



## CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

**PROCEDURE(S): INTERNAL RECYCLING POLICY**

**EFFECTIVE DATE: JANUARY 1, 2019**

**REVISION DATE(S):**

### **INTERNAL RECYCLING POLICY**

#### **A. Introduction**

Recycling is a key component of waste management and helps in the conservation of energy and natural resources while reducing waste. The City of New Braunfels is an example to its citizenry and business community for recycling and waste reduction efforts. The City is committed to protecting and improving the environment by diverting commonly used materials from the landfill for recycling, such as paper, cardboard, plastic containers, and aluminum cans. As outlined in this policy, the City of New Braunfels requires that all City employees, while at work in City buildings, comply with the recycling requirements in this policy.

#### **B. Purpose**

The purpose of this internal recycling policy for City of New Braunfels employees is:

1. To maintain the City's commitment to sustainable practices,
2. To reduce landfill waste and costs associated with disposal,
3. To preserve natural resources for future generations, and
4. To demonstrate leadership in recycling and waste reduction.

#### **C. Employee Responsibilities**

1. It shall be the responsibility of all City employees and departments when in City buildings to participate in recycling and waste reduction programs and activities. This policy regards the responsibilities of recyclable waste generated by City employees while at work but understands that in certain circumstances while conducting City business, recycling may not be possible or logical at all times.
2. It shall be the responsibility of the City's Solid Waste and Recycling Division (SWRD) to empty the outdoor recycling containers, which contain materials collected from inside City buildings, and transport the material to a recycling processor.



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- a. For purposes of this policy, “recycling container” refers to a 96-gallon cart, or a 3, 4, 6, or 8 cubic yard dumpster.
- b. Recycling containers are hoisted and emptied into a truck operated by SWRD employees. To ensure that recycling policy and procedures are being followed, the City’s Recycling Coordinator or designee may request feedback about departments’ recycling or perform a waste / recycling audit.
- 3. Employees can bring items to the drop-off location, City Recycle Center located at 488 S. Castell, near the Municipal Building. Employees are to utilize the drop-off for items such as scrap metal that are not accepted in the outdoor recycling containers serviced by SWRD. If a one-time event generates a large quantity of recyclables that cannot or do not fit in the outdoor containers, employees can bring any of items listed in Table 1 to the City Recycle Center as well.

**D. Procedures**

1. Recyclable Items

The following items are recyclable from City buildings but are generated in separate areas (see Table 1 below). City employees shall recycle the items below, and not place them in the garbage.

Table 1.

Offices, copy room, conference room	Break rooms, common areas (locations in contact with food)
<ul style="list-style-type: none"> <li>• Mixed paper:               <ul style="list-style-type: none"> <li>○ white office paper</li> <li>○ colored paper</li> <li>○ post-it notes</li> <li>○ phone books</li> <li>○ magazines</li> <li>○ glossy or inked paper</li> </ul> </li> <li>• Shredded paper</li> <li>• Cardboard</li> <li>• Newspaper</li> </ul>	<ul style="list-style-type: none"> <li>• Plastic containers #1-#7               <ul style="list-style-type: none"> <li>○ Juice/water/soda bottles</li> <li>○ Creamer bottles</li> <li>○ Yogurt cups</li> <li>○ Coffee containers</li> </ul> </li> <li>• Aluminum cans</li> <li>• Steel/tin cans</li> <li>• Milk/juice/soup cartons</li> <li>• Glass food and beverage containers</li> </ul>



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2. Although all items in the table above are recyclable, some locations may have recyclables separated into two separate recycling containers.
3. Containers will be clearly marked.
4. Depending on the location, cardboard items may be kept separate in order to keep it clean and dry. This will ensure a higher return from this commodity and improved recyclability.
5. As much as possible, recyclables containers that are in contact with food or beverages shall be emptied and rinsed before placing in recycling receptacles. Trash or food residue with recyclables is called contamination. Excess contamination of recyclables could result in the rejection of the materials collected by the processor and higher fees to the City
6. City buildings that generate a large quantity of recyclable cardboard may be required to place cardboard material in a cardboard-only recycling container. As with any container that holds recyclables, cardboard-only containers must be free of all garbage. Wet, food-contaminated, or painted cardboard is not recyclable.
7. Accepted items may change depending on markets and resources without amendment of this policy, but at minimum, notice will be given to City departments and employees.

### **E. Collection Procedures**

The Solid Waste and Recycling Division (SWRD) will collect the contents of the recycling containers located outside of City buildings. (SWRD responsibilities do not include recycling bins used inside City buildings, or outdoor containers that are not compatible with SWRD collection equipment.) The frequency of the collection will vary by location and department. Employees are to contact SWRD for questions or service relating to outdoor recycling containers.

### **F. Expansion and Other Programs**

If a City building/employee/department seeks to expand the established recycling program to include other items not listed in the policy, they may contact the SWRD for guidance or with questions. Any program added that involves recycling items not currently part of established residential or commercial SWRD programs, will be the responsibility of the implementing building/employee/department to manage and monitor the recycling program. Addition of any items to this policy will require approval of SWRD, and City Management.



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