

**CITY OF LOS ANGELES**

**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: March 30, 2022

TO: Honorable Mitch O'Farrell, Chair

Honorable Paul Koretz, Member

Honorable Kevin De Leon, Member

Honorable Paul Krekorian, Member

Honorable Gilbert Cedillo, Member

Energy, Climate Change, Environmental Justice and River Committee

FROM: Barbara Romero, Director and General Manager  
LA Sanitation and Environment (LASAN)



**SUBJECT: REPORT ON VARIOUS MOTIONS ON THE REDUCTION OF SINGLE-USE PLASTICS AND ZERO WASTE EVENTS AND FACILITIES ([CF 21-0064](#))**

On February 16, 2022, the Los Angeles City Council approved the Energy, Climate Change, Environmental Justice, and River (ECCEJR) report on implementing steps to phase out single-use plastics and implement reusable alternatives. The Bureau of Sanitation (LASAN) was tasked with evaluating the potential need for California Environmental Quality Act (CEQA) compliance for the policies recommended by Council. The following six recommendations were approved by Council and the Mayor:

1. INSTRUCT LASAN, in coordination with the Department of General Services (GSD), Department of Recreation and Parks (RAP), City Attorney, and other relevant departments, to report on the steps necessary including an effective implementation/transition approach to phase out the purchase and use of single-use plastics with a specific focus on the Policy Option, Zero Waste for City Facilities and City Sponsored Events; and analyze the identified Policy recommendations referenced in Table 2 of the November 22, 2021, BOS report, attached to the Council file, under CEQA as appropriate.
2. INSTRUCT the BOS to gather constructive feedback from a wide array of small and minority-owned business stakeholders that may be impacted by the proposed policies on or before Earth Day, April 22, 2022.

3. INSTRUCT GSD, Los Angeles Department of Water and Power (DWP), and RAP to report on the deployment of drinking fountains, portable hydration stations, and the needed funding to deploy them throughout all City facilities.
4. INSTRUCT the BOS to identify project(s) associated with the comprehensive strategies to reduce plastic waste in Los Angeles, focused primarily, but not exclusively, on the potential City policies identified in Table 3 of the November 22, 2021, BOS report, attached to the Council file; to analyze the identified project(s) under CEQA, as appropriate; and REPORT to this Committee bi-annually on LASAN's progress on the foregoing.
5. INSTRUCT the Chief Legislative Analyst (CLA) to draft a resolution(s) in support of the policy recommendations identified in Table 4 of the November 22, 2021, BOS report.
6. INSTRUCT the BOS to submit for inclusion in the Mayor's proposed budget for Fiscal Year 22-23 the staff positions needed to effectuate these policy goals.

This report provides an overview of the Comprehensive Plastics Reduction Program (Program) roll out, including a schedule with milestones that form the framework for Committee reporting, and consideration of phasing of implementation, business outreach and support, and community awareness. This report also describes three early action items:

- Ordinance development for the City-wide expanded polystyrene (EPS) ban, CEQA review, and beginning implementation of a ban on EPS food ware at City-sponsored events;
- Ordinance development and workshops supporting Zero Waste at City departments and events, development, and implementation; and
- Expansion of the Single-Use Carryout Bag Ordinance.

#### **RECOMMENDATIONS FOR COUNCIL ACTION:**

1. Instruct LASAN to develop an online zero waste training course to all City employees and instruct the Personnel Department to implement this annual training starting January 2023.
2. Instruct all City Departments to purchase only recycled-content paper products and printing and writing paper that are at least 30 percent, by fiber weight, post-consumer fiber, to meet the City's Zero Waste policy and SB 1383 regulations, including required recordkeeping to indicate meeting the procurement requirements.
3. Instruct LASAN, upon the approval of the funding in the 2022-2023 budget year, to begin environmental review and analysis in compliance with California Environmental Quality Act (CEQA) guidelines and statutes regarding banning expanded polystyrene (EPS) products city-wide, implementing a Zero Waste City Facilities and Events on City Property policy, and expanding the Single-use Carryout Bag Ban Ordinance.

4. Request the City Attorney, in coordination with LASAN, GSD, and other City departments, to draft an Ordinance for Zero Waste City Facilities and Events on City Property, as well as necessary contract provisions to be incorporated into future tenant lease agreements.
5. Request the City Attorney, in coordination with LASAN, to draft an Ordinance that bans expanded polystyrene (EPS) products on a City-wide basis.
6. Request the City Attorney, in coordination with LASAN, to expand the Single-Use Carryout Bag Ordinance within the parameters of existing law, to stores that provide a single-use carryout bag to a customer at the point of sale.
7. Instruct the City Legislative Analyst (CLA) to draft a resolution in support of the California Plastic Waste Reduction Regulations Initiative (2022). The initiative, which qualified for the November 8, 2022 ballot, would help eliminate single-use plastics.
8. Instruct GSD, by September 30, 2022, to submit to LASAN a report that provides a timeline and costs to create/repurpose a room/space for the installation of a commercial dishwasher in the LA Mall that could be used by LA Mall food/beverage provider tenants, so that the tenants may more easily comply with the Zero Waste Mandates that prohibit disposable foodware; the report shall also identify other City facilities that house food/beverage provider tenants and whether these facilities have space such as but not limited to, storage and operations rooms that could be utilized for centralized dishwashers.

### **CITY-WIDE EXPANDED POLYSTYRENE (EPS) BAN**

Per Council instructions, LASAN began preliminary work to describe and define the parameters for a program and the associated CEQA review for a City-wide EPS ban. The City-wide EPS ban appears to meet the CEQA guidelines for Categorical Exemption. Such a decision would also be consistent with the City's prior decision regarding whether the similar Disposable Foodware Ordinance is considered a "Project."

LASAN recommends the City phase-in implementation, starting with a ban on EPS foodware at City-sponsored events and then expanding implementation Citywide. The public outreach effort would focus on education and support to businesses, and a campaign to raise awareness of the benefits of this program on public health and the environment. A ban on EPS foodware at City-sponsored events as an initial phase would be an excellent way to achieve some of the education and awareness goals, and show how the City is determined to begin phasing in the ban. The City would provide examples regarding how to comply with the ban and about readily-available, environmentally- friendly alternatives. The City would also engage with the media to build awareness and support for the effort. Continued outreach would then lead to implementation of the City-wide ban by 2023.

## **ZERO WASTE FACILITIES AND EVENTS**

LASAN was tasked to develop zero waste plan guidance for City departments (Zero Waste Checklist), and to review the Zero Waste Plans (ZWP) of City departments. LASAN has received ZWP from more than half of all City departments for review, and all plans are expected to be submitted by the end of April 2022. Attachment 1 provides a summary of each department's ZWP status. LASAN will continue to work with the departments to assist in developing and implementing their ZWP. Best practices adopted by City departments will be publicized to all City departments. In order to achieve the ambitious diversion goals set by Council and Mayor, General Managers of each department will be required to provide annual reports to Council and Mayor on their departmental progress towards zero waste, status of single-use plastic reduction, etc.

LASAN has also drafted a City Zero Waste Events (ZWE) policy that would be applicable to City sponsored/permitted events on City property, and to all food and beverage providers at those events (Attachment 2). The policy describes options for eliminating the use of single-use plastics, including banning expanded polystyrene foodware products and single-use containers. Food and beverage providers would be required to supply reusable, recyclable or compostable containers and allow customers to use their own reusable foodware. The ZWE instructs that surplus edible food be rescued in accordance with Los Angeles County Health regulations, and provided to food rescue organizations. In addition, the ZWE policy mandates the provision of blue bins for recyclables, and green bins for food waste. LASAN has compiled a non-exhaustive list of City Departments with on-site restaurants, catered events, meal services, or food related operations (Attachment 3).

With the approval to have a Zero Waste City Facilities and Events Ordinance, LASAN plans to hold a series of workshops to roll out the zero waste programs, explain the requirements and timing, and present information. During the workshops, LASAN would seek information from each department about specific zero waste plan components, and also provide ongoing support and education to assist in the development of these specific plan elements. Support and education would also be available to help departments stay current on modifications or changes to the programs. LASAN plans to hold these workshops in the second half of 2022, with implementation of the programs in 2023.

## **SB 1383 PROCUREMENT MANDATE FOR PAPER PRODUCTS**

The California Short-Lived Climate Pollutant Reduction law, SB 1383, sets goals to reduce landfill disposal of organic waste, in order to reduce greenhouse gas emissions. SB 1383 also sets procurement mandates for organic waste products and recycled-content paper. As of January 1, 2022, SB 1383 requires cities and counties to procure annually a quantity of recovered organic waste products, such as compost, mulch, biofuels and electricity as well as paper products. Paper products include office supplies, writing and printing papers, printed materials, and janitorial supplies. These paper products must be recyclable and contain recycled content (at least 30 percent, by fiber weight, post-consumer fiber). The products must be available at no greater cost than non recycled products, and fitness and quality must be equal to non-recycled products. In order to meet these regulatory requirements, LASAN recommends that all City Departments be instructed to purchase only recycled-content paper products and printing and writing paper that are at least 30 percent, by fiber weight, post-consumer fiber.

## **EXPANSION OF THE SINGLE-USE CARRYOUT BAG ORDINANCE**

The City of Los Angeles adopted its Single-use Carryout Bag Ban with a \$0.10 fee per recyclable paper bag in June 2013, effective for large supermarkets in January 2014 and expanded to drug stores, convenience stores, and other types of smaller food markets in July 2014.

The City's Single-use Carryout Bag Ban Ordinance applies to these entities: Large stores with gross annual sales of over \$2 million selling dry groceries, canned goods, or nonfood items and perishable items; stores of at least 10,000 square feet of retail space generating sales or use tax and with a licensed pharmacy are included in the ban (e.g. Ralphs, Target, Walmart, Vons, Food 4 Less, 99cent Only Stores, Walgreens, CVS, Rite Aid, and others). Small stores such as drug stores, pharmacies, supermarkets, grocery stores, convenience food stores, food-marts, and other entities engaged in the retail sales of a limited line of goods that sell milk, bread, soda, and snack foods, in addition to stores with a Type 20 or 21 license issued by the Department of Alcoholic Beverage Control, are included in the ban (e.g. 7-Eleven, AM PM Mini Markets, and others).

The City of Los Angeles certified an Environmental Impact Report for the Single-Use Carryout Bag Ordinances on May 13, 2013. The project objectives of the single-use carryout bag ordinance were to reduce litter in the City and associated adverse effects to stormwater quality and marine resources, as well as reduce adverse effects to solid waste landfills. The final EIR addressed the beneficial effects of the proposed ordinance as well as potential adverse indirect effects, such as increased water use from washing of reusable bags and the economic impacts of charging a fee for carryout bags. No potential significant impacts or mitigation measures were identified in the EIR.

To expand the Ordinance to certain stores that were excluded in the Single-Use Carryout Bag Ordinance, the 2013 EIR would be the foundation for preparing an addendum to expand the EIR analysis to additional establishments. Because the new bag and plastic packaging bans are under consideration for similar reasons and objectives as the single-use carryout bag ordinance, no substantial changes to the project or circumstances would occur, and no major revisions to the previous EIR would be required. Therefore, the City may prepare an addendum to the EIR. If significant impacts are identified in the preparation of the Addendum, the document can be converted to a supplemental Initial Study or supplemental EIR as needed. In preparing the addendum, the City would determine that the proposed ordinance is a Project under CEQA, similar to the Single-Use Carryout Bag Ordinance.<sup>1</sup>

The Single-use Carryout Bag Ban Ordinance did include substantial outreach and education to affected businesses; although some of that is still applicable, the new bans would affect different types of businesses that provide plastic shopping bags.

The City Attorney's Office will coordinate with LASAN to identify which stores would be affected by expanding the City's previous ordinance, and any updates to the ordinance would be implemented within the parameters of existing law.

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<sup>1</sup> "This Environmental Impact Report (EIR) has been prepared to evaluate the environmental effects of the adoption and implementation of the proposed City of Los Angeles Single-Use Carryout Bag Ordinance banning single-use plastic carryout bags and instituting a charge for paper carryout bags at specified retail stores in the City of Los Angeles. The proposed ordinance constitutes a project for the purposes of the California Environmental Quality Act (CEQA) and the State CEQA Guidelines."

## **PROGRAM ROLL OUT WITH MILESTONES FOR COMMITTEE REPORTING**

The ECCEJR Committee instructed LASAN to report back bi-annually on the progress of the programs. LASAN has developed an overall plan for rolling out the various components of the Comprehensive Plastics Program (Program), with milestones and a schedule, thus demonstrating a commitment to achieve its goals.

The Program includes a range of components, some for which ordinances can be developed and CEQA review occurs earlier; some which require more detail and pre-ordinance outreach prior to implementation; and some of which may be preferable to be addressed at the State level. Every component will require some level of stakeholder interaction, from awareness building to direct assistance and continuing education and support. This section presents an organization of the elements of the Program and implementation time frames, as well as a schedule for implementing the Program over the next three years. Figures 1 and 2 represent the proposed Program organization and roll out schedule, with milestones for timing of implementation of the different elements.

Figure 1 identifies the specific elements of the Comprehensive Plastics Report, and groups them according to Tables 2, 3 and 4 of that report. The elements are also color-coded for anticipated timing of roll-out, with green being suitable for 2022, blue for 2023, and yellow for 2024 and beyond. For each of the elements in Figure 1, CEQA recommendations are provided.

Figure 2 illustrates the roll out schedule diagrammatically. It includes the anticipated roll out schedule for each Program component (organized as in the Comprehensive Plastics Report Executive Summary Tables 2, 3, and 4). The white circles with program element names represent the anticipated time of CEQA completion and ordinance adoption. The illustration includes anticipated pre-implementation planning and outreach time frames, and anticipated implementation and post-implementation continuing education and support for each component. Timelines are also provided for the expected phase-in of enforcement.

PROGRAM LEVEL CONSIDERATION	COMPREHENSIVE PLASTICS PROGRAM ELEMENTS	CEQA*
Table 2 of Comprehensive Plastics Report	Zero Waste City Facilities and City Sponsored events	N/A or CE
	EPS ban: • Phase 1: EPS ban at City-sponsored events • Phase 2: Ban on EPS foodware	N/A or CE CE
	• Phase 3: City-wide EPS ban	CE
	Lift Exemptions from Single-Use Carryout Bag Ordinance	Adden to Carryout Bag Ordinance
Table 3 of Comprehensive Plastics Report	• Mandate reusable foodware for dine-in services • Fee on disposables ( <i>eg., cups/straws</i> ) • Mandate leashed beverage lids	CE CE CE
	• Ban water in plastic bottles unless refillable; mandate refillable plastic bottles • Ban sale of LA source water	IS or EIR
Table 4 of Comprehensive Plastics Report	• Mandate post-consumer content of plastic bottles and single-use disposable items • Ban disposal of textiles ( <i>returned, unsold, excess</i> ) • Ban non-recyclable packaging • Ban the sale of Bioplastics • Ban PFAS in foodware and other items deemed necessary • Mandate filtration systems in washing machines to capture microplastics • Mandate labeling/disclosure of material types	CEQA addressed at State level, or through State legislation

2022  
2023  
2024+

\*CEQA Pathway

CE: Categorical Exemption    A: Addendum    N/A: Not Applicable: Not a Project  
IS: Initial Study    EIR: Environmental Impact Report

Figure 1. Comprehensive Plastic Reduction Program Elements and Potential CEQA Pathways

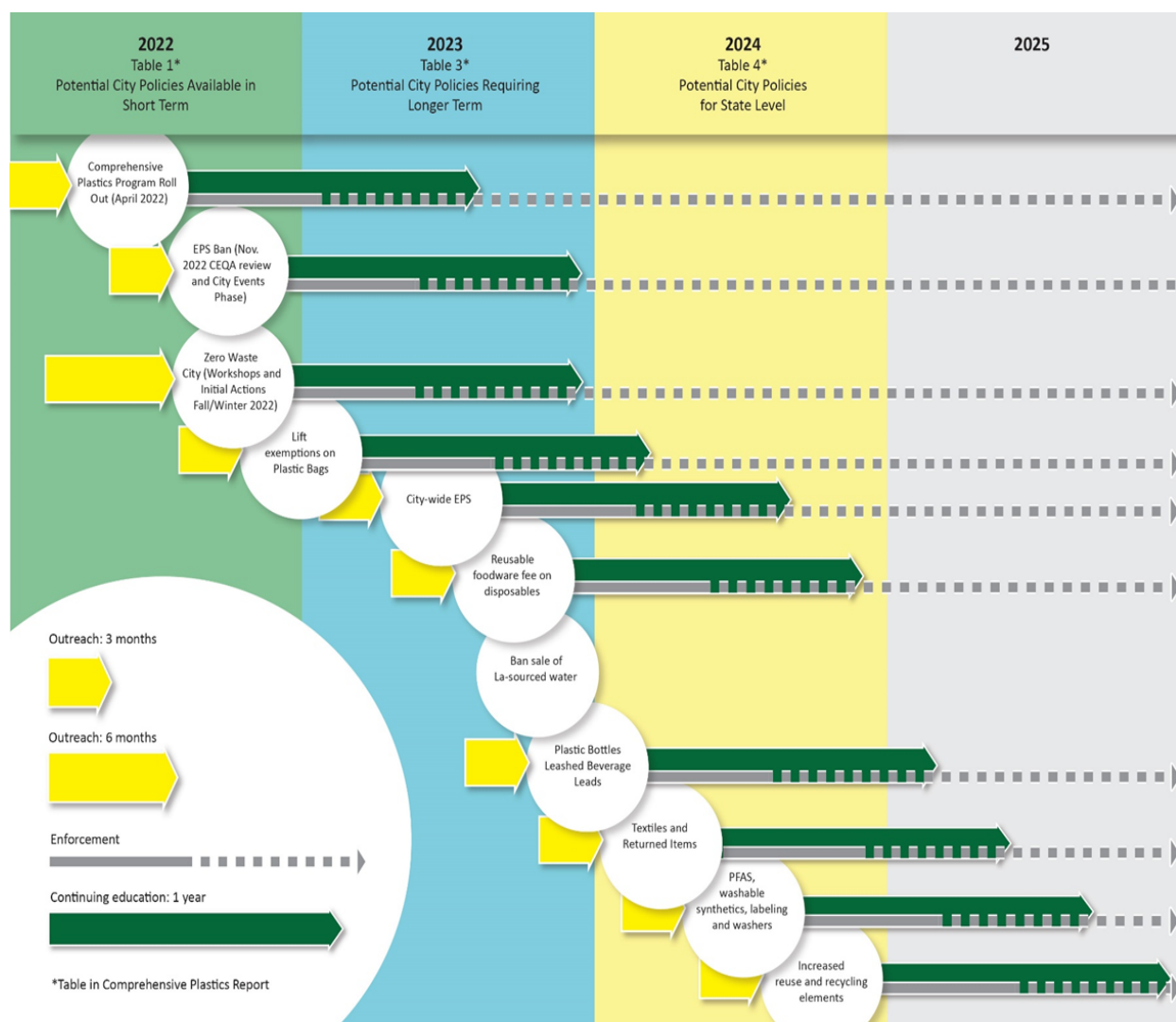


Figure 2. Comprehensive Plastic Reduction Program Timeline

## FY 2022 - 2023 BUDGET REQUEST

LASAN's Solid Resources Program provided a Supplemental Budget Package for FY 2022-23 proposing for staff needed to effectuate the policy goals. The package included one Environmental Affairs Officer, two Environmental Supervisors II, three Environmental Specialists II, and one Principal Public Relations Representative. This team will be responsible for carrying out the analysis, research, stakeholder engagement, fulfilling CEQA requirements, policy development, outreach and education, and enforcement as warranted by any of the developed policies. An additional budget package has been requested from LASAN for this program for FY 2022-2023 to provide on-board consulting services to provide additional guidance as the policies are developed.



## **PUBLIC OUTREACH**

LASAN staff have started meeting with representatives from environmental, business, and industry organizations regarding the plastic reduction policies. Members of business and industry organizations posed questions and voiced concerns regarding the anticipated impacts on their current business models. The environmental organizations have supported the plan with the desire to accelerate some elements over others. LASAN will continue to engage with the community, and plans to hold several informal feedback sessions in the coming months, especially engaging with local, impacted businesses.

One local Chamber of Commerce reports that many area restaurants have already ceased use of EPS foodware, and that others support such a ban - and are confident that they will save money with alternatives. Allowing customers to use their own reusable beverage and food containers, which is allowed by AB 619 (Chiu) is another cost-saving option. LASAN has conferred with Los Angeles County about AB 619; the County agreed to promote AB 619 (and reusable foodware generally) to all restaurants that it inspects and permits (all restaurants in Los Angeles). This outreach is predicated upon the County's proposed EPS ban for dine-in meal service being adopted. The County's outreach is anticipated to begin in mid-to-late 2022 and continue through early 2023. LASAN is also considering sending its own mailer about reusables to Los Angeles restaurants and Los Angeles residents, who are the restaurants' customers. Surveys have shown that customers appreciate environmentally-friendly foodware.

## **FUTURE ACTIONS**

### ***California Plastic Waste Reduction Regulations Initiative (2022)***

The California Plastic Waste Reduction Regulations Initiative has qualified to be placed on the November 8, 2022 ballot. If the Initiative is approved, CalRecycle will be required to adopt statewide regulations to reduce the use of single-use plastic packaging. If successful, a maximum fee of one-cent per item on single-use plastic packaging and foodware can be enacted by the State. The fees generated through this initiative would be distributed to CalRecycle (50%), the California Natural Resources Agency (30%), and local governments (20%).

In addition, the Initiative will require many of the policies that the Council has championed and supported, such as:

- requiring producers to ensure that single-use plastic packaging and foodware is recyclable, reusable, refillable, or compostable by 2030;
- requiring producers to reduce or eliminate single-use plastic packaging or foodware that CalRecycle determines is unnecessary for product or food item delivery;
- requiring producers to reduce the amount of single-use plastic packaging and foodware sold in California by at least 25 percent by 2030;
- requiring producers to use recycled content and renewable materials in the production of single-use plastic packaging and foodware;
- establishing "mechanisms for convenient consumer access to recycling," including take-back programs and deposits;

- establishing and enforcing labeling standards to support the sorting of discarded single-use plastic packaging and foodware; and
- prohibiting food vendors from distributing expanded polystyrene food service containers.

LASAN recommends that the City support this initiative. In the event the ballot initiative is not successful, LASAN would report back to Council on a series of actions and programs to achieve the above listed outcomes.

### ***Food Service Provider Zero Waste Program***

LASAN received funding in the amount of \$1,000,000 from the American Recovery Act to assist restaurants in reducing single-use plastics and foodware within the City. The Food Service Provider Zero Waste Program extends the efforts of the City's Straws-on-Request and Foodware Accessories-on-Request ordinances, and will also serve to demonstrate the ability of restaurants to adopt a reusable model and support the development of future policies. LASAN has distributed a Task Order Solicitation (TOS) to on-board a consultant to administer and distribute the funds as micro-grants to support small business food service providers' transition from single-use plastics and non-recyclable foodware, as well as from unnecessary packaging. The program will include stakeholder engagement, as well as education and technical assistance to small businesses.

### ***Information Gathering***

In order to successfully implement the recommended Zero Waste Facilities and Zero Waste Events policies, LASAN needs to compile a significant amount of information pertaining to departmental operations and procedures. This will require gathering and reviewing forms and guidelines pertaining to events, and facility reservations. It will also entail obtaining copies of leases and contracts, obtaining a complete list of contracts for the purchase of plastic products, identifying all vending machines installed on City property, and developing a database that describes the facilities and identifies areas such as lunchrooms, access to dishwashers, facility landscapes and landscaping practices such as turf or drought-tolerant plants, or practicing grasscycling, as well as identify who owns and manages the facility.

The City first needs to determine its zero waste baseline. With baseline information, the City can then develop universal zero waste contract and lease clauses, event and purchasing mandates, and ensure that green bins are provided for the collection of green waste, in accordance with SB 1383 organics diversion requirements. It is essential that the City Council assist LASAN in this information-gathering process by instructing City departments to provide the requested information and documents, and requesting that the appropriate elected officials provide the same. A complete list of instructions can be found in Attachment 4.

### **REPORT BACK**

Provided that the budget for the Comprehensive Plastic Reduction Program is approved, LASAN will report back in six months on the progress on the development of a City-wide expanded polystyrene Ban Ordinance, development of a Zero Waste Program at City Facilities and City Events Ordinance, and expansion of the Single-Use Carryout Bag Ban Ordinance. LASAN will also report back on the

California Plastic Waste Reduction Regulations Initiative and Food Service Provider Zero Waste Program.

**ATTACHMENT 1 - Department Zero Waste Plans Summary Table**

<b>Table 1. Departments that have submitted Zero Waste Plans (Final Reports or Draft Reports)</b>	
1	Department of Public Works, Bureau of Street Services
2	Department of Aging
3	Department of Building & Safety
4	Department of Convention & Tourism Development
5	Department of General Services
6	Department of Housing & Community Investment
7	Department of Public Works, Bureau of Sanitation
8	Department of Recreation & Parks
9	Department of Water & Power
10	Housing Authority of the City of Los Angeles
11	Library Department
12	Los Angeles World Airports
13	Personnel Department

**Table 2. Departments with Zero Waste Plans in progress.**

(These Departments have met with the Mayor's Office and have developed a plan outline; may have organized internally or have pilots with significant impacts.)

1	Department of Public Works, Bureau of Street Lighting
2	City Administrative Officer
3	Cultural Affairs Department
4	Department of Animal Services
5	Department of Public Works, Bureau of Engineering
6	Department of Transportation
7	Emergency Management Department
8	Los Angeles Zoo
9	Police Department

**Table 3. Departments that have not submitted Zero Waste Plans**

1	Department of Contract Administration
2	Fire Department (DCSO retired)
3	Information Technology Agency
4	Harbor Department

**Table 4. Departments that do not have a Departmental Chief Sustainability Officer (DCSO)**  
 (These departments therefore did not receive the notice to submit a zero waste plan)

1	Department of Economic & Workforce Development
2	Department of Neighborhood Empowerment

## **ATTACHMENT 2**

### **Draft Zero Waste Mandates for City-Sponsored/Hosted Community and Catered Events and Food/Beverage Providers Operating on City Property**

#### **Food**

##### **Surplus Edible Food**

Applicable to Catered Events, Farmers Markets, Restaurants, Cafeterias, Concessionaires and other food/beverage providers operating on City property, collectively referred to herein as “food/beverage providers.”

The requirement to donate surplus edible food is not applicable to Community Events (public events), in accordance with Los Angeles County health regulations.

Any excess/leftover/ surplus food (including unserved prepared food; unserved produce; and/or unopened, nonperishable food items) that will not be stored for later sale, or that will not be given to the food/beverage providers’ employees or volunteers, whether for off- or on-site consumption, must be donated to a food rescue group (FRG).

All food/beverage providers are prohibited from disposing edible, surplus food as trash. This prohibition does not apply to community event food/beverage providers.

##### **Rationale:**

Disposing of surplus edible food when hunger is widespread is simply unacceptable. SB 1383 requires diversion of organic materials- including food- from landfills. The rescue of surplus edible food is an effective landfill diversion measure.

##### **Food Rescue Groups**

The food/beverage providers shall contact one or more FRGs to discuss food donations and make arrangements for pickups whenever excess /leftover/ surplus food is available or likely to be available. Arrangements shall be made in advance of stand-alone/one-time events.

Food/beverage providers such as cafeterias and restaurants, that may generate surplus edible food on an ongoing basis, shall have standing/permanent arrangements for the rescue of surplus edible food.

Discussions with food rescue organizations shall cover safe handling of surplus edible food (in accordance with Los Angeles County health guidelines), packaging for rescued food, and other related logistics pertaining to food safety and food donation. The food/beverage providers shall provide all “to-go” food packaging necessary to facilitate food rescue, such as but not limited to, to-go aluminum pans with lids.

The food/beverage providers shall inform the City Department with which it is contracted/engaged with which FRG/s it is or will be working. The food/beverage providers will be required to prepare food donation reports using a format to be determined by the City (LA Sanitation and Environment – LASAN). The involved city departments are responsible for

submitting the food rescue reports (tonnages) to LASAN. LASAN will assist in developing a food rescue process for community events.

### **Food Preparation Scrap (Pre-consumer food scraps)**

All food/beverage providers must deposit acceptable food preparation food scraps, if any, into designated collection bins provided by the City.

As of this writing, acceptable food scrap includes: Bread, coffee grounds, dairy fish, fruit, meat, vegetables, and all-paper tea bags.

Food providers are encouraged to utilize all portions of foods that they prepare, such as vegetable and fruit peels and stems, rather than disposing of these items.

Food/beverage providers may be fined a flat “contamination fee” of \$50 for each food scrap collection bin that it contaminates with unacceptable items. Contamination fees will be deducted from the food/beverage providers’ deposits, if any, or the food/beverage providers will be billed by the City. LASAN will update the list of acceptable food scrap as necessary and notify all City departments when it has done so.

### **Food Waste (“plate waste:” Post-consumer food scrap**

The food/beverage providers and/or their staff or attendants must place acceptable “plate waste,” which is the uneaten portion of served food, into the designated collection bins provided by the City.

As of this writing, acceptable "plate waste" includes bread, coffee grounds, dairy fish, fruit, meat, vegetables, and all-paper tea bags.

The food/beverage providers may be fined a flat “contamination fee” of \$50 for each collection bin that it contaminates with unacceptable items. Contamination fees will be deducted from the food/beverage providers’ deposits, if any, or the food/beverage providers will be billed by the City. LASAN will update the list of acceptable plate waste as necessary and notify all City departments when it has done so.

### **Meal Portion Sizes**

Reducing the amount of surplus plate waste and food scrap that is generated at community catered events and by food and beverage providers, is imperative. This requires the adoption of “upstream” measures/mandates pertaining to food.

Food providers shall offer half portions, child portions and a la carte options and avoid garnishes that are not commonly eaten, as the latter will likely be disposed of.

### **Beverages**

Beverages shall be dispensed or served in reusable/recyclable cups, or in recyclable bottles/cans made of glass, metal or plastic. Single-use/disposable plastic cups are prohibited. Aluminum cups are recyclable. Food/beverage providers are encouraged to dispense beverages in their original bottles and cans.



**Water**

Water may not be sold or provided in plastic bottles or in single-use/disposable plastic cups. Hydration/bottle refill stations should be provided at community events, catered events, and in restaurants and cafeterias.

**Condiments**

Condiments must be served in dispensers (manual or electric pump dispensers or equivalent); individual, sealed condiment packets of any type are not allowed. Individual plastic containers for sauces and condiments, with or without lids, which are often called soufflé cups, mini cups, or portion cups, are not allowed.

**Prepackaged Meals/Food Items**

Meal/food item packaging shall be minimized and the food containers must be approved in advance by LASAN as to their recyclability in the City's blue bin recycling program or their compostability in the City's green bin composting program. The use/provision of prepackaged meals/food items, if the packaging cannot be recycled or composted, must be severely restricted.

**Foodware**

"Foodware" is defined as plates, bowls, cups, utensils, and serving dishes.

**Expanded Polystyrene (EPS) Products**

EPS is the acronym for molded expanded polystyrene, a rigid closed cell foam plastic labeled as "#6" plastic or resin. It is also called "foam" and "Styrofoam<sup>TM</sup>".

No EPS foodware products of any type are allowed on City property.

**Foodware**

Only reusable foodware (plates, bowls, cups, utensils, serving dishes) may be utilized for catered events and dine-in meal service. "Foodware" is identical to and used interchangeably with "food service ware."

Only recyclable or compostable food service ware (plates, bowls, cups, utensils, serving dishes) may be provided for to-go service. Containers must be approved in advance by LASAN as to their recyclability in the City's blue bin recycling program or their compostability in the City's green bin composting program.

A reusable, to-go foodware/vending machine and food container system such as that offered by the Ozzi company is allowed (<http://agreenozzi.com/>). This does not constitute an endorsement of this company, its products, or services.

**Customer food and beverage containers**

Food vendors must allow customers to provide their own reusable food and beverage containers.

**Beverages**

Beverages shall be dispensed or served in reusable cups, or in recyclable bottles and cans made of glass, metal or plastic. Beverages shall not be dispensed/served in single use/disposable plastic or paper cups.

**Incentives for on-site food consumption (which incentivizes reusable vs. disposable food service ware)**

Food/beverage providers must offer a discount to customers who provide their own reusable beverage containers and offer a discount to customers who provide their own reusable food containers. The availability of discounts and the discount amounts must be advertised.

Note: Per State law, drinking cups and containers may be reused by self-service customers as long as there is no contact between the pouring utensil and lip contact area of the cup or container. Customers' takeout beverage containers may be refilled by the food/beverage provider employees or the customers if refilling is a contamination-free process.

**Napkins/Linens**

All single-use/disposable paper napkins must be unbleached and contain a minimum of 30% post-consumer recycled content.

Only reusable (washable/cleanable) napkins and tablecloths may be offered/provided at catered events held on City property. Single-use/disposable versions are prohibited.

**Recycling**

Food/beverage providers must offer a recycling collection program (e.g., recycling bins) identical to the City's curbside residential and City Facilities Recycling programs. LASAN will update the list of recyclable materials as necessary and notify all City departments when it has done so.

**Restrooms: Paper Towels**

Restrooms accessible to customers of food/beverage providers shall be equipped with electric hand dryers, to the extent feasible; all such restrooms shall be equipped with electric hand dryers no later than 2025.

If LASAN is providing composting or other processing of used restroom paper towels, then: All paper towels generated from restrooms that are accessible to customers, shall be collected separately from other restroom sanitary waste, bagged in bags deemed acceptable by LASAN, and deposited into designated collection bins, or delivered to designated sites, for composting.

**Restrooms: Soap**

Hand soap shall be provided in refillable containers.

**Restrooms: Toilet Seat Covers**

Disposable paper toilet seat covers shall not be provided.

### Rationale:

Seat covers do not provide protection and are an unnecessary use of paper. (“In terms of preventing illness and transmission of infectious disease, there’s no real evidence that toilet-seat covers do that,” says Dr. William Schaffner, a professor of preventive medicine at Vanderbilt University School of Medicine.)

### **Signage**

LASAN will provide sample language (content) to be used on signs, menus and other communications mechanisms, that explains the rationale for various waste prevention measures, such as food waste collection, discounts for reusable food containers, food service ware mandates, condiments and napkins (recycled content, bleaching), etc.

At minimum: community events should have signage at each point of egress and ingress noting that it is a zero waste event; all catered events should have at least one equivalent sign; cafeterias and restaurants must provide information about zero waste measures on their menus or on-site signage.

### **Literature**

Informational literature (brochures, flyers) that is distributed at community events, catered events, or by other food/beverage providers must be printed on paper that contains a minimum of 30% post consumer recycled content (pcr). Text denoting this must be displayed on the literature, such as “Printed on paper that contains 30% post consumer recycled content” or “Contains 30% post consumer recycled content.”

### **Bags**

Food/beverage providers shall not offer/sell/provide plastic bags of any type. Bags that are made wholly or partially of synthetic fabrics, including recycled PET plastic, are prohibited. Single-use paper bags and reusable cloth bags may be offered/sold/provided.

### Rationale:

Single-use carryout plastic bags are prohibited in Los Angeles per city ordinance; thicker/heavier reusable plastic bags are currently allowed in Los Angeles. However, neither type of plastic bag is recyclable, even heavier bags are often treated as though they are single-use, and both should therefore be avoided.

Synthetic fabrics/fibers are plastics that are derived from fossil fuels; they shed micro plastics when washed. Wastewater facilities (sewage treatment plants) cannot capture all micro plastics, so some are discharged into the ocean.

### Attachment 3

#### City Departments With On-Site Restaurants, that Host/Assist With Catered Events, that Offer or Host Meal Services, or That Have Food-Related Operations

Department	Food Service Contracts	Food Concessions on City Property	City-sponsored events	Recommended Mechanism/s for Addressing Surplus Food
Aging	Senior meal program			Include surplus food donation language in bid/RFP documents and contracts; surplus food now given to volunteers and seniors
Bureau of Street Services (BSS)/Streets LA Portal				Note: Surplus food from community events is not eligible for donation per health guidelines. Farmers market vendors take unsold food to other markets they participate in.
Dept. of Convention and Tourism Development	Convention Center (includes venue management)			Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
El Pueblo de Los Angeles		Olvera Street restaurants: <ul style="list-style-type: none"> <li>· Casa La Golondrina</li> <li>· Chiguacle</li> <li>· Cielito Lindo</li> <li>· El Paseo Inn</li> <li>· El Rancho Grande</li> <li>· Juanita's</li> <li>· Kitty's Sno-Cones</li> <li>· La Luz Del Dia</li> <li>· La Noche Buena</li> <li>· Las Anitas</li> <li>· Mr. Churro</li> <li>· Velarde's Fruit</li> </ul>		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program

El Pueblo de Los Angeles			Miscellaneous multiple events	If these events are managed by El Pueblo, revise its events agreement to obtain information about event food providers and include surplus food language. In interim, implement voluntary donation program
General Services Department		<p>LA Mall, City Hall and City Hall East:</p> <ul style="list-style-type: none"> <li>· HomeBoy Diner (City Hall)</li> <li>· Trimana (City Hall East)</li> <li>· LA Mall: <ul style="list-style-type: none"> <li>○ California Pita</li> <li>○ CVS</li> <li>○ Leon's</li> <li>○ Quizno's</li> <li>○ Sbarro</li> <li>○ Trimana</li> </ul> </li> </ul> <p>(Agreements/contracts are managed by GSD Real Estate)</p>		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
General Services Department			Oversees logistics for Council-sponsored (including catered) events in Civic Center (the Tom Bradley Tower, City Hall Rotunda, Forecourt, Spring Street steps, South lawn hardscape; City Hall South Plaza; and Fletcher Bowron Square/Triforium), and Van Nuys City Hall.	Revise GSD's agreement ("Scheduling Application For Civic Center Use") to obtain information about food providers – caterers – and include surplus food language. . In interim, implement voluntary surplus food donation program

Library Dept.		Panda Express (at Central Library); contract is managed by Library Dept.		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Library Dept.			Catered events	Department did not provide information about catered event procedures; revise applicable agreements to obtain information about caterers and include surplus food language. In interim, implement voluntary donation program
Library Dept.			LAUSD Summer Youth Lunch Program (Library hosts meals)	Controlled by LAUSD
Los Angeles Police Dept.	Meals for LAPD jails.		Catered workshops/meetings at the Police Administration Building and outdoor plaza (facing 1 <sup>st</sup> Street)	
Los Angeles Sanitation and Environment (LASAN)			Catered workshops/meetings at Environmental Learning Center (ELC)	
Los Angeles Zoo		Restaurants: Café Pico, Churro Factory, Fork in the Road, Gorilla Grill, Mahale Café, Reggie's Bistro, Sweet Treats, and Zoo Grill (Contracts are managed by the Greater Los Angeles Zoo Association: GLAZA)		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program

Los Angeles Zoo			Catered events; food provided exclusively by contracted food provider that operates all concessions	Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Recreation and Parks	Greek Theatre (includes venue management)			Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Recreation and Parks		Restaurants: Franklin's Café & Market, The Café at the End of the Universe;		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Recreation and Parks			Concessions: Cabrillo Beach Mobile Food at the Cabrillo Marine Aquarium, Echo Park Lake Café, Echo Park Lake Pedal Boats, Griffith Park Pony Ride Refreshments Stand, Hansen Dam Equestrian Center, Sherman Oaks Castle Park Arcade, Sherman Oaks Castle Park Batting Cages, Travel Town Gift Shop	Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Recreation and Parks			Meal programs: Summer Youth (student) Lunches	Controlled by LAUSD; utilize share tables for food not consumed

Recreation and Parks			After-school snacks; summer camp lunches	Revise internal procedures to formalize how surplus food is addressed
Harbor	Employee cafeteria, coffee and vending services			Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
Harbor			For community events, the Port works with Food Truck Connection; compensation and services are executed between the Food Truck Connection and individual trucks	Note: Surplus food from community events is not eligible for donation per health guidelines. Farmers market vendors take unsold food to other markets they participate in.
LADWP	Pop-up employee cafeteria			Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program
LAWA		Nearly 70 restaurants/ concessionaires are in operation in Terminals 1, 2, 3,4,5,6,7,8 and the Tom Bradley International Terminal.		Include surplus food donation language in bid/RFP documents and contracts. In interim, implement voluntary donation program

#### Attachment 4

The following work will be conducted by LASAN and various City departments in a collaborative effort upon completion of necessary CEQA analyses. Additional work may be required in the future.



## **CITY ATTORNEY**

1. Inform all vending machine companies/ vendors that operate in Los Angeles, by August 31, 2022, that they must identify the location (address and room number, or an adequate location description for vending machines in kiosks, etc.) of all vending machines that each company has inside City facilities/on City property and lists of employee associations/employees with whom each company interacts and contact information for the associations/ /employees; the letter should advise that the sale of water in plastic bottles is no longer allowed, effective October 31, 2022.

## **GENERAL SERVICES DEPARTMENT (GSD)**

1. LASAN will work with GSD's Supply Services Division to obtain a list of all contracts that include items that are wholly or partially made of plastic. The spreadsheet shall include the name and description of each wholly or partially plastic item and the specifications for each, the contract start and end dates and the number of extensions executed for each contract. The list to be supplied by GSD shall provide the names of all departments that utilized each contract over the life of the contract (to date) and metrics (dollars expended) by each department on that contract, so that "top users" can be identified. This information is to assist the City in identifying plastic items now purchased and allow LASAN and other departments to research/identify non-plastic alternatives or those plastic products with recycled-content.. Examples of wholly and partially plastic items include sandbags made of woven/nonwoven plastics (burlap sandbags are a non-plastic alternative); plastic bags of all types; film plastics that may be used for wrapping/containing items; reservoir shade balls; transportation products (cones, delineators), etc.
2. LASAN will work with GSD to develop a tracking system capable of being sorted and generating reports, such as a Google Sheets document, to track, on an ongoing basis, all Civic Center catered events that are scheduled by GSD; the name of the event, the sponsoring entity/ies, the number of attendees, the event date/s and the name and contact information for event caterers shall be captured and tracked.
3. After consultation with GSD, and other City departments as necessary, LASAN will report back on the status of the City's facility database or records to ensure that detailed information necessary for compliance with SB 1383 is available: which department controls which facility; address, square footage, number of floors, parking facilities, vehicle chargers, lunch rooms (room #s), landscape (square footage, type of vegetative material, irrigation systems) retailers, restaurants (or space for such). Specifics about restaurant spaces must be provided: garbage disposals, dishwashers, space for recycling and food waste bins; space for on-site food processing equipment such as EcoVim or NOVA aerobic digester. LADWP has real estate binders that include profiles of each LADWP facility; these can be used as a model.