

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-375
APPROVAL:		EFFECTIVE DATE March 1, 1998
	SUBJECT: WASTE PREVENTION AND RECYCLING PROGRAM	PAGE 1 OF 4

PURPOSE: To promote waste prevention and recycling in state government and to achieve the statewide goal of reducing the amount of recoverable general solid waste by 50% by the Year 2000 as directed by ORS 459A.010. The purpose of this policy is also to define the role of the State Waste Prevention and Recycling Program and the responsibilities of state agencies. In accordance with ORS 279.550, It is the policy of the state to conserve and protect its resources. The maintenance of a quality environment for the people of this state now and in the future is (also) a matter of statewide concern.

ORS 279.550 to 279.650 directs the Department to establish two programs now called the Waste Prevention and Recycling Program and the Buy Recycled Program. Each program is responsible for providing all state agencies with assistance and information to achieve the 50% by 2000 goal. The Waste Prevention and Recycling Program resides in the Division (see DAS/TPPSD policies for information on the Buy Recycled Program).

POLICY: It is the policy of state government to support activities and programs which conserve and protect Oregon's resources.

DEFINITIONS: The following definitions shall apply to the terms as used in this Policy

Agency Coordinator: An employee, usually appointed by the agency director, who acts as the primary contact with the State Waste Prevention and Recycling Program, coordinates information and agency plans with all of their agency's branch office site coordinators, and forwards requests for information or technical assistance to the State Waste Prevention and Recycling Program.

Site Coordinator: An employee located at each branch or other location who works with agency coordinators and the State Waste Prevention and Recycling Program to educate agency staff on proper waste prevention and recycling techniques.

PROCEDURE:ResponsibilityAction

State Waste
Recycling and Prevention
Program

1. Interprets state laws relating to waste prevention and recycling.
2. Analyzes program operations.
3. Implements program changes necessary to meet state mandates and recycling market changes.
4. Arranges for the education of state and legislative employees on proper separation and collection systems for recycled materials.
5. Identifies practices that produce waste and areas where waste reduction can be applied.
6. Communicates changes to all state agencies.
7. Monitors progress of state government waste prevention programs by coordinating annual waste audits.
8. Ensures the negotiation and management of contracts for the sale of materials that are generated in such quantity to be of economic and environmental benefit to the state.
9. Serves as a communication link between state agencies, contractors, waste prevention and recycling communities and interested person by interpreting laws, rules, regulations, policies and contract requirements.
10. Establishes, maintains, and distributes to state and legislative agencies statistical records and reports on recycling rates for materials recovered from the waste stream.
11. Establishes policies for waste prevention and recycling.
12. Coordinates and conducts the annual Waste Prevention and Recycling Recognition Awards Program.
13. Facilitates a State Waste Prevention and Recycling Committee.

Agency

1. Establishes employee waste prevention and recycling awareness and training programs which:
 - a. Define agency expectation for waste reduction and recycling;
 - b. Incorporate waste reduction and recycling information in each new employee orientation;
 - c. Provide employees with lists of recyclable or reusable materials at their work places.
2. Each agency director shall designate an **agency** waste prevention and recycling coordinator who shall act as the primary contact with the State Waste Prevention and Recycling Office, and who shall coordinate information and agency plans with branch office **site** coordinators. ~~and~~
3. Agency directors, agency coordinators and site coordinators shall forward requests for information or technical assistance to:

Waste Prevention and Recycling Program
1225 Ferry Street SE U100
Salem, OR 97301-4281
Office: (503) 378-2168
Fax: (503) 373-7210
4. Agency waste prevention and recycling coordinators ~~and~~ shall coordinate and conduct annual agency waste stream composition audits and surveys. Coordinators shall ensure that audit results are properly forwarded to the State Waste Prevention and Recycling Program.
5. An agency coordinator may also be a site coordinator. A site coordinator may establish a site recycling team to help develop and implement agency specific recycling plans and goals. In order to ensure that different division, floors, agencies, and custodial staff are represented, teams should be composed of representatives from all interested parties in an organization.
6. Agency coordinators shall monitor individual participation in waste prevention and recycling programs and provide in-house recognition to outstanding participants. Names of outstanding participants should also be submitted to the State Waste Prevention and Recycling Office as nominees for the annual state government recognition awards program.

7. Site coordinators shall work with agency coordinators and the state waste prevention and recycling coordinator to educate agency staff on proper waste prevention and recycling techniques.
8. Site teams shall cooperate to establish details of material collection, storage, and pick-up, as well as to conduct annual waste audits.
9. Complies with policies set forth by the Waste Prevention and Recycling Program except any single activity or facility of any state agency which is exempted by the Governor as provided in ORS 279.735 (3).