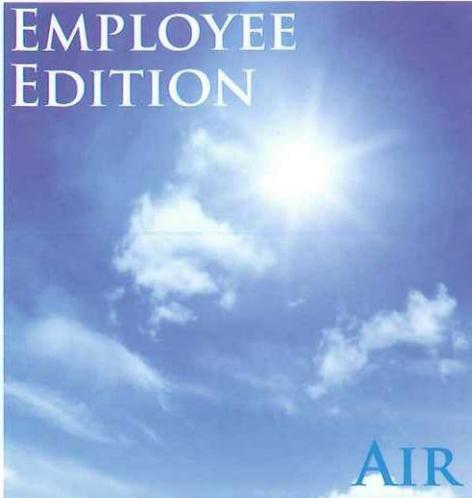
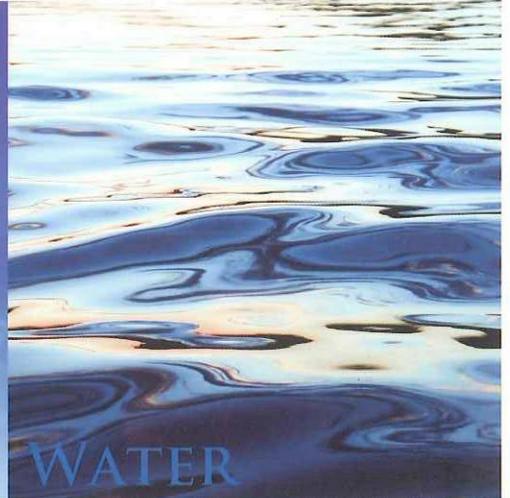


# *Your Guide to* **CLEAN**

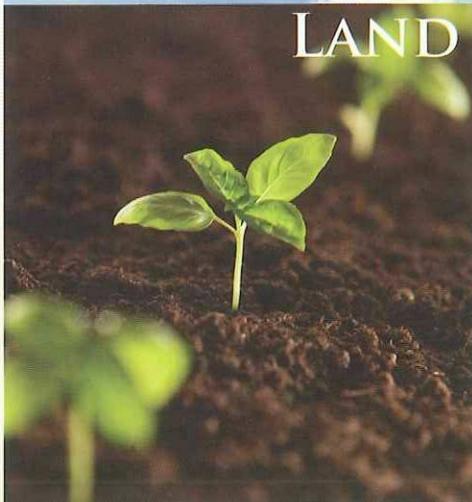
EMPLOYEE  
EDITION



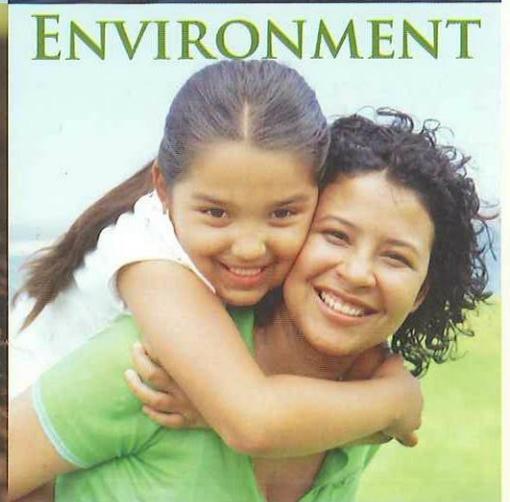
AIR



WATER



LAND



ENVIRONMENT

*Help ensure clean air, clean water,  
and clean land for the community!*

[WWW.CHULAVISTACA.GOV/CLEAN](http://WWW.CHULAVISTACA.GOV/CLEAN)



**Chula Vista** has a long, proud history of being a nationally-recognized municipal leader in environmental sustainability. Every department and employee plays a critical role in implementing the City's various environmental policies, programs, and services.

*Thank you for your help and dedication to the environment!*

## ENERGY CONSERVATION

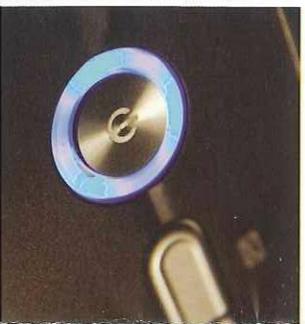
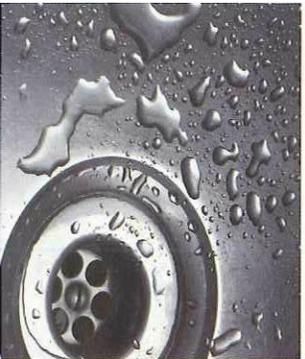
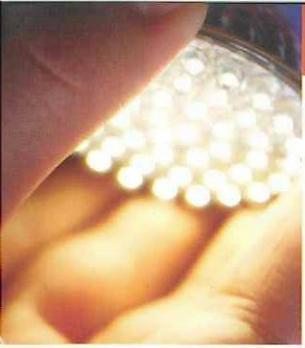
By lowering energy use and costs, more money can be invested in City programs.

- Turn off lights when leaving work areas or conference rooms.
- Shut down all computers, copiers, and printers before leaving work for the day or weekend.
- Casual, professional dress in summer months is allowed to help keep employees comfortable (including Council and Commission meeting days).
- View the Energy Charts posted in your worksite's lobby to track building energy use trends.
- Learn about home energy conservation and available incentives at [www.chulavista.ca.gov/clean/conservation/Climate/Energy.asp](http://www.chulavista.ca.gov/clean/conservation/Climate/Energy.asp)

## WATER CONSERVATION

By reducing water use, you help conserve a limited natural resource.

- If using City locker room facilities, take showers in five minutes or less.
- Notify the Public Works dispatch immediately at 397-6000 if landscape sprinklers or bathroom plumbing fixtures are "free flowing."
- Learn about home water conservation and available incentives at [www.chulavista.ca.gov/clean/conservation/Watershed/Water.asp](http://www.chulavista.ca.gov/clean/conservation/Watershed/Water.asp)



## ALTERNATIVE & EFFICIENT TRANSPORTATION

Biking, walking, or taking transit to work can be a healthier, lower cost commute option!

- Locker rooms with showers and bike racks are available at many facilities for employee use.
- Bike Chula Vista maps are available at [www.chulavista.ca.gov/goto/bikechulavista](http://www.chulavista.ca.gov/goto/bikechulavista) and from the Conservation Section.
- Carpooling with coworkers can be organized by utilizing the ride-matching tool at [www.icommutesd.com/Carpool.aspx](http://www.icommutesd.com/Carpool.aspx)
- Registered carpoolers have preferential parking at some City facilities and access to a "Guaranteed Ride Home" service in case of a family emergency or unscheduled overtime.
- Public transit services are in close proximity to the Civic Center Complex:
  - Trolley Blue Line, Route 701, Route 704, Route 705, Route 929
- A regional transit map is available to determine options for other facilities: [www.sdmts.com/MTS/RegionalTransitMap.asp](http://www.sdmts.com/MTS/RegionalTransitMap.asp)
- Choose the most efficient, "right-sized" vehicle when using the City fleet.
- Limit idling when driving on City business to less than 1 minute.



## FLEX WORK SCHEDULES

Flexible schedules allow you to commute less, but work the same amount of time! The following flexible work schedules are available:

- 4/10 – Four 10-hour days per week
- 9/8/80 – Eight 9-hour days with one 8-hour day in a pay period
- Telecommuting – Working from home on select days in a pay period

Download a flexible work schedule request form at: <http://civinsider/CVDepartments/HR/HRforms.asp>



# RECYCLE OR TRASH?

## RECYCLE these items:

We can't possibly list everything, but here are a few items commonly found around the office that can be recycled:

- Copy / printer paper / colored or white papers
- Manila / file folders
- Note / steno pads (with wire removed)
- Envelopes and junk mail
- Soda / water bottles and soda cans
- Food cans (soup, tuna, etc.)
- Dry food boxes (crackers, etc.)
- Aluminum foil
- Magazines, newspapers, and phone books
- Sticky notes / index cards

Before "5S-ing" or "spring cleaning" your office, contact Custodial Services or Environmental Services in advance to get temporary use containers.

## TRASH these items:

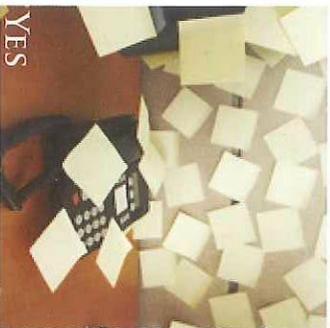
- Tissue (bathroom or facial tissue)
- Paper or plastic plates and cups
- Wax paper or vellum
- Paper towels or napkins
- Plastic cutlery
- Plastic wrap
- Food waste
- Plastic Bags
- Styrofoam and bags

Please don't include any of these items in with the recyclables! Mixing trash with recyclable items means the entire bin will need to be disposed of as TRASH!

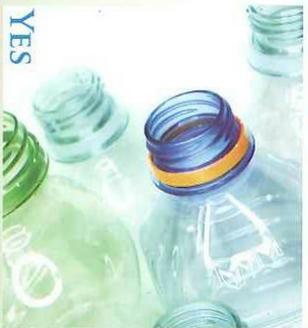
*Don't trash a good thing!*



YES



YES



YES



NO



NO

# REDUCE, REUSE, RECYCLE

Reduce the amount of trash you create. Reuse items multiple times when possible. Recycle everything you can. Develop a habit of thinking ahead about what you use. Here are some tips that will help you accomplish this goal.

- When printing a document if you don't need the entire document just print the page(s) of the document that you need.
- When making copies be sure to use both sides of the paper.
- Use the blank backs of copies that you no longer need for scratch paper.
- Reuse envelopes, folders, and boxes when possible.
- When proof reading a document, try to do it on your computer screen instead of printing a hard copy. It saves time, ink / toner, and paper!
- The Virtual Warehouse should be used for redistribution / reuse of any surplus office supplies. [www.sites.google.com/site/cvreuse](http://www.sites.google.com/site/cvreuse)

## GREEN PURCHASING

Employees can help Chula Vista be green, by buying green!



- Before purchasing any new office supplies or equipment, search the City's "Virtual Warehouse" at [www.sites.google.com/site/cvreuse](http://www.sites.google.com/site/cvreuse) for available, FREE surplus items in other departments.
- Purchase products that have the lowest "life cycle" impacts (i.e. from manufacturing to disposal) on the environment such as items made from recycled materials, reusable bottles, rechargeable batteries, and ENERGY STAR-rated equipment.
- Buy office supplies in bulk or multi-packs to reduce packaging waste.
- All paper products should have recycled content of at least 30%, with 100% being preferred.
- Choose cleaning products that contain the least harmful chemicals and, if available, are biodegradable.



## DISPOSAL OF CITY-PURCHASED OBSOLETE ELECTRONICS

Please follow the following procedures to dispose of electronic equipment formerly used in your day to day work activities:

1. Consult with coworkers to see if other equipment needs to be disposed of.
2. Complete a Property Transfer or Disposal Request (Form F211) and submit to Purchasing. To find form F211 go to <http://civinsider> or ask your department's Administrative Assistant to acquire one for you.
3. Purchasing will forward the approved form to the appropriate City staff to make disposal arrangements.

## BATTERIES

*It's against the law to throw them in the trash!*

Departments have been provided with a battery disposal container to discard of obsolete batteries from City-owned equipment. Please contact your department's administrative assistant to make disposal arrangements.

These containers are only to be used to dispose of batteries used in City-owned equipment. Do not bring batteries from home to dispose at work.



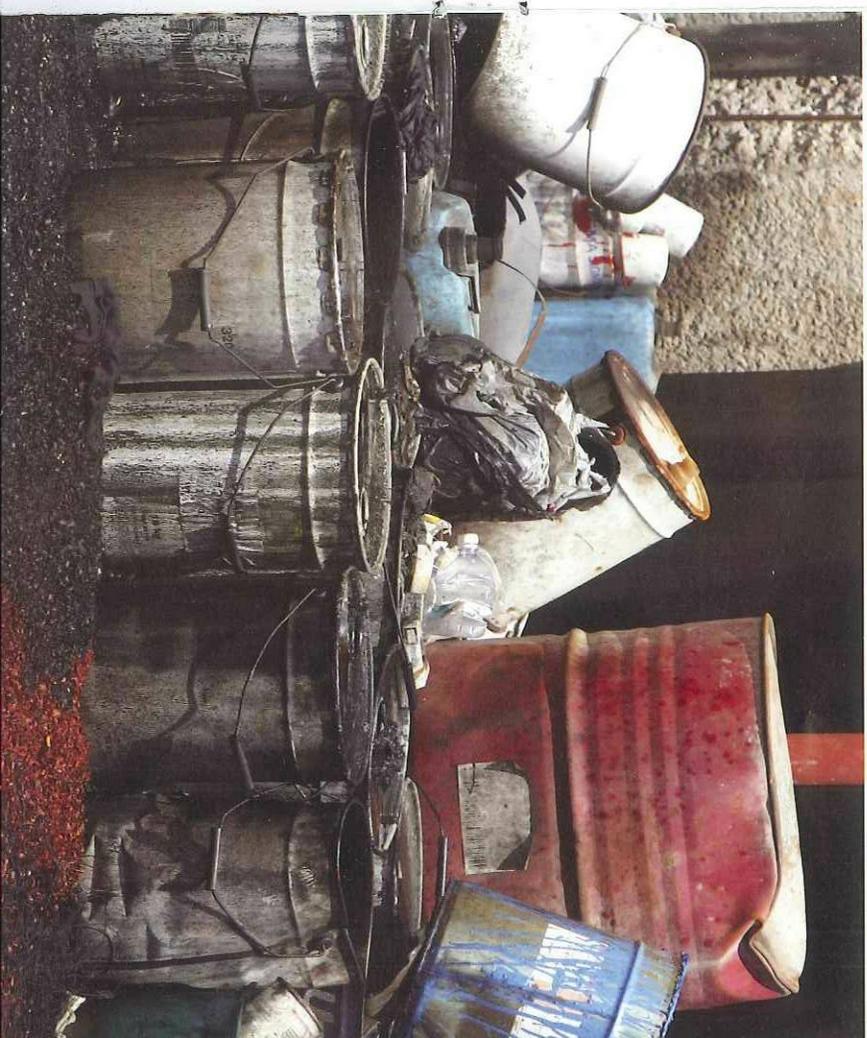
For additional household hazardous waste disposal information please contact 1-800-237-BLUE (2583) or visit [www.wastefeed.org](http://www.wastefeed.org)

## HAZARDOUS MATERIALS

Unless you are authorized to use them in your work, leave them alone! If you find an unknown and potentially dangerous substance while on duty do not touch or open the container, even if you can plainly see a label or product type on a container. Please be aware that some dangerous chemicals could be stored in paint cans or seemingly common containers in an attempt to illegally dispose of them.

If a City employee discovers hazardous materials the following procedures must be followed:

1. Isolate the area to a safe distance
2. Deny entry to others
3. Contact the Police Department Dispatch Center at 691-5122 and be prepared to answer questions
4. Do not expose yourself to the potentially dangerous substance



## SERVICES

### Animal Care

[www.chulavistaca.gov/pets](http://www.chulavistaca.gov/pets)  
Animal Control: 476-2476  
Pet Adoptions: 691-5123

### Environment

[www.chulavistaca.gov/clean](http://www.chulavistaca.gov/clean)  
CLEAN Business: 409-1975  
Energy & Water Conservation: 409-3893  
Storm Water Hotline: 397-6000  
Environmental Services,  
Household Hazardous Waste,  
Recycling and Solid Waste: 691-5122

### Community

Graffiti Hotline: 691-5198  
Graffiti IN PROGRESS: 911  
Park Reservations (online only):  
[www.chulavistaca.gov/goto/parkreservation](http://www.chulavistaca.gov/goto/parkreservation)  
Service Requests: 397-6000  
[www.chulavistaca.gov/goto/servicerequest](http://www.chulavistaca.gov/goto/servicerequest)  
Transit: 233-3004

### Library

Civic Branch: 691-5069  
South Branch: 585-5755  
Otay Ranch Branch: 397-5740  
[www.chulavistalibrary.com](http://www.chulavistalibrary.com)

### Recreation

[www.chulavistaca.gov/rec](http://www.chulavistaca.gov/rec)  
Administration: 409-5979  
CV Woman's Club: 691-5083  
Heritage Center: 421-7032  
Loma Verde Center: 691-5082  
Loma Verde Pool: 691-5081  
Monteville Center: 691-5269  
Norman Park Center: 691-5086  
Otay Center: 476-5325  
Parkway Center: 691-5083  
Parkway Pool: 691-5088  
Parkway Gym: 691-5084  
Salt Creek Center: 585-5739  
Veterans Center: 691-5260

## DEVELOPMENT

Land Development: 691-5024  
Building: 691-5272  
Planning: 691-5101  
Code Enforcement: 691-5280  
Housing Division: 691-5047  
Economic Development: 409-5870  
Small Businesses: 691-5248

## PUBLIC SAFETY

Emergency: 911  
**Fire**  
Main Line: 691-5055  
Prevention Division: 691-5029

### Police

Report Crime / Dispatch: 691-5151

## GOVERNMENT

Mayor & Council: 691-5044

## ADMINISTRATION

City Attorney: 691-5037  
City Clerk: 691-5041  
City Manager: 691-5031  
Communications, Media Relations  
& Special Events: 691-5296  
Finance  
Main Line: 691-5250  
Purchasing: 691-5141

Human Resources  
Main Line: 691-5096  
Job Hotline: 691-5095  
Volunteering: 691-5000



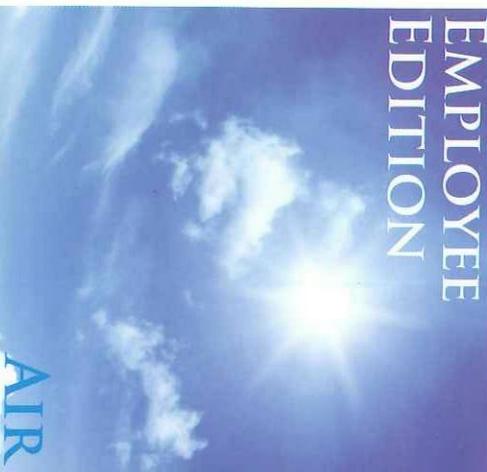
CITY OF  
CHULA VISTA

*provided by the*

CONSERVATION and ENVIRONMENTAL  
SERVICES SECTIONS  
Public Works Department

# Your Guide to CLEAN

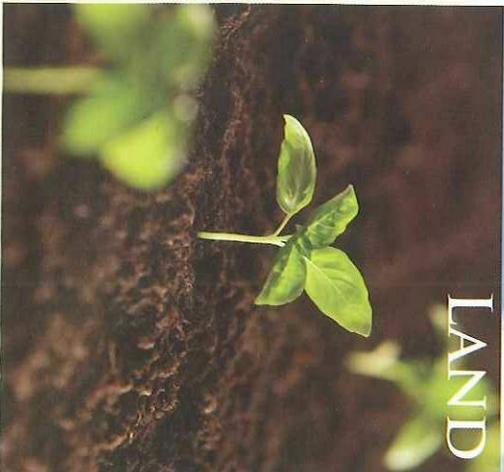
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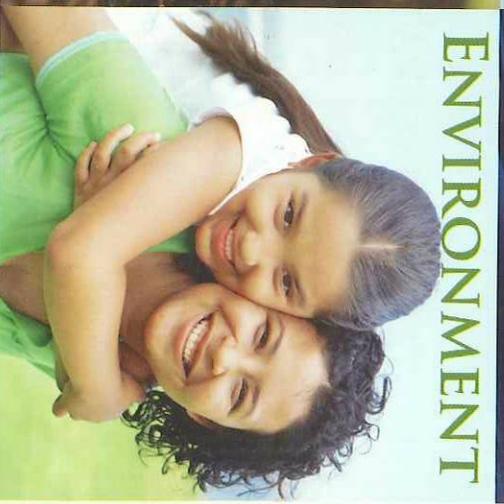
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*Your Community. Your Environment. Your Choice.*

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