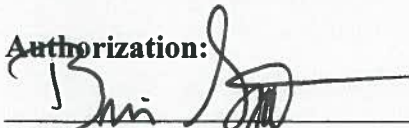





Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-12-01
Pages: 1
Subject Area: Recycling
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Title: Recycling Program

Authorization:


Director Parks & Recreation


Superintendent

Date: 2-21-12
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This program is based on the 3r's; Reduce waste before it starts, Reuse items and materials as much as possible and Recycle when possible.

CITY WIDE

The City is a partner in the Jackson County Recycling Partnership. As such, the City Managers Office has a staff person who coordinates city wide recycling opportunities. When scheduled, the City Managers Office posts recycling opportunities in the quarterly City newsletter; mailed to over 30,000 residents. The City provides paper recycling bags for all City departments which are placed at all copy machine/work areas.

PARKS AND RECREATION DEPARTMENT

The following responsibilities are for city recyclable material only.

When possible the department will partner with other City departments in promotion and support of city wide recycling programs.

Paper Goods: Building Maintenance shall provide bins for paper recycling bags and cardboard at a bin style holding area for pick up by a local disposal/recycling company.

Cans/Bottles/Comingle: Building Maintenance and the Recreation Division will supply and maintain recycle bags at each community center, other recreation facilities and events. These products shall be taken to a bin style holding area where it will be picked up by a local disposal/recycling company.

Leaf/yard Debris: Park Maintenance shall collect and compost or take to a local company to be recycled into mulch or chips for Department reuse.

Trees: Trees or large vegetation being removed should be cut into burnable wood sizes and made available to non profit organizations for distribution to those in need.

Lamps/Electrical Parts: Building Maintenance shall collect and place in a recycling box, provided through a local parts supplier, who will dispose of the products and provide certification to the Department.

Metal/Scrap: shall be collected in bins at the service yard and taken to a local agency for recycling.

- PRD = Parks & Recreation Department
- REC = Recreation Division
- PRK = Parks Division
- BMD = Building Maintenance Division