



SECTION: GA
TOPIC: RECYCLE 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RESOURCE CONSERVATION AND RECYCLING

Community Work Services oversees the recycling program for the Lakeview and City-County Building facilities. Individuals who are supported by this program pick-up recyclable papers in the offices throughout the building. Pick-ups for each office vary from one time per week to three or four times per week, depending on the office's need. A job coach from Community Work Services either works closely with the individuals picking up the paper to be sure they are receiving the support needed, or may just periodically check on individuals doing recycling who are more independent.

Dane County offices located in facilities other than the City-County Building and Lakeview also participate in recycling on a departmental basis.

END OF NARRATIVE



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ADMINISTRATIVE PRACTICES MANUAL

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1. All County departments shall recycle acceptable paper products, glass and aluminum.
2. All unacceptable items should be removed from recyclables:
carbon paper; tissue paper, photographs; food/candy wrappers; cardboard; styrofoam;
books; aluminum; glass; rubberbands; paperclips; inkrollers from copiers.
3. Materials to be recycled should be placed in appropriate containers.

END OF POLICY



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RESPONSIBILITY

Employee

ACTION

1. Removes all rubberbands and paper clips.
2. Sorts material to be recycled in appropriate container. Acceptable papers are listed:
 - a. White paper
 1. White letterhead
 2. White photocopying paper (uncoated)
 3. White typing paper and note paper
 4. White computer print-out paper (without carbon leafs)
 5. White and green-bar computer paper (high grade)
 6. White windowless and non-labeled envelopes
 7. White NCR papers and forms
 8. White index cards and tab cards
 - b. Mixed paper
 1. Colored paper
 2. Glossy and coated paper
 3. Envelopes with windows and labels
 4. Post-it notes
 5. File folders
 6. Ream wrappers
 7. White and green-bar computer paper (low grade)
 - c. Newspapers and magazines
Self-explanatory

END OF PROCEDURE