



SANTA BARBARA COUNTY

Innovative Environmental Solutions

Santa Barbara County Regional SB 1383 Food Recovery Plan

Proposal Completed By:

Santa Barbara County, Resource Recovery and Waste Management Division

October 2021

Introduction

The Resource Recovery and Waste Management Division (RRWMD) of Santa Barbara County Public Works is proposing to lead the development of a regional edible food recovery network to meet the compliance mandates of California Senate Bill 1383 (SB 1383). RRWMD has been working with local jurisdictions to refine the needs of our region to maximize edible food recovery. This proposal attempts to meet these needs in the purview of meeting the SB 1383 food recovery requirements. This proposal is also being created with the intention to support local non-profits in the process of achieving compliance with SB 1383. The County's goal is to direct the network, assist with tasks related to food recovery organizations and services, and provide tools to jurisdictions to have a cohesive food recovery program throughout Santa Barbara County as a whole.

This Scope of Work describes the tasks that will be completed by the RRWMD to aid in SB 1383 compliance. Please see **Attachment A** for a detailed list of tasks.

Please note that the word "County" in this document refers to the Resource Recovery and Waste Management Division and is used synonymously with "COSB" and "RRWMD." Additionally, "non-profit," "food recovery organization," and "food recovery service," are also used synonymously throughout this document.

Proposal Goals

Food recovery programs include participants from the non-profit, commercial, and local government sectors. This proposal is focused on assisting non-profit and local government partners. The goal of this proposal is to create tools and resources for a cohesive network that supports current operations at local non-profits and their growth. Food recovery compliance is dependent on current food recovery initiatives, and this proposal aims to ease and expedite the work of non-profits in our network.

Additionally, through this network, The County in coordination with the local Cities, can create and distribute uniform outreach and recordkeeping tools that streamline reporting and the collection of data needed for compliance with SB 1383. Standardized documents also help others recognize our network

and build familiarity. Consistency can help commercial businesses and non-profits that operate beyond jurisdictional boundaries.

Scope of Work Limits

This proposal does not include generator outreach, enforcement, or reporting for individual jurisdictions. The RRWMD will not complete further data collection outside of what is provided by the recordkeeping tools. However, this proposal does include tools to assist in these areas.

It is the jurisdictions' responsibility to reach out to generators or food recovery organizations or services if further data collection is needed to complete reporting requirements. RRWMD will not be responsible for gathering their individual data if they choose to not utilize the tools that we provide them.

The RRWMD also recognizes that there are current reporting partnerships with the County of Santa Barbara and some cities. The RRWMD will not be responsible for food recovery data collection for these cities. Cities will be required to send any data to the RRWMD for reporting that is not readily available from the food recovery tools.

This proposal is limited to the tasks in **Attachment A**. Any other food recovery tasks must be completed by individual jurisdictions.

Proposal Commitments

In order to meet these goals, various tasks are defined. Please see **Attachment A** for a detailed list of tasks that the RRWMD is proposing to complete in this scope of work.

RRWMD also proposes that, by joining this agreement, all jurisdictions adopt this collaborative food recovery program to be named the "Santa Barbara County Regional SB 1383 Food Recovery Plan." By joining this agreement, the jurisdictions also agree to complete the tasks in **Attachment B** to contribute to the inter-jurisdictional network.

Current Information

The 21 food recovery organizations listed as priority recipients in this scope were identified in the Needs and Capacity Assessment completed by the Community Environmental Council. The data sheet titled

“Nonprofit Survey Responses” is included as **Attachment D**, and the 21 locations identified here are highlighted in red.

Project Schedule

The Santa Barbara County Regional SB 1383 Food Recovery Plan is proposed to start as soon as all jurisdictions commit to the project in writing agreeing to the terms of this scope of work, and will remain in effect for 12 months after that date. The Food Recovery Plan progress will be reassessed in the summer months of 2022. Further food recovery implementation plans will be drafted at that time.

Costs and Next Steps

Network costs were calculated by determining the number of hours that each task would take. Each task was then multiplied by the rate of the respective staff member who would be completing the task. Lastly, the cost for 150 FileMaker licenses, at \$11.00 per license, was added to this total. The total cost was divided by each jurisdiction's population. Jurisdictions will be invoiced by the RRWMD.

Please see **Attachment E** for a detailed breakdown of the RRWMD's hourly commitment. See **Attachment F** for total project costs.

Jurisdictions will be asked to sign an individual MOU. Monthly meetings will begin in November 2021.

The RRWMD hopes to foster a sense of collaboration through this network. We hope that there are multiple opportunities to combine resources and staff time to reach food recovery goals together.

Attachment A: Resource Recovery and Waste Management Division Tasks

Items highlighted in yellow are a requirement of SB 1383.

1. **Non-Profit Outreach to Priority Agencies - County will complete outreach to the 21 non-profits that were identified in the Needs and Capacity Assessment as currently collecting food. The list is provided in Attachment C.**
 - a. Details:
 - i. Contact each organization and provide outreach materials
 - ii. Record meeting information
 - iii. Assist with written agreement questions
 - iv. Provide training on record keeping software and answer software related questions
 - v. Provide jurisdictional contact information
 - b. Deliverables:
 - i. Creation of a database of non-profit information
 - ii. Onboarding of non-profits and sharing of tools
 - c. Resources Needed:
 - i. Staff time
 - ii. Printing costs
2. Food Recovery VIP Special Outreach - "Food Recovery VIPs" perform the majority of food rescue in the region. These organizations will require a more hands-on approach due to the number of donors they collect from.
 - a. Details:
 - i. The VIPs are:
 1. Foodbank SBC
 2. Veggie Rescue
 3. Catholic Charities, Santa Barbara
 4. Catholic Charities, Lompoc
 5. Catholic Charities, Santa Maria
 6. Unity Shoppe
 - ii. Complete the outreach listed in the previous task
 - iii. Provide extra training on recordkeeping software
 - iv. Aid in the creation of a written agreement template
 - v. Strategize efficient reporting procedures
 - vi. Create an efficient written agreement procedure
 - vii. Relay written agreement and reporting procedures to jurisdictions
 - viii. Provide updates on non-profits to jurisdictions

- ix. Coordinate meetings with VIPs and jurisdictions
 - x. Attempt to meet with VIPs on a quarterly basis
 - b. Deliverables:
 - i. Streamlined reporting for a large percentage of the region's Tier 1 food recovery organizations
 - ii. Creation of strong relationships with major food recovery players
 - c. Resources Needed:
 - i. Staff time
 - ii. Printing costs
- 3. Non-Profit Outreach to Secondary Agencies - County will send notices to the 147 other non-profits identified in the Needs and Capacity Assessment conducted by the CEC.**
- a. Details:
 - i. County will send mailers with information on SB 1383
 - ii. County will send email surveys to these organizations, collect data, and assess interest in collecting food
 - b. Deliverables:
 - i. Potential recruitment of additional organizations in the network
 - ii. Broadened understanding of food recovery practices in the region
 - iii. Increased number of food recovery contacts
 - c. Resources Needed:
 - i. Stamps
 - ii. Staff time
 - iii. Printing costs
 - iv. Survey platform fee

* If new food recovery agencies are added to the list of potential recipients, RRWMD will send a notification to the jurisdictions and they will be added to our shared recipient database. RRWMD will not assist with recordkeeping training until they have a written agreement with one of our identified Tier 1 or Tier 2 generators. Jurisdiction shall notify RRWMD if one of their generators has a written agreement with one of the non-profits not identified in **Attachment C**.

- 4. Receiving and Aggregating Non-Profit Data - The County will create a list of non-profits that the jurisdictions can use to help their generators find food recovery recipients, and help those groups interested in receiving more food.**

* RRWMD will not be responsible for collecting data that was not uploaded into the recordkeeping system. Any missing data must be obtained by the respective jurisdiction.

- a. Details:
 - i. County will receive data from surveys, outreach, and FileMaker tools
 - ii. Data will be stored in FileMaker and in a shared database;
Jurisdictions will also post this list on their website as required by SB 1383

- iii. Database will be updated as information is received.
 - b. Deliverables:
 - i. Public list of food recovery organizations and services that may be interested in collecting recovered food
 - c. Resources Needed:
 - i. Staff time
 - ii. FileMaker software
- 5. Food Recovery Recordkeeping Software Development - FileMaker will be used to collect data from jurisdictions, generators, and recipients.
 - a. Details:
 - i. FileMaker will be used for the following purposes:
 - 1. For Generators:
 - a. Uploading contact information
 - b. Uploading written agreements
 - c. Uploading donation amounts
 - d. Uploading other required recordkeeping documents outlined in SB 1383
 - e. Viewing pounds donated
 - f. Viewing agencies donated to
 - 2. For Recipients:
 - a. Uploading contact information
 - b. Uploading written agreement
 - c. Uploading donation amount
 - d. Uploading other required recordkeeping documents outlined in SB 1383
 - e. Viewing pounds received
 - f. Viewing donors
 - 3. For Jurisdictions:
 - a. Uploading outreach interactions
 - b. Uploading documents
 - c. Viewing donation information from generators and recipients
 - d. Viewing recordkeeping information from generators and recipients
 - b. Deliverables:
 - i. Completion of recordkeeping and implementation database
 - c. Resources Needed:
 - i. Staff time
 - ii. FileMaker licenses
 - iii. RRWMD staff time
- 6. Creating Outreach Materials - County will create and update digital outreach materials for generators and non-profits.
 - a. Details:

- i. County will create the following digital outreach materials:
 1. Non-Profit survey
 2. Generator flyer
 3. Recipient flyer
 4. Local Education Agency materials
 5. Website content
 6. Tier 1 and Tier 2 notification letter template
 - ii. County will share any secondary outreach tools that are created or modified
 - b. Deliverables:
 - i. Standardized outreach tools
 - c. Resources Needed
 - i. Staff time
- 7. Creating Written Agreement Template - County will create a written agreement template to be used countywide except in cases where a corporate agreement is used.**
 - a. Details:
 - i. Written agreement template will be created and distributed to jurisdictions and non-profits
 - b. Deliverables:
 - i. Written agreement template that can be used for SB 1383 compliance
 - c. Resources Needed:
 - i. Staff time
- 8. Helping VIP Non-Profits Modify Written Agreements - County will help VIP non-profits develop a written agreement to best suit their larger operations.**
 - a. Details:
 - i. County will meet with VIP non-profits and discuss written agreements
 - ii. Written agreements will be modified to fit the needs of each organization
 - iii. Written agreements will be shared for jurisdictions' use
 - b. Deliverables:
 - i. Streamlined written agreement for recipients with multiple donors
 - c. Resources Needed:
 - i. Staff time
- 9. Capacity Planning Surveys - County will survey non-profits to gather capacity planning data.**
 - a. Details:
 - i. County will write and conduct a capacity planning survey to all non-profits
 - ii. County will schedule a capacity planning meeting with VIP non-profits
 - iii. County will create a capacity planning reporting template to be used in the survey
 - iv. County will collect capacity planning data
 - v. County will provide survey responses to jurisdictions
 - vi. Capacity information will be stored in FileMaker
 - vii. Data will be used for CalRecycle reporting

Please note, if the County cannot obtain capacity information from our efforts alone, jurisdictions will be asked to assist in gathering this information, or seek that information themselves, similar to other data collection procedures in this proposal.

- b. Deliverables:
 - i. Capacity planning data for non-profits
 - c. Resources Needed:
 - i. Staff time
 - ii. Survey platform
 - iii. FileMaker software
- 10. Outreach Assistance - County expects to assist in some generator outreach, especially as it pertains to generators that donate to VIP non-profits.**
- a. Details:
 - i. County will provide up to three (3) hours per year of outreach assistance to participating jurisdictions throughout the term of this agreement
 - b. Deliverables:
 - i. Outreach assistance for generators
 - c. Resources Needed:
 - i. Staff time
- 11. General Network Upkeep - Coordination of general tasks that will come up, including interactions with corporate leaders, communication between jurisdictions, scheduling tours with non-profits, and other tasks that pertain to the network success as a whole. This task does not include extra generator outreach.**
- a. Details:
 - i. County will continue to look for ways the network can grow
 - ii. County will also share relevant updates with jurisdictions from corporate partners
 - iii. County will schedule meetings and tours with jurisdictions and local non-profits
 - iv. County will provide monthly updates
 - b. Deliverables:
 - i. Network maintenance
 - c. Resources Needed:
 - i. Staff time
- 12. Coordinating Site Visits with SBCPHD - SBCPHD will conduct site visits to generators.**
- a. Details:
- 13. Coordinating Site Visits with SBCPHD - SBCPHD will conduct site visits to generators.**
- a. Details:
 - i. Tier 1 and Tier 2 generators that are under SBCPHD purview will be visited at least annually, starting Mach and April 2022
 - ii. Health Inspectors will check for the following records:
 - 1. A written agreement with a food recovery recipient (may have multiple)
 - 2. The name, address, and contact info for their food recovery recipient(s)
 - 3. Records of their donated pounds per month

- 4. Some type of schedule or frequency of donations for recipient(s)
- 5. A list of types of food that are donated to recipient(s)
- iii. SBCPHD will report back data to RRWMD on which retail food generators were inspected, and if business have a written agreement and are maintaining records
- iv. If the business needs information on food recovery, the Health Inspectors will direct them to jurisdictions by giving them our outreach material
- v. SBCPHD will direct generators to send data to RRWMD in July and December
- vi. RRWMD will supply SBCPHD with information on Food Recovery
- vii. SBCPHD has no responsibility for education or enforcement
- b. Deliverables:
 - i. Site visits to generators under SBCPHD's purview
 - ii. Compliance checking for these generators
- c. Resources Needed:
 - i. SBCPHD staff time
 - ii. RRWMD staff time

** Please note that this service alone will not fulfill the site visit requirements in SB 1383, Section 18995.1. Jurisdiction Inspection Requirements. **

14. Aggregating SBCPHD Data - RRWMD will send SBCPHD data to jurisdictions.

- a. Details:
 - i. RRWMD will aggregate data from SBCPHD and send it to jurisdictions
 - ii. RRWMD will also upload the data to FileMaker
- b. Deliverables:
 - i. Compliance updates
- c. Resources Needed:
 - i. Staff time

15. Management - General management of staff time, work procedures and SB 1383 implementation related to this scope.

- a. Details:
 - i. Reviewing work products, attending meetings, assistance in decision making and general guidance
- b. Deliverables:
 - i. Thoroughly reviewed food recovery program materials
 - ii. General guidance
- c. Resources Needed:
 - i. Staff time

Attachment B: Jurisdiction Tasks

Items highlighted in yellow are a requirement of SB 1383.

Task	Details	Recommended Next Steps
Tier 1 and Tier 2 Generator Outreach	Jurisdiction will need to train generators on recordkeeping software.	Send letters to all generators ASAP. Use templates and include flyers.
	Each jurisdiction will need to educate their generators about SB 1383 regulations. Jurisdiction may already be doing outreach for food scraps.	Add food recovery conversation to all current outreach being done.
	Jurisdictions will need to solidify their Tier 1/2 lists. Remove any generators that are not fitting or were maybe wrongly identified.	Go through every generator and note if they are a Tier 1 or 2, and if they are a priority. Jurisdictions need to have their own discretion on these businesses.
Capacity Planning	This is already led by the County, but each jurisdiction will need to complete their own calculations.	Use the calculation provided in the Needs and Capacity Assessment to calculate the estimated amount of edible food disposed of by each generator. Keep a record of this number. COSB will send out an official request for this number in early 2022.
	Keep a record of capacity from non-profits. Use this number to determine if more capacity is needed.	
Individual reporting	All jurisdictions will be responsible for their own reporting.	Reporting data should be collected by July 1 each year.
	Jurisdictions will need to collect records from their donors.	Jurisdictions should include this in their education for generators.
Compliance enforcement	Jurisdictions will be responsible for compliance enforcement and making sure all food recovery compliance measures are met outside of this proposal.	Jurisdiction will use this information to aid in enforcement.
Website Updates	Under SB 1383 each jurisdiction is required to keep an updated list of food donor recipients, guidelines for generators, etc. This must be posted online.	SB 1383 information has already been posted on LessIsMore.org. Jurisdictions can use that text.

	SB 1383 also requires yearly educational campaigns that each jurisdiction must do. Outreach materials would be shared between jurisdictions.	
Assistance with outreach to Local Education Agencies	There are various other standards that schools must comply with, so help with SB 1383 compliance should be added to this. Again, outreach materials for schools will be included in outreach material provided by the County.	Continue outreach that is already being done in schools. Add outreach for SB 1383.
Assistance with outreach to Non-Local Entities	Teamwork will be needed to figure out the landscape of non-local entities. The County is taking the initiative, and jurisdictions may be requested to help if needed.	
Mandatory participation in Food Recovery Meetings	Participate in meetings, keep communication open with RRWMD, be available for meetings with food recovery organizations, and have open communication with non-profits.	
Sharing Resources with Food Recovery Group	Resources like StoryMaps, staff time, knowledge sharing, etc. should be shared amongst jurisdictions, as needed.	

Attachment C: List of Priority Agencies

1. Associated Students of UCSB
2. Boys & Girls Club of Santa Barbara County: Santa Barbara
3. Buellton Senior Center
4. Catholic Charities - Santa Barbara Community Services Center
5. Catholic Charities - Santa Maria Community Services Center
6. Central Coast Rescue
7. Food from the Heart
8. Foodbank SBC Santa Barbara Warehouse
9. Foodbank SBC Santa Maria Warehouse
10. Gardens on Hope
11. Girls Inc
12. Goleta Food Collective
13. Organic Soup Kitchen
14. People Helping People
15. Santa Barbara New House
16. Santa Barbara Rescue Mission
17. Santa Maria Salvation Army
18. Solvang Senior Center
19. Santa Barbara Salvation Army
20. Channel Islands YMCA
21. Family Service Agency