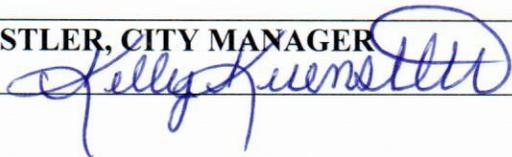




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A1</b>
<b>SUBJECT: RECYCLING &amp; WASTE REDUCTION</b>	<b>EFFECTIVE DATE: 09/01/2018</b>
<b>FROM: KELLY KUENSTLER, CITY MANAGER</b> 	<b>LAST REVISION DATE: 03/01/1997</b>

A. **PURPOSE**

It is a goal for the City organization to become carbon neutral by 2020 as approved by City Council on November 5, 2007, in Resolution No. 07-019. This Procedural Directive will clarify the conditions under which the City will work towards reaching that goal as it works to reduce waste and increase recycling.

B. **DEFINITIONS**

1. **Recycling** – A three-part process that includes the collection of recyclable materials, the return of materials to the manufacturer to turn materials into goods made all or partially with recycled components, and finally, the purchase of these products made from recycled materials.
2. **Recyclable Items** – Items that can be placed in recycling containers:
  - a. **Paper** – Ad circulars, catalogs, office paper, newsprint, dry goods packaging with liners removed, envelopes, flattened cardboard, junk mail, magazines, newspapers, paperback books, paper bags, phone books, and non-metallic gift wrap.
  - b. **Plastics** – (Types #1 through #7) Containers, identified with numbers 1-7 on the bottom of the container, may include beverage bottles, shampoo and lotion bottles, condiment bottles, frozen dinner trays and medicine bottles. Plastic grocery bags may be recycled if tied in a bundle.
  - c. **Glass** – All colors of glass and can include beverage bottles, food and condiment bottles and jars.
  - d. **Metal Cans** – Will include empty aluminum, steel and tin beverage and food cans. Aerosol cans can be recycled if empty and nozzle is removed.

3. **Comingle** – Mixing metal cans, jars, glass, paper, aluminum cans, and #1 through #7 plastic containers in same recycling container.
4. **Hazardous Waste Products** – Products such as CFL used bulbs and batteries that are NOT to be placed in the regular waste disposal or in the standard recycling bins.
5. **Waste Reduction** – Practices that reduce the use of energy, water, or other resources, as well as those that protect natural resources through conservation or more efficient use.

C. **RESPONSIBILITIES**

1. City Manager, or his/her designated representative, will be responsible for monitoring and administering this policy:
  - a. To implement measures for waste reduction and reduce the amount of waste sent from City facilities and events to the landfill.
  - b. To develop and implement policies that increase the amount of waste recycled from City facilities and events.
2. Department Heads are responsible for:
  - a. Ensuring compliance of supervisors and employees with the provisions of this policy.
  - b. Identifying department locations for recycling collection points in the department and assigning how staff members will coordinate the disposal of recyclable materials at the end of each workday.
  - c. Directing staff members in the proper identification and disposal of hazardous waste products.
  - d. Ensuring that all meetings and events hosted by their department provide appropriate collection receptacles for recyclable materials.
  - e. Educating their employees to use electronic correspondence to replace written correspondence and to discourage the unnecessary printed copies of electronic correspondence.
  - f. Reducing the use of non-recyclable materials and products and promote the use of durable and reusable products.
  - g. Reusing office paper whenever practical and encouraging two sided printing and copying.
  - h. Coordinating the purchase, use, and disposal of recyclable products used in the workplace and for meetings and events within the approved budget.

3. Employees are responsible for:

- a. Placing paper products, soda cans, recyclable bottles, dinnerware, trays, glassware, and any other recyclable products in recycling bins at the end of each workday.
- b. Disposing of items that contain personal or confidential information, as authorized and under the direction of the Department Head and in adherence with the filed Records Retention Schedule; (Shredded recyclable products may be placed in recycling receptacles.
- c. Working toward reducing the use of non-recyclable disposable products.
- d. Copying and printing documents as two-sided printing projects when practical.
- e. Communicating ideas to their Department Head of ways to enhance Department recycling practices and / or ways to reduce Department waste.
- f. Identifying and properly disposing of hazardous waste products that cannot be recycled (CFL bulbs, batteries, etc.); a central location will be identified at each workplace to collect and dispose of hazardous waste under the direction of the Department Head.

4. The Public Works Department will:

- a. Ensure that any changes in recycling policies with the contracted waste collector for the City are provided to the City Manager and all Departments in the City.
- b. Provide suitable well-marked containers at all city-owned public facilities for the collection and disposal of recyclable materials.
- c. Ensure that recyclable collection containers are emptied on a regular basis at all City facilities and after any major City event.

D. **General Information**

The City of Leon Valley reserves the right to change, modify, amend, revoke or rescind all or part of this directive at any time.