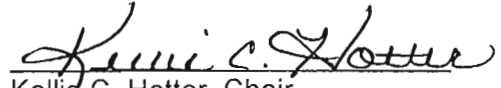




POLICY MANUAL

Section: V. County Properties and Facilities

Approved:


Kellie C. Hotter, Chair

Policy No. V.10

ABSENT
Wallace "Wally" White, Vice Chair

Originating Dept.: County Administration


Joelle Riddle, Commissioner

Subject: County Facilities Recycling Policy

Effective Date: February 24, 2009

Replaces: N/A - New Policy

I. Purpose:

La Plata County is committed to the conservation of resources and protection of the environment through reducing and minimizing reliance on landfills as the primary disposal destination for waste. The following "County Facilities Recycling Policy" is hereby established for the purposes of providing instructions to county employees regarding our responsibility to recycle.

II. Policy Statement:

Waste stream reduction through recycling has become an important eco-sensitive waste management activity, which conserves natural resources, landfill space, and reduces waste disposal cost. All county employees shall be expected to take an active role to reduce, reuse and recycle.

III. Definitions:

Waste Stream Reduction: The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.

Waste Management: The processes involved in dealing with the waste, including minimization, handling, processing, storage, recycling, transport, and final disposal.

IV. Applicability:

This policy applies to all La Plata County employees and elected officials in facilities served by La Plata County Facilities and Grounds maintenance staff.

V. Compliance:

All Department Heads and Elected Officials are responsible to ensure compliance with this policy. In addition, the Sustainability Coordinator is authorized to conduct an inspection of any county facility regarding compliance with this policy.

VI. General Provisions:

A. All La Plata County employees, who work in county owned buildings that are served by La Plata County Facilities and Grounds maintenance staff, shall be required to recycle:

- Mixed Paper
- Corrugated Cardboard
- Aluminum and Steel Cans
- Plastics Bottles
- Glass Bottles
- Single-Use Alkaline Batteries

B. The La Plata County Sustainability Coordinator shall:

- 1) Ensure all county staff and visitors have access to recycling bins at county facilities.
- 2) Establish a protocol and mechanism for tracking volume of items being recycled at all county facilities on a monthly basis.
- 3) Maintain a quarterly log documenting any changes or opportunities for improvement of this waste stream reduction through recycling program.
- 4) After comprehensive review and evaluation of the data collected for a period of one year, set a reasonable waste stream reduction target and time line.

C. The La Plata County General Services Director shall ensure that janitorial staff is properly trained in their roles and responsibilities to support this policy.

D. La Plata County Information Services Manager shall ensure that all electronic waste such as computers, keyboards, monitors, laptops, printers, scanners, copiers and fax machines are properly disposed of in a safe responsible manner in accordance with state and federal laws.