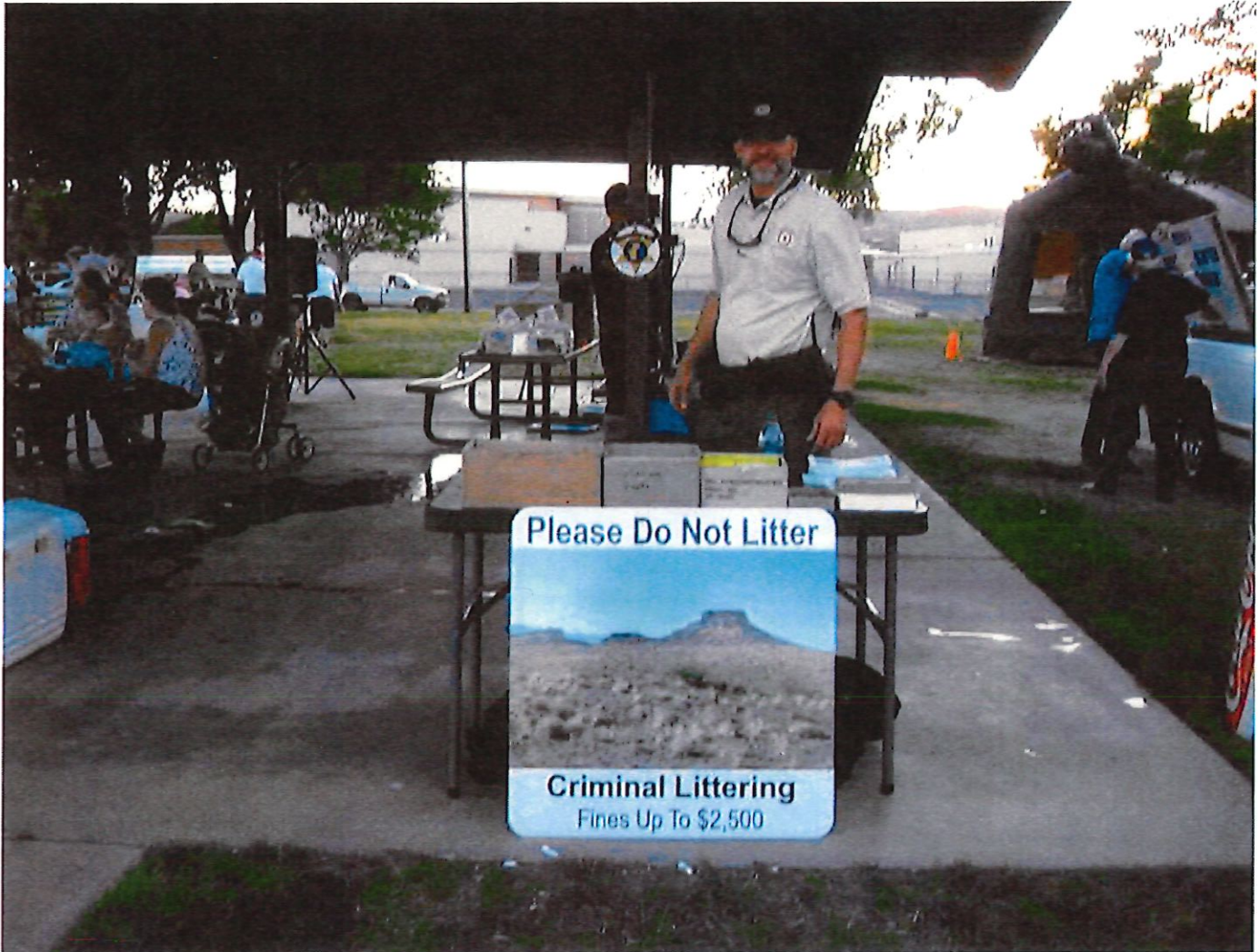
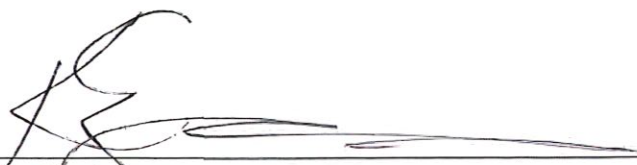


# Park Recycling & Zero Waste Plan



Approved:

  
Parks Administrator

Reviewed:   
Parks Administrator- Jeremy Palmer

8/4/21  
Date  
12/3/24  
Date

# 1 PURPOSE

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As stewards of public land and resources, environmental sustainability is something that Mohave County Parks must support and make part of its daily operations. This must be done not only to protect future interests, but also because as resources become more scarce and regulated, the costs of water, utilities, trash removal and other basic services are already having an impact on Park District financial resources and staff time. Mohave County Parks has developed this plan to outline efforts specifically related to the reduction of waste and amount of materials entering landfills, both through recycling and also work towards less waste or zero-waste operations where feasible.

## 2 OBJECTIVES

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- To eliminate waste wherever possible by encouraging purchases and actions that avoid the creation of waste in the first place.
- To identify opportunities to reuse materials and services.
- To expand recycling and composting services for Mohave County Parks where feasible.
- To reduce the volume and toxicity of wastes.

## 3 ENVIRONMENTAL PHILOSOPHY

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### *STATEMENT OF PURPOSE*

The community and Mohave County Parks are increasingly aware of the environmental issues that affect the quality of life. It is the intent of Mohave County Parks to assume a leadership role in the development and use of sound environmental policies, practices, and educational opportunities.

### *ENVIRONMENTAL PRINCIPLES*

Mohave County Parks will to the greatest extent practicable:

- Promote the acquisition, protection, and environmentally sensitive management of open space and natural habitat areas.
- Protect, enhance, and interpret Mohave County's natural resource heritage.
- Design, develop, and maintain parks, facilities, and natural areas in a manner that enhances and protects the environment through conservation of soil, water, and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing in the most efficient manner possible/practical.
- Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.
- Practice integrated pest management, which reduces Mohave County Parks' dependence on pesticides.
- Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during Park operations.
- Function as a role model within the community by actively promoting public awareness and educational programs that encourage environmentally sensitive lifestyles.

### *ENVIRONMENTAL PRACTICES*

- A. **OPEN SPACE AND NATURAL HABITATS PRESERVATION.** Mohave County Parks shall develop relations and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and or managed.
- B. **BIO-DIVERSITY.** Mohave County Parks will strive for the introduction and maintenance of naturalized areas within our parks for their many benefits to all forms of life. By incorporating biodiversity into our park system we can educate the community as well as foster a culture of conservation. The park division will strive to use native

planting and a mixture of tree species throughout the park system for best results. Additionally, Mohave County Parks will designate specific areas for native plantings.

- C. **PARK & FACILITY DESIGN AND CONSTRUCTION.** Mohave County Parks will adequately plan and construct using the latest available information for new and renovated open space areas and facilities. Whenever possible, these projects will not negatively impact the environment. The Division will strive to conserve soil, water and energy resources, and protect indoor and outdoor air quality whenever practical.
- D. **ENERGY RESOURCE MANAGEMENT.** Mohave County Parks will continually upgrade utilities in a financially responsible way to improve efficiencies in energy use and seek alternative energy sources.
- E. **TREE MANAGEMENT.** The Forest Management Plan is intended to facilitate Mohave County Park's goals, recognizing the immense value of its trees, which provide residents and visitors to our County with beauty, shade, cooling and enhanced air quality, as well as reduction of storm water run-off and atmospheric carbon dioxide. Trees are the only asset in our park system that increases in value with age as other infrastructure components lose value with age. Fundamental to Mohave County Parks forest management plan is the setting of specific strategies to enhance the long-term value of our trees and the tree inventory is the basis for developing these strategies. Mohave County Parks will strive to maintain a healthy tree system which includes pruning, inoculation, protection and replacement.
- F. **INTEGRATED PEST MANAGEMENT PROGRAM.** Mohave County Parks recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
  - Selecting appropriate plant species and their proper location.
  - Use of preventative maintenance procedures.
  - Promoting early detection of problems
  - Utilizing natural control methods, where possible
  - Testing for better application methods
  - Minimizing overall pesticide use
- G. **RECYCLE & REUSE.** Mohave County Parks will reduce the amount of material going into landfills by reusing or recycling paper, cardboard, aluminum and glass whenever and wherever in the park system it is reasonably possible and by composting landscaping waste.
- H. **PACK IN PACK OUT.** Mohave County Parks will encourage all of our affiliate users to exercise the philosophy of "Pack In / Pack Out" at all park locations. By trying to be more conscious about generating less waste, using more reusable containers, increasing recycling and reusing, assuming responsibility for the trash we make and taking better care of our parks we improve the experience for all users. The waste minimization program's success depends on the cooperation of all park visitors and families.

## 4 ANALYSIS OF CURRENT SITUATION

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In 2018, The City of Kingman removed recycling as a part of the City Services. This eliminated the potential for Mohave County Parks to offer recycling services to most of the community parks and at the administrative building.

There is recycling available for Davis Camp which is located in Bullhead City, Arizona. However recycling containers were continuously contaminated with non-recyclable waste, including with dog feces as pet owners indiscriminately dumped their pet excrement in improper receptacles. The recycling centers could not accept recyclable materials with these contaminants and insisted that Mohave County Parks Staff separate out the offending materials. This work would had to be completed by hand and staff determined that this was too time-consuming and expensive, as well as a health risk, and so recycling in the parks was abandoned.



## **Mohave County** **Products and Equipment for Green Cleaning Policy and Plan**

### **SECTION 1: SCOPE**

This Policy and this Plan addresses environmental best practices for cleaning Mohave County Buildings. Specifically, it addresses purchasing sustainable cleaning, hard-floor and carpet products, and entryway systems; procuring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems.

### **SECTION 2: GOALS**

The goal of this Green Cleaning Policy and Plan is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants, which adversely impact air quality, health, building finishes, building systems and the environment.

### **SECTION 3: RESPONSIBLE PARTIES**

Personnel involved with various elements of the green cleaning program shall carry out their tasks according to this policy, and report all relevant activities to the aforementioned parties. To ensure an effective and coordinated effort, the building staff responsible for overseeing the Green Cleaning Policy and Plan shall review all proposed cleaning activities before implementation.

### **SECTION 4: QUALITY ASSURANCE CONTROL PROCESS**

The party(s) responsible shall evaluate the success of the Green Cleaning Policy & Plan annually. Whenever possible, the annual reports shall include an evaluation of the performance, safety, cost and environmental/public health benefits achieved as a result of its implementation.

Prior to implementation, facilities management shall review all proposed cleaning activities. Upon reviewing proposed activities, it shall be determined if the proposed cleaning activities meet the criteria of the Green Cleaning Policy and approve or deny action.

The facilities management shall regularly communicate with all cleaning staff, and conduct regular site inspections and evaluations to ensure that the Green Cleaning Policy and Plan is in place and functioning as intended. In addition to ongoing quality control measures, facilities management will review all practices and products annually to identify opportunities for improvement and expansion of environmentally friendly practices.

### **SECTION 5: CLEANING PRODUCTS**

#### **PERFORMANCE METRICS AND MEASUREMENT**





The practices listed below shall be implemented, to the extent practicable, with a target goal of 75% of all products and 75% of cleaning chemicals complying, based on cost. Mohave County shall assign staff to track purchase rates of both compliant and noncompliant products.

#### PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING PRODUCTS

Cleaning products and materials, including hard-floor and carpet-care products, used in Mohave County Buildings, when possible, meet the requirements of IEQ Cr. 3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials (found in the LEED® for Existing Buildings: Operations & Maintenance Green Building Rating System).

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

- The cleaning products meet one or more of the following standards for the appropriate category:
  - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
  - EcoLogo Environmental Choice CCD-110, for cleaning and degreasing compounds
  - EcoLogo Environmental Choice CCD-146, for hard-surface cleaners
  - EcoLogo Environmental Choice CCD-148, for carpet and upholstery care.
- Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or EcoLogo Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
  - Green Seal GS-40, for industrial and institutional floor-care products
  - EcoLogo Environmental Choice CCD-112, for digestion additives for cleaning and odor control
  - EcoLogo Environmental Choice CCD-113, for drain or grease-trap additives
  - EcoLogo Environmental Choice CCD-115, for odor-control additives
  - EcoLogo Environmental Choice CCD-147, for hard-floor care
  - California Code of Regulations maximum allowable VOC levels for the specific product category.
- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
  - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
  - Green Seal GS-09, for paper towels and napkins
  - Green Seal GS-01, for tissue paper
  - EcoLogo Environmental Choice CCD-082, for toilet tissue
  - EcoLogo Environmental Choice CCD-086, for hand towels
  - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- Hand soaps meet one or more of the following standards:
  - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
  - Green Seal GS-41, for industrial and institutional hand cleaners
  - EcoLogo Environmental Choice CCD-104, for hand cleaners and hand soaps.

#### APPROVED PRODUCT LIST

The products listed below are approved for use. Products beyond those listed here must be submitted for approval prior to use.



Product Type	Manufacturer/Product Name	Sustainability Criteria Met
Multipurpose Cleaner	WAXIE-Green Solsta 143 Cleaner/Degreaser or equal	EcoLogo CCD-146 Certified
Neutral Floor Cleaner	WAXIE-Green Solsta 243 Neutral Cleaner or equal	EcoLogo CCD-146 Certified
Restroom Cleaner	WAXIE-Green Solsta 343 Restroom Cleaner or equal	EcoLogo CCD-146 Certified
Glass Cleaner	WAXIE-Green Solsta 543 Glass & Surface Cleaner or equal	EcoLogo CCD-146 Certified
Disinfectant Cleaner	WAXIE Solsta 710 Disinfectant Cleaner or equal	Meets CA Code of Regulations for Maximum Allowable VOC Content; South Coast Air Quality Management District Clean Air Choices Certified – Cleaner (ultralow/no VOC)
Stainless Steel Cleaner	WAXIE Metal Brite or equal	Meets CA Code of Regulations for Maximum Allowable VOC Content

## **SECTION 6: CLEANING EQUIPMENT**

### **PERFORMANCE METRICS AND MEASUREMENT**

All newly acquired cleaning equipment shall comply with the criteria listed below. Mohave County shall assign staff to track the percentage of all equipment that meets the criteria, based on cost or number of pieces of equipment, with a target of 20% of the equipment to comply by July 2013.

### **PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING EQUIPMENT**

#### **Purchase Criteria**

All new equipment acquisitions shall comply with the requirements of IEQ Cr. 3.4: Green Cleaning, Sustainable Cleaning Equipment (found in the LEED® for Existing Buildings: Operations & Maintenance Green Building Rating System):

- Vacuum cleaners meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program — Vacuum Cleaner Criteria or are certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
- Carpet extraction equipment for restorative, deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor equipment—e.g., electric and battery-powered floor buffers and burnishers—is equipped with vacuums, guards and/or other devices for capturing fine particulates, and operates with a sound level less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size, and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products. Adjustable solution flow allows chemical and water conservation.
- Battery-powered equipment is equipped with environmentally preferable batteries.



- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

### **Record-keeping**

A log shall be kept for all powered cleaning equipment to document the date of purchase and all repair and maintenance activities. Vendor cut sheets for all equipment used onsite shall be stored onsite. When cleaning equipment replacement is necessary, acquisition dates and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications.

### **APPROVED EQUIPMENT LIST**

The equipment listed below is approved in the event of new equipment acquisition. Equipment beyond that listed here must be submitted for approval prior to acquisition.

<b>Equipment Type</b>	<b>Manufacturer/Model</b>	<b>Sustainability Criteria Met</b>
Vacuum	NSS/Pacer 112 UE or equal	CRI Green Label, 66 dB
Auto Scrubber	NSS Enterprise/Wrangler 2625 or equal	Adjustable solution flow allows chemical and water conservation

## **SECTION 7: HARD-FLOOR AND CARPET MAINTENANCE**

### **PERFORMANCE METRICS AND MEASUREMENT**

Floor-care maintenance shall consistently be performed according to written protocols. Periodic Quality Control checks will be used to ensure 100% adoption.

### **PRACTICES TO OPTIMIZE HARD-FLOOR AND CARPET MAINTENANCE**

- The floor and carpet maintenance program is designed to use few, or no, harmful chemicals; remove and eliminate irritating dust, dirt and other contaminants; and protect and preserve floors.
- To minimize chemical use, Mohave County has reduced the frequency of stripping or removing coatings to one time per year and is able to maximize the floor's longevity, thereby conserving cleaning and floor restoration materials and minimizing occupants' exposure to potentially harmful chemicals.
- A written floor maintenance plan and log shall be maintained, which details the number of coats of floor finish being applied as the base and other applications (top coat), along with all relevant maintenance/restoration practices and the dates and duration of these activities.

## **SECTION 8: ENTRYWAY SYSTEMS**

### **PERFORMANCE METRICS AND MEASUREMENT**

Protocols promoting effective use of entryway systems shall be wholly adopted. Quality control checks shall be used to ensure 100% adoption.

### **PRACTICES TO OPTIMIZE USE AND MAINTENANCE OF ENTRYWAY SYSTEMS**

All entryways and entrances into the facility are equipped with walk-off mats:

- Walk-off mats at all primary entrances shall be cleaned weekly. These systems shall be a minimum of 10 feet long in the direction of travel.



- The walk-off mats shall be cleaned on a weekly basis and thoroughly vacuumed onsite on a daily basis. The flooring beneath the mats shall be vacuumed and mopped on a weekly basis as well.
- Secondary entrances shall also have walk-off mats of 10–12 feet in length to capture initial loose particles entering the building. These mats must be vacuumed daily, and the floor beneath shall be vacuumed and mopped on a weekly basis.

## **SECTION 9: HAND HYGIENE**

### **PERFORMANCE METRICS AND MEASUREMENT**

Protocols promoting hand hygiene shall be wholly adopted.

### **PRACTICES TO OPTIMIZE HAND HYGIENE**

- All restroom facilities, including those in guest rooms, public areas and back-of-house spaces shall include appropriate hand soaps. (See Section 5.)
- Per regulations, hand-hygiene notices will be placed in all employee rest rooms.
- Hand hygiene shall be augmented with the use of hand sanitizers.

## **SECTION 10: HANDLING AND STORAGE OF CLEANING CHEMICALS**

### **PERFORMANCE METRICS AND MEASUREMENT**

Protocols governing safe handling and storage of cleaning chemicals shall be wholly adopted. Quality control checks will be used to ensure 100% adoption.

### **PRACTICES TO OPTIMIZE HANDLING AND STORAGE OF CLEANING CHEMICALS**

The following protocols have been established to mitigate spills, leaks and mismanagement.

#### **Storage**

- Cleaning chemicals are stored in a single-locked janitorial closet on the ground floor of each building. Workers access chemicals at the beginning of their shift and as needed.

#### **Chemical Dilution systems**

(See Section 11)

#### **MSDS Storage**

- The cleaning chemical supplier is required to provide accurate MSDS's for all chemicals delivered to the building.
- MSDS's are filed, in duplicate, in the chemical storage room and the manager's office in clearly labeled binders.
- The cleaning chemical supplier maintains a toll-free hotline that can be called in the event of spills or accidents to access safety data and protocols.

## **SECTION 11: USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS**

### **PERFORMANCE METRICS AND MEASUREMENT**

Dilution systems and chemical concentrates shall be wholly utilized for the following product types:

<b>Product Type</b>	<b>Manufacturer/Product Name</b>	<b>Sustainability Criteria Met</b>
Multipurpose Cleaner	WAXIE-Green Solsta 143	EcoLogo CCD-146 Certified





	Cleaner/Degreaser or equal	
Neutral Floor Cleaner	WAXIE-Green Solsta 243 Neutral Cleaner or equal	EcoLogo CCD-146 Certified
Restroom Cleaner	WAXIE-Green Solsta 343 Restroom Cleaner or equal	EcoLogo CCD-146 Certified
Glass Cleaner	WAXIE-Green Solsta 543 Glass & Surface Cleaner or equal	EcoLogo CCD-146 Certified
Disinfectant Cleaner	WAXIE Solsta 710 Disinfectant Cleaner or equal	Meets CA Code of Regulations for Maximum Allowable VOC Content; South Coast Air Quality Management District Clean Air Choices Certified – Cleaner (ultralow/no VOC)

#### PRACTICES TO OPTIMIZE USE OF CHEMICAL CONCENTRATES AND DILUTION SYSTEMS

Chemical concentrates and dilution systems are used according to the procedures below to minimize risk to staff and occupants, and to conserve resources.

##### **Dilution System Description**

WAXIE Solution Station Portable Dilution Control is located in the janitorial closets in each building.

##### **Protocol for Use**

Directions for use are located in the janitorial closet.

##### **Maintenance**

General maintenance of the dilution control equipment is provided by Mohave County staff, and additional support is provided by WAXIE Sanitary Supply.

## **SECTION 12: STAFFING AND TRAINING**

#### PERFORMANCE METRICS AND MEASUREMENT

All cleaning personnel shall receive regular training. Vendors shall supply evidence of compliance with training requirements prior to contract award or renewal.

#### PRACTICES TO OPTIMIZE STAFFING AND TRAINING

All cleaning staff and managers shall receive environmental safety and health training, addressing, at minimum, hazards associated with the use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

##### **Training Topics**

- Employee safety and health compliance as it relates to the cleaning program
- Regulatory compliance standards—OSHA, EPA, and other local, state, and federal rules and regulations
- Unsafe attitudes and conditions in the work place through Job Safety Analysis—OSHA JSA or JHA (Job Hazard Analysis)
- Employee performance improvement, such as accident prevention and record-keeping
- Compliance with health and safety rules, and regulation and confidentiality issues
- Safe chemical storage and handling
- Disposal and recycling of cleaning chemicals, dispensing equipment and packaging



### **Annual Training Hours and Staffing Plan**

All Facilities Division Custodians shall receive 2 hours of training annually. To meet cleaning objectives within the building, minimum staffing requirements must be met. Factors such as occupancy rates, seasonal variations and other considerations should be taken into account when adjusting the staffing plan. Under typical conditions, total cleaning staff time shall be not less than 8 hours per day.

### **SECTION 13: OCCUPANT FEEDBACK AND EVALUATION OF NEW TECHNOLOGIES**

#### **PERFORMANCE METRICS AND MEASUREMENT**

All employees shall have a mechanism by which to provide feedback on cleaning practices.

#### **PRACTICES TO OPTIMIZE OCCUPANT FEEDBACK AND EVALUATE NEW TECHNOLOGIES AND PROCEDURES**

Mohave County conducted an electronic survey with all of our staff obtaining feedback regarding our facility, including our green cleaning program. The feedback was very positive. Occupants are encouraged to alert the management to any issues relating to the green cleaning program. Management regularly researches and integrates new green cleaning technologies into the building's procedures.

### **References**

U.S. Green Building Council,

CIR – LEED Interpretations and Addenda Database (CIR #766)

*LEED V3 2009 for Existing Buildings: Operations & Maintenance Green Building Rating System*

[www.usgbc.org](http://www.usgbc.org)

EcoLogo:

Hard Surface Cleaners (CCD-146)

Hard Floor Care Products (CCD-147)

Hand Cleaners (CCD-104)

Hand Towels (CCD-086)

Toilet Tissue (CCD-082)

[www.ecologo.org](http://www.ecologo.org)

Green Seal:

Industrial & Institutional Cleaners (GS-37)

Industrial & Institutional Floor-Care Products (GS-40)

Industrial & Institutional Hand Cleaners (GS-41)

Tissue Paper (GS-01)

Paper Towels and Paper Napkins (GS-09)

[www.greenseal.org](http://www.greenseal.org)

Carpet & Rug Institute:

[www.carpet-rug.org](http://www.carpet-rug.org)

EPA Comprehensive Procurement Guidelines:

<http://epa.gov/cpg>

WAXIE Sanitary Supply:

[www.waxie.com/green](http://www.waxie.com/green)