



WASTE REDUCTION/RECYCLING

1. PURPOSE

Establish policies which foster:

Purchasing products made of recycled materials when the price is not excessively more costly than the same product made of non-recycled materials.

Encouraging waste reduction for all City departments & operations to the maximum extent possible and to recycle paper, glass, aluminum, grass clippings and other organic waste, and metal by providing a safe, convenient way to store and dispose of said materials.

2. OBJECTIVES

- 2.1 The City shall continue to purchase paper products containing recycled fibers, e.g. recycled white paper, computer paper, toilet paper and toilet seat covers.
- 2.2 The City shall continue to encourage its employees to recycle glass, aluminum cans, plastic water and milk containers, newspapers and other recyclable materials generated at work, City facilities and home.
- 2.3 The City shall continue to work with the State and nearby cities to develop bid specifications requiring recycled content of products and materials purchased or supplied from vendors, contractors and suppliers.
- 2.4 The City shall discourage the use within its facilities and programs of styrofoam, plastic, waxed paper and other materials difficult to recycle or reuse.
- 2.5 The City shall review its procurement policies and specifications and amend language which might discourage or create an impediment to the purchase of equipment and products made from recycled materials.
- 2.6 The City shall encourage the purchase of equipment and products that can be recycled and/or are composed of recyclable materials.
- 2.7 Over a five year period the City shall increase its purchases of equipment and supplies made from recycled material/content. Recycled material/content shall be as defined by California Public Contracts Code, Section 12200.
- 2.8 The City shall encourage the private business, industrial community and surrounding agencies to purchase equipment and supplies made from recycled materials.
- 2.9 City employees shall be educated/informed regarding waste reduction & recycling and made familiar with the programs within the City.

- 2.10 The City shall, whenever possible, recycle/recondition/reuse any equipment or supplies that have fulfilled their intended use and can no longer be used as originally intended.
- 2.11 Computer and other electronic equipment will be recycled or properly disposed, as appropriate.

3. POLICIES

- 3.1 The City shall review its purchasing and bid specifications and amend accordingly any process or language which may impede the purchase of equipment and supplies constituting recycled products.
- 3.2 The City shall encourage the purchase of equipment and supplies which can be recycled or are composed of recycled materials or that may be reused.
- 3.3 The City shall work with surrounding agencies in developing and implementing similar policies described herein.
- 3.4 The City shall work with the private business and industrial community in developing similar purchasing policies.
- 3.5 The Waste Management Coordinator shall produce informational/training materials on waste reduction, diversion and recycling and shall make them available to City employees and the general public.

4. DEFINITIONS (FOR THE PURPOSES OF THIS DIRECTIVE)

- 4.1 A recycled product is one made from waste diverted or recovered from the solid waste stream. A recycled product shall include any product which could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.
- 4.2 A recyclable product is one composed of materials that may be broken down and refabricated into a useful product and for which there is a market for its content and/or the end product the recycled materials are made into.
- 4.3 Secondary waste is all waste materials, products or by-products removed or diverted from the solid waste stream. However, secondary waste does not include excess virgin or finished materials commonly reused in the manufacturing process.
- 4.4 Post-consumer waste is the portion of secondary waste composed of products or materials which have served their intended uses and which have been separated and diverted from the solid waste stream for the purposes of collection and recycling. This does not include manufacturing wastes.
- 4.5 Diversion is the act of preventing waste from entering the landfill or being incinerated.
- 4.6 Recycled materials are non-virgin materials made from post consumer waste.