

Section 1 **RECYCLING AND WASTE MANAGEMENT POLICY** **17100**

Overview [revised 08/15/11] **17110**

The Department of Justice (DOJ) is committed to protecting the environment by reducing all types of waste and emissions. The DOJ strives to minimize adverse impact on the air, water, and land through pollution prevention and waste abatement. By preventing pollution at the source, the DOJ may save resources, increase operational efficiencies, and maintain a safe and healthy work place for its employees. By reducing waste, DOJ saves valuable resources and reduces the impact on the environment.

As part of DOJ’s integrated approach to waste management, it is the policy of this Department to implement cost-effective waste prevention practices for all in-house and external operations. This is accomplished in accordance with state laws and rules which:

- Mandate waste diversion practices, minimize the generation of waste and support the use of recycled materials, including maintaining our facilities in an environmentally preferable way that will benefit the health of our employees, visitors, maintenance personnel and the natural environment;
- Recommend following the Waste Management Hierarchy—the order of preference of waste management techniques, reduce, reuse, recycle, dispose, as specified in §40051 and §40196 of the California Public Resources Code;
- Establish standards and procedures to use recycled content products; and
- Promote environmentally preferable purchasing.

All managers, supervisors, and employees are expected to be familiar with this policy and promote environmentally responsible practices. The Division of Administrative Support (DAS) will facilitate departmental compliance with this policy. Divisions will assign staff to serve as On-site Recycling Coordinators. Green Office-DOJ (<http://mydoj.caldoj.net/green-office>) will assist, collaborate with, and support waste reduction and reuse efforts departmentwide, and will support the use and procurement of environmentally preferable equipment.

The DAS will assist offices and establish procedures to ensure compliance and proper application of the Recycling and Waste Management Policy.

Authority **17120**

- California Codes, Public Resources Code, Sections 42560-42562 (Paper Recycling)
- California Codes, Public Resources Code, Sections 42920-42926 (Integrated Waste Management Plan)

- California Codes, Public Contract Code, Sections 12200-12217 (State Agency Buy Recycled Campaign)
- California Codes, Public Contract Code, Sections 12400-12404 (Environmentally Preferable Purchasing)
- Unofficial California Code of Regulation (CCR), Title 22, Division 4.5, Chapter 23
- State Administrative Manual Chapter 1900 (Waste Prevention and Recycling of Non-Hazardous Waste)
- Code of Federal Regulations (CFR), CFR Title 40, Chapter 1, Part 273 (Universal Waste Regulation)

Waste Reduction Program **17130**

Roles and Responsibilities **17131**

Each DOJ office is responsible for designating an On-site Recycling Coordinator to coordinate recycle activities and share information. The On-site Recycling Coordinator works with the DOJ Recycling Coordinator to achieve reporting requirements. Check with your manager or supervisor to identify your On-site Recycling Coordinator or contact the DOJ Recycling Coordinator for this information.

A. DOJ Recycling Coordinator

The On-Site Recycling Coordinator submits mandated reports, implements new recycling programs, and coordinates with other DOJ offices. The coordinator also keeps the Department and the Green Committee-DOJ updated on recycling trends, technology and amendments/changes to recycling policy and laws. The DOJ Recycling Coordinator works closely with the Green Committee-DOJ and also advises offices statewide on recycling efforts, assists in the procurement of recycling containers and contracts for recycling disposal, and serves as a liaison with facilities and janitorial staff to resolve issues that impact recycling. The DOJ Recycling Coordinator represents the Department on the State Agency Recycling Coordinator’s Committee (SARCC).

B. On-site Recycling Coordinators

On-site Recycling Coordinators are designated for each DOJ office. These on-site coordinators are trained on waste management in order to perform their responsibilities effectively. They are responsible for providing the DOJ Recycling Coordinator with reports to ensure compliance with mandated reporting requirements of the California Integrated Waste Management Board (CIWMB). The coordinators should also ensure that any unmet needs or opportunities for improvement are assessed, and collaborate with Green Office-DOJ to increase employee awareness and advance efforts to reduce waste and increase recycling.

C. Green Office-DOJ

To help the DOJ’s environmental practices, local Green Committees have been formed statewide. These committees are comprised of employees who review

the DOJ's business practices and make recommendations on how the Department can reduce and mitigate harmful environmental consequences of departmental operations. The DAS oversees the Green Committees. Employees who are interested in joining or establishing a Green Committee should send their request via email to GreenOffice-DOJ@doj.ca.gov

D. DOJ Employees

All managers, supervisors, and employees are expected to be familiar with this policy and promote environmentally preferable solutions.

Waste Reduction and Recycling

17132

The DOJ has implemented an extensive recycling and waste reduction program in each office for recycling and reusing whenever possible. The goal for DOJ is to reduce 50 percent landfill waste. Activities and business practices to attain this goal include:

- A. Increasing employee awareness of recycling programs and opportunities by placing large clear signage in appropriate locations throughout DOJ owned/leased facilities.
- B. Educating employees on program goals through the Intranet and e-mail.
- C. Maintaining awareness of program progress and challenge employees to improve efforts by publicizing waste disposal/recycling data.
- D. Designating a well-marked, specific area for recycling in each office. All employees are expected to recycle the following:
 - Paper (white, mixed color, newspaper)
 - Cardboard
 - Plastic
 - Glass
 - Aluminum/Metal
 - Toner cartridges
 - Telephone books
 - Batteries

Paper Reduction Campaign

17133

- A. The DOJ has adopted the following business practices to reduce paper usage:
 - 1. Negotiate with outside photocopy/reprographic vendors to print/copy DOJ documents as double-sided whenever possible.
 - 2. Use an electronic method to store documents or disseminate information, such as forms, documents, and manuals.

3. Endorse and encourage internal and external documents be printed double-sided.
 4. Encourage RFP bids to be submitted electronically, or submitted as a double-sided documents and limit extraneous materials.
- B. DOJ offices have designated office supply reuse centers and/or areas to allow for excess and used supplies to be reused. Such supplies might include: binders, file folders, staplers, paper clips, pens, notepads, and desk accessories. Employees are encouraged to use these supplies instead of purchasing new supplies.
- C. The web and other electronic media shall be used for distribution of documents and miscellaneous materials. For example:
1. Use e-mail whenever possible instead of distributing printed material and/or documents.
 2. Store timesheets, invoices, and documents electronically.
 3. Provide newsletters to staff electronically rather than as printed copies.
 4. Provide information on how to reduce junk mail received at DOJ and at employees' homes.
 - Example: Visit www.dmachoice.org
<https://www.dmachoice.org/dma/member/home.action;jsessionid=242D3E6A60E0D727E09BB929A335E740.tomcat2>

Equipment Usage

17134

Equipment (including computers and monitors) shall not be replaced without justification. The DOJ will replace and/or upgrade equipment to efficient Energy Star rated and/or other DOJ-approved efficient models.

E-Waste- Computers and Appliances

17135

State-owned equipment that is obsolete or broken, including computers, appliances and general electronic waste, will be surveyed out according to the DOJ's property rules and DGS guidelines. These guidelines permit surveyed items to be picked up by an organization that salvages or recycles the materials and diverts 100 percent of the waste in an environmentally-responsible manner. Staff in charge of surveying equipment should seek organizations that salvage or reuse equipment over disposal whenever possible. The California Integrated Waste Management Board maintains a list of organizations that collect specific types of electronic equipment for reuse or recycling.

(Ref: <http://ciwmb.ca.gov/Electronics/Collection/RecyclerSearch.aspx>)

For assistance, contact the DOJ Property Controller in DAS. It is the goal of the DOJ to achieve a 100 percent diversion rate.

Furniture and Other Salvageable Waste **17136**

Salvageable waste is waste that can be redirected from the landfill for reuse. Furniture and appliances from DOJ offices in quality condition should be reused within the office or sent to another office whenever possible, otherwise it should be donated to public schools or recycled through the DGS property reutilization guidelines. (Ref: <http://ciwmb.ca.gov/Electronics/Reports/Search.aspx>). Contact the DOJ Property Controller in DAS for assistance in surveying furniture and appliances.

Procurement of Recycled Content Products and Environmentally Preferable Purchasing (EPP) [revised 08/15/11] **17137**

The DOJ will buy recycled content products, goods and services that have a reduced effect on human health and the environment when compared to competing goods or services. The following resources are available to assist employees and managers with purchasing decisions:

- Product catalogues that include the recycling logo, Forest Stewardship Council, and Energy Star ratings to denote environmentally friendly products.
- Green California Website, EPP Best Practices Manual
<http://www.ciwmb.ca.gov/EPP>
- California Integrated Waste Management Board EPP website.
<http://www.ciwmb.ca.gov/EPP>
- U.S. Environmental Protection Agency EPP
<http://www.epa.gov/epp>

The DAS Purchasing Unit can assist employees to make informed environmental purchases. In so doing, the department will strive to meet or exceed mandated 50 percent procurement of recycled content goods in specified product categories. Preference in purchasing will be given to acquisition of goods with the greater percentage of recycled content or with a reduced effect on the environment.

Other Waste Reduction and Recycling **17140**

The On-site Recycling Coordinator and/or Green Office-DOJ representatives, where feasible, may facilitate the following:

Construction and Demolition Waste **17141**

Construction plans and the contracting documents for construction projects inside and/or associated with the office (including retrofits, renovations or modifications) shall

specify that all construction waste, including demolition waste and land clearing waste (if applicable) be qualified by type of material and weight. Additionally, at least 50 percent (optimally over 75 percent) will be recycled and/or salvaged. Reports must be kept as required by DGS and the DAS Facilities Unit. Contact the DAS Facilities Unit for assistance.

Food Waste **17142**

Food waste may be composted and thereby diverted from the landfill.

Green Waste **17143**

Landscape waste may be mulched and/or composted.

Pallets **17144**

Wood pallets should be reused or recycled.

Battery Recycling **17150**

Overview **17151**

The Universal Waste Regulations (see authority section) cover the recycling and disposal of both dry-cell single-use alkaline and rechargeable batteries to prevent the harmful effects of this waste on human health and the environment. This section sets forth the procedures to obtain and ship containers, reporting, and specific processing steps required for the safe storage and recycling of batteries. There are significant costs associated with the collection, handling, storage, shipping and recycling or disposal of batteries. The collection system established for the DOJ offices is internal to handle battery usage during the employee's normal course of duties for the state.

- If individual DOJ offices do not have a personal battery collection and pick-up system in place, batteries shall be collected and taken to an appropriate collection facility in the community.

Battery Procurement **17152**

- A. Purchase rechargeable batteries if possible.
 1. Rechargeable and single-use batteries are available for most types of equipment, such as, calculators, cameras, label makers, micro-cassette recorders, flashlights, GPS receivers, and Personal Digital Assistants (PDA). (PDA users should check with computer support staff before switching to rechargeable batteries so the appropriate settings are changed.) Many products such as laptop computers, cellular phones, and cordless drills use rechargeable batteries.

2. The purchase of single-use batteries is discouraged and the appropriate rechargeable alternative is encouraged. Rechargeable batteries may be purchased from retailers and online distributors (check with your procurement office). Each manufacturer makes various claims about the effectiveness of their batteries. While all rechargeable batteries are perceived to be a better choice than single use batteries, NiMH (Nickel Metal Hydride) batteries currently appear to have the longest life, highest performance, and may be an environmentally preferable option.

Using rechargeable batteries is cost effective and reduces disposals to landfills. To encourage staff to utilize and recharge these batteries, labels prompting the user to recharge the batteries should be placed on the battery-operated devices. As an example, appropriate wording may be: "This device uses rechargeable batteries."

3. Purchase single-use batteries only after consideration of the use and cost of rechargeable batteries.
4. Centralize the procurement of batteries as appropriate, to educate employees on disposal requirements, rechargeable alternatives, and effects on landfills.
5. Batteries have a limited shelf-life. Do not overbuy; limit stock to a one-year inventory.

Battery Storage and Use

17153

- A. Store batteries in a cool, dry place away from direct sunlight and other heat sources. Refrigeration is not necessary, nor is it recommended. If batteries are stored in the refrigerator, they must be warmed to room temperature (approximately two hours) and condensation should be wiped-off before use.
- B. Never freeze batteries.
- C. Protect batteries from being damaged, crushed, punctured, or short-circuited.
- D. Store rechargeable batteries with a full-charge when not in use. This will extend their use by preventing over-discharging, since all batteries slowly discharge.
- E. Store batteries as sets, based upon recharging date (rechargeable) or original manufacture date (single use). The use of batteries in sets will maximize battery and equipment performance.
- F. Return batteries to the charging station as soon as possible after the charge has been exhausted and store with a full charge.

Battery Waste

17154

- A. Each office has a battery disposal bucket for staff's battery waste collection/storage. Contact your On-Site Recycle Coordinator for specific information.
1. Only batteries generated in normal work activities should be managed through this process.
 - For batteries used at home or from personal electronic equipment, visit a local Household Hazardous Waste Program Internet page or the local yellow pages for information on recycling/disposal of batteries in your community.
 2. Dispose of batteries at the office's designated battery collection site. All batteries must be taped at both ends prior to being placed in the collection container (plastic tape is acceptable but electrical tape is preferred). This will prevent any sparking or charges from other batteries that may cause overheating and possible fires.
 3. When rechargeable battery performance is significantly diminished, batteries must be delivered to the designated battery collection area.
 4. Batteries with evidence of leakage, spillage, or damage must be double bagged, and the following precautions taken:
 - Limit your exposure to the batteries and leaked material (use appropriate gloves if necessary).
 - Place batteries and leaked material in a sealed container, and thoroughly wash hands and/or areas exposed to batteries and leaked material.
 - Contact your emergency/safety coordinator if you need guidance or assistance.

Battery Waste Collection/Storage at each DOJ Office

17155

- A. Each office is responsible for establishing a centralized battery collection point for use by their staff.
- B. The On-Site Recycling Coordinator is responsible for providing an appropriate collection container, sealable plastic bags, and plastic or electrical tape at collection point(s). Containers will be labeled as Universal Battery Waste and indicate the accumulation start date. When full, or once every 12 months, the On-site Recycling Coordinator will arrange for transportation and/or pickup in accordance with instructions provided on the container by the contractor.

- The On-site Recycling Coordinator will complete the required mailing label provided with each container from the contractor. A log of all received and shipped containers with receipts must be kept at each office for three years.
- C. The DAS has established a Master Service Agreement (MSA) contract for the disposal of single use batteries. This MSA is funded through DAS and the contractor will automatically ship the containers directly to the recycle coordinators at each office and bill DAS.
- The plastic bucket container includes processing instructions and return shipping information, which is paid for by the contractor.
 - A copy (photocopy) of the shipping label (or receipt) must be retained by the On-site Recycling Coordinator for reporting and tracking purposes for three years.

Shipment of Waste Batteries

17156

- A. As needed, or once every 12 months, batteries will be shipped off-site. Shipping costs will be paid by the contractor.
- B. The contractor will provide information regarding the shipment (weight, date of shipment, and final destination) for each container.
- C. When the container is full and ready to be shipped, the On-site Recycling Coordinator will contact the contractor (toll free number is included on the container) for an authorization number that should be placed on the mailing label.
- D. Shipping is provided through FEDEX and instructions are included with the container. The contractor can answer any questions when the On-site Recycling Coordinator calls for the authorization number prior to shipping.
- E. A new container will be shipped automatically by the contractor.

The use of mercury in batteries was discontinued in the late 1990s. If a mercury battery needs to be disposed of, contact the DOJ Recycling Coordinator for specific handling guidelines.

Reporting

17160

The On-site Recycling Coordinator reports all recycling activities quarterly on a Waste Reduction and Recycling Program Worksheet.

The DOJ Recycling Coordinator compiles an annual summary report of departmentwide office recycling activities gathered from the Waste Reduction and Recycling Program Worksheet. The report is submitted annually to the California Integrated Waste

Management Board (CIWMB). The Coordinator compiles and submits other reports as requested by the Department.

More Information

17170

Questions regarding this policy should be directed to the DOJ Recycling Coordinator at (916) 324-5123 or through email at RecycleCoordinator@doj.ca.gov.