

COUNTY OF TULARE
OFFICE OF THE COUNTY ADMINISTRATOR

ADMINISTRATIVE REGULATION NO. 38
(Resolution No. 2010-0848)

SUBJECT: OFFICE RECYCLING POLICY

EFFECTIVE DATE: October 19, 2010

PURPOSE AND SCOPE

This regulation documents the County policy and procedures for recycling wastepaper, aluminum cans, plastic drink bottles and other recyclables at County offices. The policy will apply to all County Departments, whether custodial services are supplied by County staff or outside contractors.

The Administrative Regulation (AR) is designed to streamline the County office recyclable product disposal process and to assist Departments in reducing the total volume of wastepaper materials in County offices.

Specialized recyclable items (such as used oil or tires, medical waste, electronic equipment and illegal drugs) are governed by individualized laws and regulations. Such items are outside the scope of this AR. It is the responsibility of each affected Department to ensure compliance with regulatory agencies for such items.

The AR is not meant to include the only methods of reducing and recycling waste products. Departments are encouraged to supplement these procedures with effective solutions developed at the department level, and are encouraged to share solutions.

WASTEPAPER REDUCTION AND REUSE

It is important to any office recycling policy to control the amount of wastepaper generated at the source. Departments should apply any or all of the following procedures for the reduction of wastepaper:

1. Avoid making paper copies of documents whenever possible by sharing electronic versions.
2. If hard copies of documents are necessary, make two-sided copies whenever possible.
3. Maintain a centralized, uniform filing system rather than keeping copies of the same documents for multiple files.
4. Use email with scanned attachments to circulate materials.
5. Use electronic files for internal communications such as taking messages, time-off requests and time sheets.

ADMINISTRATIVE REGULATION NO. 38

OFFICE RECYCLING PROGRAM

Resolution No. 2010-0848

Effective: October 19, 2010

Page 2

6. If it is necessary to circulate a hard copy document, use routing methods that will minimize the number of copies needed.
7. Whenever possible, use electronic storage methods, such as CD's, instead of creating paper files.
8. Post announcements electronically or on a centralized bulletin board instead of issuing individual handouts.
9. Review magazine and newspaper subscriptions. Eliminate unneeded duplicates or materials not being read.
10. Use adding machine tapes only when it is necessary to keep the tape. Use the display on a 10-key or use the calculator on a computer whenever possible.
11. Use adhesive facsimile transmission labels instead of full page cover sheets.
12. Reuse manila envelopes, binders, file folders and storage boxes. If such items are no longer needed, surplus them to Purchasing for sale at the Surplus Store.
13. Use boxes received with new copy/printer paper deliveries in lieu of ordering other boxes for storage purposes.
14. Use shredded wastepaper for packaging, shipping and storage rather than purchasing Styrofoam or other packing materials.

RECYCLABLES HANDLING

One of the goals of the policy is to achieve better Countywide recycling habits without substantial additional use of time by custodial employees or contract custodial services. With this goal in mind, it is necessary for individual employees to apply a few simple, but important, practices at their work sites and break areas:

1. Each employee will be responsible for separating recyclable items from other trash at the employees work site and in common areas.
2. Desk-side or other larger inside containers will be provided upon request by the Purchasing Agent to allow for the separation of recyclables from all other items.
3. Containers to be used for "recyclables only" will be appropriately labeled.
4. If the Department wishes to retain recyclable items, such as newspapers, aluminum cans or plastic beverage containers, for Department-level recycling purposes, any container used must be clearly labeled to prevent custodial staff

from collecting those items.

5. New employees will be provided with a copy of the County Recycling Program Guidelines during New Employee Orientation.
6. Inside containers for unusual or special needs will be provided upon request.

RESPONSIBILITIES

General Services Division of the County Administrative Office will:

1. Provide and monitor procedures established for custodial staff, whether County employees or contract service providers, who will be required to maintain the separation of recyclable materials as part of custodial collection procedures.
2. Notify affected employees of any changes in procedures.
3. Determine the frequency of collections at desk-side, other work sites, and common areas.
4. Provide Human Resources and Development Department with recycling information to be provided to new employees during New Employee Orientation.

The Purchasing Agent will:

1. Provide properly labeled trash containers to Departments upon request.
2. Provide guidelines on what materials are and are not recyclable. (Exhibit A)
3. Conduct in-Department training to Departments upon request.
4. Seek opportunities for sale or redemption of recyclable materials that may result in additional revenues or reduced costs to the County.

The Purchasing Agent and the General Services Division will coordinate to:

1. Determine the use of County custodial staff and contract custodial services.
2. Negotiate contracts with outside custodial services to include the adoption by the vendor of County custodial procedures.
3. Determine the location of lockable bins for recyclable materials and other trash.

AR 38 OFFICE RECYCLING POLICY

EXHIBIT A



PAPER - (Exception: paper with a waxy or foil coating)

- Office Paper - staples are okay
- Cardboard Boxes - flatten boxes
- Catalogs
- Chipboard Boxes - flatten boxes
- Example: pen, cracker, cereal, crayon, detergent boxes*
- Computer Paper
- Gift Boxes - flatten boxes
- Junk Mail
- Magazines
- Newspapers
- Paper Bags
- Paper Egg Cartons
- Pizza Boxes - must be clean
- Post-It Notes, Poster Board, etc.
- Shredded Paper - place into bags and seal
- Shoe Boxes - flatten boxes
- Telephone Books

CANS - rinse containers

- Aluminum Cans
- Aluminum Foil - Clean
- Steel/Tin Cans - *Ex: soup, vegetable, fruit, or pet-food cans*

GLASS - remove lids and rinse containers

- Glass Bottles - remove lid (recyclable) and rinse*
- Example: Juice, Tea, Beer, Wine, colored-glass bottles*
- Glass Jars - remove lid (recyclable) and rinse*
- Example: applesauce, pasta sauce, or salsa jars*

PLASTIC - rinse containers or bags

- Dry Cleaning Bags
- Narrow-necked Plastic Containers
- Bleach bottles -Milk & Juice
- Liquid detergent -Shampoo
- Plastic Bottles - remove lids
- Example: water, sports drink, soda bottles*
- Clean Plastic Grocery or Yard Waste Bags
- GLASS or PLASTIC bottle with "CRV,"**
- "CA Redemption Value," or "CA Refund" on the label

Not Recyclable!

These are made with two different materials and are not Recyclable.

- Candy Wrappers
- Cardboard Roll with Plastic Wrap attached. *Remove the plastic wrap, both are recyclable.*
- Ceramics
- Clothes
- Diapers - clean or dirty
- Disposable Plastic Cups
- Dryer Lint
- Fabric
- Foil Pouches or Coated Paper
- Example: flavored drinks, Capri Sun*
- These are made with two different materials and are not recyclable.*
- Food Scraps
- Juice Boxes *Example: 4-packs..Hi C, Juicy, Juicy*
- These are made with two different materials and are not recyclable..*
- Kitchen Scraps
- Light Bulbs
- Milk Cartons
- Mirrors - *These are made with two different materials and are not recyclable.*
- Old Shoes
- Plastic Grocery Bags - dirty
- Plastic Knives & Forks
- Paper Plates - dirty
- Paper Towels - dirty
- Plastic Toys - *These are made with two different materials and are not recyclable.*
- Pizza Boxes - dirty
- Porcelain and China (*These are made of clay.*)
- Potato Chip or Foil Cookie Bags
- These are made with from Mylar, not recyclable.*
- Resealable Storage Bags (*Ziploc, etc.*)
- Styrofoam - *place pellets into bag & seal*
- Window Glass