



LOS ANGELES COUNTY



RECYCLING COORDINATOR DUTIES

Recycling Coordinator Duties:

- Facilitate the activities of your Department to produce as little waste as possible and maximize recycling.
- Facilitate recycling best practices such as providing signage, training to encourage employees to recycle paper, beverage containers, and batteries.
- Promote the implementation of waste reduction, recycling policies, and best practices throughout your Department.
 - Confirm toner cartridges are sent to your Departments designated location for proper recycling.
 - Confirm that paper recycling desk side bins are next to every printer. If needed, provide employees with their own paper recycling desk side bins.
 - Confirm your Department has paper recycling services in place.
 - Donate, acquire or exchange materials with other County departments and charitable organizations in coordination with the County's Surplus Program.
(<http://countysurplus.co.la.ca.us/scripts/surlIndex.cfm>)
 - For field offices, consider having liaisons there to assist you with recycling and employee outreach.
 - If your Department has leased facilities and field offices, check to see if they are providing waste reduction and recycling services.
 - Encourage co-workers to bring lunch in a reusable contain instead of a single-use container.
 - Encourage co-workers to Bring Your Own (BYO). Keep reusable plates, mugs, and utensils at work.

For more information:

Email: CDRP@pw.lacounty.gov

Public Works Recycling Coordinator at (626) 458-7834

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