

CITY OF HOLTVILLE

POLICY STATEMENT

Policy Statement No: 000-17
Category: General
Subject: City of Holtville Policy for Waste
Prevention, Recycling & Buying Recycled Products

Adopted: June 9, 2014

Distribution: All Departments

I. PURPOSE

AB 939 requires local governments to reduce waste going to the landfill. All City Departments/organizations and those using City facilities are required to participate in waste reduction and recycling and are responsible for ensuring that waste reduction and recycling policies and procedures are carried out effectively.

The purpose of this Administrative Procedure is to assign responsibilities, establish policies and procedures, and set guidelines for:

1. Reducing the amount of solid waste generated and going to the landfill by the City's day to day activities.
2. Purchasing of reusable/non-disposable products and restricting purchases to durable and reusable/non-disposable equipment, materials and products whenever possible.
3. Recycling of mixed paper and cardboard; proper disposal of fluorescent light bulbs, batteries, and other hazardous waste items listed.
4. Promoting and encouraging the purchase of products made from recycled materials, including but not limited to paper products, desk accessories and other office products.

II. GUIDELINES AND RESPONSIBILITIES

A. Procurement

1. Guidelines

- a. Recycled paper shall be purchased for all applications. 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 Reports to the community, plain paper fax machines, letterhead, envelopes, newsletters, 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 (it is preferred that reusable dishware is used whenever possible).

- c. Hand dispensing towels, napkins and toilet paper purchased shall contain at least 20% recycled material containing the greatest amount of post-consumer 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). New fax machines ordered from effective date of this policy shall have the capability of using plain paper.
- e. New photocopy machines ordered shall have the capability to copy both sides of the paper.
- f. To ensure the health and safety of all employees, non-toxic cleaning supplies shall be purchased.
- g. Durable/reusable/recyclable products shall be purchased wherever feasible.
- h. Each department shall fully consider product reliability prior to purchasing to avoid the unnecessary disposal of products.
- i. Items shall be purchased in bulk whenever possible.

2. Responsibilities

The person initiating a purchase should verify that the purchase does not violate this procedure.

- a. All forms used for purchasing should be revised to include an area to note that the purchase complies with this policy.
- b. Department heads shall establish and maintain purchase order review procedures to ensure procurement/non-procurement policies and criteria are followed.
- c. Supplies received which are not in compliance with this policy should be returned by the department that ordered them.

B. Non-Procurement

The following is a list of items that shall NOT be purchase:

1. Polystyrene: Any Styrofoam product. For example cups, plates and packaging material (peanuts).
2. Plastic: Cups, dishware, stirring sticks and plastic throw away containers which are not reusable or recyclable as part of "Recycle Holtville."
3. Astro-bright papers which are not recyclable.
4. 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.
5. Products which do not have one of the longest expected useful life ratings when compared to other useful life for similar products.
6. Aerosol cans shall not be purchased.

C. Waste Prevention/Recycling

1. Guidelines

- a. Staff should use e-mail where practical and effective 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.
- c. All City of Holtville forms shall contain information on both sides unless not possible or precluded by other valid requirements. Forms shall be revised within 6 months from the effective date of this Policy to comply with this requirement. Each department shall provide the Recycling Coordinator with a list of forms their department uses and a copy of each new form created.
- d. Each department shall eliminate duplicate and unnecessary subscription copies of professional journals, magazines, and other correspondences.
- e. Paper/correspondence that has not been copied on both sides should be used as scratch or note paper 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.
- g. Recyclable materials shall not be placed in trash cans or waste baskets. The custodial staff should not empty trash cans or waste baskets that contain significant amounts of recyclable material and shall notify the Recycling Coordinator of any location where this is observed, so proper training and information can be provided on recycling.

2. Responsibilities

- a. All employees and those persons using City facilities are required to recycle as set out in this policy. Each department shall designate an area where recycling containers are kept.
- b. All recyclable materials shall be placed in the appropriate containers.
- c. The Recycling Coordinator shall arrange for periodic inspection of centralized trash bins to determine if recyclable materials are being separated from the trash.
- d. The Recycling Coordinator and staff shall educate new staff on the recycling policies and make sure recycling containers are available.
- e. All of the following material generated by City Employees shall be recycled: mixed paper (white, colored, newspaper, envelopes, telephone books, catalogs, magazines), and cardboard.
- f. Mixed paper (including shredded paper) and cardboard shall be placed in one container. Departments will be informed of changes to "Recycle Holtville" and recycling material accepted.
- g. Each department shall make it convenient to recycle paper and cardboard at Employee's desks or work space. This shall be accomplished by using a separate recycling container near the desk for these items. Custodial staff will collect paper and

cardboard at desks or employees can empty their bin into the centralized recycling containers.

- h. Staff shall recycle all paper from fiscal year end long-term document storage purging activities.

D. Hazardous Waste

- a. All City of Holtville departments shall properly dispose of hazardous waste. These items include but are not limited to: fluorescent light bulbs, paints, solvents, pesticides, acids, items containing mercury or Freon, and automotive products (motor oil, oil filters and antifreeze). For a more complete list of hazardous wastes, contact the Recycling Coordinator or check the IV Waste Management Task Force's website: www.ivwmtf.org
- b. Hazardous waste can be taken to the Hazardous Waste Collection Facility at 702 East Heil in El Centro. The facility is open every Saturday from 8 a.m. to noon. The City must call 1-877-RECYCLE to make an appointment.

III. REPORTING

To ensure 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. Reports shall be formatted so they can be used as a management information tool.

The reporting component of this policy shall consist of the following:

- Each department shall provide the Recycling Coordinator with the types of recycled products purchased annually. The Recycling Coordinator shall provide a format for the report.
- Each report shall include the following:
 1. Summary of waste prevention, recycle and buy recycled activities.
 2. Challenges or obstacles faced during the year.
 3. Recommendations for the next year.

ITEMS NOT ADDRESSED IN PROCUREMENT POLICY:

Hazardous Waste

- Recycled latex paint vs. oil based paints

- Re-refined oil use in City vehicles
- Rechargeable batteries vs. disposable batteries
- Ban pesticide and herbicide use on all City property

Recycling/Composting

- Grass-cycling/composting
- Requiring bids, RFP's to be submitted on recycled content paper

Reuse

- Keeping surplus items out of the garbage

Other

- Using sustainably harvested wood

IV. ACCEPTANCE

- a. Authorized employees are required to sign an agreement before using the City's e-mail system and Internet connection.
- b. Other employees are required to sign that they have received a copy of this policy and agree to abide by it.
- c. Copies of the signed agreement will become part of the employee's personnel file.

HISTORY: Adopted by Resolution No. 14-08 on April 28, 2014.

Agreement to Waste Prevention, Recycling & Buying Recycled Products

I have read and agree to the specifics as stated in the attached Waste Prevention, Recycling & Buying Recycled Products Policy, which includes the following specifics.

- a. Reducing the amount of solid waste generated and going to the landfill by the City's day to day activities.
- b. Purchasing of reusable/non-disposable products and restricting purchases to durable and reusable/non-disposable equipment, materials and products whenever possible.
- c. Recycling of mixed paper and cardboard; proper disposal of fluorescent light bulbs, batteries, and other hazardous waste items listed.
- d. Promoting and encouraging the purchase of products made from recycled materials, including but not limited to paper products, desk accessories and other office products.

Signature: _____

Printed Name: _____

Date: _____