



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.13
TO: All City Personnel
FROM: Timothy C. Hansley, City Manager
SUBJECT: Waste Minimization and Office Recycling Program (US EPA <i>WasteWise</i> Program)
DATE: January 26, 1998
Supersedes and Replaces Administrative Order 1.13 dated 11/1/93 Regarding Same Subject.

The City of Dublin, in recognition of the solid waste and environmental crisis facing our country and the world, feels that the City and its employees must serve as examples to the community to act responsibly and be environmentally minded. Waste minimization, recycling and buying recycled products are key ways in which the City and its employees can serve as responsible role models.

I. WASTE MINIMIZATION

Waste minimization is the most important action City employees can take. Not only does waste minimization help the environment it also has a direct and immediate impact on budgets. Measures and practices that are recommended and should be adhered to by all employees to minimize waste and to be environmentally minded are:

- A. Make two-sided copies
- B. Reuse draft sheets of paper in copy machines for other drafts and for scrap notepaper. Designate an area in the office to collect paper for these uses
- C. When circulating memos, use a single copy with a routing slip instead of multiple copies for each person
- D. Use a bulletin board in your department/division to promote waste minimization and environmental awareness
- E. Maximize use of your own cup for coffee, tea, soft drinks, etc.
- F. Minimize use of plastic dinnerware and/or utensils and paper napkins, plates, etc.
- G. Reuse boxes/containers used to ship supplies to the City, or return them to the

- vendor for its reuse
- H. Encourage electronic communication via a Local Area Network to send inter-office memoranda, post event calendars, access phone lists and documents such as Ordinances, Administrative Orders, Code of Personnel Practices and Procedures, Compensation Plan, etc.
 - I. Identify reports that can be duplexed, or reduced in the number of copies printed.

II. OFFICE RECYCLING

Over the past few years recycling manufacturing and markets have matured to the point that most of the products generated in an office are recyclable.

A. PAPER RECYCLING

1. Nationally, each office employee creates an estimated one to two pounds of mixed office paper daily. Over 70% of the waste paper generated in an office is recyclable. Recycling just one ton of paper can save the resources derived from 17 trees.
2. In an effort to reduce the amount of paper sent to landfills the City of Dublin has developed a recycling program for mixed office paper. The City provides desk side recycling bins for employees to recycle mixed paper. These bins are emptied by the custodial company employees.
3. If additional desk side recycling bins are needed employees may request them from the Division of Grounds & Facilities.
4. The Division of Grounds & Facilities is responsible for assuring the custodial company empties the desk side recycling bins daily.
5. The desk side recycling bins are emptied into large brown barrels located at each City office building. Paper can also be thrown directly into these barrels by employees. The locations of these barrels, by building, are:
 - a. Municipal Building -- annex garage next to dumpster
 - b. 5800 Building -- in the Grounds & Facilities horticulture area.
 - c. Justice Center -- in the copier room in the Police section.
 - d. Service Complex -- in the shop area by the office.
 - e. CRC -- in the service court
6. The large brown barrels are to be used for mixed paper recycling only

- and no other items/debris/refuse should be thrown into the barrels.
7. The Division of Streets & Utilities is responsible for assuring the contracted service provider empties the brown barrels as specified in the contract.

 8. The following paper items can be recycled.
 - a. Copy paper
 - b. White and colored paper
 - c. Fax paper (plain and thermal)
 - d. Computer Paper
 - e. Adding Machine Tapes
 - f. Post-itTM Notes
 - g. Folders (Manila)
 - h. Advertisements
 - I. Envelopes (including window envelopes)
 - j. Newspaper
 - k. Phone Books
 - l. Magazines
 - m. Catalogs
 - n. Chipboard
 - o. Typewriter Paper
 - p. Letters
 - q. Brochures (without glue binding)
 - r. Colored Paper
 - s. Message Sheets
 - t. Index Cards
 - u. Carbon-less Forms
 - v. Corrugated cardboard (cut down to 4' x 4') and stacked *neatly* next to the large paper recycling barrel. If space does not allow for this please send an Inter-Departmental Work Request to Streets & Utilities and they will pick the cardboard up and store it until the scheduled collection day for office paper recycling.
 - w. Blue prints

 9. The following items can NOT be recycled:
 - a. Plastic Bags
 - b. Soiled Paper
 - c. Pizza Boxes
 - d. Ribbons from Gifts
 - e. Gift Wrap
 - f. Facial Tissues

- g. Paper Towels
- h. Napkins
- I. Waxed Paper
- j. Frozen Food Containers

10. In order for paper to be recycled it must be clean. Any paper which has come into contact with food, grease, or other contaminants can not be recycled.

B. OTHER RECYCLABLE ITEMS.

1. The City also encourages employees to recycle other items in addition to mixed paper. To accomplish this, the City provides 14 gallon, **green**-recycling bins in which recyclable items can be placed.
2. The Division of Grounds & Facilities is responsible for collecting these bins weekly and placing them for collection by the City's contracted service provider.
3. These green bins are located in strategic places in each City building. These bins should **only** be used for recycling purposes (i.e., not for storing or hauling supplies, etc.). The locations of the green bins by building are:
 - a. Municipal Building -- by the vending machines.
 - b. 5800 Building -- in the hallway next to the Development Department kitchen; in the upstairs kitchen; in the Community Room; and in the Grounds & Facilities kitchen.
 - c. Justice Center -- in the kitchens and in the training room.
 - d. Service Complex -- in the kitchen and by the vending machines
 - e. CRC -- in the vending area and the employee break room
4. An additional supply of green bins and gray bins with lids are maintained at the Service Complex, however, these are for distribution to residents **only** and are not to be used by employees except for recycling in City facilities as outlined above.
5. The following items can be placed in the green recycling bins:
 - a. Aluminum and bi-metal beverage cans
 - b. Tin/steel cans (lids removed from cans may be placed inside)
 - c. Clear, green and brown glass (metal lids from glass jars can be recycled)

- d. Number 1 and number 2 plastics that contained a liquid
6. In order to recycle the items listed above the following procedures should be followed:
 - a. Rinse all containers thoroughly
 - b. Remove lids and caps
 - c. Crush plastics

III. BUY RECYCLED PRODUCTS

Close the loop! Whenever possible, purchase items containing recycled products.

- A. City Ordinance 50-95 establishes a purchasing preference for products derived from recycled materials. The City of Dublin has aggressively and in an exemplary manner implemented a comprehensive solid waste management program embracing the Reduce, Reuse, and Recycle concept. The passage of Ordinance 50-95 encourages City staff to set the example in "closing the loop" by purchasing products made from recycled materials, thereby helping markets to more fully mature. Administrative Order 4.4 reinforces the provisions of Ordinance No. 50-95 and strongly encourages those who purchase products on behalf of the City to identify and purchase products consisting of recycled material.
- B. City Ordinance 27-92 establishes a purchasing preference for soil amendments, mulches, or other such products which are derived from recycled yard waste, provided the price for such products is not greater than 10% above the lowest price quote for products not derived from recycled yard waste. Administrative Order 4.3 establishes a procurement process and procedures to comply with the intent of Ordinance 27-92.

IV. US EPA Waste Wi\$e Membership.

In 1997 the City of Dublin joined the United States Environmental Protection Agency *WasteWise* Program as a charter government member. As a member of *WasteWise* the City is required to establish goals and annually report progress in waste minimization, recycling, and buying recycled products. The cooperation of City employees and adherence to this Administrative Order will ensure the City meets these goals. The program is administered by the Department of Service, Division of Grounds & Facilities.