

ALLEGHENY COUNTY WASTE REDUCTION AND RECYCLING POLICY

I. Purpose

The purpose of this policy is to provide and systematize cost-effective and environmentally sound ways of managing office waste by:

1. Reducing the amount of waste generated.
2. Maximizing the life of products by reusing whenever possible.
3. Recycling all acceptable materials as specified herein.
4. Disposing only what is necessary.
5. Encouraging purchase of recycled products as guided by overall County Purchasing Policy.

Allegheny County government is committed to the practice and enforcement of this policy, which maximizes waste reduction, reuse, recycling, and buying recycled products in its daily operations. Allegheny County is also committed to being an example to its citizens and businesses in recycling and waste reduction efforts. Recycling is a key component of waste management and helps in the conservation of energy and natural resources while reducing waste.

II. Legal Basis and Specified Recyclables

The Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101) requires commercial, municipal and institutional establishments within a mandated municipality to recycle aluminum, high-grade office paper and corrugated paper in addition to other materials chosen by the municipality. Per Executive Order 2009-1, the County has committed to implement a consistent recycling program within its own facilities and parks, as well as within all space leased by the County. The program will include recycling of office paper, bottles, cans, corrugated cardboard, toner cartridges, batteries, and electronics.

III. Responsibility

It shall be the responsibility of each Allegheny County employee and Department to actively participate in recycling and waste reduction programs and activities to reduce the amount of waste generated.

Each department should specifically assign duties to an individual to ensure that recycling policies and procedures are being properly followed; to resolve outstanding issues to achieve compliance; and to provide an annual recycling report to the County Recycling Officer upon request about department activity.

All relevant policies will be posted on the County Intranet and annually reviewed by the County Manager, the Sustainability Manager and the County Recycling Coordinator.

IV. Procedure

A. Waste Prevention

Waste prevention is the most cost-effective waste management strategy. Employees are encouraged to follow the guidelines listed below for reducing waste, including but not limited to:

- Make double-sided copies and set all department printers to a default setting of double-sided output;
- Limit and/or eliminate usage of small, personal printer units only capable of single-sided printing;
- Use e-mail to send memos, messages, reports, and other information;
- Edit and proofread on the computer screen before printing;
- Store files on computer disks, the organization network, or use disk management;
- Save and reuse paper that has already been used on one side; suggested uses include printing draft documents and taking notes;
- Keep mailing lists up-to-date. Recommendation: regularly refresh these on no less frequent than an annual basis;
- Eliminate unnecessary forms, reports, and publications;
- Share resources within Departments: journals, magazines, newspapers, and newsletters;
- Use routing slips to circulate memos, documents, announcements, journals, magazines, newsletters, etc;
- Post announcements on common bulletin boards; and
- Remove your name from unwanted or duplicate mailing lists.

B. Purchasing

Careful purchasing and negotiations can help to ensure best practices for recycling.

It is recommended that Departments ask prospective vendors whether they offer a product option with recycled content and/or additional green features and whether they provide any materials with recycled content.

Purchase only the quantity of supplies needed, especially letterhead, envelopes, forms, business cards, and other custom-printed supplies that quickly become dated.

Every effort should be made to purchase recycled content paper and products whenever practical and economical. Many office products and papers are available with recycled content. Purchasing recycled content products is a vital part of the recycling process and effectively closes the recycling loop.

Recommended practices include:

- Purchase durable products when applicable;
- Work with vendors to ship materials in less packaging, returnable containers, or recyclable packaging. Reducing waste at the source is an important strategy;
- Adopting procurement/RFP evaluation criteria that includes *consideration* of the vendor's recycling policy, recycled content of the product (pre- and post-consumer), any program offering "take-back and recycling" at the end of product utility, ease of use of the take-back program, and the vendor's ability to properly document and support their claims of recycling; and
- It is highly recommended to require vendors whenever possible to provide take-back programs that require responsible recycling of all hard-to-recycle items such as cleaning products, batteries, electronically powered devices, chemicals, plastic film, etc. Require proper documentation of their corporate policy regarding recycling and to support their claim that the material is prevented from reaching a landfill.

The cost to properly handle and dispose of a product at the end of its usable life should be considered and planned for when purchasing materials.

So long as they provide comparable performance and price, purchase products that can be reused rather than those designed for one-time use, such as pens with replacement ink chambers instead of pens that are completely thrown away.

C. **Reuse**

As noted above, select reusable products when possible.

Whenever practical, exercise the following guidelines:

- Use reusable cups or mugs instead of disposable paper or plastic products;
- Reuse envelopes, file folders, dividers and binders; and
- Reuse out-dated letterhead to print drafts or for notepaper.

D. **Recycle**

Recycling offers a way to avoid disposing of waste that cannot be prevented. All County agencies and employees are required to participate in the County's Recycling Program. Programs may change from time to time depending on markets and resources, without further amendment of this policy provided advance notice is given to County agencies and employees.

Recycling will be rolled out in phases as leases and contracts are renewed or renegotiated. Recycling programs may vary by facility so please be sure to check with building management or housekeeping staff. Employees can also access an Intranet resource showing recycling programs at their physical location on the Allegheny Green pages.

1. Basic Recyclable Items

Ultimately, employees at all County-occupied office space will be asked to recycle the following items:

- Office paper- any confidential documents should be placed in appropriate separate containers for shredding. (This shredded material is recycled later by our vendors.)
- Cardboard
- Newspaper
- Plastic bottles/containers #1-#5
- All glass food and beverage containers
- Aluminum and bi-metal cans

Often, white office paper will need to be placed in a separate container. Cardboard should be placed in a designated area for collection by the housekeeping staff. Newspaper, plastic, glass, and metal cans can be placed commingled in the recycling bins that are placed throughout the facility. Beverage and food containers must be emptied and should be rinsed before recycling.

The Purchasing Department handles all waste hauling and recycling hauling contracts; please contact them with questions about service to haul away your recyclable trash. In addition, recycling containers should be provided at all departments to facilitate compliance with this policy. An online resource is available to help to guide employees to the locations of their recycling containers.

Recycling containers will be placed adjacent to trash receptacles in public areas. Visitors will be asked to use the recycling containers when disposing of their empty bottles, cans, and newspapers.

2. Batteries

Recycling of all batteries is mandatory. Departments MUST request, collect and submit appropriate documentation annually from their vendors about recycling of batteries to the County Recycling Officer. This includes a written document noting the material that was collected for recycling and a written confirmation of the vendor's verification of proper disposal in compliance with all state and federal laws.

LiOn (Lithium Ion) and NiMH (Nickel Metal Hydride) Batteries

Departments should work with their Purchasing Partner to validate that vendors of all of their Lithium Ion (LiOn) and Nickel-Metal Hydride (NiMH) battery-powered equipment and handheld devices offer a battery take-back and recycling program. Departments are permitted to use other community resources for battery recycling such as retailer drop-off boxes if these batteries are accepted there, provided that the batteries will not be sent overseas or to a landfill.

Equipment Batteries

Larger batteries, such as those used in floor buffers, can and should also be returned through vendor take-back programs to recycle the batteries.

Alkaline Batteries

Departments that regularly use alkaline batteries should establish a marked department container for collecting used/spent alkaline batteries. A plastic 5-gallon bucket or other such non-corrosive, non-metallic container is recommended. Spent batteries should be recycled by placing in appropriate container. The assigned department team member shall monitor the battery container to ensure that batteries are not permitted to corrode. In the event of corrosion, the department should immediately dispose of the batteries ONLY using the County's hazardous waste vendor; contact Purchasing for confirmation of the vendor firm.

Under normal circumstances, the Department should schedule a pick-up of accumulated alkaline batteries through the County-authorized vendor, Batteries Plus. Alternatively, staff can drop off used batteries directly at a Batteries Plus location, with the approval of their Director and Purchasing Partner. The staff member who drops off the batteries MUST request a printed Purchase Order, which they are required to provide to their department purchasing partner. This process has been approved by the Office of the Controller and has been noted in the electronic profile for the Allegheny County account record by the vendor.

Departments can schedule a pick-up by calling:
Batteries Plus
412-366-3600, ext 1040

Charges for battery recycling are to be paid by individual Departments that use the batteries. If your Department normally provides electronic goods to other departments and assesses an inter-departmental charge, you may assess an additional inter-departmental charge reflective only of the actual fees incurred for recycling the batteries.

Vehicle Batteries

Public Works, through its Fleet Management staff, maintains a policy for recycling of vehicle batteries.

3. Desk/Cell Phones/Handheld Mobile Devices

All desk phones, mobile phones and handheld mobile devices (e.g. Blackberry device) must be properly and safely recycled at the end of their useful life.

The employee shall follow the Fixed and Heritage Asset Control Procedures from the Controller's Office if the phone carries an asset tag. Once the phone is "de-commissioned" in compliance with this policy (or if this is not required), the phone or handheld device should be turned into the office of the staff member who issues phones for this department. In most instances, this will be the office of the County Telecommunications Officer. The Telecommunications Officer will coordinate recycling with vendors. Under no circumstances are phones to be donated to personal friends, family members or contacts of staff, nor should phone equipment be placed into trash receptacles.

Vendors of phones will be required to take back and recycle no longer needed equipment. They must comply with the tenets of the Basel Action Network, banning electronic waste from being shipped overseas and ensuring that it is safely disassembled and recycled. Vendors will be expected to annually provide documentation supporting their recycling practices and the volume of phone and handheld device equipment recovered from Allegheny County and prevented from entering a landfill. The Telecommunications Officer will collect and provide appropriate documentation to the County Recycling Officer annually.

4. Toner Cartridges

Toner cartridges should be returned to the supplier (currently in 2011, Staples) for recycling. Toner can be recycled two different ways in the Staples program:

- a. Give the toner cartridge to the Staples delivery person, who should **always** take them when they are presented.
- b. Access the Eway web site and print out a free mailing label. When you are on the site you click on the Home tab at the top of the screen. Then scroll to the bottom of the page and look under Helpful Links – click on Ink and Toner Recycling and print out your free mailing label. Or, to print a return label, visit

http://www.eway.com/merch/inktoner/printlabel-ink_toner.html

5. Public Safety Wearable Radios.

Police/Emergency Radios used by County Police, Sheriffs, Emergency Operations, the Medical Examiner's office and any other staff should be handled in compliance with the Fixed and Heritage Asset Control Procedures from the Controller's Office.

The Controller's Office retrieves and salvages any scrap metal from these devices and disposes of remaining materials. Radios should be crushed to prevent inappropriate future use of the equipment before final disposition or disposal.

6. Televisions, Computers and Computer Peripherals

Televisions, computers, computer monitors, computer peripherals (cords, printers, external hard drives and other devices used in association with a desktop or laptop computer), are all governed under the Pennsylvania Covered Device Recycling Act of 2010, which prohibits disposal of these items in a landfill as of January 1, 2013.

All computers should be handled using these basic guidelines, which reflect a single practice, implemented in a de-centralized manner, and shall be followed by all departments without exception:

- a. Departments should strive to determine whether their electronic asset can be productively re-purposed within the County prior to assigning the asset to end of its service life. For security purposes, hard drives should always be “wiped” (degaussed) prior to re-assignment within the County, even within the same department;
- b. Computers must be cleared through the Fixed & Heritage Asset procedure from the Controller’s office. Computers should be kept intact and accessible (i.e. not shrink-wrapped to a pallet) until cleared through the Controller’s process;
- c. No computer will be donated for resale under any circumstances. No computer or equipment shall be donated to any charitable or other organization, without the express written exception to this policy authorized by the County Manager;
- d. No employee is authorized to directly or indirectly dispose of electronic equipment in a landfill. All computers will be recycled responsibly in accordance with State and Federal law, and in compliance with the parameters set forth in the international Basel Action Network protocol, or comparable;
- e. For all computers that will be recycled, hard drives should be removed before final disposition and shredded to achieve an acceptable level of data security in compliance with the National Institute of Standards and Technology Computer Security publication;
- f. In addition, fixed asset tags should be removed before materials are further handled by a recycling vendor or as part of their documented service;
- g. Departments must request, receive and retain proper supporting documentation attesting that all electronic equipment has been properly recycled in compliance with State and Federal regulations. Departments must annually provide electronic copies of this documentation to the County Recycling Officer. Departments must require similar documentation regarding safe destruction of all data and hard drives;
- h. The County shall issue an RFP to procure a qualified vendor to handle electronic waste recycling. Once the contract is awarded, all departments must use the designated vendor without any exception; and
- i. Please follow the appropriate policy and procedure for recycling as specified in Computer & Electronic Equipment Disposal, Recycling & Certified Data Destruction Policy.

<http://info.county.allegheny.pa.us/purchasing/procedure.aspx>

7. Other Electronic Waste not covered elsewhere in this policy.

These materials should be recycled if they are no longer usable in compliance with the Basel Action Network (BAN) protocol, ensuring that the materials are safely handled, not shipped overseas and not sent to a landfill.

An internal committee/team comprised of all key IT personnel (rep from DCS, Health, DHS, Lexington), the Controller and Legal department representatives, along with the Sustainability and Recycling staff shall be formed to periodically monitor these practices, review them and revise them if necessary. This team should be charged with confirming vendors’ claims regarding their credentials and qualifications.

8. Furniture

After asset tag handling, the Sustainability Program encourages internal re-use of materials prior to other disposition. The program will work with other departments to better facilitate this opportunity and process.

9. Scrap Metal, Motor Vehicles and Construction

- Motor oil, vehicle-related equipment, and consumables - The Public Works Department through its Fleet Management program, is responsible for all legal compliance for vehicle and motorized equipment-related lubricants and operating fluids such as motor oil, antifreeze, etc.
- Scrap metal – Departments that generate metal waste should use the services of a scrap metal recycler.
- Construction waste – Public Works has developed a separate best practice for construction waste management and will be responsible for recycling and waste management for projects under their purview. Other projects not under the direction of Public Works should require a written Construction Waste Management, Reduction and Recycling clause as part of their contract.

10. Medical Waste, Hazardous Waste

Departments that handle medical waste and hazardous waste and/or equipment containing potentially hazardous waste such as radioactive materials, should comply with their department-specific procedures and are responsible for ensuring compliance with all applicable laws. Under no circumstances may a department abandon or reassign equipment that is classified as containing potentially hazardous waste without prior written approval of the County Manager.

The County maintains a hazardous waste hauling contract. Contact the Purchasing Department for current information to handle your materials safely, including paints, solvents, chemical cleaners, etc.

11. Miscellaneous

In addition to the above list, County departments/ agencies are encouraged to reuse/recycle to the best degree possible and economically feasible.

E. Parks and Special Events

- Parks and Special Events recycling program requirements are detailed in the Parks & Special Events Recycling Protocol available on the County Intranet and included in Appendix A.

APPENDIX A

ALLEGHENY COUNTY PARKS AND SPECIAL EVENTS RECYCLING PROTOCOL

Objective:

Allegheny County has implemented a policy to require recycling at all County-owned facilities, which includes the nine County Parks. In addition, in keeping with the County's desire to set a leadership example, the County will require recycling at all events in County facilities or hosted by the County.

Legal Mandate:

Executive Order 2009-1 requires recycling at all County owned and leased facilities.

Pennsylvania State law (Act 101) requires organizers of community events that take place in mandated municipalities to provide recycling of office paper, corrugated cardboard, and aluminum cans for any event that will attract 200 or more persons per day.

Proposed Required Items to Recycle:

- Bottles and Cans
- Plastic containers #1-#5
- Corrugated Cardboard
- Paper

Overview of Allegheny County Parks Events

Events fall into three basic categories:

- A. LARGE OUTSIDE EVENT - Large events held by outside groups which require a contract (e.g. Rib Cook-off, Community Days, Polo Match etc.)
- B. MID-SIZE OUTSIDE EVENT - Events held by outside groups that attract about 200-500 attendees (fundraising walks/runs/bike rides, sports tournaments, etc.)
- C. COUNTY-HOSTED EVENTS – Events organized in any way by County Parks/Special Events or a department (e.g. Senior Fest, Hay Days, concert series)
Recycling practices will vary based on the type of event as further defined below.

COUNTY PARKS RECYCLING POLICY FOR PARKS & SPECIAL EVENTS
BY EVENT TYPE

A. LARGE OUTSIDE EVENTS

Large events held by outside groups which require a contract (e.g. Rib Cook-off, Community Days, Polo Match etc.)

Approximately 5-10 large events/year across all Parks.

Recommended Process:

- Starting with any event being booked for 2012 that is not already under contract, **stipulate a recycling requirement in the contract.**
- Proposed language, “The event organizer shall be required to provide for recycling on-site during event set-up, event duration and event tear-down and to engage the services of a commercial waste hauler that will properly recycle the following items: Bottles, cans, plastic containers #1-5, corrugated cardboard and paper. The event organizer shall provide to Allegheny County no less than one week prior to the event proof of the commercial recycling waste hauling and recycling program being in place. In addition, the event organizer will require documentation from the waste hauler which confirms the volume or weight of recyclable waste hauled away and provide this to the County no more than 3 weeks following the conclusion of the contracted event.”

B. MID-SIZE OUTSIDE EVENT

Events held by outside (non-County) groups that attract about 200-500 attendees (fundraising walks/runs/bike rides, sports tournaments, etc.)

Approximately 150-200 mid-size events are held each year across all Parks.

Recommended Process:

Effective immediately with publication of this policy, any event that is not yet under agreement/Memorandum of Understanding with the County will be required to comply with the minimum standards set forth in this recycling policy. The organizer must comply with minimum standards set forth in the contract or lose facility rental eligibility for a period of at least one calendar year.

- Event organizers will be responsible for collecting recyclable waste generated as a result of their special event. The county requires event organizers to recycle the following items:
 1. Bottles and Cans
 2. Plastic containers #1-#5
 3. Corrugated Cardboard
 4. Paper

Event organizers are responsible for providing clear plastic bags and collecting and securing all required recyclables into these bags at the conclusion of their event. Materials shall be hauled by the event organizer or their designee to the recycling dumpster/pick-up spot designated below for each County Park:

Boyce Park

Wave Pool or Ski Slope, depending upon season

Harrison Hills Park	LOCATION TBD
Hartwood Acres	Amphitheatre
North Park	Swimming Pool, Golf Course, or Ice Skating Rink, depending upon season
Round Hill Park	Barn
Settler's Cabin Park	Wave Pool
South Park	Wave Pool, Golf Course, Snow Park, or Ice Skating Rink, depending upon season
White Oak Park	LOCATION TBD

Event organizers may provide their own recycling receptacles/system, or they may arrange through County Parks to use folding containers/frames suitable for holding recycling bags from the County for a nominal charge.

Rented containers will be dropped off by Public Works staff prior to the event and collected at the end of the event. Renters are responsible for full replacement value for any of the collapsible event recycling containers if they are damaged.

The full cooperation and support of the event organizer is greatly appreciated. Willful neglect and/or negligence in complying with the policy will result in a \$250 service fee to cover Public Works staff time, and potentially loss of facility use privileges for a period of at least one calendar year in extreme cases.

C. COUNTY-HOSTED EVENTS

Approximately 50 events are held each year.

- The County will comply with the recycling policy for any County-organized event that is anticipated to draw 200 attendees or more.
- The County will purchase and house a Clear Stream or comparable portable recycling container system (containers, bags and a transport cart) for major events at all Parks.
- It is anticipated that the County will review this policy and modify it should it be necessary after the first year of operation.
- Typically, County staff will transport the recyclables to the same locations noted above for mid-size events, unless otherwise directed by Public Works.

While the County anticipates that it may have to add extra laborers for selected events, this new policy should primarily require a shift in practices. Instead of trash bags being hauled to the dumpsters only, trash and recycling will need to be hauled separately to the appropriate dumpsters in the Parks.

Implementation

Major Facilities in the Parks, such as the Rose Barn, already have recycling cans and pick-ups in place as of summer 2010. Renters using these types of facilities should already have access to recycling.