

TOWN OF ATHERTON

WASTE PREVENTION, RECYCLING AND BUY RECYCLED PROCEDURES

Introduction:

1. Background: The California Integrated Waste Management Act of 1989 (AB 939) requires Cities to reduce the amount of Solid Waste being landfilled within their jurisdictions since the base measurement year of 1991, @by 25% and 50% by the years 1995 and 2000, respectively. To that end, Town employees must reduce the amount of waste they generate and ultimately throw away.

To fulfill the requirements of AB 939, the Source Reduction and Recycling Element and Household Hazardous Waste Element planning documents were developed outlining waste prevention and recycling programs.

To carry out the procedures of this Administrative Policy, a Recycling Committee was formed comprised of staff from each Department. Committee Members are stewards for their Departments and are responsible for providing improvements to recycling in their Departments, and providing suggestions to improve the overall quality of the Town Recycling Program. Committee Members also provide education to staff on the Town Recycling Program, including waste prevention activities, recycling materials accepted, and buying recycled products. Committee Members' participation is key to the successful implementation of this Administrative Procedure.

2. Purpose: -The purpose of this Administrative Procedure is to assign responsibilities, establish policies and procedures, and set guidelines for:
 - a. Reducing the amount of solid waste generated and going to the landfill, by the Town's day to day activities.
 - b. Purchasing of reusable/non-disposable and less-toxic products. Restricting purchases to durable, reusable/non-disposable and less-toxic equipment, materials and products whenever possible.
 - c. Recycling of mixed paper (white, colored, newspaper, envelopes, telephone books, catalogs, magazines), cardboard, glass containers, aluminum cans, steel/tin cans, and #1 (PET) and #2 (HDPE) plastic containers. Other collected materials include, fluorescent light bulbs, household batteries, toner and printer cartridges, the other hazardous waste items listed under the policy section of this Procedure, and other materials as identified.

- d. Increasing the purchase of products made from recycled materials, including, but not limited to, paper products, desk accessories, other office products, and building materials.

3. Organizations affected:

The Director of Public Works has jurisdictional responsibility for solid waste management operations, including the promotion and implementation of recycling. All Town Departments/organizations and those using Town facilities are required to participate in recycling and are responsible for ensuring that recycling policies and procedures are carried out effectively.

Policy:

Procurement:

- a. Recycled paper shall be purchased for all applications, unless a request is submitted to and approved by the Director of General Services. The recycled paper shall contain the greatest amount of post-consumer content as economically feasible for general purposes, photocopy, special computer paper, Department forms, business cards, Request for Proposals, City Council Reports, plain paper FAX machines, letterhead, envelopes, and other applications as identified.
- b. At least fifty percent (50%) of the paper plates and paper cups purchased shall be manufactured from recycled material, when available and within comparable price limits (it is preferred that reusable dishware is used whenever possible).
- c. Hand dispenser towels, napkins and toilet paper purchased shall contain at least 20% recycled material containing the greatest amount of postconsumer content as economically feasible.
- d. When stirring sticks are purchased to mix coffee additives, they shall be made of wood (it is preferred that reusable silverware is used whenever possible).
- e. New FAX machines ordered from effective date of this Administrative Policy shall have the capability of using plain paper.
- f. New photocopy machines ordered shall have the capability to copy on both sides of the paper.
- g. All contracts written for construction/maintenance purposes shall require the use of reused and recycled materials wherever feasible. To the

extent practical and economically feasible, asphalt concrete specified in all contracts shall contain at least 10% recycled asphalt concrete content.

- h. Chemicals and cleaning supplies shall not be purchased in quantities larger than can be used within a one year period or prior to any expiration date, whichever is earlier.
- i. Durable/reusable/recyclable products shall be purchased wherever feasible. Each Department shall fully consider product reliability prior to purchasing to avoid the unnecessary disposal of products.

2. Non-Procurement: The following is a list of items that shall NOT be purchased:

- a. Polystyrene: cups, plates and packaging material.
- b. Plastic: cups, dishware, stirring sticks. Plastic throwaway containers which are not reusable, or recyclable as a part of the City Department Recycling Program.
- c. Products which are manufactured from non-recyclable material if an alternative product exists which is either manufactured from recycled material or can be recycled itself.
- d. Products which do not have one of the longest expected useful life ratings when compared to other useful life ratings for similar products.

3. Waste Prevention/Recycling:

- a. Staff shall use e-mail where possible for internal memos.
- b. All photocopying shall be double-sided when documents are greater than one page in length unless precluded by other valid requirements or practical considerations.
- c. All Town/Department forms shall contain information on both sides unless not possible or precluded by other valid requirements. Forms shall be revised within twelve (12) months from the effective date of this Procedure to comply with this requirement.
- d. Each Department, where feasible, shall eliminate duplicate and unnecessary subscription copies of professional journals, magazines and other correspondence.
- e. Paper/correspondence that has not been copied on both sides should be used as scratch or notepaper made into notepads, or used as draft copies for

computer printers or copy machines prior to recycling. Each employee is encouraged to maintain an area at his or her desk for storing this scratch paper and using it for appropriate purposes.

- f. Department staff shall use remanufactured printer, copier, and FAX toner cartridges to the maximum extent possible.
- g. Hazardous waste items shall be properly disposed of according to appropriate procedures. Recyclable hazardous waste shall be dropped off or picked up as appropriate, including household and automobile batteries, motor oil and filters, latex paint, and other items as identified.
- h. New employees shall receive information on the Town Recycling Program as part of their orientation packets. The Committee Chairperson shall provide informational handouts to the Personnel Department for distribution to new employees.
- i. Recyclable materials shall not be placed at trash cans or wastebaskets. The custodial staff should not empty trash cans or waste baskets that contain significant amounts of recyclable material and shall notify the Custodial Contract Administrator of any location where this is observed. The intent is to encourage staff to recycle all materials possible.

Procedures/Responsibilities:

1. Procurement:

- a. Revisions to the Administrative Procedure on Purchasing should as a minimum address the following:
 - The person initiating a purchase should verify that the purchase does not violate this procedure.
 - Where feasible, all forms used for purchasing should be revised to include an area to note that the purchase complies with this Administrative Procedure.
 - Department Heads shall establish and maintain purchase order review procedures to ensure procurement/non-procurement policies and criteria are followed.

2. Recycling: General

- a. All employees and those persons using Town facilities are required to recycle as set out in this Procedure. Each Department shall designate an area(s) where recycling containers are kept.
- b. All recyclable material shall be placed in the appropriate containers.
- c. The Director of Public Works or designated representative shall arrange for periodic inspection of centralized trash bins to determine if recyclable materials are being separated from the trash.
- d. Recycling Committee Members shall educate new staff on the Town Recycling Program and make sure recycling containers are available. The Committee Chairperson shall provide additional recycling containers as needed.
- e. Members of the Recycling Committee shall ensure staff in their Departments are recycling by periodically checking trashcans for recyclable materials. Committee Members shall follow-up with staff as needed to ensure compliance with this Procedure.
- f. Where applicable, Departments shall be responsible for setting out, in proper locations, their recycling containers on recycling day for pick-up.

Offices

- a. All of the following material generated by City employees shall be placed in the recycling containers: mixed paper (white, colored, newspaper, envelopes, telephone books, catalogs, magazines), cardboard, glass containers, aluminum cans, steel/tin cans, and #1 (PET) and #2 (HDPE) plastic containers. Other collected materials include, fluorescent light bulbs, household batteries, the hazardous waste items listed under the **Policy** section of this Procedure, and other materials as identified. See the attached Town Recycling Program listing of recyclable materials.

Mixed paper as identified shall be placed in one recycling container, glass in another recycling container, aluminum, steel/tin cans, # 1 (@ET) and #2 (HDPE) plastic containers in another recycling container, and cardboard shall be flattened and placed by centralized recycling containers, unless otherwise specified for different Department locations. Generally, recycling containers for glass, plastic, aluminum and steel are centrally located for staff use. Departments will be informed of changes to the Town Recycling Program and recycling materials accepted.

- b. Each Department shall make it convenient to recycle paper at employees' desks or workspaces. This shall be accomplished by using separate containers

by desk-sides for paper. The Committee Chairperson shall be informed when new containers are needed. Custodial staff will collect paper at desks or containers can be emptied by employees into the centralized recycling containers.

- c. Staff shall recycle all paper from Fiscal Year end and long-term document storage purging activities.

Holbrook-Palmer Park

- a. All recyclable materials generated by Park activities shall be recycled. Park Staff shall provide containers for special events and activities that take place at the facility. The Committee Chairperson and/or Franchised Hauler can provide additional recycling containers as needed.
- b. All of the following material generated through the use and rental of the facilities shall be placed in recycling bins: mixed paper as previously identified, cardboard, glass containers, aluminum cans, steel/tin cans, and # 1 (PET) and #2 (HDPE) plastic containers, and other materials as identified. Recyclables shall be separated and placed in bins as detailed in the **Office** section of this Procedure, unless otherwise specified.
- c. The facilities rental procedures at Holbrook-Palmer Park shall be revised, within three (3) months from the effective date of this Procedure, to require those who rent or use the facility to comply with this Policy. An appropriate procedure for reimbursing staff effort that may be required--should a rental party not properly recycle should be established by the Director of Parks and Recreation, including consideration of a non-compliance fee, or with-holding of some or all of the rental party's deposit.

Parks Department - Grounds Maintenance

- a. The Parks Supervisor shall direct staff to keep all green waste, tree trimmings and other clean wood (non-treated) separate from the garbage and deliver it to the identified area at the Corporation Storage Yard for recycling.
- b. The Parks Supervisor shall ensure that landscaping and tree work contractors recycle all green waste, tree trimmings and other clean wood that are generated.
- c. Parks's staff shall collect recyclables from the public recycling containers at the parks and other locations as identified and empty them into the centrally located recycling containers at the Park.

Surplus Materials

- a. Efforts shall be coordinated to keep surplus items out of the garbage. Surplus items shall be distributed first to other Departments and then to other entities as identified for reuse. If reuse opportunities do not exist for certain items, the items should be recycled if recycling markets are available. The Committee Chairperson can provide resource information on reuse and recycling opportunities.

Public Works Department

Custodial Staff

- a. The Custodial Contract Administrator shall instruct the custodial staff concerning recycling policies, including the policy that trash cans and waste baskets that contain significant recyclables should not be emptied.

Corporation Yard

- a. The Public Works Superintendent shall coordinate the collection/storage areas where recyclable material such as scrap metal, waste oils, oil filters, used batteries, used antifreeze, used tires, and other identified materials can be stored. These materials shall be recycled through the appropriate recycling companies.
- b. Records of each recycling transaction indicating the weight (in pounds) of material or amount of liquid (in gallons) recycled shall be maintained for five years. This information is needed for reporting purposes.
- c. The Public Works Superintendent shall ensure recyclable and reusable materials are kept separate from the garbage, including the above listed materials, cement, asphalt, green waste, tree trimmings and other clean wood (non-treated), bricks, dirt and other materials as identified. Efforts shall be made to recycle all possible materials, or divert them for reuse.

Monitoring/Compliance:

1. Procurement/Non Procurement:

- a. It shall be the responsibility of the Department initiating a purchase to verify all purchases comply with this Administrative Procedure. The Department Head shall institute procedures to ensure that those items/products identified in this Administrative Procedure as nonprocurement items are not purchased.

- b. Supplies received which are not in compliance with this Procedure should be returned.

2. Source Reduction and Recycling Committee:

- a. There will be a committee comprised of at least one member from each Department to advise on and monitor the overall effectiveness of waste prevention and recycling activities, and to be stewards for their Departments. Each Department Head shall designate one person as a Recycling Committee Member.
- b. The Committee shall periodically review policy, set and check goals, implement recommendations in respective Departments, and continue to improve the effectiveness of this Procedure. Each Committee Member shall be responsible for attending quarterly meetings, preparing bi-annual reports, summarizing progress regarding waste reduction, recycling and procurement activities regarding their Department, and other activities as outlined in this Procedure.
- c. The Department of Public Works member shall act as the chairperson and shall be responsible for the Committee and program. The Committee Chairperson will develop the agenda for meetings and be responsible for the preparation of the minutes and annual reports.

3. Reporting

To assure that the assigned responsibilities, established policies and procedures, and set guidelines established by this document are met, and to evaluate effectiveness, a reporting system shall be maintained. The reports shall monitor progress being made, highlight areas requiring additional focus, and provide information on the overall effectiveness of staff efforts to reduce the waste stream. The Director of Public Works or designated representative shall prepare an annual report to include the following:

- Summary of waste prevention, recycle and buy recycled activities.
- The activities conducted to promote recycling.
- Challenges or obstacles faced during the year.
- Recommendations for the next year.

The Director of Public Works, or designated representative will prepare reports to the CIWMB which quantify all recycling, source reduction and diversion achieved by the Town through implementation of its AB 939 planning documents. Some of the information contained in this report will be included in the Town's Annual Reports to the California Integrated Waste Management Board (CIWMB).

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(Use this statement when appropriate)