



<b>TITLE:</b>
Zero Waste Policy
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
(Policy # 207.1 adopted July 23, 2018)
<b>EFFECTIVE DATE:</b>
This Operations Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESION:</b>
This policy supersedes Operations Policy # 207.
<b>PURPOSE:</b>
The purpose of this policy is to establish an Oxnard Harbor District operational goal of “zero waste” through source reduction and the diversion of reusable, recyclable, and compostable materials from the landfill; to set forth procedures regarding the usage of bins, bags, labels and the handling of vendors, tenants, and customers’ discarded materials within the secure boundaries of the Port of Hueneme.
<b>POLICY:</b>
<p>1. BACKGROUND: The Oxnard Harbor District Port Terminal Schedule provides:</p> <p style="padding-left: 40px;">Section X Miscellaneous Rates &amp; Charges, No. 8 Trash Bins - Cargo handlers, vessel operators or agents must provide their own trash bins of any size, for removal of scrap dunnage, shoring materials, pallets, debris, damaged cargo, sweepings, etc. from their vessel and dock operations.</p> <p style="padding-left: 40px;">Resolution No. 1106 was adopted by the Board of Harbor Commissioners on April 8, 2013 that encourages all State, County, Municipal and District governmental agencies within the State of California to restrict the use of single use non-compostable plastic bags.</p> <p style="padding-left: 40px;">In addition to the Schedule regulations, unless otherwise specified, the District's terminal and lease agreements shall place the obligation for obtaining and/or paying for refuse and recycling collection on the Tenant.</p> <p style="padding-left: 40px;">The District maintains recycling and landfill bins throughout the Port for internal use.</p> <p style="padding-left: 40px;">The Port’s participation in the International Green Marine Program requires a commitment to reduce waste arising from administrative activities and site operations and increase recycling, annually. Improvements are measured by a diversion rate,</p>

volume of materials discarded, and other qualitative improvements. The Port encourages its tenants to adopt similar efforts to reduce, as feasible, the generation of excess waste on Port and manage that waste to ensure proper disposal.

“Zero waste” means zero materials are sent to the landfill and it establishes a goal to minimize land, air, and water pollution by organizing and managing all discarded materials as resources, rather than disposing of them in landfills or incinerators. Discarded materials should be diverted from the landfill by means of source reduction, reuse, recycling, and composting. This policy does not apply to foreign or hazardous waste that requires special handling.

2. REQUIREMENTS:

a. As feasible, Port staff, tenants, cargo handlers, terminal operators, vessel operators, event vendors, and customers are encouraged to reduce their use of single-use, non-compostable plastics (e.g. bags, straws, cutlery, cups, lids, bowls, plates etc.). When disposed of incorrectly, these items are harmful to the environment and are not likely to be recovered through recycling and are easily dispersed on Port by wind.

b. It shall be the responsibility of tenants, cargo handlers, vessel operators or agents to provide necessary recycling, landfill, and compost (when applicable) bins of adequate size for the removal of scrap dunnage, shoring materials, pallets, debris, damaged cargo, sweepings, etc. from their vessel, terminal, warehouse and dock area. To the extent possible, it shall be the responsibility of tenants, cargo handlers, vessel operators or agents to properly sort waste into landfill and recyclable content.. Sorting categories shall include reusable goods, recyclable materials [e.g. paper, metal, glass, plastic], wood pallets, and organics, to the extent possible.

c. It shall be the responsibility of tenants, cargo handlers, terminal operators, and vessel operators to maintain their assigned terminal and berth areas to minimize: trash or other debris, opportunities for pollutant transport including trash, and keep all areas free from dirt, debris and the accumulation or dispersal of discarded materials.

d. It shall be the responsibility of the Harbormasters to inspect all assigned terminal and berth areas prior to and immediately after an operation to ensure that the tenant, cargo handlers, vessel operator, or terminal operator has fully complied with this policy prior to the assignment of the terminal and berth area to another party. In the event there is a deficiency, the Harbormaster shall immediately contact the responsible party and request clean up in accordance with this policy and applicable Schedule regulations.

e. In the event that a terminal or berth area does not comply with Oxnard Harbor District policies, or if the terminal or berth is still visibly littered with trash or other debris, after a first written warning, and must be cleaned up by the District's Facilities Department, the responsible party shall be charged for the actual cost of clean-up, including hourly rates for wages and fringe benefits pursuant to the current contract with SEIU, materials and supplies, equipment and any cost for temporary landfill or recycling bins, collection, sorting, transportation, and dumping. In addition to the actual costs, the District shall charge the responsible party an administrative fee of \$500.

f. Port staff, tenants, cargo handlers, terminal operators, vessel operators, event vendors, and customers are encouraged to participate in the goal of zero waste through participation in efforts to reduce waste, and to increase the amount of materials that are diverted from the landfill through strategic sourcing (i.e. procurement), reuse, recycling, and composting.

3. **BIN STANDARDIZATION:**

Oxnard Harbor District indoor bins intended to be utilized for the collection of discarded materials shall be properly labeled with pictures and/or words indicating which materials are acceptable for collection in each respective bin. Bin labels should correlate with the local and industry standards for zero waste. Bins may be placed in pairs or groups (e.g. recycling, compost, landfill) to maximize the opportunity for diversion.

4. **ILLEGAL DUMPING OR IMPROPER USE OF BINS:**

The Port staff should separate waste by type and dispose of it in the correct bin associated with the respective materials type, and should only dispose of discarded materials in authorized bins, dumpsters, and locations to help the Port meet its waste reduction goals.

5. **EVENTS:**

a. Advanced procurement planning shall occur prior to hosting an event to select, where feasible, materials that can be reused, recycled, composted or otherwise diverted from the landfill at the end of the event.

b. Vendors that have and follow their own waste reduction/composting policies shall be preferred by the Port for service acquisition.

c. It shall be the responsibility of authorized vendors to remove all of their discarded materials at the end of the event. Vendors shall be encouraged to make progress on waste management in line with the goals of this Policy

d. The intentional use, distribution or release of balloons as promotional tools are prohibited throughout the Port.

**RELATED POLICIES:**

Policy 400.1 – Environmentally Preferable Procurement Policy

**DEFINITIONS:**

**Bin**: Containment for temporarily storing discarded materials until the contents are emptied into a larger container such as a dumpster.

**Discarded Material**: A material (i.e. “trash”) that is no longer in use and is assumed to have little to no value (i.e. “waste”). Intentionally describing discards as materials aims to recover the value of the material and manage the discards as a resource rather than waste.

**Diversion Rate (DR)**: The total amount of materials diverted from the landfill through recycling or composting; indicated by a percentage.  $DR = (\text{recycling} + \text{compost}) / (\text{total waste generated})$

**Organics/Compost**: The collection of food waste, food soiled paper products (i.e. napkins, paper plates, paper cups), and other organic materials for the purpose of creating a soil amendment as a result of their decomposition.