



West Valley-Mission
Community College District

West Valley-Mission Community College District

General Services – Purchasing Department
14000 Fruitvale Avenue | Saratoga, California 95070

ADDENDUM #2 FOR District Dining Services Management RFP #11-2425

Notice to all prospective respondents on the Above Project:

This addendum forms a part of the contract documents and modifies the original RFP documents as noted below. Please acknowledge the receipt of this addendum in your proposal submission. Failure to do so may subject the respondent to disqualification.

- A. RFI/Questions and District Responses
- B. WVMCCD Academic Calendar (included here as information related to question 28 in the above document)
- C. WVMCCD Integrated Waste Management Plan (included here as an answer to question 21 in the above document)

Please acknowledge the receipt of this addendum in your proposal submission. Failure to do so may subject the bidder to disqualification.

All other terms and conditions remain the same.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Michael Robins, Executive Director of General Services

Date: November 6, 2024

West Valley-Mission Community College District Dining Services Management RFP #11-2425

RFI/Questions and District Responses

November 6, 2025

Questions are presented as written by Respondents except for minor edits made for clarity. Use of *italics* indicates a direct quote of text from the RFP.

Meal Plan Related:

1. Will the \$2.5 million subsidized monies be allowed to be spent on beverages (vs. meal)? Particularly relevant for coffee bar services.

Answer: While all details of the meal plan program have not been finalized, the District's intent is that meal plan funds that will be allocated to students may be spent on any **food or beverage** item in any location of the overall dining program, including the cafes/cafeterias and coffee bars.

To be clear about the intent of the \$2.5 million, it is not a subsidy to the Contractor; it is money that will be added directly to students' meal plans, which they can spend on food and beverage items in campus dining locations if they choose.

2. Has there been any further discussion or updates on how the \$2.5 million will be allocated to students in the first year that can be shared?

Answer: The District, with B&Ds ongoing support, is engaged in a planning process to further refine the details of the meal plan program.

3. Could you clarify the amount allocated per student each semester for food expenses, and provide insight into how this budget is determined?

Answer: As noted in the answers to questions 1 and 2 above, the details of the meal plan program have not been finalized and the planning is ongoing. Students may receive different allocations based on need. As noted on page 3 of the RFP: *"The District recognizes that its dining program should be a differentiator and a bigger part of this endeavor, and its chosen Contractor should be an invested partner in driving student success. Specifically, the District intends to offer a partial declining balance meal plan to every student enrolled in person at either college to help it achieve its dining program goals, which include reducing food insecurity among students, offering more diverse and higher quality food options, and providing expanded and more convenient dining services. To achieve these goals, the District recognizes that its chosen Contractor will need sufficient sales to drive the necessary improvements and realize a reasonable profit; therefore, it is willing to contribute approximately \$2.5 million per year starting in FY 2025-26 (July 1, 2025, to*

June 30, 2026) to fund a declining balance meal plan program for eligible students. These funds can only be used by students at on-campus dining locations. While funding levels for future years are not guaranteed, the District anticipates increasing the annual contribution during the term of the five-year contract.”

4. Are there specific categories or funding allocations for student food allowances? Additionally, could you provide details on the distribution schedule, whether it is weekly, monthly, or based on another frequency?

Answer: As noted in the answers above, the details of the meal plan program are not yet finalized. At this time, the intent is that students receiving a meal plan allocation could spend those funds on any food or beverage offerings in the cafeterias or coffee bars operated by the Contractor. Consideration is being given to how the funds will be allocated and the timing of such allocations (e.g., full allocation at the beginning of a semester, monthly allocations, etc.). As part of their Proposals, Respondents may recommend to the District how allocations should be managed.

5. Does the District have a long-term commitment to subsidizing student meals, and if so, could you outline the expected funding distribution over the next five years?

Answer: See the answer provided in question 3 above. The District has not determined the funding over the term of the Contract beyond anticipating an increase in the total per year amount to maximize program effectiveness and address students’ needs.

6. How would the \$2.5M meal plan work as payment for meals for the food service provider? Would it be a declining balance for all students that they could apply towards their meals? How much would that be per student if so? If it is not a declining balance, how would these funds be distributed to the students for meal purchases?

Answer: The District currently intends for its meal plan to be a declining balance program where allocated dollars can be used to purchase food and beverages on an à la carte basis. Respondents must base their proposals on a declining balance meal plan structure but **may** propose an additional option (meal swipes, defined “meal deal” at a set price, etc.) as an alternative for the District’s consideration. The amount allocated to each student has not been determined but it may be based on need.

7. Who qualifies for the meal plan?

Answer: While not finalized, the current intent is that all students attending in-person classes will receive some meal plan allocation.

8. Can the funds be used in a different way than just a meal plan? Such as subsidizing some food costs?

Answer: No. The District's intent is that by making this investment students will directly receive the benefit of this funding and have the ability to purchase food or beverages as they choose. The funds will not be a subsidy for operations but will result in the infusion of new revenues into the cafeterias and coffee bars.

9. How will the meal plan be integrated into existing Point of Sales systems? Will the District pay for the app development?

Answer: The existing POS systems are owned by the current providers. As noted on the RFP's pages 35-36, *"Point of Sale System: The Contractor at its expense will supply the point-of-sale system equipment needed to effectively process sales transactions related to the Services, including cash registers, card readers, scales, scanners, receipt printers, and other equipment (collectively, "POS System"). The Contractor is responsible for any repairs, replacements, additions, or upgrades to the POS System, except for items lost or damaged by the District. The Contractor will own the POS System and be responsible at its expense for POS System programming, network connections, service charges, and backbone maintenance."* As the meal plan structure is finalized, the District will work with the selected Contractor to determine the best solution to integrate student meal plan balance data into the POS System. The District is open to exploring options for the POS System with the selected Contractor.

10. Will there be a meal plan component with the anticipated dorms?

Answer: Decisions related to meal plans associated with any future housing developments at the Colleges have not been made. The District would welcome input from Respondents on how they might structure a meal plan for resident students; however, such input is not required by this RFP but could be proposed as additional information for the District's consideration.

11. How will the food service investment (\$2.5 million meal plan) draw down account be implemented?

Answer: See the answers to questions 1-10 above.

Facilities or Food Service Equipment Related:

12. What is the age of the equipment at each café? Are they on a regular preventative maintenance schedule? What is the frequency of preventative maintenance?

Answer: Most equipment is more than 10 years old. The equipment has not been on a regular preventative maintenance schedule. See Exhibit H of the RFP for an equipment list and condition status. The District is committed to repairing or replacing (with like equipment) non-functional

equipment prior to the Commencement Date. Going forward, the District intends to establish and pay for preventative maintenance agreements with qualified vendors for food service equipment owned by the District. The Contractor will be responsible for repairs/replacements for any Contractor-owned equipment or repairs to District-owned equipment caused by Contractor's misuse.

13. Does the college have any funds available for minor, non-structural upgrades, such as new coolers, ovens, or other equipment?

Answer: Yes. The District is open to partnering with the Contractor to purchase new equipment needed to support the proposed dining program. Purchase decisions would be by mutual agreement and subject to District funding restrictions and purchasing requirements.

14. Can you confirm whether any equipment or small wares seen during the pre-bid tours would need to be removed if a new vendor is chosen? If so, who would be responsible for covering replacement costs?

Answer: As explained on page 31, section 6.a of the RFP, *“Non-food and Beverage Inventory: The current operator owns all glassware, flatware, dinnerware, pots, pans, trays, tabletop items, catering and bar supplies, food preparation utensils and tools, storage supplies, service items, and other small equipment (“Smallwares”) that are used to provide the Services. The current operator will likely remove all Smallwares should a transition occur. Unless agreed to otherwise by the District in the Contract, the Contractor shall be financially responsible for supplying all Smallwares needed to provide the Services and maintaining them at appropriate levels for the Term.”*

15. Is the equipment at the coffee bars owned by the District or the current vendor?

Answer: At West Valley College, the physical station and all equipment (ice machine, espresso machine, and refrigerator in the kiosk area) are owned by the District, except for a Pepsi-owned refrigerator in the kiosk area and a vendor-owned refrigerator in the storeroom. The coffee brewers are owned by the vendor.

At Mission College's Student Engagement Center, the District owns the counters, sink, and everything attached to the floor. All equipment is owned by the current vendor.

At Mission College's Gilmor Center, the physical station/kiosk and equipment are owned by the current vendor.

The successful Respondent will be required to provide all equipment needed to perform the Services at these sites, and at the soon-to-open West Valley College's Learning Resource Center.

16. Is the school prepared to invest in construction improvements or modifications? If so, what is the estimated budget allocated for these upgrades?

Answer: As noted on page 12 of the RFP, "Campus Center renovation (at Mission College): The college is in the early stages of planning a redesign of the Campus Center, with approximately \$5 million allocated for improvements to food preparation, service, and dining spaces. The District's Facilities Department will collaborate with college leadership and the selected Contractor to develop a scope of work that best meets students' needs. It is anticipated that this project will enter the design-build selection process in 2025, concurrently with efforts of the facilities master plan. Construction is anticipated to start in mid-2027."

West Valley College is planning a capital project related to the Campus Center. The scope, budget, and timing for this project are not yet determined. The District will seek to collaborate with the Contractor to develop a scope of work that would be appropriate to meet the dining needs of students.

17. Who owns the smoothie machines that are on site? Are they owned by the current provider, by the colleges, or other?

Answer: The two robotic beverage kiosks (smoothie machines) currently on site are owned and operated by Blendid, an independent contractor, and are not included in the scope of Services or exclusive rights described in this RFP. However, the District is open to discussing their future presence on campus with its selected Respondent.

18. Please help with overall clarification of the \$5 million allocated to dining spaces and improvements to food preparation and service (page 12 of the RFP and further outlined in Attachment E).

- a. What does the \$5 million cover that is allocated to dining spaces and improvements to food preparation and service?

Answer: See the answer to question 16 above.

- b. Is the expectation that the selected partner use existing equipment or to replace it entirely? Please clarify on all equipment.

Answer: Yes, the expectation is that the selected partner will use the existing equipment. As stated above, the District is committed to repairing or replacing (with like equipment) any of the current equipment that is not functioning properly prior to the Commencement Date.

19. Is there a plan to repair non-functional equipment before the selected partner takes over?

Answer: See the answers to questions 12 and 18.b above.

20. Please further clarify and confirm equipment maintenance and repair. The RFP states that facilities is responsible for heating, cooling, and permanent building systems. Who is responsible for the maintenance and repair (both financially and operationally) of the walk-in refrigerators, freezers, oven, stoves, grills, etc.?)

Answer: The District is fully responsible financially and operationally for facility systems (HVAC, electrical, plumbing, building envelope, etc.). The District is also responsible financially and operationally for District-owned food service equipment such as grills, ovens, stoves, walk-in refrigerators/freezers, etc. The Contractor will be responsible financially and operationally for repairs and maintenance on any Contractor-owned equipment or repairs to District-owned equipment caused by Contractor's misuse. The District and Contractor will work together to develop a mutually agreeable maintenance schedule that supports the dining operations with minimal impact.

21. For your recycling program, what is currently being done?

Answer: Please refer to the WVMCCD Integrated Waste Management Plan included at the end of this document.

Campus Population or Sales by Day Part Related:

22. Can you provide insight into the density of population on campus by time of day? Please include summer and winter sessions.

Answer: Survey data as reflected in RFP Attachment F (Campus Dining Initiative and Community Web-Based Survey Results) page 52 for West Valley College and page 75 for Mission College provide some information related to density of campus population by time of day.

The District is seeking additional information related to this question and, if it becomes available, intends to provide it as another addendum to be issued by Monday, November 11.

23. Please provide the number of on-campus students by day part (Breakfast/Lunch/Dinner) per day – Monday through Friday.

Answer: See the answer to question 22 above.

24. Please provide the populations on site for both winter and summer quarters.

Answer: See the answer to question 22 above.

25. Can you please provide the sales for each location by day part? We are interested in seeing the participation by breakfast, lunch, and dinner meal periods for the cafes and coffee bars.

Answer: The District does not have sales data broken down by day part. Survey information in the RFP's Attachment F (Campus Dining Initiative and Community Web-Based Survey Results) page 52 for West Valley College and page 75 for Mission College provides some information related to campus population by day part.

26. Can you please share information regarding how many students attend night classes by day?

Answer: See the answer to question 22.

Operating Hours Related:

27. What are the current summer and winter operating days/hours for each dining facility at each school?

Answer: See below.

West Valley College: Current Hours

Fall and Spring regular semester terms		Winter (January) Intersession		Summer Sessions		Notes
Cafe	Coffee Bar	Cafe	Coffee Bar	Cafe	Coffee Bar	Days school is in session only
7:30am-6pm M-Th	8am-3pm M- Th	closed	8am-1pm M-Th	8am-2pm M-Th	8am-1pm or later M-Th	

Mission College: Current Hours

Fall and Spring regular semester terms		Winter (January) Intersession		Summer Sessions		Notes
Cafe	Coffee Bar	Cafe	Coffee Bars	Cafe	Coffee Bar	Days school is in session only
8:00am-7:30pm M-Th	8am-1pm M- Th	closed	8am-1pm M-Th	8am-2pm M-Th	8am-1pm or later M-Th	

West Valley College: New Operator District Preferred Hours

Fall and Spring regular semester terms		Winter (January) Intersession		Summer Sessions		Notes
Cafe	Coffee Bar	Cafe	Coffee Bar	Cafe	Coffee Bar	Days school is in session only/ District prefers café to be open during all class hours
7:30am-8pm M-Th	8am-3pm M- Th	closed	8am-1pm M-Th	8am-2pm M-Th	8am-1pm or later M-Th	

Mission College: New Operator District Preferred Hours

Fall and Spring regular semester terms		Winter (January) Intersession		Summer Sessions		Notes
Cafe	Coffee Bar	Cafe	Coffee Bars	Cafe	Coffee Bar	Days school is in session only/ District prefers Café to be open during all class hours
7:30am-8:00pm M-Th	8am-2pm M- Th	closed	8am-1pm M-Th	8am-2pm M-Th	8am-1pm or later M-Th	

Note – While the above preferred hours indicated Monday – Thursday operations, the Colleges would strongly prefer offering some level of food service whenever classes are in session, including Fridays and Saturdays. The District is open to negotiating operating hours with the selected Respondent.

28. Can you please confirm the days of operation by quarter (fall, spring, winter, and summer)?

Answer:

Days of Instruction (FY 24-25)				
Semester/Session	Class Days	Fridays	Saturdays	Date Range
Summer 2024	15	3	3	07/01/2024 – 08/01/2024
Fall 2024	61	15	15	08/24/2024 – 12/14/2024
Winter Session	12	3	3	01/02/2025 – 01/23/2025
Spring 2025	63	15	15	01/25/2025 – 05/23/2025
Summer 2025	15	4	4	06/02/2025 – 06/30/2025

Included in this document is the WVMCCD Academic Calendar. Days of operation are subject to negotiations with the successful Respondent.

Business/Financial/Operations Related:

29. On page 68 of the RFP, you provide catering sales figures. Were all these sales conducted by the current vendor, or do they include off-site catering?

Answer: These catering sales figures are the combined catering sales from the two current vendors. This total does not include catering provided to the District or either College from off-campus vendors.

30. RFP page 69 begins the draft contract for this agreement. Could you clarify if you expect all exceptions to this contract to be included in the proposal, or is the college open to mutual negotiations with the selected vendor?

Answer: See this paragraph on page 4 of the RFP: *“The District expects the successful Respondent to execute the District’s Contract in substantially the form presented in Attachment D with modifications considered only to the extent needed to reflect negotiated business terms. The willingness of each Respondent to execute the Contract in the form provided will be a factor taken into account when analyzing responses to this RFP. If, however, the Respondent is unwilling to enter into the Contract in the form provided, the Respondent must include a redline of the draft contract included as Attachment D, providing the specific language of any suggested modifications. In the event of any discrepancy or inconsistency between or among Respondent’s response(s) to this RFP and the Contract, the Contract will control.”* Each Respondent should thoroughly review and must note any proposed contract terms to which it cannot agree. Each Respondent must provide a redline of the draft providing specific language of any requested modifications. If not raised in a Respondent’s Proposal, the District will presume the Respondent accepts the terms and conditions as presented in Attachment D.

31. Can you clarify if the coffee programs are managed by the same company that manages the cafeterias?

Answer: There are two separate operators. The coffee bars are currently operated by KJ’s/Drip Coffee and the cafeterias are operated by WM Café.

32. Does the college currently receive any commissions on dining or catering sales? If so, could you share that amount?

Answer: Post-Pandemic: The District has received a combined \$23,000 in annual commissions and annual donations of \$8,750 from the providers.

Pre-pandemic: The District received approximately \$95,000 in combined annual commissions and annual donations of \$8,750 from the providers.

33. Does the District expect to receive commissions on the dining/flex dollars provided to students, faculty, and staff?

Answer: The District does not expect to receive a commission on District-funded meal plan revenue. The District does expect the Contractor to propose a commission structure on sales above the District-funded meal plan revenue.

34. Does the college offer any opportunities for Federal Work-Study students? Would a dining provider be able to utilize Federal Work-Study students?

Answer: No federal work study funds will be available to Contractor under the Contract.

35. Is there any interest in accepting EBT in the dining program in addition to dining/flex dollars?

Answer: Section 5.B.16 on page 20 of the RFP states: *“CalFresh / EBT: Contractor will pursue with reasonable diligence an application to become part of the CalFresh Restaurant Meal Program, which, if approved, would allow qualified individuals, as defined by CalFresh, to use electronic benefits transfer (“EBT”) cards to purchase food at venues operated by Contractor. **Respondent shall describe its experience with the CalFresh Restaurant Meal Program and how it can implement the program at the District.**”*

The current cafeteria vendor accepts EBT benefits.

36. Does the dining program currently offer any form of discount program?

Answer: No, the District does not currently offer any discount program to students, faculty, or staff.

37. Is it possible to go cashless? Or must cash be a mandatory option?

Answer: Accepting cash is a mandatory requirement. Implementing a cashless system would negatively impact on a segment of our student population that does not have banking relationships or access to digital payment methods. To ensure inclusiveness and equitable access to dining services for all students, the District requires that cash payments be accepted by the Contractor.

38. What is the planned continued source of funding for the food services investment from the District?

Answer: The District will use a variety of sources to fund the meal plan program. The District is committed to the stated minimum of approximately \$2.5 million annually in funding for this program.

39. In 2024, the cafe sales at West Valley College almost doubled when compared to 2023. IS there a reason for this?

Answer: The District believes this increase is reflective of the College's continued growth in enrollment and in-person instruction following the pandemic. It also may represent growth in catering offered by the current provider at the College.

40. What is the annual budget per campus?
- a. How much is spent on food?
 - b. How much is spent on labor?
 - c. How many food service employees do you have in total?
 - i. Salaried
 - ii. Hourly

Answer: The food service operations are run by private companies. The District does not receive this information.

41. What is the pricing for the salad bar and soups?

Answer: Salad: \$.50 per ounce/\$7.99 per pound. Soup: \$6.99 for 16 oz, \$9.99 for 32 oz.

42. Is the Dining Services Sales Report inclusive of Summer/Winter session sales

Answer: Yes, the sales report includes all annual sales.

43. Does the current dining provider have a vehicle on either campus for catering or other dining needs?

Answer: Yes. The vehicle is owned by the current vendor. Per the RFP's page 33, *"Vehicles: Any vehicle used to provide Services at the District will be procured, maintained, operated, and insured at Contractor's sole expense. All such vehicles will be subject to the District's written approval prior to being placed in service. Contractor and its employees, suppliers, and invitees must adhere to all District parking regulations while using vehicles on campus."*

44. What is the closure period during the transitioning of partners?

Answer: The District is willing to negotiate an appropriate transition time with the selected Contractor. Respondents should outline their proposed transition plans in their Proposals.

POS System Related:

45. Regarding POS machines, it was mentioned in the pre-bid meeting that you would like vendors to propose solutions and cover their costs. Would the college consider, instead, purchasing a POS platform that is compatible with the dining dollars to be provided to students and charging the vendor a specific rate or retaining ownership of the POS and software?

Answer: As stated in the RFP on pages 35 and 36, *"The Contractor at its expense will supply the point-of-sale system."* The District's strong preference remains for the Contractor to own all POS equipment; however, it is open to exploring alternative options with the selected Respondent.

46. What is the current software program that is used for the mobile app that supports the free meal program for the athletes?

Answer: Currently, the District does not use a software program or mobile app to support the free meal program for student athletes. The program operates using physical meal cards where ahead of each home game, coaches provide student athletes with a 3x5 card valued at \$10, which the student athletes redeem with the vendor. Both the vendor and the Athletics Department track the number of cards issued, and the vendor invoices the District at the end of each season for each team's expenditures. The District is interested in integrating this program into a broader dining POS system.

Athlete Meal Plan Related:

47. What is the total number of student athletes?

Answer: There are approximately 230 to 250 student athletes District-wide in an average year.

48. How many athletes are receiving free meals a day by day and quarter? How is this meal program supported? Does the meal subsidy get paid directly to the food service provider? Who is currently funding this program?

Answer: Currently, the free meal program provides meals for student athletes prior to home games rather than daily. The District is contemplating expanding meal offerings for student athletes. The number of student athletes receiving free meals varies by day and quarter depending on the schedule of home games and participating teams. On average, we have approximately 230 to 250 student athletes per year. The program is funded by the District's Land Corporation, with a total annual expenditure of approximately \$35,000. The meal subsidy is paid directly to the food service provider who invoices the District at the end of each season.

49. Is there opportunity to add vending/micromarkets to the meal plan for athletes?

Answer: The District is interested to hear what Respondents may propose for vending/micromarkets overall but also how these types of programs might serve student athletes. Vending is an optional element of the RFP scope. Respondents interested in proposing vending solutions should do so.

Survey/Focus Group Data Related:

50. What measures were in place to ensure that this 8% reflects the diversity of views across all groups (students, staff, faculty) rather than just those with strong opinions?

Answer: The survey was widely distributed through multiple channels such as email, campus bulletins, online platforms, and by instructors to reach a broad audience. The District specifically encouraged participation from all demographics and departments to capture a wide range of perspectives. With 1,292 respondents, the survey achieved a statistically valid sample size representing the District's population within a 3% margin of error.

51. Was the vendor's performance compared to similar vendors at other community colleges with similar student populations?

Answer: As is typical with campus dining surveys, the District's survey evaluated its current program only. No peer comparisons were done. Students were asked to provide responses based on their experiences at West Valley College and Mission College.

52. Are there comparable institutions with similar demographics and satisfaction metrics included to provide context for these results?

Answer: In presentations to District leadership, publicly available national industry data was provided for context.

53. How were participants selected for the focus groups? Was it a random selection?

Answer: Students from a diverse range of backgrounds were invited by administrators, staff, and faculty on each campus to participate in the survey and focus groups. The participants represented a broad cross-section of the student population, including members of student government, various student clubs and organizations, and other students across both campuses.

54. Did the discussion acknowledge common challenges faced by food services in similar small colleges for a realistic comparison?

Answer: Students were asked about their current experiences on the West Valley and Mission campuses and were not asked to comment on the collegiate dining industry more broadly.

Other Questions:

55. How many community events by site take place by site by quarter? What is the average attendance for each of these events?

Answer: The District is seeking information related to this question and, if it becomes available, intends to provide it as another addendum to be issued by Monday, November 11.

56. What is the online vs in-person percentage of students?

Answer: As noted on pages 6 and 7 of the RFP, West Valley College’s enrollment for spring 2024 was 9,160 with 5,641 (62%) in-person and fall 2024 enrollment was 8,834 with 5,125 (58%) in-person. Mission College’s enrollment for spring 2024 was 7003 with 3,998 (57%) in-person and fall 2024 enrollment was 7,563 with 4,681 (62%) in-person.

57. What is the childcare population?

Answer: The childcare centers at West Valley and Mission Colleges are not in the scope of this RFP. The food programs associated with these centers are currently self-operated and the District’s plan is to continue with that format.

58. What is the current childcare program population? What is the anticipated number in 2025-26?

Answer: See the answer to question 57 above.

59. What percentage of 2-year degree students transfer to 4-year institutions?

Answer:

West Valley College – Associate in Arts for Transfer/Associate in Science for Transfer Degrees Awarded

2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
441	446	512	664	641	574	588

Mission College – Associate in Arts for Transfer/Associate in Science for Transfer Degrees Awarded

2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
238	284	322	331	370	331	350

Note: Many students transfer to 4 year institutions without obtaining these specific transfer degrees.

West Valley-Mission Community College District Academic Calendar 2024-2025

<p align="center"><u>July 2024</u></p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	21	22	23	24	25	26	28	29	30	31			<p><u>4 July 4th Holiday</u></p> <p><u>5/28 to 8/24</u></p> <p align="center"><u>Summer School</u></p>	<p align="center"><u>January 2025</u></p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	1	2	3	4			5	6	7	8	9	10	12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	31	<p><u>1 New Year's Day</u></p> <p><u>1/2/25- 1/23/25 Winter Session</u></p> <p><u>20 MLK Day</u></p> <p><u>24 Flex Day</u></p> <p><u>25 Start Spring Sem</u></p>																	
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**West Valley – Mission
Community College District**

DISTRICT FACILITIES DEPARTMENT INTEGRATED WASTE MANAGEMENT PLAN

This Integrated District-Wide Waste Management Plan (IWMP) outlines a comprehensive strategy for managing compostable, recyclable, general waste, hazardous, electronic, and medical waste. By implementing sustainable practices, the district aims to reduce environmental impact, ensure compliance, and promote public health. Key components include waste reduction initiatives, efficient processing systems, and community education programs, providing a roadmap for a cleaner and more sustainable district.

Updated: July 2024

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Introduction

The West Valley-Mission Community College District (WVMCCD) is dedicated to providing quality education while fostering sustainability and environmental stewardship within the communities it serves in Santa Clara County, California. With two colleges, West Valley College and Mission College, the district plays an important part in shaping the educational landscape of the region. As part of its commitment to sustainability, WVMCCD recognizes the importance of implementing effective waste management practices across its campuses. The Integrated Waste Management Plan (IWMP) outlines strategies and initiatives aimed at reducing waste generation, increasing recycling and composting efforts, and ensuring proper disposal of hazardous materials. By integrating sustainable waste management practices into daily operations, WVMCCD seeks to minimize its environmental footprint, promote a culture of conservation, and contribute to the overall well-being of the community.

Goals and Objectives

Goals

1. **Waste Reduction:** Reduce the overall amount of waste generated within the jurisdiction.
2. **Recycling Promotion:** Increase recycling rates for various materials, including paper, plastics, glass, and metals.
3. **Composting and Organics Diversion:** Encourage composting and diversion of organic waste to reduce methane emissions from landfills.
4. **Hazardous Waste Minimization:** Minimize the generation of hazardous waste and ensure proper handling and disposal of hazardous materials.
5. **Landfill Diversion:** Decrease reliance on landfills by diverting waste to recycling, composting, and other beneficial reuse programs.
6. **Public Education and Outreach:** Increase public awareness and participation in waste reduction, recycling, and composting initiatives.
7. **Resource Conservation:** Conserve natural resources by promoting the reuse and recycling of materials.

Objectives

1. **Establish Diversion Targets:** Set specific diversion targets for different waste streams, such as organic waste, construction and demolition debris, and electronic waste.
2. **Implement Source Reduction Measures:** Encourage businesses, industries, and residents to adopt practices that reduce waste generation at the source.
3. **Expand Recycling Infrastructure:** Develop and support infrastructure for recycling collection, processing, and markets for recycled materials.

4. **Implement Hazardous Waste Management Practices:** Ensure compliance with regulations for the proper management of hazardous waste, including storage, transportation, treatment, and disposal.
5. **Monitor and Evaluate Progress:** Regularly monitor and evaluate the effectiveness of waste management programs and adjust strategies as needed to achieve goals.
6. **Foster Collaboration and Partnerships:** Collaborate with local governments, businesses, community organizations, and stakeholders to achieve waste management objectives through partnerships and coordinated efforts.

Waste Types

Recyclable Materials

Recyclable materials are items that can be reprocessed and used to manufacture new products, thereby reducing waste and conserving natural resources. Common recyclable materials include:

1. **Paper and Cardboard:** Newspapers, magazines, office paper, cardboard boxes, and packaging materials.
2. **Plastics:** Bottles, containers, jugs, and various packaging materials made from PET, HDPE, and other recyclable plastics.
3. **Glass:** Bottles, jars, and other glass containers that can be melted down and reformed.
4. **Metals:** Aluminum cans, tin cans, steel products, and other metal items that can be melted and reused.
5. **Electronics:** Components of electronic devices such as computers, phones, and appliances, which often contain valuable metals and plastics. See Electronic Waste Below.

Recycling these materials helps reduce landfill use, conserves energy, lowers greenhouse gas emissions, and preserves natural resources by reintroducing used materials back into the production cycle. Proper sorting and cleaning of recyclables are crucial for effective recycling processes.

Compostables

Compostable waste consists of organic materials that can decompose naturally into nutrient-rich soil through the process of composting. This type of waste includes:

1. **Food Scraps:** Fruit and vegetable peels, coffee grounds, eggshells, and leftover food.
2. **Yard Waste:** Grass clippings, leaves, branches, and garden trimmings.
3. **Paper Products:** Unbleached paper, cardboard, and paper towels (without chemicals or synthetic additives).
4. **Biodegradable Products:** Compostable plates, utensils, and packaging made from organic materials like corn starch or sugarcane.

When properly composted, these materials break down through microbial activity, producing humus—a nutrient-rich substance that enhances soil health and fertility. Composting reduces landfill waste, lowers greenhouse gas emissions, and recycles organic nutrients back into the ecosystem. Effective composting requires maintaining a balance of greens (nitrogen-rich materials) and browns (carbon-rich materials) and ensuring adequate aeration and moisture. By diverting compostable waste from traditional disposal methods, communities can create sustainable cycles of growth and reduce their environmental footprint.

General Waste

General waste, also known as residual waste, refers to everyday non-recyclable and non-compostable materials that typically end up in landfills. This category includes:

1. **Household Waste:** Items such as non-recyclable plastics (e.g., plastic bags, wrappers), Styrofoam, and mixed-material products.
2. **Sanitary Waste:** Diapers, sanitary napkins, and other hygiene products.
3. **Broken or Unusable Items:** Broken glass, ceramics, and other items that cannot be recycled or reused.
4. **Packaging Materials:** Contaminated or mixed-material packaging that is not suitable for recycling.
5. **Miscellaneous Waste:** Items such as cigarette butts, vacuum cleaner bags, and pet waste.

This type of waste generally ends up in landfills because it cannot be easily processed for recycling or composting. The management of general waste is crucial to minimize environmental impact. Effective waste management strategies focus on reducing the volume of general waste through waste reduction practices, encouraging the use of reusable products, and improving waste sorting at the source to divert as much material as possible from landfills. Proper landfill management ensures that this waste is isolated to prevent contamination of soil and water, and to reduce the emission of greenhouse gases.

Electronic Waste

Electronic waste, or e-waste, refers to discarded electronic devices and components that are no longer functional or desired. This category includes a wide range of items such as:

1. **Computers and Laptops:** Desktops, laptops, monitors, and peripherals like keyboards and mice.
2. **Mobile Devices:** Smartphones, tablets, and related accessories.
3. **Household Appliances:** Items such as microwaves, refrigerators, washing machines, and air conditioners.
4. **Entertainment Devices:** Televisions, DVD players, game consoles, and audio equipment.
5. **Office Equipment:** Printers, copiers, fax machines, and scanners.

6. **Personal Electronics:** Cameras, wearable technology, and other small electronic gadgets.

E-waste contains valuable materials like metals (gold, silver, copper), plastics, and glass, which can be recovered and recycled. However, it also includes hazardous substances such as lead, mercury, and cadmium, which can pose environmental and health risks if not properly managed. Effective e-waste recycling involves safely extracting reusable components and disposing of toxic materials in an environmentally responsible manner. Proper handling of e-waste reduces landfill burden, recovers valuable resources, and mitigates the impact on the environment and human health.

Hazardous Waste

Hazardous waste consists of materials that pose substantial or potential threats to public health or the environment due to their chemical, physical, or biological properties. These wastes require special handling, treatment, and disposal to prevent harm. Common types of hazardous waste include:

1. **Chemical Waste:** Solvents, acids, bases, and reactive chemicals used in industrial processes, laboratories, and households.
2. **Pesticides and Herbicides:** Chemicals used in agriculture and gardening to control pests and weeds.
3. **Paints and Solvents:** Oil-based paints, varnishes, paint thinners, and strippers.
4. **Batteries:** Lead-acid, lithium-ion, nickel-cadmium, and other types of batteries that contain toxic metals.
5. **Electronic Waste:** Components containing hazardous substances such as lead, mercury, and cadmium found in computers, televisions, and other electronics.
6. **Pharmaceuticals:** Expired or unused medications, vaccines, and other pharmaceutical products.
7. **Medical Waste:** Sharps, contaminated medical devices, and other materials from healthcare facilities that may be infectious.
8. **Industrial Waste:** Byproducts from manufacturing processes, such as sludge, ash, and waste chemicals.

Proper management of hazardous waste involves identifying and segregating hazardous materials, using specialized containers and labeling, and following strict regulations for transport, treatment, and disposal. Treatment methods may include chemical neutralization, incineration, or stabilization to render the waste less hazardous. Safe disposal in authorized facilities ensures that hazardous waste does not contaminate the environment or pose a risk to human health.

Construction Waste Materials and Diversion Requirements

In California, construction and demolition (C&D) waste materials encompass a variety of items generated during the construction, renovation, or demolition of buildings and infrastructure. Common C&D waste materials include:

1. **Wood:** Lumber, pallets, and wood scraps.
2. **Concrete and Asphalt:** Rubble from sidewalks, roads, and buildings.
3. **Metals:** Steel, aluminum, and copper materials.
4. **Bricks and Masonry:** Brick, stone, and concrete blocks.
5. **Drywall:** Gypsum board and plaster.
6. **Glass:** Windows and other glass components.
7. **Plastics:** PVC pipes, insulation, and plastic sheeting.
8. **Roofing Materials:** Shingles, tiles, and other roofing debris.
9. **Carpets and Flooring:** Carpet remnants and other flooring materials.

Diversion Requirements in California

California has stringent requirements for diverting C&D waste from landfills, driven by environmental policies and regulations such as the California Green Building Standards Code (CALGreen) and local ordinances. Key requirements include:

1. **Minimum Diversion Rates:** CALGreen mandates a minimum diversion rate of 65% for non-residential projects and 50% for residential projects. Some local jurisdictions may have higher diversion requirements.
2. **Waste Management Plans:** Projects must submit a waste management plan outlining the estimated amount of C&D waste generated, and the methods for diverting specific materials.
3. **Documentation and Reporting:** Contractors must document the types and quantities of materials diverted and disposed of, providing receipts and weigh tickets from recycling facilities and landfills.
4. **On-Site Separation:** Encouraging or requiring on-site separation of waste materials to facilitate easier recycling and diversion.
5. **Use of Certified Facilities:** Ensuring that C&D waste is taken to certified recycling facilities capable of processing the materials appropriately.

Implementation Strategies

To meet these requirements, builders and contractors can implement several strategies:

- **Source Separation:** Separating waste materials on-site to increase recycling rates and reduce contamination.
- **Deconstruction:** Carefully dismantling buildings to preserve materials for reuse and recycling.
- **Contractor Training:** Educating workers on proper waste management practices and compliance with local regulations.

- **Partnerships:** Collaborating with local recycling facilities and services to streamline the diversion process.

Regulated Medical Waste (RMW)

Medical waste generated from procedures, including any items saturated with human blood or other potentially infectious materials (OPIM), such as bandages, gauze, or PPE, is considered RMW or red bag waste. Waste is disposed of safely in marked hazardous waste disposal containers that are stored for biohazard pickup.

Sharps Waste

Sharps waste, such as needles, scalpels, blades, and pipettes that have come in contact with blood, body fluids, or microorganisms, is stored and disposed of in a designated disposable sharps container.

Pathological Waste

Pathological waste, such as human or animal body parts, organs, tissues, and surgical specimens (decanted of formaldehyde, formalin, or other preservatives), is packaged separately for pickup in containers marked for incineration only.

Pharmaceutical Waste

Pharmaceutical waste is defined as expired or unused/leftover medication that can be classified as non-hazardous or hazardous, depending on its chemical properties. Pharmaceutical waste is segregated and stored in designated disposable containers marked for incineration only.

California Regulations and Guidelines

Public entities in California, including those in Santa Clara County, must adhere to various regulations and guidelines for waste disposal. These requirements aim to promote sustainability, reduce landfill use, and ensure proper handling of different waste streams. Here's an overview of the key requirements:

1. California Integrated Waste Management Act (AB 939):

- Public entities must implement programs to achieve at least 50% diversion of waste from landfills.
- Emphasis on source reduction, recycling, and composting.

2. Mandatory Commercial Recycling (AB 341):

- Requires public entities that generate four cubic yards or more of solid waste per week to arrange for recycling services.
- Goal of reaching 75% statewide recycling by 2020.

3. Mandatory Commercial Organics Recycling (AB 1826):

- Requires public entities generating two cubic yards or more of commercial solid waste per week to recycle organic waste.
 - Phased implementation based on the amount of waste generated.
4. **Short-Lived Climate Pollutants (SB 1383):**
- Requires diversion of organic waste to reduce methane emissions.
 - Establishes targets to reduce organic waste disposal by 75% by 2025.
 - Requires public entities to recover 20% of edible food for human consumption by 2025.
5. **Hazardous Waste Control Act:**
- California Health and Safety Code Section 25123.3 and Title 22, California Code of Regulations, sections 66262.34 and 66262.35 regulates the generation, transportation, treatment, storage, and disposal of hazardous waste.
6. **Regulated Medical Waste (RMW):**
- The Medical Waste Management Act; California Health & Safety Code Sections 11600-118360.
 - West Valley-Mission CCD is a Small Quantity Generator (SQG).

Implementation and Compliance Strategies

West Valley-Mission CCD implements various strategies across the District to divert waste to the appropriate locations.

- **Comprehensive Waste Audits:** Conduct regular waste audits to identify waste streams and opportunities for diversion.
- **Source Separation Programs:** Implement on-site separation of recyclables, organics, and hazardous waste.
- **Partnerships with Recycling Facilities:** Establish contracts with local recycling and composting facilities to ensure proper processing of waste.
- **Employee Training:** Educate staff on waste management practices and compliance requirements.
- **Monitoring and Reporting:** Implement systems for tracking waste generation and diversion, ensuring accurate reporting and compliance.

Operational Support

The District Facilities Department holds primary responsibility for waste disposal efforts, but active involvement from the entire District, College, and public community is essential. Below outlines how waste containers are managed and collected for disposal:

Flow of Waste: Landfill, Mixed Recycling and Organic Waste. The various bag colors and pick up schedules help the team identify the correct dumpster locations.

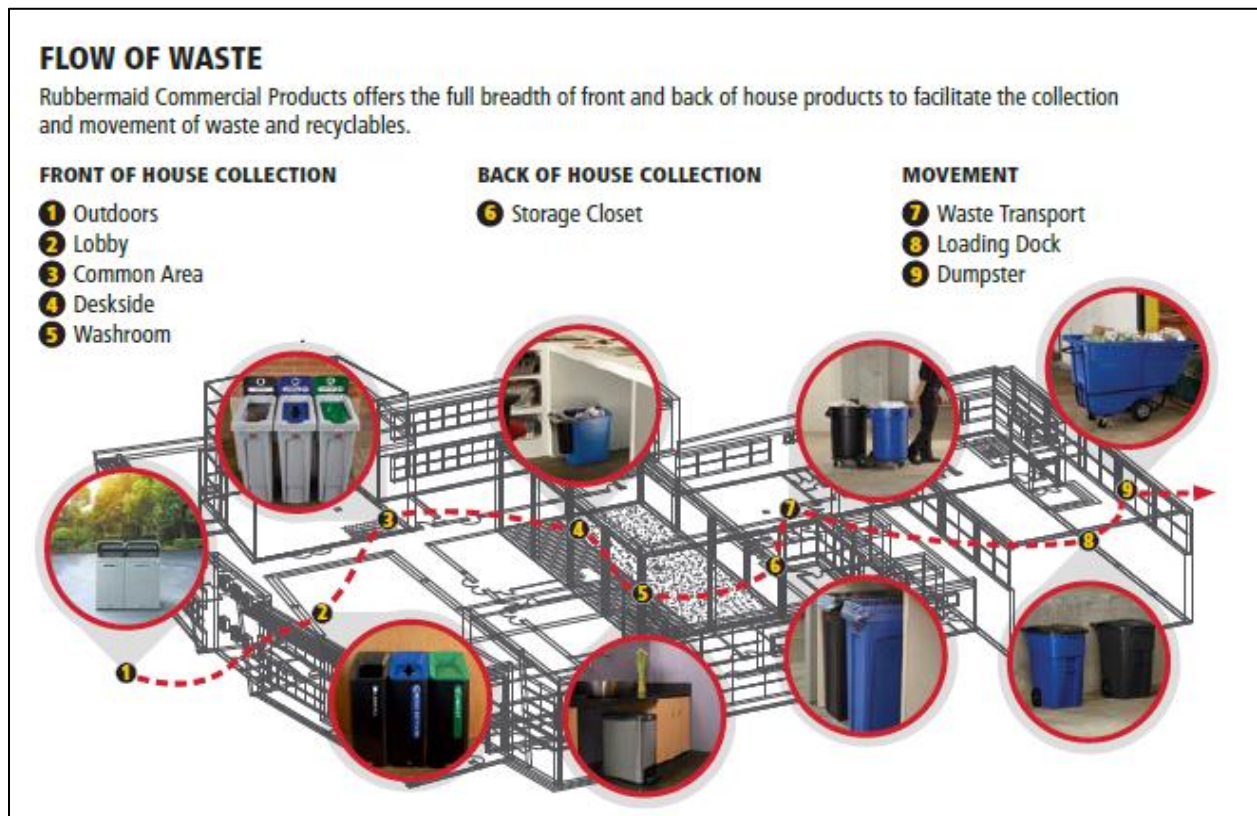


Image Above: Sample image on how three waste streams flow through a campus / building to the dumpster.

Image Below: Shows general bins that are configurable as needed, high use spaces, event and rental support.



Parking Lot Waste Receptacles: Daytime custodial staff collect and transport waste to centralized bins.

Recycling Containers: Nighttime custodians collect recyclables and transfer them to large mixed recycling bins, which are sorted offsite. These containers are typically found in communal areas and

building interiors. Recycling waste containers will utilize a clear colored bag to help with identification and sorting.

Individual Office / Conference Room Containers: Individual office and conference room trash and recycling containers are being eliminated to streamline waste management efforts and promote sustainability. This initiative aims to reduce waste generation and encourage responsible disposal practices. By centralizing waste collection points, we can optimize cleaning processes and minimize the environmental impact of our operations. We appreciate your cooperation in this endeavor as we work together to create a more sustainable and efficient workplace environment.

General Waste Containers: General waste containers will utilize a black colored bag to help with identification and sorting. Facilities staff collect waste bags and deposit them in centralized bins for pickup by waste haulers, typically on a weekly basis.

Event Containers: Larger recycling, compostable and general waste bins are deployed for events.

Compostable Containers: Located in areas with food consumption, such as cafeterias and food preparation areas. Compostable containers will utilize a light green colored compostable certified bag to help with identification and sorting. Facilities staff collect compostable waste for pickup by waste haulers, typically on a weekly basis.

Green Waste: Groundskeeping staff generate green waste, which is placed in designated green bins for pickup as needed.

Waste Hauler: The District has partnered with Republic Services for a streamlined approach to waste removal at both Mission College and West Valley College campuses. All green waste, compostables, mixed recycling, and general waste are initially transported to [Newby Island](#). The Recyclery at Newby Island is recognized as the most advanced recycling facility globally, capable of sorting more material per hour and achieving very high rates of recyclable recovery. The facility operates with four processing lines designed to handle 400,000 tons annually. This advanced system enables Republic Services to effectively sort organics and recyclables, diverting as much material as possible from landfills.



Following sorting at Newby Island, these items are transported to various destinations for reuse, including the Vegas Recycling Center and Learning Facility.

SUSTAINABILITY AS A PLATFORM FOR GROWTH









CIRCULARITY	DECARBONIZATION
 <p>POLYMER CENTERS & BLUE POLYMERS</p> <p>Developing a network of Polymer Centers and a joint venture with Ravago, Blue Polymers, to meet the demand for recycled plastics.</p> <p>Delivering high-quality, customized recycled resins for consumer packaging.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>100% post-consumer rPET flake</p> </div> <div style="text-align: center;">  <p>HDPE & PP sorted by color</p> </div> <div style="text-align: center;">  <p>100M pounds/year of recovered resin per facility</p> </div> </div>	 <p>LANDFILLS</p> <p>Utilizing a natural byproduct of landfills to generate renewable energy to support our customers' decarbonization goals</p> <p>Beneficially reusing biogas to create renewable natural gas that can:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Power fleets</p> </div> <div style="text-align: center;">  <p>Power generators to produce baseload electricity</p> </div> <div style="text-align: center;">  <p>Used as thermal energy for commercial customers</p> </div> </div>

Image: Republic Services Information on diversion process

Hazardous Waste: The District is classified as a Small Quantity Waste Generator (SQG). Coordinated with Keenan and Associates, the District follows the “Accumulating Hazardous Wastes at Generator Sites” guidelines from the California Environmental Protection Agency and the Department of Toxic Substances Control. Keenan and Associates, with the assistance of Stanton Stubbs, schedules chemical hazardous waste disposals twice a year to ensure the District remains in compliance with accumulation guidelines for all chemical hazardous waste-generating departments. Keenan and Associates also assist with special disposal requests. Pickups are typically scheduled for January/February and June/July.

Biological/Medical Waste: Stericycle is the transporter/hauler for Bio/Medical Waste Disposal Services. Bio/Medical Waste pick-ups are scheduled every two weeks, with flexibility to increase or decrease based on generation and storage requirements to ensure compliance. Through the District’s participation in the JPA, Pamela Gangloff coordinates pick-ups with Stericycle and the generating departments.

Electronic Waste: Responsibility lies with District Information Technology Staff and the process involves the following steps:

1. Identification and Collection:

- The Desktop and Network teams identify and collect e-waste during upgrades of network infrastructure equipment or when replacing old desktop and laptop computers.

2. Frequency of Pickup:

- E-waste pickup occurs 2-3 times per calendar year at both campus sites.

3. Partnership with Evergreen IT Solutions:

- The District partners with Evergreen IT Solutions, who provides heavy-duty cardboard e-waste bins located in the IS buildings at each college.
- Technology equipment that is beyond its useful life is inventoried and tallied on a spreadsheet before being placed into the bins.

4. Data Destruction:

- A hard disk smashing machine is used to destroy any hard drives removed from laptops, desktops, or servers.
- Evergreen IT Solutions handles the disposal of hard drive waste post-destruction.

5. E-Waste Bin Management:

- Typically, 4-5 bins are maintained at each site. Once full, coordination with Evergreen IT is made for pickup.
- Evergreen IT Solutions removes the full containers and supplies empty bins for continued use.

6. Documentation and Certification:

- Copies of current and past Excel spreadsheets track the District and College e-waste assets that Evergreen IT Solutions picks up and processes.
- Evergreen IT Solutions provides a certificate of recycling once the e-waste materials have been processed. The certificates are saved for the District's records.

Monitoring

Republic Services provides monthly diversion reports for all waste streams, offering valuable insights into our waste management efforts. These reports enable us to track progress, identify areas for improvement, and ensure compliance with diversion goals. By leveraging this partnership and utilizing the data provided, we can optimize our waste diversion strategies and work towards our sustainability objectives.

Education and Engagement

This plan is part of the educational and engagement process for the District community. Informational and educational datasheets will be made available on the District website and located at waste receptacles to facilitate proper waste disposal. Additionally, District Facilities staff actively participate in both the West Valley College and Mission College Facilities and Safety committee meetings. This engagement allows for the gathering of stakeholder feedback on strategies to improve waste diversion efforts, which are then integrated into the waste management plan. By collaborating with Republic Services and involving stakeholders, we aim to continually enhance our waste management practices and promote sustainability across the District.

Annual Evaluation and Improvements

As part of our steadfast commitment to sustainable waste management practices, the West Valley-Mission Community College District conducts an annual evaluation of our waste management plan. Each April, we assess the effectiveness of our strategies, including waste reduction, recycling, composting, and hazardous waste management efforts. This thorough evaluation allows us to identify successes, challenges, and areas for improvement in our waste diversion initiatives as we prepare for the upcoming school year. These findings are integrated into the vendor agreements for the next fiscal year, commencing on July 1st.



Photo: WVC: Custodial Supervisor (Bryant Hernandez) and Custodial Lead (Michael Hall) doing their annual assessment with Republic Services.

This process also provides an opportunity to establish new goals and objectives aimed at further enhancing our waste management practices, which are implemented prior to the start of the fall semester. By engaging in this annual review, we reaffirm our unwavering dedication to environmental stewardship and our continual efforts to minimize our ecological footprint. We remain committed to advancing our waste management plan to achieve greater sustainability and foster a positive impact on our community and the environment.



Photo: Facilities operations staff reviewing options for waste receptacles and operational support items with Grainger and Rubbermaid.



Photo: MC: Custodial Supervisor (Hai Nguyen) doing his annual assessment with Republic Services.

During the evaluation period of FY23/24, the District performed multiple site walks and considered various changes to operational support strategies. This resulted in a change of waste hauler for both West Valley College and Mission College to better support the operational functions of the District. Additionally, the frequency of pickups was modified, and staffing schedules and equipment were adjusted for ergonomic and efficiency improvements.

Questions and Comments

Students, members of the public, and employees noticing areas of neglect in waste removal or placement are encouraged to contact facilities@wvm.edu. For faculty, staff, students, and members of the public with questions or comments about this plan, the Facilities Department welcomes and values your feedback. Please don't hesitate to reach out to us via email at facilities@wvm.edu. Your input is instrumental in our ongoing efforts to improve and refine our waste management practices. Together, we can work towards a more sustainable future for our community and the environment.