

0340.06 Paper Recycling

Issued January 6, 1997

SUBJECT: Paper Recycling

APPLICATION: Executive Departments and Sub-units, the Judicial and Legislative Branches of State Government.

PURPOSE: To centralize and administer the collection, processing and recycling of wastepaper from all State of Michigan offices.

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SUMMARY: State offices are required to participate in a paper recycling program. Facilities Administration - Building Operations will, to the extent possible, offer assistance to agencies in the recycling program.

APPLICABLE FORMS: None

PROCEDURES:

DMB, Facilities Administration, Building Operations Division:

- Is authorized to implement the requirements of Public Act 411 of 1988 as it relates to the recycling of wastepaper.
- Administers internal resources and contractual services for the pickup of recyclable office paper for those agencies within Ingham and Eaton counties in both DMB owned and managed buildings as well as leased facilities. Ensures contractual services provider maintains the segregation of paper.
- Assist facilities in Ingham and Eaton counties with information, education and guidance in ensuring that paper is properly recycled and that contaminants are not included in the recycling effort.
- Assist locations not served through current services with information and education in office paper recycling, to the extent possible.

- Provide direction on paper sorting and facility procedures related to recycling.

DELEG Bureau of Energy Systems, Green Practices Section

- Assist state offices with information and education in recycling.

Agency:

- Required to establish, participate, and expand wastepaper recycling.
- Must provide a recycling coordinator to act as a liaison between the agency and Facilities Administration – Building Operations. Multiple coordinators within a department or agency are desirable to facilitate activities within the various facilities to be served.
- Collects cardboard, newsprint, white paper and mixed color paper for recycling where services are provided.
- Must instruct employees on the proper methods of source separation.
- Must ensure that unacceptable contaminate items such as: plastic wrapping, carbon paper, metal fasteners, etc., are removed from the paper to be recycled prior to shipment.
- Agencies may be charged for additional services, which are determined by location served, frequency of pickup, inappropriate paper sorting, and volume of material being picked up.
- Maintains responsibility for:
 - Ensures only business waste is recycled (no personal materials brought in from home to be included).
 - Obtaining additional equipment and supplies necessary to facilitate the collection of recycled paper.
 - Designating centralized locations within their areas for paper grade separation at the source.
 - Enforcing employee participation.
 - Ensuring that employees do not remove paper that should be recycled.
 - Ensure proceeds from the local sale of recycled material are deposited in the State's accounting system as miscellaneous revenue.
- May not use the recycling program to dispose of documents that contain sensitive personal information unless those documents have been destroyed (see Administrative Guide 0340.07 Destruction of Confidential Records).

Employees

- Employees are required to sort paper to be recycled at their desk or work-site and empty into intermediate containers based on guidelines provided by Facilities Administration. Paper is to be stored, keeping materials clean, dry and free from contaminants.

Procedure 0340.07

Update Date: 07/16/2009

- Intermediate boxes are to be emptied by custodial personnel or volunteers, when necessary, into large Gaylord boxes or designated receptacles for pickup and transportation.
- In locations where space precludes use of Gaylord boxes, a small mobile cart or plastic trash bag may be used.

General

- Ensure that documents that have been shredded are included in recycling.
- Additional information and assistance in establishing or expanding a program relative to these procedures may be obtained by logging onto the [State's Recycle Program](#) website.

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