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# **Appendix F**

## Zero Waste Management Plan



February 25, 2022

City of Menlo Park  
701 Laurel  
Menlo Park, CA 94025

Project: 985 & 1001 O'Brien Drive, 1320 Willow Road (1005 OBD NB)  
DES Project No. 10025.002

Subject: TARLTON WASTE MANAGEMENT PLAN

### **Trash Bins & Waste Types**

Tarlton Properties, Inc. has trash receptacles throughout the office and lab space. In each room and at each pod of desks there are regular waste baskets and blue recycling bins. Recycling bins are also placed in high usage areas such as by the printer station and in the break room and conference rooms. Compost bins are placed in the break room where employees eat their lunch. The business park is equipped with regular trash, recycling, and compost dumpsters for each type of waste.

This facility will include outdoor screened trash enclosures with sorting stations for garbage, recycling, and organics in compliance with the Recology requirements.

All restrooms will be equipped with high-efficiency hand dryers and Energy-stair dishwashers in break rooms.

### **Employee Education**

Tarlton Properties, Inc. has laminated instructional cards posted in the conference room, and break room areas where employees frequent. New hires are educated on how to properly dispose of their waste and periodic training reminders are given to the employees in company-wide meetings. The janitorial service has been updated on the different waste type bins and which dumpsters they need to be emptied into.

It is also typical to provide refillable water stations in the break rooms, as well as incorporated in drinking fountains for new developments.

### **Monitoring**

Constant monitoring will be carried out to ensure improper waste disposal does not occur. Discovery of an error will lead to a refresher training session. Continuous improvement will be made in purchasing efforts for supplies and kitchen products to maximize recyclable and compostable materials over landfill waste. Suggestions and recommendations from individual employees are encouraged, and the company will consult Recology as needed to reassess container sizing, quantity, and locations.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Anthony Borifacio', is written over a faint, larger version of the signature.

Anthony Borifacio  
VP of Construction

Attachments: Zero Waste Management Plan