



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.13
TO: All City of Dublin Employees
FROM: Megan O'Callaghan, City Manager <i>Megan O'Callaghan</i>
SUBJECT: Waste Minimization and Office Recycling Program
DATE: March 17, 2023
<i>Supersedes and replaces Administrative Order 1.13, dated January 26, 1998 regarding same subject.</i>
PROPONENT: Office of the City Manager

1. PURPOSE

In recognition of the environmental crises facing the planet, the City of Dublin calls of its employees to serve as examples of conscious environmental stewardship. Waste minimization and recycling products are key ways in which the City and its employees can serve as responsible role models by reducing the City of Dublin's environmental footprint.

2. WASTE MINIMIZATION

Waste minimization is the most important action City employees can take. Waste minimization not only helps the environment, it also has a direct and immediate impact on the City's finances. Measures and practices that are recommended and should be adhered to by all employees to minimize waste and to be environmentally minded include:

- (1) Make two-sided copies;
- (2) Reuse draft sheets of paper in copy machines for other drafts and for scrap notepaper. Designate an area in the office to collect paper for these uses;
- (3) When circulating memos, use a single copy with a routing slip instead of multiple copies for each person;
- (4) Use a bulletin board in your department/division to promote waste minimization and environmental awareness;
- (5) Maximize use of your own cup for coffee, tea, soft drinks, etc.;
- (6) Minimize use of plastic dinnerware and/or utensils and paper napkins, plates, etc.;

(7) Reuse boxes/containers used to ship supplies to the City, or return them to the vendor for its reuse;

(8) Encourage electronic communication via a Local Area Network to send inter-office memoranda, post event calendars, access phone lists and documents such as Ordinances, Administrative Orders, Code of Personnel Practices and Procedures, Compensation Plan, etc.;

(9) Identify reports that can be duplexed, or reduced in the number of copies printed.

3. OFFICE RECYCLING

Over the past few years recycling manufacturing and markets have matured to the point that most products utilized in an office setting are recyclable.

A. Paper and Plastic Recycling

(1) Nationally, each office employee creates an estimated one to two pounds of mixed office paper daily. Over 70% of the waste paper generated in an office is recyclable. Recycling just one ton of paper can save the resources derived from 17 trees.

(2) In an effort to reduce the amount of paper sent to landfills the City of Dublin has developed a recycling program for mixed office paper. The City provides desk side recycling bins for employees to recycle. Additionally, there are recycling bins located throughout City buildings for employees to use at their convenience. Recycling bins are emptied by the custodial employees.

(3) If additional desk side recycling bins are needed employees may request them from the Division of Facilities & Fleet Management.

(4) The Division of Facilities & Fleet Management is responsible for assuring the custodial employees empty the desk side recycling bins at least once per week.

(5) All recycling bins are emptied into larger receptacles located at each City office building. Recycling can also be thrown directly into these receptacles by employees. The locations of these large receptacles are:

- a. City Hall – Recycling Dumpster;
- b. Justice Center – Brown Rumpke Bins;
- c. Service Center – Recycling Dumpster;

d. Dublin Community Recreation Center – Recycling Dumpster.

(6) The large brown barrels are to be used for mixed paper recycling only and no other items/debris/refuse should be thrown into the barrels.

(7) The Division of Public Service and the Division of Engineering is responsible for assuring the contracted service provider empties the brown barrels as specified in the contract.

(8) The following paper items can be recycled:

- a. Copy paper;
- b. White and colored paper;
- c. Plain fax paper (no thermal);
- d. Computer Paper;
- e. Adding Machine Tapes;
- f. "Post-it" Notes;
- g. Folders (Manila);
- h. Advertisements;
- i. Envelopes (including window envelopes);
- j. Newspaper;
- k. Phone Books;
- l. Magazines;
- m. Catalogs;
- n. Chipboard;
- o. Typewriter Paper;
- p. Letters;
- q. Brochures (without glue binding);

- r. Colored Paper (No Heavily Dyed Paper);
- s. Message Sheets;

t. Index Cards;

u. Carbon-less Forms;

v. Corrugated cardboard (cut down to 4' x 4') and stacked neatly next to the large paper recycling barrel. If space does not allow for this please send an Inter-Departmental Work Request to Streets & Utilities and they will pick the cardboard up and store it until the scheduled collection day for office paper recycling;

w. Blue prints;

x. Aseptic paper soup, milk and orange juice containers.

(9) The following non-paper items can be recycled:

- a. Aluminum and bi-metal beverage cans;
- b. Tin/steel cans (lids removed from cans may be placed inside);
- c. Clear, green and brown glass (metal lids from glass jars can be recycled);
- d. Number 1 and number 2 plastics that contained a liquid;
- e. Plastic Yogurt Containers and Butter Tubs.

(10) In order to recycle the items listed above the following procedures should be followed:

- a. Rinse all containers thoroughly;
- b. Remove lids and caps;
- c. Crush plastics.

(11) The following items can NOT be recycled:

- a. Plastic Bags;
- b. Soiled Paper;
- c. Pizza Boxes;

- d. Ribbons from Gifts;
- e. Gift Wrap;
- f. Facial Tissues;
- g. Paper Towels;
- h. Napkins;
- i. Waxed Paper;
- j. Frozen Food Containers.

B. Other Recyclable Items:

- (1) Electronic Waste (Located at 6555 Shier Rings Road);
- (2) Food Scrap Composting Drop-Off (Located at 6555 Shier Rings Road) - greasy Pizza Boxes and pumpkins are accepted as Food Scrap.