To request a Time Extension (TE) or Alternative Diversion Requirement (ADR), please complete and sign this request sheet and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board
Office of Local Assistance, (MS 25)
1001 I Street
PO Box 4025
Sacramento CA 95812-4025

General Instructions:

For a Time Extension complete Sections I, II, III-A, IV-A, and V.

For an Alternative Diversion Requirement complete Sections I, II, III-B, IV-B and V.

Section I: Jurisdiction Information and Certification

All respondents must complete this section.

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name City of San Clemente		County Orange
Authorized Signature		Title Public Works Director
Type/Print Name of Person Signing David N. Lund	Date June 29,2004	Phone (949) 361-8391
Person Completing This Form (please print or type) Andrew J. Howard		Title Utilities Manager
Phone (949)361-8253	E-mail Address howardai@san-clemente.org	Fax (949)361-8234
Mailing Address 910 Negocio	City San Clemente	State CA	ZIP Code 92672

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Person Completing This Form (please print or type) Andrew J. Howard	Title Utilities Manager

Phone (949)361-8253	E-mail Address howarda@san-clemente.org	Fax (949)361-8234

Mailing Address 910 Negocio	City San Clemente	State CA	ZIP Code 92672

Section II—Cover Sheet

This cover sheet is to be completed for each Time Extension (TE) or Alternative Diversion Requirement (ADR) requested.

1. Eligibility

Has your jurisdiction filed its Source Reduction and Recycling Element, Household Hazardous Waste Element, and Nondisposal Facility Element with the Board (must have been filed by July 1, 1998 if you are requesting an ADR)?

☐ No. If no, stop; not eligible for a TE or ADR.

☒ Yes. If yes, then eligible for a TE or ADR.

2. Specific Request and Length of Request

Please specify the request desired.

☒ **Time Extension Request**

Specific years requested _2_____

Is this a second request? ☐ No ☒ Yes Specific years requested. _2004 and 2005_____

(**Note**: Requests for an additional extension will need to address why the jurisdiction's efforts to meet the 50% goal by the end of the first extension were not successful.)

☐ **Alternative Diversion Requirement Request (*Not allowed for Regional Agencies*).**

Specific ADR requested _ _____%, for the years_ _____.

Is this a second ADR request? ☐ No ☐ Yes Specific ADR requested _ ____%, for the years _ _____

(**Note**: Requests for an additional ADR will need to address why the jurisdiction's efforts to meet 50% by the end of the first ADR period were not successful.)

Note: Extensions may be requested anytime by a jurisdiction, but will only be effective in the years from January 1, 2000 to January 1, 2006. An original request for a TE/ADR may be granted for any period up to three years and subsequent requests for TE/ADR may extend the original request or be based on new circumstances but the total number of years for all requests cannot total more than five years or extend beyond January 1, 2006.

Section IIIA—TIME EXTENSION

Within this section, discuss your jurisdiction's progress in implementing diversion programs that were planned to achieve 50%. Provide any additional information that demonstrates "good faith effort." The CIWMB shall determine your jurisdiction's progress in demonstrating "good faith effort" towards complying with AB 939. Note: The answers to each question should be comprehensive and provide specific details regarding the jurisdiction's situation.

Attach additional sheets if necessary—please reference each response to the appropriate cell number (e.g., IIIA-1).

1. **Why does your jurisdiction need more time to meet the 50% goal? Describe why SRRE selected programs did not achieve 50% diversion. Identify barriers to meeting the 50% goal and briefly indicate how they will be overcome.**

See attached sheets.

2. **Why does your jurisdiction need the amount of time requested? Describe any relevant circumstances in the jurisdiction that contribute to the need for a Time Extension.**

See attached sheets.

3. **Describe your jurisdiction's Good Faith Efforts to implement the programs in its SRRE.**

See attached sheets.4

4. **Provide any additional relevant information that supports the request.**

See attached sheets..

Section IIIB—ALTERNATIVE DIVERSION REQUIREMENT

Within this section, discuss your jurisdiction's progress in implementing diversion programs that were planned to achieve 50%. Provide any additional information that demonstrates "good faith effort." The CIWMB shall determine your jurisdiction's efforts in demonstrating "good faith effort" towards complying with AB 939. Note: The answers to each question should be comprehensive and provide specific details regarding the jurisdiction's situation.
Attach additional sheets if necessary—please reference each response to the appropriate cell number (e.g., IIIB-1.).

1. Why does your jurisdiction need and Alternative Diversion Requirement? Describe why SRRE selected programs did not achieve 50% diversion. Identify barriers to meeting the 50% goal and briefly indicate how they will be overcome.

2. Why is your jurisdiction requesting an Alternative Diversion Requirement in lieu of a Time Extension?

3. Describe your jurisdiction's Good Faith Efforts to implement the programs in its SRRE.

4. Describe any relevant circumstances in the jurisdiction that contribute to the need for an ADR. Provide any relevant information that supports the request.

Section IV A—PLAN OF CORRECTION

A Plan of Correction is required by PRC Section 41820(a)(6)(B). The plan is fundamentally a description of the actions the jurisdiction will take to meet the 50% goal by the expiration of the Time Extension.

Attach additional sheets if necessary.

Residential %	41%	Non-residential %	59%

PROGRAM TYPE Please use the Board's Program Types. The Program Glossary is online at: www.ciwmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm	NEW or EXPAND	DESCRIPTION OF PROGRAM	FUNDING SOURCE	DATE FULLY COMPLETED	ESTIMATED PERCENT DIVERSION
2030-RC-OSP	Expand	Expand collection of cardboard and other fiber with front loader routes; increase glass/CRV collection; divert fiber from compactor accounts. 240 (3yd) commercial accounts will be targeted and 80 glass accounts will be targeted	Rates	Dec 31, 2005	9.0%
8000-TR-BIO	Expand	The City will be diverting wood waste to approved biomass facilities as part of its overall diversion strategy.	Rates	Dec 31, 2005	2.0%
7000-FR-MRF	Expand	Residential curbside materials are processed at CR&R. In addition, changes in configuration of the MRF and adjacent property has allowed increased recovery of concrete and soils.	Rates	Dec 31, 2005	2.0%
7000-FR-MRF	New	Multi-Family . The new program will take all the waste from the multi-family complexes and process it at CR&R's MRF in Stanton which has proven success at achieving at least a 50% diversion rate.	Rates	Dec 31, 2005	4.0%
3000-CM-RCG	New	Green Waste Recycling - go from a manual collection system to an automated third barrel system The expansion will provide green waste collection for an additional 3,500 homes. This brings the total number of homes serviced by the program to approximately 12,500.	Rates	Dec 31, 2005	4.0%
4060-SP-CAR	Expand	Enhanced recycling and demolition recycling. All customer service representatives will be trained June 26, 2004 to ask customers if debris is construction or non-construction. All construction debris will be sent to processing.	Rates	Dec 31, 2005	2.0%
		Total Estimated Diversion Percent From New and/or Expanded Programs			23.0%
		Current Diversion Rate Percent From Latest Annual Report			28.0%
		Total Planned Diversion Percent Estimated			51.0%

PROGRAMS SUPPORTING DIVERSION ACTIVITIES			
PROGRAM TYPE	**NEW or EXPANDED**	**DESCRIPTION OF PROGRAM**	**DATE FULLY COMPLETED**
5010-ED-PRN & 5030-ED-SCH	Expanded	The hauler and the City will provide commercial property managers with brochures on methods to increase recycling in their businesses. The City will also communicate with landscapers that serve the community and HOAs to discuss potential grass cycling solutions. The City will be working with the CIWMB to conduct waste assesments of the schools located within the city. The results of the waste assesment will be used to provide the school district with a customized recycling plan.	Ongoing
5020-ED-OUT & 2080-RC-SPE	New	The City will continue to educate the Public through a public education booth at various city events. In addition, the City will work with the hauler to educate businesses through workshops, educational materials and visits to businesses. The City has initiated special event recycling programs at the Fiesta, Ocean Festival, Earth Day and other events that include providing recycling containers and their collection and, distribution of educational brochures. The City provides a packet at the building and engineering counter to all applicants, and assists applicants through meetings when requested to understand and guide them on how and what to recycle during construction and demolition.	Ongoing
1030-SR-PMT & 6010-PI-EIN Self-Haul County Study	New	The City is increasing its use of recycled paper in its offices. The City provides a 50% price reduction for service commercial recycling bins. The County of Orange is completing in July, 2004, a major self-haul study of its landfill system. Preliminary findings of this study show a self-haul rate of approximately 40% for Prima Desecha Landfill. This data appears to substantiate the high reported self-haul tonnages for the City of San Clemente. The city will continue to work with the County IWMD to determine how the results of this study will impact the city's diversion rate.	Ongoing

Section IV B—GOAL ACHIEVEMENT

Goal Achievement describes the activities the jurisdiction will use to achieve the ADR.
Attach additional sheets if necessary..

Residential %		Non-residential %	

PROGRAM TYPE Please use the Board's Program Types. The Program Glossary is online at: www.ciwmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm	NEW or EXPAND	DESCRIPTION OF PROGRAM	FUNDING SOURCE	DATE FULLY COMPLETED	ESTIMATED PERCENT DIVERSION
		Total Estimated Diversion Percent From New and/or Expanded Programs			
		Current Diversion Rate Percent From Latest Annual Report			
		Total Planned Diversion Percent Estimated			

PROGRAMS SUPPORTING DIVERSION ACTIVITIES

PROGRAM TYPE	NEW or EXPAND	DESCRIPTION OF PROGRAM	DATE FULLY COMPLETED

Section V – PARIS

Office of Local Assistance staff will be reviewing your Jurisdiction's Planning Annual Report Information System (PARIS) database printout as part of the evaluation of your request. Should the Jurisdiction have updates or revisions to the program implementation from the latest Annual Report submitted to the Board, please attach to the application the Jurisdiction's PARIS database printout showing updates or revisions.

Contact your Office of Local Assistance Representative at (916) 341-6199 for a copy of PARIS, or go to the Board's website at **www.ciwmb.ca.gov/LGCentral/PARIS/**.

Section IIIA. 1.
The elements for the recycling program identified in the SRRE were written in 1991. As described in the City's Annual Report, the majority of these programs have been implemented. The City believes that an aggressive implementation of its existing SRRE programs along with the additional efforts noted in this second time extension will result in the attainment of the City's diversion mandate.

Each of the programs identified in the City's first 1066 time extension are listed below. The City has experienced several barriers in the implementation of its Plan of Action. The accompanying text describes each program's level of attainment, the barriers encountered, and the solutions developed and proposed for a second 1066 time extension.

Program 2030-RC-OSP projected an additional diversion of 6,975 tons/year. Collection of cardboard, newspaper, glass, and other recyclable materials at commercial 3-yard bin locations throughout the City would achieve the diversion. Although the franchised hauler hired a full-time recycling coordinator in September of 2002, the pace of implementation fell behind in mid-2003. The City was able to get 110 bins placed by the end of the first time extension. The City has identified that more time and assistance is required in order to fully implement the commercial recycling portion of its Plan of Correction (POC). The hauler has agreed with the City that additional staffing resources are required to fully implement the plan and is dedicating a total of seven employees to commercial recycling. The City has also identified that the hauler needs more City support when first approaching businesses to enroll them in a recycling program. City staff will be working with the hauler in making more initial contacts throughout the commercial sector. The City has identified that a lack of reporting and monitoring of the hauler's effort by City staff acted as a barrier to fully implementing the program as originally designed. As a remedy the hauler and the city have established a bi-monthly reporting system. These reports will be forwarded monthly to the OLA staff administering the city's 1066 POC so all parties can be current on the status of implementation.

In addition to the monitoring efforts described above the City will also work with its hauler to monitor the level of refuse service reduction that is realized with the introduction of the recycling bins. The hauler will provide, on a monthly basis, a list of all recycling commercial accounts by their level of service and the anticipated reduction in solid waste collection. The list will include customer name, location, equipment deliveries and removals and a contact person for each account. The City will perform spot follow up checks with the customers to be certain that refuse service reductions are occurring in accordance with the impact of the recycling activities. The purpose of the monitoring activities is to insure that the economic benefits of reduced disposal bills is passed onto the participating businesses. This will create a positive economic incentive in addition to the reduced collection rates for recycling bins that is described in supporting program 6010-PI-EIN.

The implementation of 4060-SP-CAR has been successful in diverting a monthly average of one hundred and four (104) roll-off boxes to the C&D facility by December 2003. The total tonnage diverted in 2003 was approximately 736 tons, or 19% of the target identified in the City's first time extension. The implementation of this program required

the successful completion of six elements: (1) permitting a site at the County's landfill; (2) the design and placement of processing equipment; (3) identification of targeted C/D accounts using roll-off containers; (4) training of drivers and customer service staff; (5) design and installation of a computerized tracking system; and (6) identification of market outlets for the diverted C/D materials. The program has encountered several barriers that prevented the program from achieving the diversion levels identified in the first time extension. The siting of the facility took until April 2003 to complete. Although successfully permitted, the C&D facility has a daily throughput limit of 50 tons per day. The City is working with the County to explore additional tonnage capacity. In the interim the City has negotiated with its hauler to take C&D loads that exceed the daily capacity limit to the hauler's C&D facility in Stanton.

The equipment provided in June 2003 by the hauler was smaller than what was originally indicated and required upgrading. The equipment update was completed in October 2003. The current equipment in place is sufficient to provide the required level of processing. Another barrier was identified when the hauler experienced operational difficulties in directing the needed number of roll-off boxes to the facility that were required to divert the tonnage identified in the POC. This issue has been resolved and ongoing driver training will be done to continue the operational readiness required to fully implement the C&D diversion efforts. Finally, the city believes that by requiring the same bimonthly reporting system being used for the commercial recycling the C&D diversion will reach full implementation.

Program 7000-FR-MRF identified an increase in diversion of 1,550 tons. The City's first 1066 Plan of Action required all of the city's residential recyclables to be delivered to the Stanton MRF. During the last quarter of 2003, the city became aware that all its residential recyclables were not being delivered to Stanton. The Stanton facility was at maximum processing capacity and could not handle any additional commingled recyclables. A meeting with the hauler was held and, following negotiations, CR &R gave the City primary access to process all its commingled residential recyclables at the Stanton facility. The additional processing capability was achieved by instituting a double shift at the facility to accommodate all users. As of December 2003, all the city's loads are now being processed at CR&R's Stanton MRF. The city will continue to monitor this program for compliance and has indicated to the hauler that it must identify the number of loads being delivered to the Stanton MRF in its bi-monthly report. In addition, the report must also identify the method by which the hauler is measuring the reduction in residue of the city's residential recyclables. Upon receipt of this information, the city will communicate monthly with OLA staff on the amount of tonnage that can be verifiably attributed to this program.

The City is including in this application for a second time extension an expansion of program 3000-CM-RCG. The expansion will provide green waste collection for an additional 3,500 homes. This brings the total number of homes serviced by the program to approximately 12,500.

Program 5010-ED-PRN identified the production of brochures and public information to promote recycling in the residential and commercial sectors. As part of the expanded commercial recycling program, a tri-fold colored brochure was produced and distributed

to all commercial accounts in the City of San Clemente. The brochure describes the different recyclables that businesses can recover and gives information on the size and types of containers available. The brochure also offers all businesses technical assistance in setting up their recycling program and describes the cost benefits the business will experience through program implementation. In addition, an information brochure on C/D recycling was designed. The brochure is being provided to contractors at the City's planning counter. Finally, the residential sector will be receiving special educational materials that will focus on reducing the amount of contamination in the commingled residential curbside collection program. This educational effort is being pursued with the expectation that the reduction in contamination will result in a lower processing residue and increased levels of diversion. With these efforts completed, the city is satisfied that this portion of its 1066 Plan of Action will be fully implemented.

Program 5020-ED-OUT provides technical assistance to all businesses in the City. As noted above, both the City and its hauler are increasing the level of technical assistance to businesses through increased staffing and City involvement. This program also has provided special event recycling to several functions including the Fiesta, Ocean Festival, and Earth Day where the City also provided press releases and made available recycling flyers, pamphlets, brochures and related materials.

The City's hauler has established a web site that advertises all recycling services available to residents and businesses and includes news updates related to the City's recycling programs.

As part of the City's educational outreach it will monitor the effectiveness of the program with follow-up surveys to residents utilizing newsletters for special program announcements and tracking program tonnages to determine if targeted information is resulting in improved diversion.

Program 6020-PI-ORD has been fully implemented. The C/D pilot facility opened for its start-up phase in June 03 and the City has been working in concert with four other South Orange County cities to develop an ordinance requiring C/D diversion programs. The City joined with the other cities and held three workshops where information on other California C/D ordinances was reviewed and analyzed. The City Planning Department has finalized its procedures and completed the internal staff training to implement the ordinance that was adopted by the city in the last quarter of 2003. If the builder does not comply with the provisions of the ordinance the City retains a security deposit and if the violation is egregious the City can pursue civil complaints.

Program 8000-TR-BIO will divert woody waste from the construction and demolition waste stream. Biomass diversion is a new program added to this second time extension request. The City will submit its request for biomass credit with its Annual Report.

Section IIIA. 2.
The City is requesting a time extension to December 31, 2005. The City believes that the time extension will allow it to oversee the successful implementation of all the programs identified in its time extension request. As part of the implementation strategy the City will require its hauler to have all programs fully implemented by Dec. 31, 2004.

Granting the time extension until Dec. 31, 2005, will give the City one full year to monitor the results of full implementation and to determine if the City is successfully achieving the 50% diversion requirement or if additional program modifications are required.

Section IIIA. 3.
The City's 2000 Annual Report describes 31 programs that were operating in 2002. The City has implemented the following programs that were included in the SRRE:

1) The City has instituted an environmentally preferable procurement program
2) A space allocation ordinance requiring recycling areas in new multi-family and commercial developments.
3) The recycling programs are publicized in the quarterly newsletter.
4) Special recycling is provided for telephone books and Christmas trees.
5) A recycling video is available to all school libraries and the City and its hauler both work with the schools to promote recycling and resource recovery projects.
6) Automated curbside single family residential recycling with source separation and variable can rates
7) Multifamily Recycling - the program has been available since 1993. Since its inception on site source separation has not been successful. The City has proposed to Council a mandatory Multi Residential Mixed Solid Waste Diversion Program to a Materials Recovery Facility. This program will be in place by September 2004.
8) Mobile collection of White Goods – Single-family homes are provided with 2 free bulky item pick-ups per year.
9) Public Recycling Receptacles - Active sports parks have recycling barrels for bottles and cans.
10) Recycling Education programs - Quarterly recycling newsletters mailed to each customer, plus web site information on recycling.
11) Salvage Operations - The County recently implemented this program at the Prima Deshecha Landfill.
12) Buy Back Centers - When the SRRE was prepared, there were several buy back centers in South Orange County. Since then the buy back centers are being provided at the major supermarket chains.

Section IIIA. 4.
In order to increase the commercial recycling accounts, the City started contacting the commercial accounts to support the efforts of the solid waste franchisee. The City will continue to support the solid waste franchisee's efforts in outreach and education efforts and will encourage businesses to set up recycling accounts. In addition, the City has set up businesses workshops, at which CR&R, the City's solid waste franchisee, is invited to describe the recycling programs to the businesses. The City's recycling coordinator provided recycling presentations and will continue to seek opportunities to speak at the local chamber of commerce on the benefits of recycling.

The geographic area of South Orange County is isolated from the recycling infrastructure available in other regions of the County. Therefore, the City is working with its hauler to

advance the diversion infrastructure by actively exploring siting possibilities for a commingled recyclable MRF, a composting facility and the development of a permanent processing site for C&D materials.

The City provides economic incentives for businesses to recycle through a 51% price reduction for recycling bins and containers. The City is working with its hauler to educate businesses as to the financial benefits of the reduced disposal costs generated by the implementation of recycling programs at their places of business. In addition construction roll-off boxes that source separate C&D materials obtain a 50% reduction in the service price.

The City has directed its hauler to utilize biomass facilities for the diversion of the wood waste that is recovered from C&D processing activities.

The City will be working with the CIWMB to conduct waste assesments of the schools located within the city. The results of the waste assesment will be used to provide the school district with a customized recycling plan.

The City purchases all of its printers and copier paper RCP paper. In addition, staff are encouraged to reduce the use of paper when possible, such as review of e-mail electronically rather than printing and reading. The use of double sided copying is highly encouraged whenever possible.

The City purchased and placed recycling containers in every single office to encourage recycling at the office level, and educated the janitorial service providers on the seperation of the trash and recycling containers. Spot checks have been performed to verify proper operation. In addition, large recycling containers have been placed in rooms where large amounts of recyclables are expected, such as copy rooms.

The City and the hauler are looking into opportunities for food composting.

The hauler provides all businesses and residents in the City with twice a year, by call, free curbside events to dispose of bulky items. In addition, the hauler picks up e-waste and refrigerators as often as needed for a nominal fee.

Finally, the City is implementing four (4) additional programs. 1) A third dedicated barrel for green waste collection for single family homes; 2) Processing waste from the City's mulit-family developments at the CR&R Materials Recovery Facility in Stanton; 3) The City will be diverting wood waste to approved biomass facilities as part of its overall diversion strategy; and, 4) Special Event recycling.