:**

- The County Board Chair and the County Administrator have been briefed for reaction, advice and support for this initiative.
- The Buildings and Insurance Committee will be briefed on the findings of this initiative prior to taking to the County Board.
- A letter to Department Heads and affected facilities staff describing this initiative will be sent from the County Board Chair and the County Administrator.
- A group of technical advisors, representing the facilities, which have been assessed, will be invited to assist the Solid Waste Committee at some of the planning workshops (two or three meetings).
- Technical Advisors would include: Dave Endl (Highway), Terry Gard (Health, Human Services, UW-Extension/Workforce), Roger Kylmanen (Fair Park), Steve Hoefft (Parks), Randy Knackert (Countryside), Mark Miller (Courthouse) and Bill Hausen (Administration).
- The Solid Waste Committee, its staff and UW-Extension would comprise the Planning Team.
- The Solid Waste Committee will make final decisions and recommendations.
- Resources from UW-Extension will include Steve Grabow, Community Development Educator and Steve Brachman, Waste Reduction and Management Specialist with the Solid and Hazardous Waste Education Center. Steve Grabow will facilitate sessions and Steve Brachman will provide additional specialist and technical assistance.
- Zoning staff will take on the role of project management.

## **Process Steps and Timeline**

Note: the dates and topics are subject to revision.

- Letter sent out by Mr. Wilson in advance of first workshop
- August 15 (9:00 a.m., UW-Extension Office) – Briefing on On-Site Assessment and Assessment Workshop      Planning Team and Technical Advisors
- September 12 (8:30 a.m., UW-Extension Office) – Issues and Strategy Development      Planning Team

- October 17 (8:30 a.m., UW-Extension Office) – Strategy Refinement      Planning Team and Technical Advisors
- November 13 (8:30 a.m., UW-Extension Office) – Strategy Detailing and Plan Implementation      Planning Team
  
- Additional Meeting(s) to be Determined – Detailing/Implementation/Finalize Plan      Planning Team and Possibly Selected Advisors
- Buildings and Insurance Committee – Plan Briefing      Staff
- County Board Consideration – Plan Briefing and Approval      Staff

## **Section 2**

### **ASSESSMENT FINDINGS: CONCERNS AND OPPORTUNITIES**

*The Planning Team and their advisors identified concerns and opportunities associated with solid waste management and recycling activities in Jefferson County facilities. These workshop findings were based on the on-site assessment of each facility and the experience of workshop participants. These were organized into five theme areas.*

#### **Concerns**

##### Disposal of Regular/Special Waste (independent contractor)

- There was a problem with computers found in dumpsters (now being brought into the Clean Sweep)
- Found some cell phone batteries in dumpsters (There is a company that will take batteries.)
- Concern about storage at Countryside
- Concern about just one waste disposal vendor (competition vs. efficiency)
- Not sure what overall County costs are for waste removal – Estimate: Fair, \$8,000; Countryside, \$8,000 (should go down in new facility); Parks, \$2,000; Courthouse, \$2,000; Highways (in-shop overhead); MIS (costs unknown)
- Could use help on oily rags, antifreeze, oil filters, tires, freon
- Limitations on costs/revenue of Clean Sweep

##### Collection Containers/Storage

- Concern about the many different kinds of containers (both refuse and recycling containers)
- Concern about the highway refuse collected through “Adopt a Highway”:
  - This program has advantages, but also risks (safety of volunteers, health risks for volunteers)
  - County Highway Patrol tries to do periodic highway cleanup

##### Education/Notification/Training/Internal Partnerships

- Now there is not a designated “point person” from each County facility for the Solid Waste Committee to work with (opportunity for sharing and periodically advising the Committee)

##### Purchasing Procedures

- Concern about purchasing procedure (advantages and disadvantages)
  - There may be cost savings for joint purchase of certain items (and could aim for more environmentally friendly cleaning materials).
  - Buying in bulk may have advantages

## **Opportunities**

### Partnerships (other units of government)

- Opportunity to use Parks' "Waste Oil Burner" and coordinate (Parks could even use more)
  - Could use clean oil from Clean Sweep
  - Could advertise to other units of government (This would require approval from DNR.)
  - Opportunity to expand to other facilities
  - Opportunity to use REI (Recycling Efficiency Incentive) to explore "Oil Burner" efforts
- Opportunity to explore partnership among County's jurisdictions in a variety of ways:
  - Planning
  - Composting
  - Oil drop-offs

### Disposal of Regular/Special Waste (independent contractor)

- Opportunity to handle the fluorescent bulb situation uniformly/efficiently in the County
- Opportunity to enhance computer disposal procedure
- Explore opportunities for use of wood collected by departments, i.e. highways/tree/pallets

### Education/Notification/Training/Internal Partnerships

- Opportunities for standardized signage
- Opportunity for periodic gathering of "Technical Advisors" with Solid Waste Committee (twice per year?)
- Opportunity for all departments to work towards some positive goals
- Opportunity for better education/brochures/signage
- Opportunity to develop a "Recognition/Award" system
- Opportunity to have a designated point person from each County facility for sharing and periodically advising the Solid Waste Committee

### Collection Containers/Storage

- Standardized containers
- Opportunity for standardized policy on allowing "pickers"/targeted benevolent groups

### Purchasing Procedures

- Advantages and disadvantages of revising purchasing procedures:
  - There may be cost savings for joint purchase of certain items (and could aim for more environmentally friendly cleaning materials).
  - Buying in bulk may have advantages

### **Section 3**

## **THEMES AND ISSUE AREAS**

*The Planning Team rated the relative importance of each theme or issue area based on the following four criteria:*

- *Mission Responsive*
- *Impact on Key Stakeholders*
- *Consequences of not addressing*
- *Ability to do something*

### **Relative Importance of Issue Areas**

The three issue areas of highest significance are:

1. Education/Notification/Training/Internal Partnerships
2. Disposal of Regular and Special Waste
3. Collection Containers and Storage

The two other issue areas are:

4. Partnerships with Other Units of Government
5. Purchasing Procedures

## **Section 4**

### **INITIAL STRATEGY IDEAS**

*The Planning Team developed some initial strategies for all five issue areas.*

#### **Initial Strategies for Issue Area 1: Education, Notification, Training, and Internal Partnerships**

- a. To provide new employees information on how to recycle (brochures, flyers, handouts)
- b. To develop an “employee pledge” to recycle
- c. To have each Department assign “Recycling Coordinator”
- d. To have the County Solid Waste Coordinator to go out to each County facility and explain recycling policies
- e. To maintain a high level of work activities with the SEWWRC
- f. To explore ways to do joint purchasing and/or joint contracting on certain waste/hazardous materials (limited to begin with)
- g. To establish a County recycling team
- h. To develop consistent signage throughout the County for all disposal containers
- i. To target education on certain types of waste:
  - Paper
  - Routine plastics/tin cans
- j. To encourage cloth recycling bag distribution for reward/recognition

#### **Initial Strategies for Issue 2: Disposal of Regular and Special Waste**

- a. To determine a unified scope of work-based on good research, advantages/disadvantages of consolidation regarding waste disposal companies
- b. To develop a policy (countywide) on special waste (computers, cell phones, bulbs, all electronics)
- c. To explore possibility for further recycling of wood waste
- d. To identify ways to keep wood out of landfills
- e. To identify ways for recycling or reducing generation of hazardous materials (build on success of highways and parks)

**Initial Strategies for Issue Area 3:  
Containers/Collection/Storage**

- a. To figure out specific site locations at individual County facilities (for refuse and recycling containers)
- b. To standardize containers throughout the County (garbage, paper, glass, metal, etc.)
- c. To recognize and support proper disposal of SHARPS, medical waste, bio waste (also education)

**Initial Strategies for Issue Area 4:  
Partnerships with Other Units of Government**

*(Note: This may be “outside” of this plan’s purpose!)*

- a. To obtain an REI grant (example Towns of Farmington/Jefferson on composting)
- b. To convene town, city, village responsible units to discuss partnering opportunities (to help County facilities) i.e. oil burner at parks (or other units of government ideas that could help County facilities)
- c. To collaborate in “planning” (using an REI grant) for an identified initiative

**Initial Strategies for Issue Area 5:  
Purchasing Procedures**

- a. Ask recycling coordinators to identify opportunities for environmentally preferred purchases
- b. To suggest to Finance Committee, Personnel Committee and County Administration to study/explore joint purchasing
- c. To develop a computer/electronics purchasing policy that requires manufacturer responsibility for recycling

## **Section 5**

### **AGREED UPON STRATEGIES TO PURSUE**

*The Planning Team and Advisors developed strategies for three priority issue areas. General strategy ideas, with a longer-term time horizon, are included for two other issues.*

#### **Issue I: Education**

##### **◆ Employee Education – General Strategies**

- a. Provide education packet (a simple and basic packet, i.e. City of Jefferson).
- b. Let employees know what the plan is, and what is coming (i.e. via paycheck, e-mail).
- c. Consider multiple ways to let employees know of expectations.
- d. Develop educational posters.
- e. Develop an educational campaign.
- f. Develop press release, media contacts on the County initiative (for broader impact).
- g. Relate recycling message to what they do at home.

##### **◆ Employee Education – Detailed Strategies**

1. Provide education packet
  - Request education packet from the City of Jefferson
  - Determine the contents of the packet:
    - ◇ Prepare a one-page summary of “the Plan”
    - ◇ Provide a list of items (from home) to be recycled
    - ◇ Preprint the sticky notes on reminders:
      - \* For Good Practice
      - \* For Bad Practice
    - ◇ Review the existing UW-Extension brochures
    - ◇ Enclose UW-Extension brochures (may update and/or reuse)

2. Develop educational posters:
  - Develop glossy/catchy poster
  - Keep the poster simple “Recycle Here”, “Jefferson County Recycles”, etc.

3. Develop an educational campaign

- Determine the procedure for packet distribution:
  - ◇ New employees
  - ◇ Existing employees
- Apprise employees. Brief them on the plan and expectations  
Obtain pledges from employees to participate
- Provide periodic reminders or tips via e-mail
- Create a notebook/binder for the Recycling Coordinator
- Assemble a budget

- ◆ **Establish Department Recycling Coordinators**

- a. Identify roles and responsibilities of Recycling Coordinator.
- b. Counsel with County Administrator on best procedure for determining coordinator.
- c. Brief employees/Departments on the role of Recycling Coordinator.
- d. Inquire about level of volunteer interest.
- e. Select/determine coordinators.
- f. Train coordinators.
- g. Determine clustering of Departments. (Delegate this to Recycling Advisor.)
- h. Get the County Board/Board Chair endorsement of Coordinator/Recycling Team

◆ **Establish Recycling Team**

- a. Formalize Planning/Recycling Team membership.
- b. Recycling Team to meet quarterly to begin with to get the plan going.
- c. Recycling Team to visit “recyclers” (John’s, etc.) to understand their operation.
- d. Invite Onyx/John’s to a Planning Team meeting.
- e. Planning Team to visit the landfill.

◆ **Involve Other County Committees and Department Heads as Appropriate**

- a. The County Solid Waste Committee will invite other County Committees and Department Heads to be involved with this project as implementation proceeds.

**Issue 2: Regular/Special Waste**

◆ **Explore/Research Disposal “Scope of Work”/uniform standards for recyclables and special waste**

- a. Bob to lead the research on vendors used by each Department/Facility
  - What we have.
  - Where it is generated.
  - What amounts are generated.
  - What it costs for disposal.
- b. Bob to develop questionnaire to all facilities.
- c. Departments/facilities to respond to survey.

◆ **Policy Establishment (Electronics/Other Special Waste)**

- a. Invite MIS to be part of the discussion.
- b. Discuss with MIS opportunities on disposal and examine disposal options.
- c. Develop “special waste” policy beyond just the Clean Sweeps.
- d. Consider computer/electronics purchasing policy (See Issue 5)

### **Issue 3: Containers**

#### **◆ Standardize Containers**

- a. Evaluate how various current containers are working.
- b. Consider indoor/outdoor options.
- c. Look at alternative containers.
- d. Review “State of Wisconsin” approach to containers.
- e. Consider color-coded lids and signage.
- f. Identify System:
  - Trash
  - Recyclables
  - (Side by Side)
- g. Continue to review “paper shredder” options

#### **◆ Funding for New Containers**

- a. Solid Waste Committee to provide funding for new container system and replacements.

### **Issue 4: Partnerships with Other Units of Government**

#### **◆ Other Long-Term or Related Ideas**

- a. While not integral to this particular plan, several strategy ideas were considered in an earlier workshop and should be periodically reviewed (i.e. obtain Recycling Efficiency Incentive (REI) Grant, convene various units of government to discuss partnering opportunities, collaborate in planning, computer drop-off among municipalities).

### **Issue 5: Purchasing Procedures**

#### **◆ Pursue Environmentally Preferred Purchases**

- a. Ask recycling coordinators to identify opportunities.
- b. Determine supplies that could be bought jointly among departments or in bulk.

- ◆ **Pursue Development of a Computer/Electronics Purchasing Policy Requiring Manufacturer Responsibility for Recycling**
  - a. Raise this issue at a briefing/meeting with MIS.
- ◆ **Suggest to Finance Committee, Personnel Committee, and County Administrator to Study/Explore Joint Purchasing**
  - a. Consider this as a long-term and Countywide matter to be considered beyond just the Solid Waste Committee

## **Section 6 Approval and Implementation**

*The Planning Team suggested a broad protocol for plan approval and implementation.*

- The Solid Waste Committee approved the plan on February 12, 2004.
- The full County Board will approve the plan in March 2004.
- The Committee and advisors will reconvene in December 2004 to monitor the progress of the plan.
- A plan implementation timeline has been included on the next page.
- Leadership on plan implementation will be by Bob Mueller and Sharon Ehrhardt of the Zoning Department staff with policy guidance and support by the Solid Waste Committee. The UW-Extension, Jefferson County Office and the UW-Extension Solid and Hazardous Waste Education Center, as requested, will provide educational support.

## Implementation Timeline

Issues	Dates													
	2003		2004											
	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Issue 1: Education</b>	◆—————●													
<b>Issue 2: Regular/ Special Waste</b>	◆—————●													
<b>Issue 3: Containers</b>	◆—————●													

◆ Denotes expected plan approval date – March 2004

## APPENDIX

- ◆ On-Site Assessment Reports by UW-Extension:
  - July 9, 2002 Report: Courthouse Complex
  
  - November 11, 2002 Report: Parks Department, Fair Park, Highway Department, Extension/Workforce Development, Health and Human Services

Solid Waste Committee member Don Reese, Zoning staff member Bob Mueller, UW-Extension Community Development Educator Steve Grabow and a facility representative from each County facility, attended the on-site assessments. UW-Extension Waste Reduction and Management Specialist Steve Brachman led the assessment.

- ◆ Agendas from Workshops:  
August 15, 2003; September 12, 2003; October 17, 2003; and November 13, 2003. The Solid Waste Committee further reviewed these reports at its January 16 and February 12, 2004 workshops.



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COOPERATIVE EXTENSION  
SOLID AND HAZARDOUS  
WASTE EDUCATION

7/9/2002

Bob Mueller  
320 S. Main  
Jefferson, WI 53549

This report is based upon our on-site assessment conducted on June 14, 2002 as part of the waste reduction initiative in Jefferson County. As we explained then, the UW-Extension Center for Environment and Energy is a non-regulatory source of technical assistance to Wisconsin businesses, institutions, and local governmental agencies, which seeks to reduce waste through source reduction. The following is a summary of our findings, including recommendations for future action.

According to our discussion, Johns Disposal handles the solid waste trash, providing twice a week collection from two dumpsters. In addition, Johns provides collection services for your container program. You also have an in-house cardboard recycling and office paper shredding program. Our assessment primarily focused on solid waste materials, but we've also included some recommendations for management of hazardous materials.

The Jefferson County has made major progress in managing solid waste and recyclables in the courthouse. The biggest challenge has been the need for ongoing education regarding proper recycling procedures. We recommend that the County establish a recycling component as part of the new employee orientation program, as well as develop a brochure or fact sheet that explains the program.

Another area requiring attention is the management of fluorescent light bulbs. Johns Disposal currently recycles these; however, the County should inquire as to their ultimate destination to ensure safe recycling or use the Clean Sweep program for recycling. We have also included information on the Alto bulb, which is a fluorescent tube that contains much lower quantities of mercury (<http://www.lighting.philips.com/nam/press/2001/053001e.shtml>).

Another area to address is computer recycling. Currently, the MIS department handles computer equipment. We recommend that they contact either Badger Industries ((800) 862-1086), which provides service to local government and schools, or a private vendor to insure that these materials are properly recycled.

We also assessed the waste reduction opportunities of your print shop. There we noted that solvent cleaners are still used for the Multigraphic printing equipment. We recommend that these cleaners be kept in a locked cabinet and that the equipment be evaluated in the future for replacement. Many changes have occurred in the last 10 years to reduce both flexi graphic and lithographic printing wastes, which is often most easily implemented using newer equipment.

Additionally, we suggest the following general recommendations for the courthouse complex:

- Container signage should be consistent throughout the building
- Investigate improved ventilation in the paper shredding room
- New laser printers should be ordered with the duplexing option to reduce paper waste.
- New product orders should specify recycled content, particularly containers, carpeting, and office furniture, if possible.
- Recycling containers should be provided in offices to collect plastic and glass bottles, as well as cans.

Finally, the Solid Waste Committee may wish to plan a visit to Johns Disposal to provide further understanding of their material management process. Once you have an opportunity to review these recommendations, we recommend that you meet with staff to discuss implementation. After approximately six months, we would be happy to provide a check up of the facility to evaluate progress on waste reduction.

Please feel free to contact me at any time for further assistance.

Sincerely,

A handwritten signature in black ink that reads "Steven D. Brachman". The signature is written in a cursive, flowing style.

Steven D. Brachman  
Waste Reduction and Management Specialist

cc: Steve Grabow



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COOPERATIVE EXTENSION  
SOLID AND HAZARDOUS  
WASTE EDUCATION

11/5/2002

Bob Mueller  
320 S. Main  
Jefferson, WI 53549

This report is based upon our on-site assessment conducted on October 22, 2002 as part of the waste reduction initiative in Jefferson County. As we explained then, the UW-Solid and Hazardous Waste Education Center is a non-regulatory source of technical assistance to Wisconsin businesses, institutions, and local governmental agencies, which seeks to reduce waste through source reduction. The following is a summary of our findings, including recommendations for future action.

### Parks Department

According to our discussion, Superior handles the solid waste trash, providing twice a week collection from two dumpsters, as well as collection services for your recycling program. The Jefferson County Parks Department has made major progress in managing solid waste and recyclables in the parks. In addition, they have developed many innovative in-house procedures, including using waste oil as fuel as well as a closed loop parts cleaning system. Below are some suggestions for potential future waste reduction activities:

- Oily rags are currently disposed of in the regular solid waste. Due to the landfill ban on oil disposal, we recommend that oil soaked rags either be containerized and disposed of by a hazardous waste contractor or laundered by a professional laundry. The latter option will probably be more cost effective, especially if it is instituted countywide
- With the phase out of CCA lumber the Parks Department will need to find alternative construction materials. Great progress has been made in the development of composite wood materials and we suggest the Parks Department begin experimenting with their use. King County, WA has used these materials in a variety of applications (<http://www.metrokc.gov/procure/green/plastic.htm>); attached are several other sources and specifications.
- Toilet management is a challenge for the parks department due to the number and heavy usage in the summer. Composting toilets are increasingly be utilized

in park settings and may be worth evaluating, particularly for new park construction. For more information, you may want to contact the State of Connecticut at 860-424-3297, as well as Washington State (<http://www.doh.wa.gov/ehp/ts/WW/Approved-System-List-July-2002.pdf>) for performance specifications.

- Currently, tree stumps are disposed of in the highway department's clean fill. If there is sufficient quantity, the County may want to rent a commercial tub grinder to chip these periodically depending on volume.

### Fair Park

The Fair Park facility is currently serviced by John's Disposal, with Countryside handling the plastic and aluminum recycling. The new containers purchased by the solid waste department seem to be working well. Some additional waste reduction suggestions include:

- Old pallets and lumber present a disposal challenge for the fair park. These materials could be chipped either in conjunction with stump chipping proposed above or by the parks department.
- The Fair Park uses herbicides to manage fence lines and other difficult to maintain locations. Although not required by state law, we recommend that all employees participate in the pesticide certification training, which is routinely offered to commercial applicators.

### Highway Department

John's Disposal also services the Highway Department facility. They have established their own container system to encourage employee recycling. Like the other departments, the Highway Department has implemented a number of waste reduction activities including oil and antifreeze recycling and the elimination of painting operations. Some suggestions for other improvements include:

- Since the department's repair facility abuts a river, we recommend that they follow stormwater best management practices in order to minimize potential runoff problems. Attached are some fact sheets that should assist with this process.
- The use of hand made containers for recycling is laudable; however, better signage and standardized containers may increase recycling rates.

### Extension/Workforce Development

This building is used for office functions. Superior is providing the waste services for the facility. In general, the only problem cited was the lack of recycling containers in some areas; for example, additional paper containers were needed in some workrooms.

## Health and Human Services

Superior provides solid waste services to these facilities. Health and Human services provided the most detailed inventory of their current costs and practices, which may be a practice that should be recommended to all facility managers. This department experiences numerous illegal drop-offs next to the dumpster, especially appliances. No other problems were found at these facilities.

## General recommendations

Based upon the site assessments above, we suggest the following general recommendations for all county facilities:

1. A standardized solid waste and recycling contract should be developed for all facilities. This could be split into two geographic areas to allow competition between the two current vendors. The contract should require periodic vendor reporting of weights and/or quantities of materials collected and processed.
2. Similarly, a standardized recycling program should be developed for County offices and facilities. Key components of this could include:
  - a. establishing department recycling coordinators
  - b. developing employee training, including flyer/brochure updates
  - c. identifying who to call with problems/suggestions
  - d. providing standardized well labeled containers and sticker for bins
  - e. Establishing a reward/recognition program for outstanding participation.

However, we would caution against implementing a “standard” program that eliminates current employee innovation. Such things as the Countryside recycling project may have more beneficial outcomes than simply waste reduction, as does the current shred for bedding paper recycling initiative.

Finally, the Solid Waste Committee may wish to plan a visit both Superior and Johns Disposal to provide further understanding of their material management process. Once you have an opportunity to review these recommendations, we recommend that you meet with staff to discuss implementation. After approximately six months, we would be happy to provide a check up of the facility to evaluate progress on waste reduction.

Please feel free to contact me at any time for further assistance.

Sincerely,



Steven D. Brachman  
Waste Reduction and Management Specialist

cc: Steve Grabow

***Jefferson County Solid Waste Committee***

**Solid Waste and Recycling Plan:  
Jefferson County Facilities Assessment Workshop  
August 15, 2003**

**AGENDA**

1. Review Agreed-Upon Planning Process, by Steve Grabow
2. Review On-Site Assessment, by Steve Brachman, UW-Extension, Solid and Hazardous Waste Education Center
3. Facility Concerns and Opportunities, Facilitated by Steve Grabow
4. Review Follow-Up Meeting Dates: September 12, October 17, November 13

***Jefferson County Solid Waste Committee***

**Solid Waste and Recycling Plan:  
Jefferson County Facilities Planning Workshop  
September 12, 2003**

**AGENDA**

1. Review Proceedings Report from August 15, 2003
2. Organize into "Issues"
3. Determine relative importance of issues
4. Start developing "strategies" to respond to key issues
5. Adjourn workshop around 11:00 a.m.±

***Jefferson County Solid Waste Committee***

**Solid Waste And Recycling Plan:  
Jefferson County Facilities Planning Workshop  
October 17, 2003**

**AGENDA**

1. Review initial strategies with advisors
2. Define strategies with advisors and gain general concurrence from the planning team and advisors

***Jefferson County Solid Waste Committee***

**Solid Waste And Recycling Plan:  
Jefferson County Facilities Planning Workshop  
November 13, 2003**

**AGENDA**

1. Review detailed strategy ideas from October 17<sup>th</sup>
2. Organize/Confirm/Refine suggested strategies/sequencing of activities
3. Consider other strategies (Issues 4 and 5)
4. Discuss implementation steps and timeline
5. Other follow-up