


MEMORANDUM

OFFICE OF THE CITY MANAGER



TO: City of Richmond Employees

FROM: William A. Lindsay, City Manager 

DATE: September 15, 2008

SUBJECT: City of Richmond General Order #37

Please find the attached General Order #37-Waste Reduction at Work Policy. This policy is effective September 15, 2008. This policy describes the City of Richmond's newly established comprehensive internal waste reduction and recycling program. These practices aid the City of Richmond in becoming a sustainable city and a model to the larger community. All City employees are expected to contribute to reaching waste reduction goals and are required to follow this policy.

In the next few weeks every work station will have a new blue (or newly labeled) recycling container, and common areas such as printer areas, conference rooms, and kitchens should have new larger blue recycling containers adjacent to every garbage container. In all non-office settings throughout the city, there should be a blue recycling container adjacent to every garbage container. The policy itself describes the range of materials that can be co-mingled in the recycling container.

If you have any questions, comments, or would like to report recycling issues including requesting bins, please contact the City's Environmental Manager, Jenny Oorbeck at (412-2096), or jenny_oorbeck@ci.richmond.ca.us.

CITY OF RICHMOND
GENERAL ORDER
No. 37

Effective Date: September 15, 2008

Subject: Waste Reduction at Work Policy

CITY OF RICHMOND
WASTE REDUCTION AT WORK POLICY

Policy

Background

The City of Richmond is committed to being a sustainable city. To help achieve this goal, the City must serve as an example for the larger community and green its own internal practices. This document outlines the City's newly established comprehensive internal waste reduction and recycling policy and program. Waste reduction and recycling practices have a myriad of environmental benefits, including saving natural resources, decreasing the need for landfill space, and reducing energy consumption (less energy is required to make products out of recycled materials, which, in turn, decreases greenhouse gas emissions). Given this, all City employees are expected to contribute to reaching waste reduction goals and are required to follow the guidelines below.

City Recycling Protocols

Recyclable and Non-Recyclable Materials

City employees shall mix the materials listed in Table 1 in any internal recycling container. All items must be clean and free of food contamination. Staff shall shred papers that list personal and confidential information (i.e. names, addresses, phone numbers, social security numbers, etc.) prior to recycling. All employees must flatten large cardboard boxes that do not fit in the recycling containers and place them upright next to a recycling container.

Table 1: List of Acceptable Recyclable Materials

<u>Paper Products</u>	<u>Containers</u>
<ul style="list-style-type: none">• Cardboard and paperboard• Envelopes and junk mail• File folders• Magazines and catalogs• Newspaper• Paper bags• Printer paper• Post-its• Shredded Paper• White and colored paper <p><i>(staples, paper clips, glue and tape are okay)</i></p>	<ul style="list-style-type: none">• Aluminum cans and foil• Glass bottles <i>(all colors)</i>• Plastic bottles - #1-7 with narrow neck <i>(neck of bottle is narrower than bottom)</i>• Steel and tin cans

The materials listed in Table 2 are *not recyclable* and City employees must discard these items as garbage.

Table 2: List of Non-Recyclable Materials

<u>Paper</u>	<u>Containers</u>	<u>Other</u>
<ul style="list-style-type: none">• Carbon forms• Napkins• Paper towels• Tissues	<ul style="list-style-type: none">• Bottle caps• Juice boxes• Milk cartons• Paper or plastic cups• Plastic bottles or tubs – with wide neck (<i>neck of container is as wide or wider than bottom</i>)• Take-out boxes	<ul style="list-style-type: none">• Chip bags or snack wrappers• Food waste• Mailing label sheets• Plastic bags, straws, utensils and food wrap• Styrofoam

City Office Buildings (other than the Police Department)

Each City employee shall have a recycling container and small trash can at each work station. City employees must keep their recycling containers adjacent to their trash bins at all times. Recycling containers shall also be placed next to all centralized printers/copiers and in all common spaces (excluding bathrooms) including, but not limited to, lobbies, conference rooms, and kitchen areas. Employees shall utilize the recycling containers to commingle the recyclables listed in Table 1. All recycling containers should have labels specifying a current list of acceptable recyclable materials.

Utility staff will collect all flattened cardboard and empty recycling containers into recycling carts and/or bins on a weekly basis. Utility staff will place any recycling carts outside of facilities for weekly collection.

Community, Recreation, Art and Senior Centers

There must be at least one recycling container adjacent to every garbage container in all work and common spaces (excluding bathrooms) including, but not limited to, meeting rooms, classrooms, exercise rooms, and outdoor recreational areas. Employees and visitors shall utilize the recycling containers to commingle the recyclables listed in Table 1. All recycling containers should have labels specifying a current list of acceptable recyclable materials. Public information will be placed strategically on and/or near labeled recycling bins to encourage facility visitors to recycle.

Utility staff will collect all flattened cardboard, and empty recycling containers into recycling carts and/or bins and garbage containers in garbage bins on a weekly basis. Utility staff will place any recycling carts outside of facilities for weekly collection.

Corporation Yards

There will be at least one recycling container adjacent to every garbage container in all work and common spaces (excluding bathrooms) including, but not limited to, meeting rooms, break rooms and kitchen areas. Employees shall utilize the recycling containers to commingle the recyclables listed in Table 1. All recycling containers should have labels specifying a current list of acceptable recyclable materials.

Utility staff will collect all flattened cardboard, and empty recycling containers into recycling carts and/or bins and garbage containers in garbage bins on a weekly basis. Utility staff will place any recycling carts outside of facilities for weekly collection.

Fire Stations

There will be at least one recycling container adjacent to every garbage container in all work and common spaces (excluding bathrooms) such as meeting rooms, break rooms and kitchen areas, etc. Employees shall utilize the recycling containers to commingle the recyclables listed in Table 1. All recycling containers should have labels specifying a current list of acceptable recyclable materials.

Given that fire stations have full kitchens and generate food waste, efforts should be made by Fire Department staff to compost food waste on site, as feasible.

Utility staff will collect all flattened cardboard, and empty recycling containers into recycling carts and/or bins and garbage containers in garbage bins on a weekly basis. Utility staff will place any recycling carts outside of facilities for weekly collection.

Libraries

There will be at least one recycling container adjacent to every garbage container throughout the library, including all work and common spaces (excluding bathrooms). Employees and visitors shall utilize the recycling containers to commingle the recyclables listed in Table 1. All recycling containers should have labels specifying a current list of acceptable recyclable materials. Public information will be placed strategically on and/or near recycling bins to encourage library visitors to recycle.

Old library books that are removed from circulation will be donated to the Friends of the Richmond Public Library. Library staff must recycle books that are in too poor condition to reuse; all plastic covers on books must be removed before recycling.

Utility staff will collect all flattened cardboard, and empty recycling containers into recycling carts and/or bins and garbage containers in garbage bins on a weekly basis. Utility staff will place any recycling carts outside of facilities for weekly collection.

Police Department

Each City employee shall have a recycling container and small trash can at each work station. City employees must keep their recycling containers adjacent to their trash bins at all times. Recycling containers shall be placed next to all centralized printers/copiers and in all common space rooms (excluding bathrooms) including, but not limited to, lobbies, conference rooms, kitchen areas, etc. Employees shall utilize the recycling containers to commingle the recyclables listed in Table 1 above, ***except for confidential paper documents***. All recycling containers should have labels specifying the list of current acceptable recyclable materials.

Police Employees should not place confidential items in their work station recycling bins. Instead, Police Department staff members should place confidential documents in the large yellow confidential document bins placed in centralized locations throughout the department. Police Department Property Technicians will shred confidential documents prior to placing them in recycling carts and/or bins.

Utility staff will collect all flattened cardboard, and empty recycling containers into recycling carts and/or bins and garbage containers in garbage bins on a weekly basis. Utility staff will place recycling carts outside of facilities for weekly collection.

City Parks

Recycling shall be made available in all City parks for park visitors. There must be at least one durable labeled recycling container (for the materials listed in Table 1) adjacent to every garbage container throughout all parks. Public information will be placed strategically on recycling bins to encourage park visitors to recycle. Park Division staff will regularly empty recycling containers into recycling carts and/or bins, and garbage containers in garbage bins.

Green Waste/Yard Waste

Every effort should be made by Public Works and Parks staff to recycle all green waste materials collected through landscaping maintenance of City buildings and parks. Green waste materials include grass clippings, leaves, weeds, tree trimmings, branches and stumps. Acceptable recycling of these materials includes

grasscycling (leaving grass clippings on lawns when mowing), chipping of wood waste for use as mulch, composting, and or material drop-off at a recycling facility.

Universal and Hazardous Waste

The State of California bans hazardous materials from disposal in landfills. City staff must, therefore, recycle or responsibly dispose of these materials when generated through City operations:

- Auto products such as antifreeze, batteries, gasoline and used motor oil & filters
- Electronics (anything with a cord)
- Fluorescent lights
- Household batteries
- Paints, solvents, thinners & adhesive
- Pesticides & fertilizers

The City will begin a pilot program to collect selected universal wastes for proper recycling or disposal from City Hall and the Police Department as detailed in Table 3. Each internal drop-off location will be readily identifiable and have appropriately labeled containers for each material type. These bins should be used for work-generated universal wastes only. Staff will make an announcement shortly detailing the exact drop-off locations for these materials at each of these buildings.

Public Works staff will periodically check drop-off locations and collect these materials on a monthly basis, or as needed, for delivery to the West Contra Costa County Household Hazardous Waste Facility located at 101 Pittsburg Avenue in Richmond. If successful, the program may be rolled out to other City buildings.

Table 3: Universal Waste Pilot Program Locations and Materials

Building	Material Types Accepted	Internal Drop-off Location
City Hall	<ul style="list-style-type: none"> • Fluorescent lights • Household batteries 	*To be determined
Police Department	<ul style="list-style-type: none"> • Fluorescent lights • Household batteries 	*To be determined

Toner Cartridges

Printer toner cartridges are recyclable and shall be recycled by City employees. The City will begin a pilot program to collect toner cartridges for proper recycling from City Hall and the Police Department as detailed in Table 4. Each internal drop-off location will be readily identifiable and have appropriately labeled containers for toner cartridges. These bins should be used for work-generated toner cartridges only. Staff will make an announcement shortly detailing the exact drop-off locations for toner cartridges at each of these buildings.

Staff will periodically check drop-off locations and collect these materials for recycling on a monthly basis, or as needed, for shipment to a toner cartridge recycler. If successful, the program may be rolled out to other City buildings.

Table 4: Pilot Locations for Toner Cartridge Recycling

Building	Location
City Hall	*To be determined
Police Department	*To be determined

Large Item Donation

The City is also committed to maximizing the reuse and recycling of large bulky items to avoid their disposal, such as office furniture, appliances, etc. These items should be donated or recycled by an organization equipped and authorized to handle them. All city employees should plan to donate large bulky items that can be reused or recycled. If you generate these items, please contact the City's Environmental Manager to set up a collection.

Other Waste Reduction Guidelines

Electronic Documents

All City departments, where feasible, should store all documents and forms electronically to reduce paper waste. City forms should be developed so staff and the public can both complete and submit them electronically.

Document Printing

Employees shall maintain documents in electronic form and limit printing to essential items only. All City employees shall set printer settings to the double-sided printing default to print double-sided documents. Employees shall print one-sided only if deemed absolutely essential.

Document Circulation

Documents should be distributed with circulation lists rather than individually copied for distribution.

Paper Reuse

Staff is encouraged to use the blank sides of documents for scrap paper.

Office Supplies Reuse

Staff is encouraged to reuse office supplies including, but not limited to, pens (by choosing refillable), file folders, hanging file folders, binders, paper clips, furniture and equipment etc.

Reusable Dishware

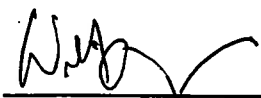
Employees are encouraged to use reusable glasses, dishes, and utensils to reduce waste. These items can be washed by employees in City kitchen areas. The City will provide reusable dishware to all departments for use. The use of disposable glasses, dishes, and utensils is highly discouraged. In order to encourage reusable dishware, departments shall incorporate, as feasible, a dishwasher into any new breakroom space design.

Drinking Water

As directed by City Council, City staff may not purchase water in plastic bottles for City operations or functions. Bottling and transporting water from other locations, whether in small plastic bottles or large plastic tubs for use in water coolers, inherently generates waste (plastic waste and transportation emissions). Given this, City staff is encouraged to drink tap water in reusable cups/glasses.

If you have questions, comments, would like to report recycling issues, or need recycling supplies, please contact: Jenny Oorbeck (412-2096), jenny_oorbeck@ci.richmond.ca.us

Authorization

 9/11/08
William A. Lindsay/ Date
City Manager