

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: RECYCLING	DATE APPROVED: 10/17/02	EFFECTIVE: 10/27/02	POLICY NO. 260
		REPLACES: 260 of July 16, 1990	

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This policy applies to all County departments under the budgetary control of the Calhoun County Board of Commissioners. Calhoun County employees should know that amendments to this policy will occur as new waste management procedures become available or are deemed more effective. The Calhoun County Solid Waste Management Planning Committee will review and make recommendations for any proposed amendments to this policy. The goal of this policy is to make recycling, reuse and waste reduction a priority in all Calhoun County departments while keeping encumbrances to a minimum.

All agencies and vendors receiving funding from the county general fund, or which hold contracts with County departments, will be encouraged to adopt recycling policies. A sample recycling policy will be developed by the Solid Waste Director and the Solid Waste Management Planning Committee which will be offered to agencies and vendors who can adapt it to meet their individual business practices. A brochure for business recycling in the Calhoun County area will also be developed. These materials will be available to any agencies working in Calhoun County. Each County department will be asked to make these materials available to any agency working with them.

It should be understood that this policy does not supercede any local, state, or federal laws that may apply to certain quantities or types of waste generated. Each department shall comply with all regulations pertaining to its operation. All waste products shall be stored in a manner and only for a length of time that is allowable by law. In the event that the law requires a waste product to be removed within a specified amount of time, or that formal shipping and disposal papers are necessary, the service of an outside vendor will be obtained in accordance with the County Purchasing Policy.

SECTION I. DESIGNATION OF COORDINATOR

The Calhoun County Solid Waste Director will be responsible for the implementation of the Calhoun County Recycling Policy.

**SECTION II. OFFICE PAPER, NEWSPRINT AND CORRUGATED
CARDBOARD COLLECTION**

Employees will dispose of white office paper and newsprint in boxes designated for paper recycling. Corrugated cardboard will also be collected and broken down for recycling. The Solid Waste

Director will be responsible for writing the procedure for collecting paper products and will update this procedure as needed. In the event there is a change in the recycling program, services for removal and reprocessing of collected paper products will be obtained in accordance with the County

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Purchasing Policy.

SECTION III. LAWN WASTE DISPOSAL

To the greatest extent possible, lawn wastes will be left on site as mulch. If the quantity of waste requires removal, arrangements shall be made through the Facilities and Services Department for composting on site, transporting the lawn waste to the Community Compost Center on Division Drive, outside of Marshall, or to an established composting facility. It shall be required that any agency contracted to provide lawn care service shall abide by this policy. If an agency providing lawn care service disposes of lawn waste at a different composting facility, any liability for the material will become the responsibility of the lawn care service provider.

SECTION IV. HAZARDOUS WASTES

The disposal of household-type hazardous wastes such as oil-based paint, paint thinner, antifreeze, etc., shall be through the Calhoun County Household Hazardous Waste Collection Program or through another service designed to properly handle such waste. In the event that regulations prohibit the department from storing these materials until the next household hazardous waste collection, or if proof of material disposal is required, the service of an outside vendor will be obtained in accordance with the County Purchasing Policy. The Purchasing Department and/or the Solid Waste Director may also arrange for donation of these items.

SECTION V. MOTOR OIL DISPOSAL

Used motor oil shall be collected and stored in a contained area on site until sufficient amounts are collected to warrant removal. The services of a business or agency which will pick up and dispose of motor oil shall be obtained in accordance with the County Purchasing Policy. Other automotive fluids (for example, antifreeze) will also be collected and stored for pick up by an agency, or taken to the household hazardous waste collections which are discussed in the previous section of this policy.

SECTION VI. BATTERY COLLECTION

Employees will dispose of all batteries (excluding automotive batteries) from Calhoun County equipment in containers located in each of the County's buildings. Disposal of these batteries will be through the Calhoun County Household Hazardous Waste Collection Program or another service

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designed to handle this disposal. The Solid Waste Director will develop the procedures for handling batteries and will work with the Facilities and Services Department Manager to identify the best locations for collection containers in each of the County's buildings.

SECTION VII. COMPUTER EQUIPMENT

All obsolete computer equipment will be stored until a special collection is arranged for this type of product. These collections will be arranged at least annually by the Solid Waste Director. The Solid Waste Director, the Purchasing Department, and the Facilities and Services Department Manager will identify areas for storage of these products and develop procedures for handling them. The Purchasing Department and/or the Solid Waste Director may also arrange for auction or donation of these items.

SECTION VIII. WASTE STEEL AND ALUMINUM

Any department producing significant amounts of waste metal (for example, the Jail, the Medical Care Facility) should clean, crush if possible, and store such waste until sufficient amounts have been collected to warrant removal by an organization qualified to remove and recycle waste metals. These services will be obtaining in accordance with the County's Purchasing Policy.

SECTION IX. REDUCTION OF DISPOSABLE CUP USE

County employees should not use disposable cups for the consumption of drinks. Limited numbers may be used by guests who are NOT employees of the County.

SECTION X. NEW CONSTRUCTION

All new construction by the County shall be done in such a way as to minimize the impact on the environment and the local solid waste stream. Recycled-content products, energy efficient and environmentally friendly practices and products should be utilized whenever possible in accordance with Section XI of this policy.

SECTION XI. PURCHASING GUIDELINES

The County shall strive, to the greatest extent possible, to source recycled-content and/or environmentally responsible products whenever possible. Where applicable, bid solicitations shall include a request for both recycled/environmentally responsible and virgin products to allow for an

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analysis of comparative value. For the purpose of this policy, environmentally responsible products are those that are acknowledged to have minimal impact on the environment. Such products should reduce environmental impact through their composition, reusability and/or ability to be recycled. These factors should be considered when purchasing products such as cleaners and in choosing products with minimal packaging. Whenever possible, equipment that is capable of making double-sided copies, and that is returnable to the manufacturer at the end of its use, should be considered. Supplier take-back programs should be explored and used whenever practicable.

SECTION XII. INTERDEPARTMENTAL COOPERATION

All departments are encouraged to cooperate in the establishment and the use of County facilities as storage sites.

SECTION XIII. REPORTING PROCEDURES

Each County department will be responsible for providing a bi-annual report to the Solid Waste Director. The Solid Waste Director will provide a survey form to each department asking for information on activities and practices that the department has initiated or followed pertaining to solid waste. The Purchasing Department will request a report from the office product supplier each year on the amount of recycled-content products purchased by the County to include as part of the report. The Solid Waste Director will then produce an annual report to be presented to the Solid Waste Management Planning Committee and the Board of Commissioners to advise them of how well each department, and the county government overall, is participating in and complying with the County's recycling policy.

SECTION XIV. APPROVALS

The Solid Waste Director shall prepare detailed procedures for achieving compliance with Calhoun County's Recycling Policy and shall assist departments when necessary. The Environmental Health Department will review and comment on any policy updates and procedures to prevent any adverse impact upon the public health or the environment. The procedures and all updates shall be approved by the Calhoun County Solid Waste Management Planning Committee before implementation. Questions regarding any of the recycling and waste reduction programs should be directed to the Solid Waste Director unless they directly relate to purchasing, in which case they should be directed

to the Purchasing Director.