

## Five-Year CIWMP/RAIWMP Review Report Template

Public Resources Code (PRC) Sections 41770 and 41822, and Title 14, California Code of Regulations (CCR) Section 18788 require that each countywide or regional agency integrated waste management plan (CIWMP or RAIWMP), and the elements thereof, be reviewed, revised if necessary, and submitted to the Department of Resources Recycling and Recovery (CalRecycle) every five years. CalRecycle developed this Five-Year CIWMP/RAIWMP Review Report template to streamline the Five-Year CIWMP/RAIWMP review, reporting, and approval process.

A county or regional agency may use this template to document its compliance with these regulatory review and reporting requirements and as a tool in its review, including obtaining Local Task Force (LTF) comments on areas of the CIWMP or RAIWMP that need revision, if any. This template also can be finalized based on these comments and submitted to CalRecycle as the county or regional agency's Five-Year CIWMP or RAIWMP Review Report.

The [Five-Year CIWMP/RAIWMP Review Report Template Instructions](#) describe each section and provide general guidelines with respect to preparing the report. Completed and signed reports should be submitted to the CalRecycle's Local Assistance & Market Development (LAMD) Branch at the address below. Upon report receipt, LAMD staff may request clarification and/or additional information if the details provided in the report are not clear or are not complete. Within 90 days of receiving a *complete* Five-Year CIWMP/RAIWMP Review Report, LAMD staff will review the report and prepare their findings for CalRecycle consideration for approval.

If you have any questions about the Five-Year CIWMP/RAIWMP Review Report process or how to complete this template, please contact your LAMD representative at (916) 341-6199. Mail the completed and signed Five-Year CIWMP/RAIWMP Review Report to:

Dept. of Resources Recycling & Recovery  
Local Assistance & Market Development, MS-9  
P. O. Box 4025  
Sacramento, CA 95812-4025

To edit & customize this template, the editing restrictions (filling in forms) must be disengaged. Select the Review tab, Protect Document, and then Restrict Formatting and Editing (uncheck editing restrictions). There is no password (options). Please contact your LAMD representative at (916) 341-6199 with related questions.

**General Instructions:** Please complete Sections 1 through 7, and all other applicable subsections. Double click on shaded text/areas ( ) to select or add text.

SECTION 1.0 COUNTY OR REGIONAL AGENCY INFORMATION			
I certify that the information in this document is true and correct to the best of my knowledge, and that I am authorized to complete this report and request approval of the CIWMP or RAIWMP Five-Year Review Report on behalf of:			
County or Regional Agency Name County of San Mateo		County(s) [if a RAIWMP Review Report]	
Authorized Signature		Title Assistant Director, Sustainability Department	
Type/Print Name of Person Signing Effie Milonis Verducci		Date	Phone (650) 363-4120
Person Completing This Form (please print or type) Gordon Tong		Title Waste Reduction Program Manager	Phone (650) 363-4159
Mailing Address 455 County Center, 4 <sup>th</sup> FL	City Redwood City	State CA	Zip 94063
E-mail Address gtong@smcgov.org			

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## SECTION 2.0 BACKGROUND

This is the county's 5th Five-Year Review Report since the approval of the CIWMP.

The following changes have occurred since the approval of the county's planning documents or the last Five-Year CIWMP Review Report (whichever is most recent):

- ☐ Diversion goal reduction
- ☐ New regional agency
- ☐ Changes to regional agency

- ☐ New city (name(s) \_\_\_\_\_)
- ☐ Other \_\_\_\_\_

Additional Information (optional)

No changes.

## SECTION 3.0 LOCAL TASK FORCE REVIEW

a. In accordance with Title 14 CCR, Section 18788, the Local Task Force (LTF) reviewed each element and plan included in the CIWMP and finalized its comments

- ☒ at the September 12, 2024 LTF meeting. ☐ electronically (fax, e-mail) ☐ other  
(Explain): The City/County Association of Governments (C/CAG), as the Local Task Force, formed a CIWMP Review Committee to review the elements of the CIWMP. The Committee was made up of local jurisdiction solid waste staff, County Sustainability Department and Environmental Health staff, C/CAG staff, and waste hauler staff. The Committee provided the C/CAG Board of Directors with their recommendations in a letter of findings that was approved at the September 12, 2024 C/CAG Board of Directors meeting.

b. The County received the written comments from the LTF on September 18, 2024.

c. A copy of the LTF comments

- ☒ is included as Appendix A.  
☒ was submitted to CalRecycle on September 27, 2024.

## SECTION 4.0 TITLE 14, CALIFORNIA CODE of REGULATIONS SECTION 18788 (3) (A) THROUGH (H)

The subsections below address not only the areas of change specified in the regulations, but also provide specific analyses regarding the continued adequacy of the planning documents in light of those changes, including a determination on any need for revision to one or more of the planning documents.

### Section 4.1 Changes in Demographics in the County or Regional Agency

When preparing the CIWMP Review Report, the county or regional agency must address at least the changes in demographics.

The following resources are provided to facilitate this analysis:

1. Demographic data, including population, taxable sales, employment, and consumer price index by jurisdiction for years up to 2006, are available at:  
<https://www2.calrecycle.ca.gov/LGCentral/DiversionProgram/AdjustmentFactors>. Data for years beyond 2006 can be found on the following websites:
  - Population: [Department of Finance](#) E-4 Historical Population Estimates for Cities, Counties, and the State
  - Taxable Sales: [Board of Equalization](#)
  - Employment: [Employment Development Department](#) Click on the link to Local Area Profile, select the county from the drop down menu, then click on the “View Local Are Profile” button.
  - Consumer Price Index: [Department of Industrial Relations](#)
2. The [Demographic Research Unit](#) of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., find E-5 City/County Population and Housing Estimates under Reports and Research Papers and then Estimates).
3. The Department of Finance’s Demographic Research Unit also provides a list of [State Census Data Center Network Regional Offices](#).

#### Analysis

Upon review of demographic changes since 1990:<sup>1</sup>

- ☒ The demographic changes since the development of the CIWMP do not warrant a revision to any of the countywide planning documents. Specifically, despite demographic changes, the county’s capacity at its landfill and innovative waste reduction and recycling/composting programs result in the finding that the CIWMP does not require revision at this time.
- ☐ These demographic changes since the development of the CIWMP warrant a revision to one or more of the countywide planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

#### Additional Analysis (optional)

According to data and analysis provided by Republic Services, the company that manages the Ox Mountain Landfill, the compacting technology used at the landfill continues to improve, further extending the landfill’s capacity and longevity, despite increases in population and possible waste resulting from consumer habits. See below for additional analysis of demographic changes.

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<sup>1</sup> The year of the data included in the planning documents, which is generally 1990 or 1991.

**Table 1: Changes in San Mateo County Population by City/Town from 1990 to 2024**

<b>San Mateo County</b>	<b>1990</b>	<b>2000</b>	<b>2010</b>	<b>2015</b>	<b>2018</b>	<b>2024</b>	<b>% Change (1990 to 2024)</b>
Atherton	7,163	7,194	6,914	7,041	7,135	6,976	-3%
Belmont	24,165	25,123	25,835	27,184	27,388	26,931	11%
Brisbane	2,952	3,597	4,282	4,547	4,692	4,661	58%
Burlingame	26,666	28,158	28,806	29,992	30,294	30,513	14%
Colma	1,103	1,187	1,454	1,511	1,501	1,410	28%
Daly City	92,088	103,625	101,072	107,260	107,864	101,458	10%
East Palo Alto	23,451	29,506	28,155	30,450	30,917	29,078	24%
Foster City	28,176	28,803	30,567	32,954	33,490	32,581	16%
Half Moon Bay	8,886	11,842	11,324	11,907	12,639	11,238	26%
Hillsborough	10,667	10,825	10,825	11,186	11,543	11,116	4%
Menlo Park	28,403	30,785	32,026	32,902	35,268	33,140	17%
Millbrae	20,414	20,718	21,532	22,578	22,854	23,093	13%
Pacifica	37,670	38,392	37,234	38,232	38,418	37,062	-2%
Portola Valley	4,195	4,462	4,353	4,680	4,767	4,249	1%
Redwood City	66,072	75,402	76,815	84,204	86,380	81,863	24%
San Bruno	38,961	40,165	41,114	45,861	46,085	42,152	8%
San Carlos	26,382	27,718	28,406	29,489	29,897	29,420	12%
San Mateo	85,619	92,482	97,207	101,608	104,490	103,352	21%
South San Francisco	54,312	60,552	63,632	66,297	67,082	64,601	19%
Woodside	5,034	5,352	5,287	5,535	5,623	5,133	2%
Unincorporated	57,244	61,275	61,611	64,925	65,828	61,538	8%
County Total	649,623	707,163	718,451	760,343	774,155	741,565	14%

Source: <https://dof.ca.gov/Forecasting/Demographics/Estimates/>

**Table 2: Changes in San Mateo County Consumer Price Index from 2014 to 2023**

<b>Year</b>	<b>Period</b>	<b>CPI</b>	<b>% Change</b>
2023	Annual	331.8	3.9
2022	Annual	319.2	7.3
2021	Annual	297.4	4.2
2020	Annual	285.3	1.7
2019	Annual	280.6	3
2018	Annual	272.5	3.7
2017	Annual	262.8	2.9
2016	Annual	255.3	2.3
2015	Annual	249.6	1.5
2014	Annual	246	2.3

Source:

<https://labormarketinfo.edd.ca.gov/cgi/databrowsing/localAreaProfileQSMOREResult.asp?menuChoice=localAreaPro&criteria=consumer+price+index&categoryType=economicindicators&geogArea=0601000000&area=San+Mateo+County&timeseries=consumer+price+indexTimeSeries>

#### **Section 4.2 Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Waste Disposed in the County or Regional Agency**

A number of tools to facilitate the analysis and review of such changes in the waste stream are available from the following CalRecycle sources:

1. Various statewide, regional, and local disposal reports are available at <http://www.calrecycle.ca.gov/LGCentral/Reports/DRS/Default.aspx>.
  - a. CalRecycle's [Disposal Reporting System](#) tracks and reports the annual estimates of the disposal amounts for jurisdictions in California; additional California solid waste [statistics](#) are also available.
  - b. CalRecycle's Waste Flow by [Destination](#) or [Origin](#) reports include solid waste disposal, export, and alternative daily cover. They show how much waste was produced within the boundaries of an individual city, or within all jurisdictions comprising a county or regional agency. These data also cover what was disposed at a particular facility or at all facilities within a county or regional agency.
2. The [Waste Characterization Database](#) provides estimates of the types and amounts of materials in the waste streams of *individual California jurisdictions* in 1999. For background information and more recent statewide characterizations, please see <https://www2.calrecycle.ca.gov/WasteCharacterization/>
3. CalRecycle's [Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report](#) provides both summary and detailed information on compliance, diversion rates/50 percent equivalent per capita disposal target and rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are available at <https://www2.calrecycle.ca.gov/LGCentral/DiversionProgram>

Together, these reports help illustrate changes in the quantities of waste within the county or regional agency as well as in permitted disposal capacity. This information also summarizes each jurisdiction's progress in implementing the Source Reduction and Recycling Element (SRRE) and complying with the 50 percent diversion rate requirement (now calculated as the 50 percent equivalent per capita disposal target), see [Per Capita Disposal and Goal Measurement \(2007 and Later\)](#) for details

- ☒ The county or regional agency (if it includes the entire county) continues to have adequate disposal capacity (i.e., equal to or greater than 15 years).
- ☐ The county does not have 15 years remaining disposal capacity within its physical boundaries, but the Siting Element does provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity.

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<sup>2</sup> Such a strategy includes a description of the diversion or export programs to be implemented to address the solid waste capacity needs. The description shall identify the existing solid waste disposal facilities, including those outside of the county or regional agency, which will be used to implement these programs. The description should address how the proposed programs shall provide the county or regional agency with sufficient disposal capacity to meet the required minimum of 15 years of combined permitted disposal capacity.

- ☐ The county does not have 15 years remaining disposal capacity and the Siting Element does not provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity. See Section 7 for the revision schedule(s).

Analysis

- ☒ These changes in quantities of waste and changes in permitted disposal capacity since the development of the CIWMP do not warrant a revision to any of the countywide planning documents. Specifically, the operator of the landfill (Republic Services) provided analysis to the CIWMP Review Committee that demonstrates that the combination of the improvements in compaction technology and emphasis on diversion programs continues to increase the longevity and capacity of the county's landfill.
- ☐ These changes in quantities of waste and changes in permitted disposal capacity since the development of the CIWMP warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

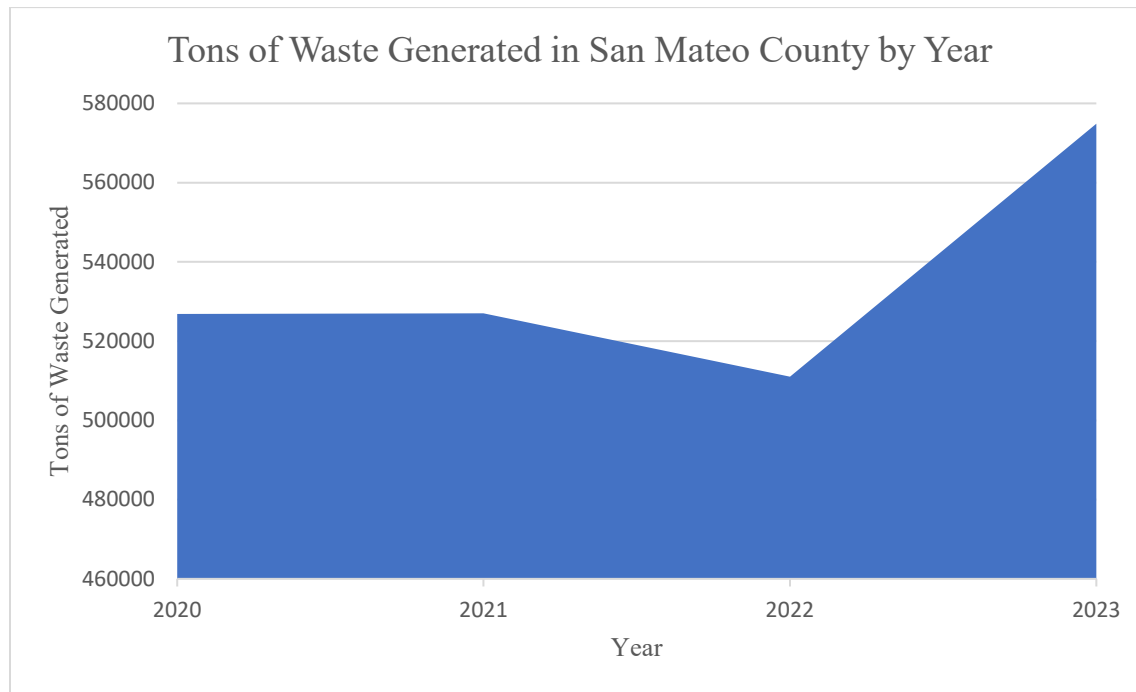
See the figure and table below that outline the quantity of waste generated annually over the last 4 years in the county, and the landfill capacity at Ox Mountain Landfill.

Table 4. Remaining Capacity in Ox Mountain Landfill

Estimated Remaining Site Life	22 years
Maximum Permitted Rate of Disposal	3,598 tons/day
Permitted Traffic Volumes	501 vehicles/day round trip
Average Rate of Daily Waste Receipt	Total Tons: 3,142 MSW Tons = 1,768
Density	1,647 pounds per cubic yard

*Source: Republic Services.*

Figure 1: Tons of Waste Generated in San Mateo County from 2020 to 2024



Source: <https://www2.calrecycle.ca.gov/RecyclingDisposalReporting/Reports/OverallJurisdictionTonsForDisposal>

#### **Section 4.3 Changes in Funding Source for Administration of the Siting Element (SE) and Summary Plan (SP)**

Since the approval of the CIWMP or the last Five-Year CIWMP Review Report (whichever is most recent), the county experienced the following significant changes in funding for the SE or SP:

- NA

##### Analysis

- ☒ There have been no significant changes in funding for administration of the SE and SP or the changes that have occurred do not warrant a revision to any of the countywide planning documents. Specifically, the funding for the administration of the SE and SP remains to be \$9.89/ton of waste landfilled at Ox Mountain Landfill. This funding remains sufficient to implement the programs outlined in the CIWMP.
- ☐ These changes in funding for the administration of the SE and SP warrant a revision to one or more of the countywide planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

##### Additional Analysis (optional)

NA



#### Section 4.4 Changes in Administrative Responsibilities

The county experienced significant changes in the following administrative responsibilities since the approval of the CIWMP or the last Five-Year CIWMP Review Report (whichever is most recent):

- NA

##### Analysis

- ☒ There have been no significant changes in administrative responsibilities or the changes in administrative responsibilities do not warrant a revision to any of the planning documents. Specifically, while the responsible department has changed from the Department of Public Works to the Sustainability Department (which was recently renamed from “Office of Sustainability”), there has been no significant impact to the implementation and planning of any of the programs listed in the CIWMP. As a result, a revision to the planning documents as a consequence of this section is not warranted.
- ☐ These changes in administrative responsibilities warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

##### Additional Analysis (optional)

NA

#### Section 4.5 Programs that Were Scheduled to Be Implemented, But Were Not

This section addresses programs that were scheduled to be implemented, but were not; why they were not implemented; the progress of programs that were implemented; a statement as to whether programs are meeting their goals; and if not, what contingency measures are being enacted to ensure compliance with Public Resources Code Section 41751.

##### 1. Progress of Program Implementation

- a. SRRE and Household Hazardous Waste Element (HHWE)
- ☒ All program implementation information has been updated in the CalRecycle Electronic Annual Report (EAR), including the reason for not implementing specific programs, if applicable.
- ☐ All program implementation information has not been updated in the EAR. Attachment \_\_\_\_\_ lists the SRRE and/or HHWE programs selected for implementation, but which have not yet been implemented, including a statement as to why they were not implemented.
- b. Nondisposal Facility Element (NDFE)
- ☐ There have been no changes in the use of nondisposal facilities (based on the current NDFEs and any amendments and/or updates).
- ☒ Attachment B lists changes in the use of nondisposal facilities (based on the current NDFEs).
- c. Countywide Siting Element (SE)
- ☐ There have been no changes to the information provided in the current SE.
- ☐ Attachment \_\_\_\_\_ lists changes to the information provided in the current SE.
- ☒ Changes to the SE have been included in the County’s 2023 EAR.

d. Summary Plan

- ☒ There have been no changes to the information provided in the current SP.  
☐ Attachment \_\_\_\_\_ lists changes to the information provided in the current SP.

2. Statement regarding whether Programs are Meeting their Goals

- ☒ The programs are meeting their goals.  
☐ The programs are not meeting their goals. The discussion that follows in the analysis section below addresses the contingency measures that are being enacted to ensure compliance with [PRC Section 41751](#) (i.e., specific steps are being taken by local agencies, acting independently and in concert with \_\_\_\_\_, to achieve the purposes of the California Integrated Waste Management Act of 1989) and whether the listed changes in program implementation necessitate a revision to one or more of the planning documents. \_\_\_\_\_

Analysis

- ☒ The aforementioned changes in program implementation do not warrant a revision to any of the planning documents. Specifically, implementation of new and existing diversion programs is aimed at meeting the goals of the CIWMP.  
☐ Changes in program implementation warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.6 Changes in Available Markets for Recyclable Materials**

The county experienced changes in the following available markets for recyclable materials since the approval of the CIWMP or the last Five-Year CIWMP Review Report (whichever is most recent):

NA

Analysis

- ☒ There are no significant changes in available markets for recycled materials to warrant a revision to any of the planning documents. Specifically, despite changes to international recycling markets, the County and its jurisdictions continue to promote source reduction and prioritize use of products that do have recycling markets available.  
☐ Changes in available markets for recycled materials warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

**Section 4.7 Changes in the Implementation Schedule**

The following addresses changes to the county's implementation schedule that are not already addressed in Section 4.5:

NA

Analysis

- ☒ There are no significant changes in the implementation schedule to warrant a revision to any of the planning documents. Specifically, the County continues to implement all programs listed in the planning documents.
- ☐ Changes in the implementation schedule warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_.

Additional Analysis (optional)

Note: Consider for each jurisdiction within the county or regional agency the changes noted in Sections 4.1 through 4.7 and explain whether the changes necessitate revisions to any of the jurisdictions' planning documents.

**SECTION 5.0 OTHER ISSUES OR SUPPLEMENTARY INFORMATION (optional)**

The following addresses any other significant issues/changes in the county and whether these changes affect the adequacy of the CIWMP to the extent that a revision to one or more of the planning documents is needed:

NA

Analysis

\_\_\_\_\_

**SECTION 6.0 ANNUAL REPORT REVIEW**

- ☒ The Annual Reports for each jurisdiction in the county have been reviewed, specifically those sections that address the adequacy of the **CIWMP** elements. No jurisdictions reported the need to revise one or more of these planning documents.
- ☐ The Annual Reports for each jurisdiction in the county have been reviewed, specifically those sections that address the adequacy of the CIWMP (or RAIWMP) elements. The following jurisdictions reported the need to revise one or more of these planning documents, as listed.

\_\_\_\_\_

Analysis

The discussion below addresses the county's evaluation of the Annual Report data relating to planning document adequacy and includes determination regarding the need to revise one or more of the documents:

As part of the CIWMP 5-year review process, the CIWMP Review Committee reviewed summary information from the jurisdictions' EARs from 2022 and determined that EARs provided accurate and up-to-date information.

**SECTION 7.0 REVISION SCHEDULE (if required)**

NA

## **ATTACHMENT B: Non-disposal Facility Element Changes**

The NDFE identifies the permitted non-disposal facilities to be used by a jurisdiction to assist in reaching the state's diversion mandates. Non-disposal facilities are primarily materials recovery facilities, compost facilities, and transfer stations, but a jurisdiction's NDFE may also discuss recycling centers, drop-off centers and household hazardous waste facilities. The NDFE also includes permitted facilities outside the county that are used by jurisdictions within San Mateo County for their diversion efforts. The NDFE must include details of each permitted non-disposal facilities, including but not limited to the type of facility, facility capacity, incoming tons, the diversion rate, and participating jurisdictions. An amendment to the County's NDFE was completed in 2004 and 2010.

The City/County Association of Governments (C/CAG), as the Local Task Force, formed a CIWMP Review Committee to review the elements of the CIWMP. The CIWMP Review Committee reviewed the accuracy of the County's latest NDFE (2010 amendment). Based on the review, the below preliminary findings were identified:

- The below non-disposal facilities, which are listed in the NDFE are no longer active. These facilities will need to be removed from the NDFE.
  1. Mussel Rock Transfer Station
  2. Ferma-SRDC Recycling Operation I (C&D Debris Processing)
  3. Ferma-SRDC Recycling Operation II (Wood Grinding)
  4. Ox Mountain Sanitary Landfill Unit 2 (Wood Chipping)
- The below non-disposal facilities may need to be added into the NDFE.
  1. Wheeler Farms Equine Waste Composting (Agriculture Composting)
  2. Bay Area Organic Green Waste (Wood Chipping and Grinding)
  3. Davey Tree Expert Company (Wood Chipping and Grinding)
  4. Silicon Valley Clean Water (Wet Debris)
  5. Ox Mountain Landfill (Organics)