WASTE REDUCTION AND RECYCLING POLICY

Purpose
The purpose of the Waste Reduction and Recycling Policy is to reduce to the greatest extent possible the amount of waste generated and the amount of waste needing landfill disposal from municipal operations. This policy shall also identify City employee access to recycling options for various materials and to outline disposal protocol for hazardous, universal and electronic waste generated from City business.

Policy
This policy includes waste reduction, recycling, disposal, composting, and purchasing of recycled products.

Waste Reduction
City of Davis staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.

- Work with suppliers to minimize the amount of packaging used on their products.
- Consider durability and reparability of products prior to purchase.
- Conduct routine maintenance on products/equipment to increase the useful life.
- Create electronic letterhead for use by all City Departments/Divisions.
- Send and store information electronically when possible. This includes e-mail, website and electronic fax.
- Review record retention policies and implement document imaging systems.
- Reduce paper purchases for each Department/Division.
- Utilize one-sided paper discards for a select printer to encourage reuse of the other side.
• Collect paper for reuse. The use of scratch pads and forms made from this recycled paper is highly encouraged.
• All offices will have collection containers for re-useable paper in duplicating rooms as well as in selected other locations. Large quantities of the same size paper, used on only one side, should be placed in the re-use containers.
• All duplicating will be done on both sides of a page unless special circumstances preclude doing so. Unless absolutely necessary, single-sided copies should not be made.
• Whenever possible, re-useable items (such as coffee mugs) should be chosen and throwaway items (such as foam cups) should be avoided. Consideration should also be given to items with less packaging.
• Other waste prevention and reduction practices that further the goals of this policy.

Recycling
Containers for collecting recyclable materials will be placed at all City facilities including City Hall, the Police Station, all Fire Stations, the Public Works and Parks Corporation Yards, the Senior Center, and the Veterans Memorial Building. All recycling and trash bins located at City facilities are only to be used for materials generated from City facilities. All materials currently collected as part of our contracted services with Davis Waste Removal (DWR) should be collected at city facilities. Items placed in these containers become the property of the City/DWR and may not be removed. At present, these include:

• **Mixed paper:** All facilities will have collection containers for the purpose of collecting mixed paper. Paper items accepted for recycling include office paper, notebook paper, junk mail, catalogues, phone books, faxes, file folders, paper towel and toilet paper rolls, newspaper, magazines and other office paper products. For a complete list of what can be placed in the paper recycling carts, see [DavisRecycling.org](http://DavisRecycling.org). Recycling containers will be located at or near all desks, printers, fax machines and in duplicating machine areas. Paper will be collected by the custodians for conveyance to DWR recycling carts.

• **Plastic, Glass and Cans:** All kitchens, lunch rooms, break rooms, and vending machine areas will have containers for collecting plastics, glass, and cans. When items are placed in City-supplied containers, they will be collected by the custodians for conveyance to DWR recycling carts. Items acceptable for recycling with plastics, glass, and cans include beverage containers, glass jars, bimetal cans, aluminum cans, food storage containers, plastic utensils, aluminum foil, lids and caps, pie plates and more. For a complete list of what may be recycled, see [DavisRecycling.org](http://DavisRecycling.org). Employees may have bins in their office to collect CRV for redemption, but may not collect CRV containers from recycling bins around City facilities.

• **Corrugated cardboard:** Cardboard should be flattened before recycling. Flattened cardboard can either be placed in a cardboard recycling bin (if there is one available), or stacked on the ground next to the DWR recycling carts.
• **Oil:** All waste crankcase oil from Fleet Services operations will be recycled.
• **Freon:** All freon from Fleet Services operations will be recycled.
• **Antifreeze:** All antifreeze will be recycled.
• **Scrap Metal:** Scrap metal is collected at the east end of the Public Works Corporation Yard. Central Stores can answer any questions regarding scrap metal acceptance.
• **Printer Ink:** Empty print cartridges from City printers should be sent to the Mailroom for recycling and disposal.
• **Pallets:** Wooden shipping pallets are collected for reuse, surplus sale or recycling in the Public Works Corporation Yard.
• **Electronics Recycling:** All waste electronics generated by the City should be recycled or reused. Each Department and/or Division is responsible for recycling their electronic waste. “Electronics” include: cell phones, coffee makers, CD players, computer monitors, CPUs, DVD players, keyboards, machinery and tools with electric motors, microwave ovens, music players (MP3, ipod, etc.), small handheld electronics, radios, scanners, speakers, stereos, telephones, televisions, toasters, typewriters, vacuum cleaners, VCR’s, video and still cameras, and other electronic items. More information about electronics recycling is available at [DavisRecycling.org](http://DavisRecycling.org). Electronics can be taken to several local locations for free recycling. At present, these locations include:
  o The Yolo County Central Landfill, 44090 County Road 28H. Electronics are accepted daily at the YCCL for free recycling during normal operating hours (Mon- Sat 6:30-4:00, Sun 9-5).
  o Yolo County SPCA Thrift Store, 920 3rd Street
  o Goodwill Donation Xpress, 2939 Spafford Drive, Suite 110 and 417 Mace Boulevard, Suite E
Other recycling options may be available, contact Recycling Program staff for details.

**Recycling At City Parks**
Receptacles for the recycling of food and beverage containers will be located at all parks.

**Purchase of Recycled Products**
The City shall purchase recycled products whenever sufficient quantities are readily available and meet the City's specifications. See the Waste Reduction and Recycling Procedure for details concerning purchasing recycled materials.

**Disposal of Hazardous Waste and Universal Waste**
The City shall comply with all State and Federal laws regarding the collection, storage and disposal of all hazardous, universal and electronic wastes generated from City facilities. Each Department and/or Division is responsible for the disposal cost of their own hazardous waste and universal waste. Hazardous waste and universal waste generated from City facilities may not be
disposed of at the weekly Household Hazardous Waste Drop-Off Days at the YCCL or at the residential battery collection locations throughout town.

**Universal Waste:** Universal Wastes include fluorescent bulbs and tubes, batteries, mercury thermometers and thermostats, TV and computer monitors, and other mercury containing devices. Universal wastes are illegal to dispose of in the trash.

Departments/Divisions can bring fluorescent tubes/bulbs and batteries to Central Stores. Central Stores will ask for an account number to charge disposal fees for these items.

Batteries must be sorted by type and placed in the appropriate labeled containers at Central Stores:

- Alkaline batteries include standard 6-volt, 9-volt, AAA, AA, C, and D. Alkaline batteries are usually found in slow-drain devices such as flashlights, smoke detectors and remote controls.
- Lithium batteries include high-performance AA and AAA batteries, some camera batteries, and small “button” batteries (round, flat batteries found in watches, calculators and hearing aids).
- Rechargeable batteries include nickel metal hydride (Ni-MH), nickel cadmium (Ni-Cd), and lithium ion (Li-ion) batteries. Rechargeable batteries are found in cellular and cordless phones, cordless power tools, laptop computers and two-way radios. Small Sealed Lead (Pb) batteries (weighing less than 2 lbs./1 kg per battery) can also be recycled with rechargeable batteries. Departments and/or Divisions may also request their own free box to recycle rechargeable batteries online at Call2Recycle.org.

**Hazardous Wastes:** Products are considered hazardous waste if they may pose a hazard to human health or the environment. This includes: acids, antifreeze, automotive products, fire extinguishers, floor & furniture cleaners, gasoline & flammables, household cleaners, paint, pesticides & herbicides, poisons, pool chemicals, propane tanks, solvents, and more. Hazardous waste is illegal to dispose of in the trash.

If no other program to dispose of hazardous waste is available, Departments and/or Divisions may bring their hazardous waste to the YCCL through the Conditionally Exempt Small Quantity Generator (CESQG) program. There is a fee to dispose of hazardous waste at the landfill, depending on the type and quantity of the hazardous waste. More information about the CESQG program is available at YoloCounty.org.
Responsibility
Public Works, for the administration of this policy.
All departments, for implementing this policy.

Approved:

Steve Pinkerton
City Manager