

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
WASTE MINIMIZATION AND OFFICE PAPER RECOVERY

Purpose -

Salt Lake County is committed to conserving landfill capacity and natural resources by practicing the concepts of REDUCE, REUSE and RECYCLE in that order. Employees shall be mindful of waste reduction opportunities in all their work tasks and shall not be limited to those mentioned in this policy. The intent of this policy is to establish guidelines for waste minimization and office paper recovery in all offices and divisions of Salt Lake County.

1.0 Waste Minimization

- 1.1 It is the intent of the County to address waste issues at their source -- REDUCING potential waste before it is generated, therefore the following guidelines are recommended:
 - 1.1.1 Use both sides of paper when printing and copying documents.
 - 1.1.2 Avoid making more copies than needed.
 - 1.1.3 Write drafts of reports, letters, etc. on the unused side of discarded paper.
 - 1.1.4 Use white paper instead of colored, including yellow writing pads, when you have a choice. (White paper does not require as much bleaching as colored paper does.)
 - 1.1.5 Circulate memos by using a single copy with a routing slip instead of copies for all OR post the memo on a bulletin board OR use electronic mail.
 - 1.1.6 Keep mailing lists current and limit the use of non-recyclable self-stick labels.
 - 1.1.7 Review and revise procedures for updating reports, manuals, etc. so that they require only the insertion of pages where changes were made rather than reprinting the entire document.
 - 1.1.8 REUSE mailing envelopes, file folders and other items whenever possible.
 - 1.1.9 Use FYI whenever possible to get messages out to County employees rather than individual memos, announcements, instructions.
 - 1.2.0 Ensure that reproduction and distribution for issues and meetings is appropriate for the importance of the issue under consideration.

2.0 Office Paper Separation

- 2.1 Each employee shall be responsible for separating office paper generated and will be assigned a desktop tray or appropriate receptacle to collect recyclable office paper.
- 2.2 The following papers shall be separated for recycling:
(methods of separation vary according to vendor)
 - 2.2.1 WHITE PAPER
 - 2.2.2 COLORED PAPER
 - 2.2.3 COMPUTER PRINT-OUT
 - 2.2.4 NEWSPAPER
 - 2.2.5 CARDBOARD
 - 2.2.6 CARDSTOCK

3.0 Collection & Storage of Office Paper

- 3.1 The desktop trays or appropriate receptacle shall be emptied by each employee as needed.
- 3.2 The paper will be deposited in centrally located containers provided by the recycler.
 - 3.2.1 Once a location for the containers has been established, employees shall refrain from moving the container so that the recycler is always able to find it.
 - 3.2.2 Fire codes shall be strictly followed regarding proper placement of the containers according to the County Fire Marshal.
 - 3.2.2.1 Containers shall not be placed in doorways or hallways.
- 3.3 Time taken to deposit recyclable paper into designated containers shall be considered part of the employees' regular workday and not personal time such as lunch hours or breaks.
- 3.4 Employees who generate office paper as part of their regular job duties shall be given instruction on proper separation of such and informed as to the location of the containers to be used.
 - 3.4.1 General information regarding waste minimization and office paper recycling shall be a regular part of new employee orientation.
- 3.5 Each office and division shall designate a "recycling monitor" to serve as a contact person for training other employees, monitoring recycling containers and answering questions regarding office paper collection and separation.

4.0 Confidentiality

- 4.1 Documents containing sensitive information may be shredded as determined by GRAMA at the discretion of department and/or division directors, elected officials or if required by law.
- 4.2 Shredding shall be done sparingly since most recyclers do not accept shredded paper for recycling.
- 4.3 Where appropriate, a solid waste incinerator may be utilized.

5.0 Other Recyclable Materials

- 5.1 Corrugated cardboard boxes may be used for storage of recyclable paper or may be pressed flat and bundled for collection by the recycler.
- 5.2 Employees shall receive phone book recycling instructions or information regarding other seasonal or one-time recycling activities through their recycling monitors or FYI.
- 5.3 Wherever possible, yard and landscape waste from County owned facilities should be composted or used as mulch. Grass clippings from County grounds should be left on the lawns when mowing rather than bagging them for disposal at the landfill.

6.0 Non-Recyclable Materials

- 6.1 Items which are not clearly designated as recyclable should be regarded as trash for routine custodial removal.
- 6.2 Employees shall make every effort to keep trash separate from recyclable items.
- 6.3 examples of non-recyclable items: (varies according to vendor) carbon paper, wrappers from copy paper, waxed paper, foil lined paper, facial tissue, paper towels, paper cups, styrofoam, gum wrappers, thermal copy paper, FAX paper, film, photographs, scotch tape, glued items, self-stick labels, blueprints, window envelopes.
- 6.4 Paper clips and self-stick labels must be removed from paper for recycling. Staples need not be removed.

APPROVED and PASSED this 20 day of December, 2000.

BOARD OF COUNTY COMMISSIONERS
OF SALT LAKE COUNTY:

Mark Shurtleff, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date