







Sacramento County Department of Airports

Policy Execution Routing Form

Date: 6.30.25
Policy: SMF Waste Management Policy v1.4
Airports: Sacramento International Airport
Annually: as needed
OpenGov#: N/A

This form is accompanying the subject policy for circulation. All parties have reviewed the Policy and conclude that it is ready for execution. This policy updates include edible food recovery requirements and contact information.

 Arthur, Bailey Balshor^{6/30/2025}
Environmental Specialist
 Initiated by Kathy Sutton^{6/30/2025}
P&D, ASO III, SCAS
 Bree Taylor, recommends^{6/30/2025}
P&E Manager
 Glen Rickelton, concurs^{6/30/2025}
P&E Sr. Airport Manager
 TJ Chen, recommends^{7/3/2025}
Deputy Director, P&D
 Cindy Nichol, Approves^{7/3/2025}
Director of Airports

~~Step 1: Reviews completed~~

Step 2: Execution through DocuSign for all parties listed above.

Step 3: Distribution and save to project files^{7/3/2025}

Attachment: Policy Document v1.4


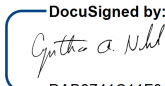
**SACRAMENTO COUNTY
DEPARTMENT OF AIRPORTS
WASTE MANAGEMENT POLICY**



SACRAMENTO INTERNATIONAL AIRPORT

FOR TENANTS, CONCESSIONAIRES, AND CONTRACTORS

SACRAMENTO INTERNATIONAL AIRPORT

Prepared by:	Signed by:  <small>01710C66DC61482...</small>	6/30/2025
	Bailey Balshor, Environmental Specialist Planning & Environment	Date
Approved by:	DocuSigned by:  <small>DAB0741C11F0421...</small>	7/3/2025
	Cynthia Nichol, Director Sacramento County Dept. of Airports	Date



Revision Log

Document Version	Date	Nature of Revision(s)	Author
1.0	1/3/2023	Original document	Zach Frese
1.1	4/3/23	Amended to incorporate comments from Airports	Zach Frese
1.2	6/20/2023	Revised to incorporate comments from Airports stakeholders and DWMR	Zach Frese
1.3	5/8/24	Updated to reflect Bailey Balshor as Recycling Coordinator	Zach Frese
1.4	6/18/25	Updated to reflect edible food recovery requirements and contact information	Bailey Balshor

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BACKGROUND:

In January 2012, the California Department of Resources Recycling and Recovery (CalRecycle) adopted regulations under [Assembly Bill \(AB\) 341](#), establishing the state's Mandatory Commercial Recycling Program. Building upon this foundation, [Senate Bill \(SB\) 1383 \(Lara, Chapter 395, Statutes of 2016\)](#), enacted in September 2016, set statewide targets to reduce methane emissions from short-lived climate pollutants (SLCPs).

To meet these targets, SB 1383 mandates that all jurisdictions implement mandatory organic waste collection programs, including the diversion of both pre-consumer and post-consumer organic waste from landfill. In addition, certain commercial food generators are required to recover the maximum amount of edible food—defined as food safe for human consumption and not spoiled, adulterated, or contaminated—that would otherwise be discarded.

These requirements were formalized in the SB 1383 regulations, codified in November 2020 under the [California Code of Regulations \(Title 14, Division 7, Chapter 3\)](#). In alignment with these regulations, the Sacramento International Airport (SMF) is required to ensure proper collection and diversion of organic waste and recyclables and recovery of edible food. Furthermore, the County of Sacramento Department of Waste Management and Recycling has incorporated these state mandates into local law via Sacramento County Code ([SCC 6.20](#)), requiring compliance from covered entities within its jurisdiction.

PURPOSE:

This Waste Management Policy (Policy) will be administered by the Sacramento County Department of Airports (Department) and intends to clarify and standardize the requirements and procedures for the handling and disposal of waste streams at SMF. The procedures below will ensure that SMF is in compliance with State and County regulations, and that waste loads will not be rejected by destination facilities due to contamination from other waste streams. In addition to the requirements outlined in this Policy, all are encouraged to reuse materials whenever possible.

POLICY STATEMENT:

In order to reduce waste disposal costs, conserve natural resources, and comply with State laws and County ordinances, all tenants, concessionaires, and contractors ("Airport Users") are required to abide by this Policy. Failure to follow the procedures below will be considered a violation of this Policy, and may result in penalties.

PROCEDURES:

The procedures for disposing of various types of materials are detailed here. If you have questions about the proper disposal of an item that is not on this list, contact the Recycling Coordinator, Bailey Balshor, at Air-Environmental@saccounty.gov.

- 1) **Mixed Recyclables:** The following main categories of materials can be mixed together in the recycling containers:
 - Paper: White, colored, copy, fax, newspaper, magazines, envelopes
 - Cardboard and Paperboard
 - Metals: Aluminum, steel, and bi-metal cans

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- Glass: All colors of bottles and jars
- Plastic: Only numbers 1-3 (see Attachment A)

Note: Grocery bags, plastic films (e.g., plastic wrap), plastic buckets, and Styrofoam are not recyclable

Rules for Mixed Recycling:

- a) Clear bags (bin liners) must be used for disposal of recyclable materials.
- b) Refer to the Waste Sorting Flyer (Attachment B) to identify recyclable materials.
- c) Bins used for collection of recyclable materials shall be blue in color, and/or clearly labeled with the word "Recycle."
- d) Recyclable containers (e.g., cans, bottles, and jars) must be empty (no solids or free-flowing liquid) prior to disposal.
- e) Rinse off food from recyclable metal, glass, and plastic containers before disposal.
- f) All mixed recyclables shall be placed in a recycling container, collected, and placed into a recycling compactor or dumpster.
- g) Lids on all recycling dumpsters must be kept closed except while in use.
- h) Do not overfill dumpsters. If a dumpster's lid is unable to close, please contact the Maintenance Call Center at 874-0311 to report an overfilled dumpster.
- i) Scavenging of recyclables is prohibited. In accordance with County code, it is unlawful (and unsafe) to collect or remove any salvageable materials from a recycling or trash collection container (SCC 6.20.160 (B)).
- j) Do not place trash or other prohibited items (e.g., universal waste, hazardous waste, green waste, and food waste) into the containers, compactors, or dumpsters used for mixed recyclables. These materials are collected separately.

2) Organic/Food Waste:

Rules for Organic Waste Recycling:

- a) Compostable/biodegradable bags (bin liners) must be used for disposal of Organic Waste. Bags must meet the ASTM D6400 standard.
- b) Refer to the Waste Sorting Flyer (Attachment B) to identify Organic Waste.
- c) Organic Waste must be properly bagged to minimize pest-conducive conditions (e.g., full bags should be tied closed and kept off the ground prior to disposal).
- d) Bins used for the collection of Organic Waste shall be green in color, and/or clearly labeled with the word "Compost."
- e) Do not place trash, recyclables, or other prohibited items (e.g., universal waste, hazardous waste) into the containers, compactors, or dumpsters used for Organic Waste. These materials are collected separately.

3) Edible Food:

Rules for Recovering Edible Food: Only concessionaires and tenants who prepare or sell foods are subject to edible food recovery.

Note: The SMF Food Pantry is a program available for concessionaires to streamline the edible food recovery process. Please reach out to Air-Environmental@sacounty.gov for information regarding participating in the program.

- a) Set up an agreement (written or contract) with a local food recovery organization or service

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- b) Following food safety regulations, collect and recover edible, unsold food that would otherwise be thrown away
 - c) Maintain records of: types of food donated, quantity (in pounds), date of food recovery, and recipient organization name and contact info. Copies of the food recovery agreement and donation logs need to be readily available for inspection.
- 4) **Cooking grease:** Cooking grease collection containers are available to restaurant tenants in Terminal A, Terminal B, and Concourse B at SMF. If a container is full, please contact the Maintenance Call Center at (916) 874-0311. Users located outside of the terminals and concourses are responsible for obtaining their own grease collection containers and service. It is required that fats, oils, and grease (collectively known as FOG) are collected and not put down the drain (SCC 15.04.080).
- 5) **Green Waste:** Green waste includes grass, leaves, and tree and shrub trimmings. Grass clippings and leaves on turf shall be mowed using mulch mowers, leaving clippings on-site as mulch, and not bagged or discarded. Suitable tree branches and shrub trimming shall be chipped with a woodchipper and recycled back as mulch for tree groves and other landscaped areas.
- 6) **Wood pallets:** Wood pallets must be recycled. The Department's Airfield Maintenance Section will transport wood pallets generated by tenant and concessionaires' operations to Area 13 to be stored until collected by pallet recyclers. Wood pallets at the terminals and concourses shall be staged in loading dock areas. Hallways and stairwells shall be always kept free of all empty pallets.
- 7) **Plastic pallets:** Plastic pallets are designed by vendors to be reused and are often subject to a deposit. Plastic pallets shall be staged in loading dock areas to be collected by the appropriate vendor(s). Hallways and stairwells shall be always kept free of all empty pallets.
- 8) **Scrap metal:** Scrap metal consists of recyclable and non-recyclable materials left over from replacement parts of equipment or vehicles, building supplies, surplus materials, or other non-usable metals. The proper storage and handling of scrap metal generated by tenants shall be the responsibility of each tenant. Under no circumstances shall scrap metal be disposed of in Airport-owned compactors or dumpsters.
- 9) **Used tires:** The storage and recycling of used tires generated by Airport Users are the responsibility of each user. Used tires must be stored in a manner to prevent mosquito breeding (e.g., minimize potential for ponding of water). Under no circumstances shall used tires be disposed of in compactors or dumpsters.
- 10) **Construction and Demolition (C&D) Debris:** Commonly generated C&D debris includes, but is not limited to, asphalt, concrete, brick, wood, metal, wallboard, and roofing material. All C&D debris generated at SMF must be recycled or reused whenever possible. If a material is suspected to contain asbestos, lead, or other hazardous substances, the material must be tested prior to disposal in accordance with State and Federal regulations. Upon completion of a project, waste generation totals shall be reported to the Recycling Coordinator to incorporate into the Department's Diversion Report. Bills of lading or other documentation can be sent to balshorb@saccounty.gov.
- 11) **Universal Waste:** Commonly generated Universal Wastes generated include, but are not limited to,

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dry-cell batteries, non-empty aerosol cans, electronics, and mercury-containing tubes and light bulbs. Universal waste must be picked up by a licensed waste hauler or brought to a [Household Hazardous Waste \(HHW\) collection site](#).

- **Batteries:** Waste batteries generated by custodial contractors shall be collected and stored by the Airports' Custodial staff. All other tenants and contractors are responsible for the proper storage and disposal of their own waste batteries.
- **Non-empty Aerosol Cans:** The State of California defines "empty" as when no material is expelled when the cap is depressed.
- **Electronic Waste:** Commonly generated electronic wastes (e-waste) include, but are not limited to: computer equipment, cell phones, TVs, and DVD players. Electronic waste generated by Airports must be sent to County Surplus. Tenants are responsible for the proper disposal of electronic waste that they generate. There are e-waste collection cages in two locations at SMF: 1) the dumpsters at gate 6E; 2) the dumpsters at 10E. Additionally, electronic waste drop-off is available at Kiefer Landfill and the North Area Recovery Station (NARS) located in Sacramento County.
- **Mercury-containing tubes and light bulbs:** In California, all fluorescent lamps and bulbs must be recycled or disposed of as hazardous waste, because they contain mercury. Fluorescent bulbs, compact lamps, metal halide bulbs, and sodium vapor bulbs may be disposed of at the North Area Recovery Station (NARS).

12) Hazardous Waste: Some hazardous wastes are recyclable, such as used oil, used oil filters, used anti-freeze/coolant, and wet-cell lead-acid and sulfuric acid batteries. These recyclable hazardous wastes generated by Airports are to be stored in their designated locations. Proper storage and disposal of all hazardous waste generated by tenants are the responsibility of each tenant. All generators of hazardous waste must obtain a hazardous waste permit from the Environmental Management Department, and shall comply with all federal, state, and local laws and regulations.

13) Landfill waste: All other waste generated that is not identified above or otherwise able to be diverted from disposal in the landfill shall be handled as follows:

- a) Clear bags (bin liners) must be used for the disposal of landfill waste.
- b) Bins used for collection of landfill waste shall be black or grey in color, and/or clearly labeled with the word "Landfill."
- c) Do not place Recyclables, Organic Waste, or other prohibited items (e.g., universal waste, hazardous waste) into the containers, compactors, or dumpster used for the collection of landfill waste. These materials are collected through separate programs.
- d) Refer to the Waste Sorting Flyer (Attachment B) to identify landfill waste.

RESPONSIBILITY:

Airport staff, which includes but is not limited to the Recycling Coordinator and members of Properties, Facilities, and Operations, are tasked with monitoring compliance with this Waste Management Policy. Additional support may be provided by the Business Environmental Resource Center (BERC) staff. In order to foster an atmosphere of compliance, all Airport staff are encouraged to take a "See Something, Say Something" approach to correct improper disposal practices.

It is the responsibility of all Airport Users to ensure that their employees are properly trained and equipped to comply with this policy. Airport Users shall be prepared to provide training records or other documentation upon request from Airport Staff.

Airport Users will provide their own waste receptacles within their leasehold areas, and label them in accordance with the above policy.

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PENALTIES:

As stated above, failure to comply with any of the above will be considered a violation of this Policy. Penalties will be assessed based upon the conditions of each Airport User's contract or agreement.

Attachment A

Plastics 1-7

RECYCLE	Symbol	Description	
	 PETE	Clear tough plastic such as soft drink, juice and water bottles.	
	 HDPE	Common white or coloured plastic such as milk containers and shampoo bottles.	
LANDFILL	 V	Hard rigid clear plastic such as cordial bottles.	
	 LDPE	Soft flexible plastic e.g. squeezable bottles such as sauce bottles.	
	 PP	Hard but flexible plastic such as microwave ware, takeaway containers, some yoghurt/ice cream/jam containers, hinged lunch boxes.	
	 PS	Rigid, brittle plastic such as small tubs and margarine/butter containers.	
LANDFILL	 OTHER	All other plastics, including acrylic and nylon. Examples include some sports drink bottles, sunglasses, large water cooler bottles.	

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Attachment B

Waste Sorting Flyer

WHAT BELONGS IN THE RECYCLING?

Paper products

- Office paper, mail and envelopes
- Newspaper
- Paper bags
- Cardboard boxes (broken down)

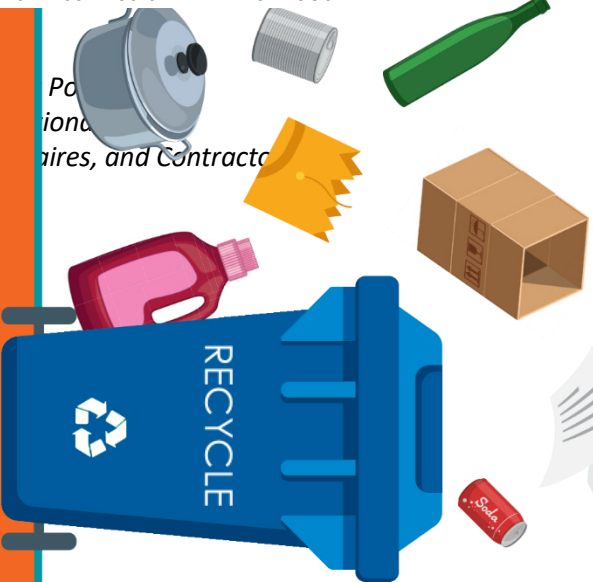
Plastics labeled through 3

- Bottles (beverage, condiment, etc.)
- Containers (detergent, shampoo, etc.)

Aluminum and metal

- Food and beverage cans
- Small scrap sheet metal
- Metal pots and pans
- Clean aluminum foil

Glass bottles and jars (all colors)



WHAT BELONGS IN THE ORGANICS?

Food scraps (frozen, fresh, or spoiled)

- Meat and bones
- Fruit
- Vegetables

- Bread and pasta
- Egg shells
- Dairy products
- Coffee grounds
- Seafood

Food-soiled paper

- Coffee filters
- Pizza boxes
- Used napkins
- Paper take-out containers
- Tea bags

Yard Trimmings & Green Waste Organics

- Floral trimmings
- Branches & stems
- Leaves & grass
- Sawdust/non-painted wood



WHAT BELONGS IN THE GARBAGE?

Non-recyclable paper

- Laminated items
- Carbon paper and photographs
- Padded envelopes
- Vacuum bags

Non-recyclable plastics

- Plastics not labeled through 3
- Plastic bags
- Film plastics and plastic wrap
- Snack wrappers
- Straws
- Bubble wrap

Non-recyclable Glass

- Ceramics and dishware
- Mirrors
- Window or tempered glass
- Non-fluorescent light bulbs

Other

- Diapers
- Feminine products
- Styrofoam
- Clothes hangers
- Hoses and tarps
- Sponges
- Textiles
- Treated wood
- Pet waste



Recycling should be clean, dry, empty and loose (not bagged)

If bagging is necessary, ONLY clear plastic bags are acceptable

NO plastic bags

NO film plastics

NO styrofoam

NO food scraps or food-soiled paper

Use certified compostable bags or CLEAR plastic bags only

NO glass, metal, styrofoam, or plastic

NO liquids, grease, or oils

NO organics or recyclable materials

NO construction or demolition materials

NO hazardous waste

