

## **MISSOULA COUNTY WASTE REDUCTION AND RECYCLING POLICY**

### **I. Purpose**

This policy establishes guidelines for the systematic and cost-effective reduction of office waste by:

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

### **II. Scope**

This policy is applicable to all County departments and entities. Departments may apply additional requirements as long as they are equal to or more restrictive than these standards.

### **III. Administration**

Department heads are responsible for: the implementation of the policy within their departments, employee compliance with the policy, and any record-keeping required to substantiate compliance. A Department may develop its own recycling procedures so long as the procedures meet the minimum requirements set forth in this policy.

### **IV. Other References**

Policy 2012-03 - Disposal of County Surplus Property; BCC Resolution Number 2010-070 establishing the Missoula County Green Building Policy.

### **V. Policy**

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

## **VI. Procedures**

### **A. Waste Prevention**

Prevention is the most cost-effective waste management strategy. Employees are strongly encouraged to:

- Make double-sided copies and set department printers to a default setting of double-sided output, if such setting is available;
- Use e-mail to send memos, messages, reports, and other information;
- Edit and proofread on screen before printing;
- Store files electronically;
- Save and reuse paper that has already been used on one side; suggested uses include printing draft documents, taking notes, and converting into note pads;
- Eliminate unnecessary forms, reports, and publications;
- Develop forms for on-demand printing for use as needed;
- Share resources within departments: journals, magazines newspapers, and newsletters; and
- Post announcements on common bulletin boards.

### **B. Purchasing**

Careful purchasing assists recycling efforts. 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 recycled loop.

It is strongly recommended that departments:

- Ask prospective vendors if they offer a product or material option with recycled content and/or green features;
- Purchase only the quantity of supplies needed, if such materials become dated quickly;
- Purchase recycled content paper and products whenever practical and economical;
- Use procurement/RFP evaluation criteria that includes consideration of the vendor's recycling policy, recycled content of the product, 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;
- Require vendors, whenever possible, to provide take-back programs that utilize responsible recycling of all hard-to-recycle items such as cleaning products, batteries, electronically-powered devices, chemicals, plastic film, etc. Require documentation to support any claims that landfills are not used to dispose of such materials;
- If cost-effective, purchase products that can be reused rather than those designed for one-time use (cartridge pens, refillable mechanical pencils, etc.).

### C. Reuse

As noted above, select reusable products when possible. Also, whenever possible:

- Reuse envelopes, file folders, dividers, and binders;
- Reuse outdated letterhead or one-sided forms to print drafts or for notepaper or pads.

### D. Recycle

Recycling offers a way to dispose of waste that cannot be prevented. All County departments and employees are required to participate in Missoula County's recycling program. Facilities Services shall be responsible for administering any contracts related to collecting recycled materials. Recycling programs may vary by facility depending on physical location and other relevant circumstances.

#### 1. Basic Recyclable Items

Employees at all County-occupied office space will be required to recycle commonly recycled items including but not limited to:

- Paper
- Cardboard
- Newspapers
- Magazines
- Plastic bottles and containers (#1- #5)
- Aluminum and bi-metal cans

Designated recycling areas and procedures will be established by the Facilities Management Department.

The Facilities Management Department coordinates all waste hauling and recycling activities and should be contacted for any questions about containers, location of bins, etc.

#### 2. Specialty Recycling and Reuse

Employees at all County-occupied office space are encouraged to recycle the following items under procedures established with the associated departments:

- Electronic Waste – Information Services will recycle electronic waste including computers and peripherals, mobile devices, radios, televisions, etc.
- Toner Cartridges – Central Services will make arrangements for the reuse of toner cartridges;
- Telephone Books – Coordinated by Telephone Services.

### 3. Other Items

Employees at all County-occupied office space are encouraged to recycle other items including, but not limited to:

- Alkaline batteries – departments that regularly use alkaline batteries should establish procedures for collecting and recycling alkaline batteries;
- Other batteries;
- Furniture;
- Scrap metal, motor vehicles, and construction materials;
- Medical and hazardous waste.