Table A: Site Visit Verification Findings, Diversion Tonnage and Deductions for the City of Portola Valley

Generator/Identification	Material Type/Program Activity	NBY Claim (tons)	NBY Methodology	Verification Findings (tons)	Verification Findings/Site Visit Methodology
3 - Farm	Paper source reduction through double-sided copying	0.03	500 sheets per ream @ .01 lbs per sheet @ 10 months per year	0.00	No net reduction to disposal could be identified.
	Manure	688.80	84 horses @ 8.2 tons per year	688.80	Manager confirmed the number of horses at 84.
Total		**688.83**		**688.80**	
4 - Farm	Manure	385.40	47 horses @ 8.2 tons per year	385.40	Manager confirmed the number of horses at 47.
Total		**385.40**		**385.40**	
5 - Grocery	Damaged good source reduction	0.36	4 banana boxes of material @ 15 lbs per box per month	0.36	Manager confirmed this activity and weight.
	Magazine source reduction	1.29	150 magazines @ .33 lbs per week	0.00	No net reduction to disposal could be identified. Manager could not confirm weight.
	Wood pallet source reduction	31.20	30 pallets per week @ 40 lbs per pallet	0.00	No net reduction to disposal could be identified. Product is shipped in and out on pallets.
	Plastic pallet source reduction	6.24	6 pallets per week @ 40 lbs per pallet	0.00	No net reduction to disposal could be identified. Product is shipped in and out on pallets.
	Plastic trays source reduction	3.12	120 trays @ 1 lb per week	0.00	No net reduction to disposal could be identified. Manager confirmed that the company picks up and delivers product on the trays .
	Plastic pharmaceutical crates source reduction	0.86	15 crates @ 2.2 lbs per week	0.00	No net reduction to disposal could be identified. Manager confirmed that the company delivers and picks up the crates.
	Cardboard source reduction	5.28	400 boxes @ 2.2 lbs per month	5.28	Manager confirmed the activity and weight.
	Bone and fat recycling	5.85	1.5 barrels @ 150 lbs per barrel per week .	5.85	Manager confirmed the activity and weight.
Total		**54.20**		**11.49**	

6 - School	Paper source reduction through use of emails	0.37	One bulletin a day @ 350 persons @ 210 days per academic year @ 0.01 lbs. per sheet of paper.	0.00	The school was unable to measure the net reduction in the disposal of office paper through the use of emails.
	Paper source reduction through the use of electronic orders/forms	0.18	60 Staff @ 200 days per year @ 3 forms a day @ 0.01 lbs. per form.	0.00	The school was unable to measure the net reduction in the disposal of office paper through the use of electronic orders/forms.
	Disposable cup source reduction	0.06	60 Staff @ 210 days per academic year @ 0.01 lbs. per disposable cup.	0.00	No net reduction of disposal could be identified. School could not confirm this activity or weight.
	Clothing donations	2.70	8 cubic yard container of clothing @ 3 donations a year @ 225 lbs. per cubic yard	2.70	School verified this activity and weight.
	Toner cartridge recycling	0.01	6 toner cartridges per year @ 2.5 lbs. per toner cartridge	0.01	School verified this activity and weight.
	Grasscycling	45.72	6 acres @ 7.62 tons per acre	45.72	Director of Finance and Operations confirmed six acres @ 7.6 tons per acre were grasscycled.
	Chipping and Mulching	0.47	20 cubic yards of branches per year @ 47 lbs per cubic yard.	0.47	School verified this activity and weight.
	Composting	0.50	40 gallons by 202 gallons in a cubic yard @ 52 (100 lbs. per cubic yard by 2000)	0.50	School verified this activity and weight.
Total		**50.01**		**49.40**	
7 - Church	Disposable cup source reduction	0.01	50 mugs used @ 50 Sundays a year @ 0.01 lbs. per disposable cup.	0.00	No net reduction of disposal could be identified. Church could not confirm this activity or weight.
	Clothing donations	1.30	5 bags of clothing every two week @ 26 times a year @ 20 lbs per bag.	1.30	Church confirmed that they collect clothing and donate it to a non-profit organization.

	Hardback book donations	18.23	2 boxes of books every two week @ 26 times a year 15 books to a box @ 1.87 lbs. per book.	0.00	Church could not confirm that any hard back books had been donated.
	Grasscycling	0.50	60 feet by 100 feet area mowed 6 months out of a year by 43,560 square feet to an acre @ 7.62 tons per acre per year.	7.62	Church confirmed one acre of grasscycling.
Total		**20.04**		**8.92**	
8 - Feed store	Pallet source reduction	18.72	18 pallets a week @ 52 weeks a year @ 40 lbs per pallet.	0.00	No net reduction of disposal could be identified. Pallets are backhauled.
	Plastic trays reuse	0.13	250 trays per year @ 1 lbs per tray.	0.00	No net reduction of disposal could be identified. Plastic trays have always been reused.
	Plastic bottle reuse	0.21	one gallon bottles @ 4 bottles to a case @ 250 cases a year @ .42 lbs. per bottle.	0.00	No net reduction of disposal could be identified. Bottles have always been reused.
Total		**19.06**		**0.00**	
10 - School	Grasscycling	6.40	One Soccer field @ 360 ft by 210 ft @ 7.62 tons per acre.	13.20	District Superintendent confirmed activity and acreage.
Total		**6.40**		**13.20**	
11 - Retail	One-gallon planter reuse	0.18	700 planters @ .5 lbs per planter	0.00	Business is not located in the City.
	Five-gallon planter reuse	0.40	800 planters @ 1 lb per planter	0.00	Business is not located in the City.
	15-gallon planter reuse	0.15	200 planters @ 1.5 lbs per planter	0.00	Business is not located in the City.
	Other recycling chipping and mulching	0.56	2 yards @ 47 lbs per month	0.00	Business is not located in the City.
	Composting	5.20	130 yards at 100 lbs per yard @ 0.8 per year	0.00	Business is not located in the City.
Total		**6.49**		**0.00**	

19 - Deli	Paper plate source reduction	0.65	100 paper plates @ .05 per plate per 260 days per year	0.00	No net reduction of disposal could be identified. Owner confirmed that they have always used a reusable plastic tray container.
	Grease recycling	0.38	750 lbs per year	0.38	Owner confirmed this activity and weight.
Total		**1.03**		**0.38**	
31 - Town offices	Paper source reduction through use of emails	0.03	10 town staff @ 0.01 lbs per page @ 3 emails per day @ 200 days per year	0.00	The Town was unable to measure the net reduction in the disposal of office paper through the use of emails.
	Disposable cup source reduction	0.01	10 staff @ .01 lbs per cup @ 260s day per year	0.00	No net reduction of disposal could be identified. The Town could not confirm this activity or weight.
	Plastic trays source reduction	0.02	36 trays @ 1lbs per tray per week	0.00	No net reduction of disposal could be identified. Plastic trays have always been reused.
Total		**0.06**		**0.00**	
Townwide residential backyard composting	Greenwaste and food waste composting	73.00	Survey of 41 residents	1.72	Tonnage was originally extrapolated from 41 surveys to 1743 households. The sample size has been determined to be too small to be statistically significant. Only actual surveyed data is being counted.
Total		**73.00**		**1.72**	
Townwide residential grasscycling	Grasscycling	362.00	Survey of 41 residents	8.52	Tonnage was originally extrapolated from 41 surveys to 1743 households. The sample size has been determined to be too small to be statistically significant. Only actual surveyed data is being counted.
Total		**362.00**		**8.52**	
Townwide residential thrift store donations	Thrift store donations	41.00	Survey of 41 residents	0.96	Tonnage was originally extrapolated from 41 surveys to 1743 households. The sample size has been determined to be too small to be statistically significant. Only actual surveyed data is being counted.
Total		**41.00**		**0.96**	
Townwide residential shopping bag reuse	Shopping bag reuse	5.00	Survey of 41 residents	0.12	Tonnage was originally extrapolated from 41 surveys to 1743 households. The sample size has been determined to be too small to be statistically significant. Only actual surveyed data is being counted.

Total		**5.00**		**0.12**	
Townwide residential Garage Sales	Miscellaneous Items	31.00	Survey of 41 residents	0.73	Tonnage was originally extrapolated from 41 surveys to 1743 households. The sample size has been determined to be too small to be statistically significant. Only actual surveyed data is being counted.
Total		**31.00**		**0.73**	
Beverage container recycling at certified recycling centers.	Beverage container recycling	72.00	No certified recycling centers in town.	0.00	Per report from the Department of Conservation, there was zero tonnage associated with recycling centers.
Total		**72.00**		**0.00**	
Grand Totals		**1,815.50**		**1,169.64**	