

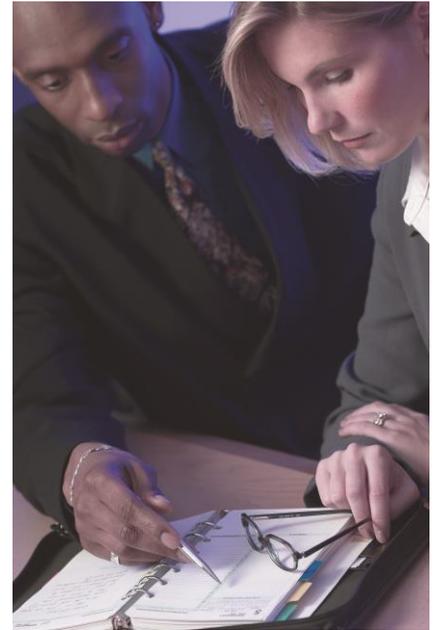


COUNTY DEPARTMENTAL RECYCLING PROGRAM



Recycling Coordinator Duties

- Facilitate recycling best practices such as providing equipment, signage, and training to encourage employees to recycle paper, beverage containers, and batteries.
- Promote the implementation of waste reduction and recycling policies and best practices throughout your Department.
 - Work with facilities to donate, acquire, or exchange materials with other County departments and charitable organizations in coordination with the [County Surplus Program](#).
 - For field offices, consider having liaisons to assist with recycling and employee outreach.
- Help ensure all Department employees are aware of waste reduction and recycling policies and best practices.
- Facilitate the activities of your Department to produce as little waste as possible and maximize recycling.
- Confirm Department facilities are monitoring the vendors who are providing waste reduction and recycling services, including collecting documentation on amounts of materials being reduced or recycled by weight or quantity.
- Promote the Program to your Department's employees.



For more information:

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QUICK TIPS

Reduce

- Set your printers and copiers for double-sided printing.
- Request and send documents electronically and facilitate online submission of forms, plans, and documents. Access and review documents online.
- Simplify documents to reduce the total number of pages.
- Store documents electronically when possible instead of printing and storing hard copies.
- If faxing of documents is still needed, use Post-it fax transmittals instead of cover sheets.
- Use plastic, glass, or ceramic plates and mugs instead of disposable ones.

Reuse

- Reuse file folders, envelopes, binders, etc.
- Reuse other side of old paper documents for drafts, scratch, etc.
- Reuse old storage boxes again and again, including packaging materials.
- Use reusable bags to carry out purchased items from the cafeteria and nearby stores.
- Use reusable utensils, food and beverage containers at the office.

Recycle

- Recycle white paper (printer/copy paper with minimal colored ink use and lined notebook/ledger paper), mixed paper (colored paper, vellum, coated paper, heavy paperboard, carbonless paper, and newspaper), and corrugated cardboard.
- Remove paper clips and other fasteners (besides staples) from paper to be recycled.
- Rinse beverage containers before placing in bin (a quick rinse is sufficient).
- Recycle used motor oil and filters, EPS (foam) packaging, food waste, and green waste.

Buy Smart and Close the Loop

- Ask your procurement/supply officer to purchase recyclable or recycled products for office supplies and equipment.
- Purchase products with reusable, minimal or no packaging.
- Request that deliveries be shipped in returnable containers and return cardboard boxes to the distributor when possible.
- Buy only necessary products and buy in bulk or in concentrated form to reduce packaging.