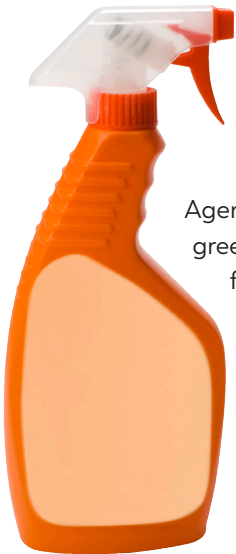









Janitorial and custodial staff are at the forefront of building maintenance operations and play a critical role in implementing solid waste and recycling efforts. At Los Angeles County facilities, custodial and janitorial services are performed by internal County staff and contractors. It is important that practices and protocols are put into place to protect the health and safety of staff and to inform and educate staff regularly regarding best practices for waste reduction, recycling and sustainability. Custodial staff should be included in program planning and implementation to achieve the ideal flow and separation of waste without

adding extra burden or cost for janitorial services.

Custodial services may be responsible for purchasing of cleaning supplies. The County's Green Purchasing Guidelines incorporate mandatory provisions for environmentally sourced products. The United States Environmental Protection Agency (EPA) has established green cleaning standards for product content and environmental performances that can be reviewed prior to product purchases. The link to this information can be found in the Tips, Resources and Assistance section of this handout.



Tips, Resources, and Assistance

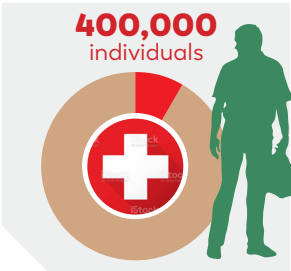
-  Include custodial staff in all recycling and waste reduction program planning and training.
-  Learn more about the County's Green Purchasing Guidelines pw.lacounty.gov/epd/drp/PreferableGreenProducts.aspx
-  Use environmentally preferable janitorial products and eliminate the use of toxic, hazardous and environmentally harmful cleaning products. Refer to Chapter 7 of the [Los Angeles County Purchasing Policy and Procedure Manual](#).
-  Reduce cleaning products' packaging waste by purchasing concentrated cleaning formulas, products with reusable or recyclable packaging, refillable bottles and bulk supplies.
-  Look for the Safer Choice label when purchasing cleaning supplies. The EPA's Safer Choice program identifies products that contain safer chemical ingredients for all venue types. Learn more about green cleaning products and the Safer Choice program at epa.gov/saferchoice

The cleaning industry employs about 2.8 million janitors that are potentially exposed to chemicals.



Source: EPA Green Your Purchase guide

About 6% of janitors experience a job-related injury from chemical exposure to cleaning products every year.




Source: Western Sustainability and Pollution Prevention Network

Buying cleaning products in concentrated form, using appropriate handling safeguards and reusable, reduced, or recyclable packaging, reduces packaging waste and transportation energy.



Source: EPA Green Your Purchase guide

 Enroll staff in certification or training programs that focus on sustainable and green cleaning practices, including the International Janitorial Cleaning Service Association Green Cleaning Certification ijcsa.org/green-cleaning-certification and United States Green Building Code Los Angeles' green janitor training program: usgbc-la.org/programs/green-janitors/



Los Angeles County Facilities Case Studies

Procure Bulk and Green Cleaning Supplies

The Twin Towers Correctional Facility orders cleaning supplies in large quantities. Large bulk drums are received and stored at the loading dock. These products follow standards required by the County of Los Angeles which state that eco-friendly labeled natural and non-toxic product alternatives and products that use unbleached or chlorine free manufacturing processes must be used where the costs for those products are no more than 10% greater than conventional products. Bulk liquids are divided into smaller reusable containers for everyday use. This practice saves money on the cost of products as well as space to store over individual containers. It also saves costs for disposal of individual packaging.

Another example of green purchasing is toilet paper and paper towels for restrooms that contain recycled content. Purchasing coreless toilet paper rolls also saves on disposal. County policies require the purchase of recycled content alternatives instead of non-recycled products.

To implement a green purchasing program, check with supply vendors to inquire about larger supply quantities and pricing discounts for bulk orders. Storage will be required to keep larger containers of cleaning supplies. A protocol for empty containers should be implemented to reuse or return to vendors. It's important that staff are properly trained on the correct refilling procedures so that chemicals are not mixed and so that they are not exposed to potential spilled liquid or fumes.



Implement Recycling Without Plastic Liners

Implementing a liner less program can enhance a facility's recycling program and reduce contamination. Removing or reducing liner use in recycling containers can provide many benefits, including: reduced contamination in recycling, reduced custodial time relining bins, and reducing cost for janitorial supplies.



Recycling contamination fines or penalties can be costly and impact the success of your recycling program. Most solid waste service providers do not want plastic bags in recycling bins. Additionally, if recyclables are empty, clean and dry, then liners are not needed to keep receptacles free of contaminants such as liquid and pests. Before considering a liner less system, make sure these practices don't conflict with health and safety requirements.



Another important consideration is the height of the outside receptacle. Oftentimes custodial staff use liners that are lightly filled as a way to easily toss recyclables into the outside bin. If staff now has to lift a large and substantially heavier container up over the lip of the collection bin, this could pose safety issues. One remedy for this is to simply subscribe to a smaller bin that is shorter and easier to reach.

In facilities where going completely liner less is not an option, consider alternatives such as liner less desk side bins coupled with lined centralized containers in break rooms. This allows using liners in areas where nuisances can be created. Another option is to line bins but not replace them every day. Contracts should be amended to allow clean liners to be reused repeatedly until they become soiled or damaged. Consider switching to using clear liners for recycling to help custodial staff monitor the contents for contamination. Finally, make sure that staff empty only the contents of collected liners into the recycling bin and not the liner itself unless your solid waste provider explicitly allows film plastics in their recycling program.

Train Custodial Staff

It is important to properly train all custodial staff on recycling and waste practices. At Industry Sheriff's Station, resident inmate trustees are responsible for many janitorial tasks including taking out the trash and recycling bins. At the Augustus Hawkins Psychiatric and Clinical Sciences Building a contract provider performs all janitorial and cleaning services. In each example, staff receive training on correctly collecting and transporting sorted recyclables to the collection bins.

Certain changes, such as adding additional collection containers, moving heavier containers with food waste, or taking time to monitor contamination, may result in additional labor and costs and require more time to properly train or on-board staff. Getting input prior to program implementation will help ensure that more custodial staff are on-board and take ownership. It is vital to the success of programs to reinforce with ongoing spot-checks and retraining. Provide training, including translation to languages spoken by custodial staff. Place adequate and understandable signage on collection containers, on the dumpsters and in highly visible areas. Pictures of common recyclable items and contaminants should be used on signage and included in training materials so that it is clear where to place collected materials.

