

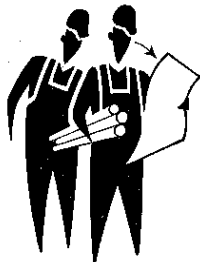
GENERAL RECYCLING

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PURPOSE	<i>To ensure that all recyclables are separated from solid waste and properly recycled.</i>
WHO	<i>All Organization employees and contract workers/representatives.</i>
WHERE	<i>All operations.</i>



PLAN	<p><i>Container Siting:</i></p> <ol style="list-style-type: none"> 1. Administrative Offices: <ol style="list-style-type: none"> A. Each workstation will have a container of sufficient size into which recyclable <u>fibers</u> can be easily placed. B. Each administrative commons area will have a container for collection of recyclable <u>beverage containers</u>. C. Trash containers will not be placed alone; but will be paired with recycling container/s. <p style="text-align: right;">Implementation date: 6-1-09</p> 2. Public Areas: <ol style="list-style-type: none"> A. Containers for recyclable beverage containers will be highly visible and readily available B. Commons areas & classrooms where a significant amount of fiber can be expected to accumulate shall have a container for C. Trash containers will not be placed alone; but will be paired with recycling container/s. <p style="text-align: right;">Implementation date: ?</p> <ul style="list-style-type: none"> • •
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<p>DO</p> 	<p><i>Procedures</i></p> <ol style="list-style-type: none"> A. <u>On an on-going basis</u>, individuals responsible for emptying trash containers in offices will observe container contents while being emptied to ensure that all recyclables have been removed. B. If recyclables are observed in the trash container being emptied, maintenance staff will leave reminder notice (Attachment A) on the desk at that time. C. After collection from individual recycling containers, all recyclables must be transferred to a location where recyclables are aggregated for pick-up, and are not be disposed of in the trash.
	<p><i>Definitions:</i></p> <p><i>Recyclable materials:</i></p> <ol style="list-style-type: none"> 1. Fibers: office paper, catalogs, magazines, newspapers, cardboard and boxboard that have no plastic or metallic coatings which make them unrecyclable. 2. Beverage Container Packaging: all glass, plastic and aluminum beverage containers. All single-serve beverage containers shall be considered recyclable.
<p>RESPOND</p> 	<ul style="list-style-type: none"> • •
<p>REPORT</p> 	<ul style="list-style-type: none"> • ▪ ▪

REVIEW THESE RELATED PROCEDURES: