

## **Recycling Guidance and Procedure**

### **1.0 Purpose**

- 1.1 The Development Authority of the North Country (Authority) is committed to protecting and improving the environment by implementing sustainability measures across its organization. The Authority's Environmental Policy Case Statement is posted on its website at [www.danc.org](http://www.danc.org).
- 1.2 All State agencies and authorities are required by law to submit Executive Order 4 reports documenting their waste reduction and recycling initiatives to the Department of Environmental Conservation in October each year.
- 1.3 Executive Order 4 directs all State agencies and authorities to maximize opportunities to reduce the amount of waste generated, to recycle material recoverable from the solid waste originating at their facilities, and to maximize the procurement of recycled products. The active participation by State agencies and authorities in source reduction and recycling sends a positive message to the public, who is mandated, as we are, to undertake these activities under the Solid Waste Management Act of 1988. The Water Quality and Materials Management Division Managers, or their designees, are responsible for documenting the quantity and type of materials recycled on a monthly basis. The tracking is critical in the compilation of the Annual Executive Order # 4 Report, which is completed by the Environmental Coordinator.
- 1.4 Components of the Authority's Environmental Policy include waste reduction and recycling. The purpose of this procedure is to explain the internal processes for handling a variety of materials at various Authority facilities. Recycling reduces landfill waste and the need for new raw materials. A variety of commonly used materials can be recycled or composted. When possible, the Authority purchases environmentally-friendly products such as paper containing a percentage of recycled material and less hazardous products such as low mercury fluorescent light bulbs. The Authority also recycles rechargeable and single use batteries and toner cartridges.

### **2.0 Division Specific Recycling**

#### **2.1 Materials Management Facility (MMF)**

Recycling collection containers for commingled recyclables are located in the Operations and Maintenance (O&M) Building at all workstations and the breakroom. A separate container for plastic films is located in the breakroom, these films are taken to the Rodman transfer station for recycling. A 6-yard

single stream dumpster is located outside the O&M building and is picked up monthly. All commingled recyclables collected from recycling bins will be weighed, the values will be entered in the EO4 log as single stream recycling and then they will be placed in the single stream dumpster. Because of the large volume of cardboard generated, cardboard quantities will continue to be estimated by the cubic yard each month. The quantities of all recyclables will be summed and reported as single stream recycling for EO4 reporting.

## 2.2 Water Quality Management (WQM)

Single stream recycling has been performed at the Warneck Pump Station since October 15, 2013. Blue recycling baskets and totes in the offices and common areas are for the collection of paper, cardboard, cans, plastic containers, and glass. A separate container for plastic films is located in the breakroom, these are managed separately from other recyclables. A box is located in the break room for refundable bottles. Recyclables are collected weekly at the facility. Recyclables from the other WQM Authority-owned facilities are brought back to the Warneck Pump Station, as needed. All recyclables are weighed prior to being placed in the totes in the wetwell area.

## 2.3 Admin Offices – State Office Building

The Authority's Administration and Telecommunication offices are located at the Dulles State Office Building in Watertown New York. This facility is leased by the Authority and recycling is coordinated and contracted by the Office of General Services (OGS). Products that are generated by Authority employees at the State Office Building, which are not covered under existing recycling programs, may be recycled at the Materials Management Facility or the Warneck Pump Station.

## 3.0 Recycling Procedures

### 3.1 Designated Recyclables (to be placed in single stream recycling bins)

#### 3.1.1 Plastic Containers

Include: Rinsed Bottles, jars and tubs with resin codes 1-7. At the Materials Management Facility and Warneck Pump Station, all caps and lids must be removed. At the State Office Building, all caps and lids should remain on.

Do not include: Plastic bags, Styrofoam, plastic packaging, toys, motor oil containers, prescription bottles or clothes hangers.

#### 3.1.2 Glass Containers

Include: All color glass bottles, food and beverage containers and canning jars.

Do not include: Broken glass, drinking glasses, ovenware, ceramics, dishes, mirrors, window glass or light bulbs.

### 3.1.3 Metal Containers

Include: Rinsed Food and beverage cans, deposit cans, clean aluminum foil, rinsed pans and trays, empty aerosol cans and metal lids.

Do not include: Propane tanks, metal-cardboard containers, clothes hangers, silverware, small appliances microwave trays or paint cans.

### 3.1.4 Mixed Paper

Include: All paper without wax coatings, junk mail, magazines, phone books, paperback books, brown paper grocery bags and cartons (milk, juice & broth) and paper cups.

Do not include: Hard cover books, napkins, paper plates or paper towels

### 3.1.5 Cardboard

Include: Clean Lightweight cardboard (cereal & food boxes), corrugated cardboard and pizza boxes.

Do not include: Wax, plastic, styrofoam or metal coated cardboard.

## 3.2 Hard Cover Books

The Authority owns a book debinder that removes the binder and allows for the recycling of the paper. Hard cover books shall be collected at each division, contact Brian Wohnsiedler for pick up.

## 3.3 Plastic Film

Plastic grocery bags and other plastic films, including bread bags, cereal bags, plastic zipper bags (with zippers removed), newspaper bags, and plastic wraps found on products such as paper towels shall be collected for recycling. Do not place plastic films in with single stream recycling. Plastic bags and films can be recycled at the Jefferson County Transfer Station or the Town of Rodman Transfer Station.

## 3.4 Computers and Electronics

The Authority is a public benefit corporation and is eligible to dispose of all covered electronic equipment (CEE) at no cost at any of the County-owned transfer stations. The divisions shall collect all electronics ready for recycling by December 31<sup>st</sup> annually. Computers and Cell phones will be delivered to the main offices for processing by IT. Printers, Monitors, Scanners and other Electronics will be delivered to Warneck Pump Station. WQM staff will deliver the electronics to the Jefferson County Transfer Station and document the items recycled in the Executive Order 4 Log for reporting.

### 3.5 Used Oil Filters

The MMF provides for recycling of used oil filters. Authority facilities that generate oil filters should drain them for 24 hours and then store them in sealed 5 gallon pails for transport to the MMF where they will be picked up for disposal by Heritage Crystal Clean, the vendor that the Authority contracts with for recycling of select materials. Oil filters will be tracked by the MMF for reporting purposes.

### 3.6 Used Oil

All used oil generated will be transported to the MMF for recycling in amounts not to exceed 55 gallons. The division generating the oil will track the amount of oil recycled in the EO4 log.

### 3.7 Antifreeze

Authority facilities that generate used antifreeze shall collect it and transport it in clean 5-gallon sealable pails to the MMF where it will be transferred to a 55-gallon drum for recycling. Used antifreeze can be reused for winterizing equipment but in no case shall antifreeze be allowed to escape into the environment. When the recycling drum is full, the antifreeze will be recycled by Safety Kleen or other appropriate vendor.

### 3.8 Tire Recycling

When tires are purchased for cars and light duty trucks, waste tires will be recycled at the place of purchase of equal quantity and approximate size as tires purchased. Tires can also be recycled at the Jefferson County Transfer Station.

### 3.9 Printer Cartridges and Fax Toner

Most printer cartridges and fax toner can be returned to the supplier. All Authority divisions should purchase printer ink and fax toner from suppliers that allow returns of used printer and fax toner cartridges.

### 3.10 Scrap Metal

Scrap metal is accepted at any of the County transfer stations at no cost. The MMF has a dumpster onsite for scrap metal that is sent to a local scrap metal recycler when full.

### 3.11 Communication Devices

In accordance with the Authority's Communication Device Policy, cellular devices which are at the end of their useful lives will be processed by IT and donated to a not-for-profit organization where they will be refurbished or recycled.

### 3.12 Organic Material

Composting of coffee grounds and filters, eggshells, nutshells, fruits, vegetables, leaves, shredded newspaper, tea bags, house plants is a good way to reduce the amount of waste going to the landfill and should be implemented by all Authority facilities. Instructions for using the dual batch type composters are available in OnBase and additional guidance on composting in general can be found on the North Country Recycles website

## 4.0 Universal Wastes

Rechargeable batteries and Fluorescent bulbs contain hazardous materials and require special handling. The Universal Waste Management Plan shall be followed for handling and disposal of these items.

## 5.0 Record of Revisions

<b>Revision Number</b>	<b>Date</b>	<b>Changes Made</b>
Rev. 0	5/5/06	Document Created
Rev. 1	6/9/06	DANC Main offices added
Rev. 2	4/17/07	Cell Phone and OGS electronic scrap vendor added
Rev. 3	1/22/10	Added EO#4 requirements, oil filter and antifreeze recycling procedures

Rev. 4	5/17/11	Updated used oil, batteries and fluorescent bulbs, electronics, combined SWM/WQM procedures, renamed document.
Rev. 5	5/31/12	Changed reporting date in section 1, updated guidance on oil and oil filters, and recycling antifreeze and other materials
Rev. 6	3/1/13	Updated division specific recycling, updated battery recycling guidance.
Rev. 7	12/17/13	Updated single stream and electronics recycling; and added tire recycling
Rev. 8	12/03/14	Updated to include plastic bags and films.
Rev. 9	12/22/15	Minor editorial corrections
Rev. 10	12/20/2016	Updated guidance for single stream recycling
Rev. 11	1/10/2018	Recycling procedures section 3.1, Book debinder section 3.2, Used oil filters section 3.5 and other minor editorial changes.
Rev. 12	12/10/2018	Added plastic film recycling at WQM and MM locations, clarified WQM recycling process and other minor editorial changes.