

PUBLIC BUILDING RECYCLING PROGRAMS

MODEL PLAN



NEVADA DIVISION OF ENVIRONMENTAL
PROTECTION
BUREAU OF WASTE MANAGEMENT
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PUBLIC BUILDING RECYCLING PROGRAMS MODEL PLAN

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SECTION 1: INTRODUCTION

1.1 Purpose

This *PUBLIC BUILDING RECYCLING PROGRAM MODEL PLAN* has been prepared by the Nevada Division of Environmental Protection (NDEP) to meet a statutory requirement established in 1999 to provide a model plan for office paper and other recycling programs at public buildings. It is intended to provide useful guidance for any government, institutional, or commercial building recycling program. The plan also describes some basic local government actions necessary to make recycling programs available, as required by the 1999 statute in counties whose population is more than 100,000.

This *Model Plan* supplements the *RECYCLING & WASTE REDUCTION MODEL PLANS For Municipalities - September 1992*. Questions or requests for assistance should be directed to:

NORTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: N. Nevada Recycling Coordinator
(775) 687-9466

SOUTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: S. Nevada Recycling Coordinator
(702) 486-2850, ext. 251

1.2 1991 State Recycling Laws

Nevada Revised Statutes (NRS) 444A.010 through 444A.110, which were established in 1991, set a goal of recycling at least 25% of the total solid waste generated within a municipality. The law also establishes some minimum community recycling program requirements. Counties of over 40,000 population must establish recycling programs which include drop-off collection sites for recyclable materials. Counties of over 100,000 population must establish programs which provide for the collection of source-separated recyclable materials at residential premises (curbside collection) where garbage collection is provided. Clark and Washoe Counties both have well-established residential curbside recycling programs. Carson City, while not subject to the statutory requirement, also has a residential curbside program.

1.3 Recycling by State Government Entities

The 1991 legislation, as amended by AB 564 in 1999, also directs certain public entities to recycle paper and paper products:

- ◆ State agencies (NRS 232.007);
- ◆ Courts of justice (NRS 1.115);
- ◆ The Legislative Counsel Bureau (NRS 218.655);
- ◆ The University and Community College System of Nevada (NRS 396.437); and
- ◆ School Districts (NRS Ch. 386).

The State Environmental Commission (SEC) was directed to adopt procedures for the recycling of paper and paper products at state agencies. The other entities noted above were similarly directed to develop such procedures.

A state agency recycling regulation containing such procedures was adopted by the SEC on September 18, 2001 and is included in Appendix C. The new regulation requires state agencies (defined as “every public agency, bureau, board, commission, department, division, officer or employee of the executive department of state government”) to provide for the separation, collection and recycling of waste paper at their facilities by:

- Determining the types of waste paper they generate at each of their facilities and the local availability of paper recycling services;
- Establishing a system for paper recycling which may include the use of recycling containers and arrangements for paper removal and collection;
- Providing information to agency personnel on how to recycle and encouraging their participation.

This regulation is effective as of July 1, 2002. The NDEP is designated as a technical resource available to other agencies to assist with setting up recycling programs within the framework of the regulation. To facilitate and guide recycling program planning, a form, *Office/State Agency Recycling Plan*, is provided in Appendix F.

1.4 Public Building Recycling and the 1999 Recycling Law Amendments

In 1999 the Nevada legislature passed Assembly Bill No. 564, which amended the recycling statutes to broaden programs for the collection of source-separated recyclable materials to include public buildings, in addition to residential premises, in counties of over 100,000. The bill also directed the SEC to establish minimum standards and a model plan for recycling at public buildings. AB 564 also strives to expand recycling programs at the five state entities noted above by providing for the voluntary adoption of procedures for the recycling of other materials, in addition to paper products.

SECTION 2: THE MUNICIPAL GOVERNMENT LEVEL

2.1 Municipal Government Responsibilities

In order to meet the requirement for source-separation of recyclables in municipalities with populations greater than 100,000, i.e. Washoe and Clark Counties, these municipalities must adopt such ordinances, enter new contracts, and/or amend solid waste franchise agreements as necessary to make available recyclable material collection services at public buildings. As stated in the implementing regulation (App. B), the municipality must provide for the collection of at least three recyclable materials, to be designated by the municipality, and selected from the following list taken from NAC 444A.100 "Recyclable material" defined:

- | | | |
|---------------------------|-------------------------|------------------|
| (a) Newspaper; | (e) Office paper; | (i) Motor oil; |
| (b) Corrugated cardboard; | (f) Glass; | (j) Plastic; and |
| (c) Aluminum; | (g) Tin and steel cans; | (k) Antifreeze. |
| (d) Yard debris; | (h) Metal; | |

Although the law does not require counties outside of Clark and Washoe to set up programs for public building recycling, opportunities for the collection or drop-off of paper, cardboard and other commodities currently exist in several other communities, including Carson City, Douglas County, Elko County and Winnemucca.

2.2 Establishing the Municipal Program

In developing a program for the source-separation of recyclable materials at public buildings several questions must be addressed by the municipality. These questions, and some suggested responses, are provided below:

2.2.1 Who are the stakeholders?

- ◆ Owners of public buildings;
- ◆ Government agencies that occupy public buildings;
- ◆ Employees working in public buildings;
- ◆ Visitors to public buildings;
- ◆ Students at public schools and the University of NV and Community College System;
- ◆ Solid waste collection franchisees; and
- ◆ Recycling companies, especially those that collect and recycle paper.

2.2.2 Who will have access to the service?

The term *public building* is broadly defined in the regulation, and the statute requires that the service be available wherever solid waste collection service is also provided. The service should be publicized and provided upon request.

2.2.3 Who will provide the collection service?

In order to assure that it is available, there must be some formal arrangement such as a contract or franchise with the solid waste collection company(s) and/or recycling services.

2.2.4 What recyclable materials will be collected?

The regulation requires at least three commodities to be designated by the County. Paper and paper products, such as cardboard, are the most prevalent commodities generated at public buildings. Further, state agencies, public schools and other public entities are required by statute to recycle them. Aluminum and plastic containers are also good candidates for consideration, as these are typically generated at public buildings. Although three is the minimum, municipalities are encouraged to include as many different commodities as possible in the recycling program. In so doing, they will be providing a higher standard of service and promoting increases in local diversion rates.

2.2.5 How will the materials be collected?

The answer to this question depends on which materials are designated and who will be providing the service. Collections are likely to be included on existing commercial routes or residential routes.

2.2.6 What collection frequency is appropriate?

This will depend on the customer's generation rate and the size of containers. The municipality may want to establish a minimum service level or simply allow it to be worked out between the service provider and the customer.

2.2.7 What are the customer's responsibilities?

An economical and efficient collection system depends on the customer to properly separate the commodities and remove them to a designated location outside the building at the designated time. It is very important that the customer maintain this separation and prevent contamination by other recyclable or waste materials. The building owner or occupant must exercise sufficient control over outdoor containers to prevent contamination from their use as waste disposal containers.

2.2.8 Are other conditions of service appropriate?

The desire for unlimited service must be balanced against the demands of efficiency and economy. Some limitations on convenience may be necessary to keep overall costs down. For example, in lieu of routine curbside collection, it may be appropriate to offer special quarterly collection days or new permanent drop-off facilities for very small or remote public building customers.

2.2.9 Implementation and Monitoring

The municipality may need to address some of the above questions with changes in local ordinances or franchise agreements. Some of them may best be handled informally. Whatever plan is ultimately arrived at, the municipality must publicize it and must monitor its implementation.

2.3 PROGRAM APPROVAL AND REVIEW

The municipality must submit to the NDEP a request for program approval as provided in Nevada Administrative Code (NAC) 444A.120. The request should contain a description of the public building recycling program and be accompanied by: 1) copies of all ordinances which govern the program or provide for the participation of the municipality in a program adopted by an adjoining municipality, and 2) copies of all contracts and agreements to provide for the collection of source-separated recyclable materials from public buildings. The request for approval must also include any other documentation and information which demonstrates that the municipality will meet the recycling goal (25%) set forth in NAC 444A.110. Also, at least every 36 months, the municipality must include a review of the public building recycling program as part of its general recycling program review, in accordance with NRS 444A.050.

SECTION 3: THE PUBLIC AGENCY/ PUBLIC BUILDING LEVEL

3.1 PROGRAM COORDINATION

3.1.1 The Recycling Program Coordinator

Each state agency or building manager should select a staff member to be the recycling program coordinator. Recycling experience isn't necessary for this task. Enthusiastic commitment, coupled with good organizational and communications skills, will help build a successful program. Typical duties of a recycling program coordinator are to:

- ◆ prepare a written recycling plan taking into account the specific nature and circumstances of the agency or building;
- ◆ promote the plan and inform staff of how to reduce waste and recycle at work;
- ◆ coordinate with the custodial service and collection services to ensure that the materials are removed to the collection area and picked up in a timely manner; and
- ◆ report on progress towards established waste reduction and recycling goals.

3.1.2 Program Promotion

Recycling programs must have the support of both management and staff. Here are a few suggestions to develop this support:

- ◆ A kick-off memo signed by the agency administrator to describe the program and its benefits;
- ◆ Clear "how-to" notices posted at recycling areas such as copy and break rooms stating what does and does not go into the bins;
- ◆ continual promotion via memos, posters and e-mail;
- ◆ Include information on recycling in new-employee orientation;
- ◆ Reinforce the program with updates on participation rates, recyclable products purchased, natural resources conserved, materials marketed, cost savings, etc.

PAPER RECYCLING FACTS*

- ◆ Paper recovery for recycling has increased steadily over the last decade. In 1988 the paper recycling rate (as a percentage of paper consumed) was 30%; by 1999 this rate had jumped to 45%. (AF&PA, May 2000 Paper Recovery Progress Report)
- ◆ In a typical office building about 70% of the waste generated is office paper.
- ◆ The manufacture of newsprint uses 40% less energy when made from recovered materials.
- ◆ Old corrugated containers collected in 1997 were valued at nearly one billion dollars.
- ◆ Recycling of office paper reduces hazardous air pollutant emissions by 90% and particulate emissions by 40%.

*This and other information concerning the benefits of recycling can be found in the US EPA publication, *Puzzled About Recycling's Value-Look Beyond the Bin*. (See App. D)

3.1.3 Recycling Plan

A public building recycling plan should:

- ◆ Contain a statement of the agency's recycling goal;
- ◆ Designate an agency recycling coordinator;

- ◆ Determine what services are available locally for the collection of recyclable materials;
- ◆ Determine what types of recyclable materials are generated by the agency;
- ◆ Contain a method for the separation and collection of recyclable materials;
- ◆ When appropriate, make available recycling containers for the visiting public, as well as for the employees;
- ◆ Identify agency personnel and custodial service responsibilities for the separation and collection of recyclable materials; and
- ◆ Contain provisions to inform all employees of the recycling plan and to encourage them to participate.

The recycling plan may also need to address certain special issues, such as:

- ◆ Provision of sufficient space for recyclable collection containers; and
- ◆ Management of confidential documents.

It is recommended that the recyclable collection service(s) and the custodial service be included in the plan development. Their participation is important to ensure that adequate facilities and containers are available and that the times, places and methods of separation and collection are understood by all concerned.

3.1.4 Recycling Goals

A statement of goals can encourage program participation by helping participants understand the value of their recycling efforts. Recycling can reduce dependence on natural resources, including energy, forests, water, minerals and landfill space. Recycling can sometimes also reduce the costs of waste disposal. Goal statements should be specific enough to provide a standard against which program effectiveness can be measured. Examples of goal statements:

- ◆ Provide every employee a convenient system for recycling office paper, cardboard, aluminum and plastic bottles in order to conserve natural resources.
- ◆ Recycle 30% of the office paper purchased by the agency within one year and 50% within 3 years.

3.2 WASTE REDUCTION

The waste management hierarchy is commonly stated as: **REDUCE - REUSE - RECYCLE**. It is best to REDUCE waste generation because this is the most efficient way to conserve resources, landfill space and disposal costs. With waste reduction, the monetary and resource costs to separate, collect, transport, process and re-manufacture the material are entirely avoided. A few of the many ways to reduce waste are:

- ◆ print and copy on both sides of the paper;
- ◆ re-evaluate & update mail and distribution lists for letters, reports and publications;
- ◆ use electronic mail;
- ◆ proof-read documents on the computer screen before printing;
- ◆ rent, rather than buy, equipment that is used only occasionally.

REUSE is the next most efficient waste management technique for conserving resources. When an item is reused, the costs of processing, re-manufacturing and marketing are avoided.

Examples of reuse options at work include:

- ◆ reuse foam peanuts, cardboard boxes and other packaging materials;
- ◆ advertise surplus or reusable items throughout your organization.

Identify areas in your organization where waste can be reduced or reused - then recycle. For more information see the EPA *Business Guide for Reducing Solid Waste* (Doc# K-92-004)

3.3 RECYCLABLE MATERIALS COLLECTION & MARKETS

3.3.1 Your Recycling Collection Service

There is value in separating out recyclable materials only if someone else will take them and use them. Markets for recyclable commodities fluctuate just as other commodity markets do, but municipal recycling programs have established stability in the types of recyclable materials that can be set out for collection. Under Nevada regulations (see App.B), subject municipalities must designate at least three recyclable materials for collection at public buildings. Contact your recycling collection service to find out what materials will be picked up.

The building recycling system must be designed to prevent contamination of separated recyclables with other waste materials. For example, even minor quantities of newspaper in a white ledger paper dumpster may result in the whole load being managed as mixed paper, a lower-value commodity. Separating ledger paper adds value to the material; employee education and program monitoring are necessary to achieve and maintain the value of material separation.

ASK YOUR RECYCLING SERVICE PROVIDER:

- ◆ What paper grades do they collect?
 - ◆ What is considered a contaminant?
 - ◆ Will they provide recycling bins?
 - ◆ Will they pay for the paper?
 - ◆ Can the garbage collection rate be reduced by going to a smaller container or less frequent pickups?
-

3.3.2 Paper Grades

Examples of “paper grades”, as defined in the recyclable commodities marketplace are:

- ◆ white ledger - most white office paper in single sheets or continuous forms, including computer paper, copy paper, letterhead, etc.;
- ◆ ledger - same as above but includes colored paper;
- ◆ mixed - a mixture of various grades including ledger, newspaper, magazines, etc.;
- ◆ newspaper - also known as ONP (old newspapers);
- ◆ corrugated cardboard - also known as OCC (old corrugated containers).

Check trashcans and recycle bins to visually identify paper grades and their quantities in the public building waste stream. Check with your paper collector to determine which grades they collect. Note that different grades have different prices and that it may be worth the effort to sort out different grades.

3.3.3 Other Recyclables - Aluminum, Glass, Tinned-steel Cans, Plastic Containers

These waste items are typically generated at public and commercial buildings as well as at residential premises. Again, determine which of them your collection service will accept, and whether they can be commingled (put out together in the same container). Note that most collection services will accept these materials only in the form of containers, i.e. cans and bottles, but not aluminum foil, window glass, plastic film, etc.

Plastics separation can be a challenge for recycling programs because there are so many different kinds, and most collection services accept only a few kinds. Plastics are labeled according to the resin type (see App.E). Most collection programs will accept only beverage containers made from #1 (PET) and #2 (HDPE) resins. Since beverage containers are nearly all composed of PET or HDPE resins, instructing employees to recycle only beverage containers may be a simple plan that achieves a good separation result.

3.3.4 Organic Wastes

Yard debris and food waste are included under this heading. A municipality may designate yard waste as a commodity to be collected under its recycling program. Yard waste constitutes a large portion of municipal solid waste, and diverting it to mulching and composting plants is a good way to significantly reduce waste disposal. Many public buildings create significant quantities of yard waste and may want to divert it to composting. Some coordination and training of the building's landscaping service will be necessary to prevent contamination of yard waste with other materials such as plastic and inorganic materials.

Food waste is generated in institutional facilities such in schools and prisons, as well as in office cafeterias. Food wastes can be collected in separate containers or with yard waste and used as compost feedstock. With minimal processing, food waste can also be used as livestock feed. Check with your recycling collector, with local pig farmers or composters to see if food waste collection service is available.



3.4 BUY RECYCLED-CONTENT PRODUCTS

3.4.1 Closing the Loop

The universal symbol for recycling is three arrows chasing each other in a circle. These arrows symbolize the three necessary elements of recycling - collection, remanufacturing and purchasing. In other words, waste materials have not been recycled until they have been remanufactured into new products, which have, in turn, been purchased by consumers. It makes sense for people and organizations that separate recyclable materials to buy recycled-content products. Public building recycling programs can contribute to the development of recycling markets by adopting, and implementing, a procurement policy that promotes the purchase of recycled-content products.

Examples of commonly used products in public buildings that can be purchased with recycled feedstock are listed below:

- ◆ motor oil
- ◆ printer toner cartridges
- ◆ ledger paper
- ◆ compost
- ◆ landscaping products

Many other recycled content products are listed, with specifications, in the Comprehensive Procurement Guidelines, issued in the Federal Register by the US EPA. Information on the federal procurement guidelines is available at www.epa.gov/epaoswer/non-hw/procure.

3.4.2 Developing a Procurement Policy

A model municipal government procurement policy can be viewed at the King County, Washington web site: www.metrokc.gov/procure/green/mdpolicy/htm. In addition to recycled-content products purchasing, this model includes other measures concerning the purchase of environmentally preferable products. Consideration is also given to waste reduction issues such as product use life and packaging. As noted in Section 3, above, it is highly appropriate to address waste reduction in the development of public building recycling plans, because waste reduction is a more efficient way of cutting disposal costs and consumption of natural resources.

3.4.3 Costs

Nevada Revised Statutes allow 5% price preference to state agencies for the purchase of recycled-content products; a 10% price preference is allowed for purchasing recycled-content products manufactured in Nevada. (Ref: NRS 333.4609) With the development of recycling markets, there are more and more recycled-content products that provide equivalent performance at competitive prices.

3.5 PROGRAM MONITORING AND ASSESSMENT

The recycling coordinator for the agency or public building should monitor implementation of the recycling program to make sure that there are enough recycling containers and that they are appropriately sized. It should also be verified that recycling areas are kept neat and clean and that the materials are separated properly to minimize contamination.

The recycling coordinator should assess the program's effectiveness. The method of this assessment will depend on the goals established in the recycling plan. For example, if the stated goal is qualitative, e.g., "provide every employee a convenient system for recycling...", then the assessment can be performed by a visual examination of the building's recycling containers and collection areas or by conducting a "customer satisfaction survey". If, on the other hand, the goal is quantitative, e.g., "to recycle 30% of the office paper purchased by the agency within one year and 50% within 3 years," then a systematic effort to collect this data will be necessary.

Whether the program assessment is qualitative or quantitative, it should begin with a baseline assessment before the program is implemented. It is also suggested that some basic information about the building or agency be included to allow comparisons with other programs.

If a quantitative assessment is desired, the following measurable parameters will help to provide a clear picture of the program over time:

- | | |
|------------------------------------|---|
| 1) quantity of paper purchased; | 2) quantity of refuse collected; |
| 3) quantity of paper collected; | 4) quantity of other recyclable materials collected; |
| 5) costs of refuse collection | 6) revenue from collection of recyclable materials |
| 7) sizes of collection containers; | 8) quantities of recycled-content products purchased. |

The above information can sometimes be obtained from agency purchasing and accounting departments. Visual inspection of the waste and recyclables picked up on collection days, and

of the bins used for waste and recycling throughout the building, can also provide the necessary information. Other points to consider in assessing the program are:

- ◆ any promotional events or informational activities conducted;
- ◆ performance of, and employee satisfaction with, recycled-content products;
- ◆ employee participation levels;
- ◆ categories of recyclable materials collected.

SECTION 4: SUMMARY

New statutes and regulations require counties with populations over 100,000 to make available a system for the collection of source-separated recyclable materials at public buildings. State agencies and other state government entities, including school districts, the University and Community College System, the Legislative Counsel Bureau and the justice courts, are required to recycle paper and paper products. Upon implementing these requirements, Nevada's urban areas should have both the infrastructure and the recovery systems in place to achieve significant recovery rates for paper and paper products generated in public buildings. Many agencies have done this already, but there is much room for expansion of recycling programs in the public building arena. Public buildings that have not yet established paper recovery systems can do so now. Those already recycling paper can now expand their programs to other commodities, such as aluminum, plastic or steel, as designated by county ordinances and contracts.

Questions concerning this plan or starting a recycling program can be directed to:

NORTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: N. Nevada Recycling Coordinator
(775) 687-9466

SOUTHERN NEVADA

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APPENDIX A

ASSEMBLY BILL NO. 564

Note: Version of Assembly Bill No. 564 presented here is as amended and enrolled by the Legislature June 2, 1999 and approved by Gov. Kenny Guinn June 9, 1999.

Assembly Bill No. 564—Assemblymen Thomas, Giunchigliani, Evans, de Braga, Goldwater, Buckley, Chowning, Mortenson, Claborn, McClain, Koivisto, Parnell, Freeman, Bache, Anderson, Collins, Manendo, Ohrenschall, Price, Neighbors, Berman, Lee, Carpenter, Segerblom, Beers, Leslie, Humke and Perkins

March 15, 1999

Referred to Committee on Natural Resources, Agriculture, and Mining

SUMMARY— Broadens applicability of provisions relating to availability of programs for recycling or disposal of solid waste. (BDR 40-1341)

FISCAL NOTE: Effect on Local Government: Yes.
Effect on the State or on Industrial Insurance: Yes.

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EXPLANATION – Matter in *bolded italics* is new; matter between brackets [~~omitted material~~] is material to be omitted.

AN ACT relating to programs for recycling; broadening the applicability of provisions regarding the availability of programs for recycling; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 444A.020 is hereby amended to read as follows:

444A.020 1. The state environmental commission shall adopt regulations establishing minimum standards for:

(a) Separating at the source recyclable material from other solid waste originating from residential premises *and public buildings* where services for the collection of solid waste are provided.

(b) Establishing recycling centers for the collection and disposal of recyclable material.

(c) The disposal of hazardous household products which are capable of causing harmful physical effects if inhaled, absorbed or ingested.

2. The regulations adopted pursuant to subsection 1 must be adopted with the goal of recycling at least 25 percent of the total solid waste generated within a municipality after the second full year following the adoption of such standards.

3. The state environmental commission shall, by regulation, establish acceptable methods for disposing of used or waste tires.

Sec. 2. NRS 444A.030 is hereby amended to read as follows:

444A.030 1. The division of environmental protection of the state department of conservation and natural resources shall, by regulation, adopt a model plan for:

(a) Separating at the source recyclable material from other solid waste originating from residential premises **and public buildings** where services for the collection of solid waste are provided.

(b) Establishing recycling centers for the collection and disposal of recyclable material in areas where there are no centers.

(c) The disposal of hazardous household products which are capable of causing harmful physical effects if inhaled, absorbed or ingested.

(d) The disposal of infectious waste, hazardous waste which is not regulated pursuant to NRS 459.485 and liquid waste which is not regulated pursuant to NRS 445A.300 to 445A.730, inclusive.

2. The model plans adopted pursuant to subsection 1 must not conflict with the standards adopted by the state environmental commission pursuant to NRS 444A.020.

Sec. 3. NRS 444A.040 is hereby amended to read as follows:

444A.040 1. The board of county commissioners in a county whose population is more than 100,000, or its designee, shall make available for use in that county a program for:

(a) The separation at the source of recyclable material from other solid waste originating from the residential premises **and public buildings** where services for the collection of solid waste are provided.

(b) The establishment of recycling centers for the collection and disposal of recyclable material where existing recycling centers do not carry out the purposes of the program.

(c) The disposal of hazardous household products which are capable of causing harmful physical effects if inhaled, absorbed or ingested. This program may be included as a part of any other program made available pursuant to this subsection.

2. The board of county commissioners of a county whose population is more than 25,000 but not more than 100,000, or its designee:

(a) May make available for use in that county a program for the separation at the source of recyclable material from other solid waste originating from the residential premises **and public buildings** where services for the collection of solid waste are provided.

(b) Shall make available for use in that county a program for:

(1) The establishment of recycling centers for the collection and disposal of recyclable material where existing recycling centers do not carry out the purposes of the program established pursuant to paragraph (a).

(2) The disposal of hazardous household products which are capable of causing harmful physical effects if inhaled, absorbed or ingested. This program may be included as a part of any other program made available pursuant to this subsection.

3. The board of county commissioners of a county whose population is not more than 25,000, or its designee, may make available for use in that county a program for:

(a) The separation at the source of recyclable material from other solid waste originating from the residential premises *and public buildings* where services for the collection of solid waste are provided.

(b) The establishment of recycling centers for the collection and disposal of recyclable material where existing recycling centers do not carry out the purposes of the program.

(c) The disposal of hazardous household products which are capable of causing harmful physical effects if inhaled, absorbed or ingested. This program may be included as a part of any other program made available pursuant to this subsection.

4. Any program made available pursuant to this section:

(a) Must not:

(1) Conflict with the standards adopted by the state environmental commission pursuant to NRS 444A.020; and

(2) Become effective until approved by the department.

(b) May be based on the model plans adopted pursuant to NRS 444A.030.

5. The governing body of a municipality may adopt and carry out within the municipality such programs made available pursuant to this section as are deemed necessary and appropriate for that municipality.

6. Any municipality may, with the approval of the governing body of an adjoining municipality, participate in any program adopted by the adjoining municipality pursuant to subsection 5.

7. Persons residing on an Indian reservation or Indian colony may participate in any program adopted pursuant to subsection 5 by a municipality in which the reservation or colony is located if the governing body of the reservation or colony adopts an ordinance requesting such participation. Upon receipt of such a request, the governing body of the municipality shall make available to the residents of the reservation or colony those programs requested.

Sec. 4. NRS 444A.050 is hereby amended to read as follows:

444A.050 1. A county or health district that adopts a program pursuant to NRS 444A.040 shall:

(a) On or before July 1 of each year, submit a report to the department of the number of tons of material disposed of in the area covered by the program.

(b) Within 6 months after adopting the program, and at least once every 6 months thereafter, notify all persons occupying residential, commercial, *governmental* and institutional premises within the area covered by the program of the local recycling opportunities and the need to reduce the amount of waste generated.

2. The governing body of a municipality that adopts a program pursuant to NRS 444A.040 shall:

(a) Adopt such ordinances as are necessary for the enforcement of the program.

(b) At least once every 36 months, conduct a review of the program and make such revisions to the program and any ordinances adopted pursuant thereto as are deemed necessary and appropriate.

Sec. 5. NRS 444A.110 is hereby amended to read as follows:

444A.110 1. The division of environmental protection of the state department of conservation and natural resources shall develop a program of public education to provide information, increase public awareness of the individual responsibility of properly disposing of solid waste and encouraging public participation in recycling, reuse and waste reduction. The program must

be designed in accordance with the plans to provide for a solid waste management system approved pursuant to NRS 444.510 to communicate the importance of conserving natural resources, in addition to the importance of protecting public health and the environment. The program must include promotion of the private and public efforts to accomplish conservation, recovery and reuse.

2. The division of environmental protection of the state department of conservation and natural resources shall encourage the reduction of waste and litter by:

(a) Providing, upon request, advice to persons regarding techniques to reduce waste and general information on recycling.

(b) Establishing a computer data base to process related information.

(c) Establishing a toll-free telephone line to assist in the dissemination of information.

(d) Sponsoring or cosponsoring technical workshops and seminars on waste reduction.

(e) Assisting local programs for the research and development of plans to reduce waste.

(f) Coordinating the dissemination of publications on waste reduction, regardless of the source of those publications.

(g) Assisting in the development and promotion of programs of continuing education for educators and administrators to enable them to teach and encourage methods of waste reduction.

(h) Developing an emblem to signify and advertise the efforts in Nevada to encourage recycling.

(i) Recommending to educational institutions courses and curricula relating to recycling and the reduction of waste.

(j) Assisting state agencies, upon request, to develop and carry out programs for recycling within state buildings.

3. The division of environmental protection of the state department of conservation and natural resources shall coordinate the technical assistance available from the various state agencies. The administrator of that division shall prepare and deliver biennial reports to the governor regarding the progress of the program.

Sec. 6. NRS 1.115 is hereby amended to read as follows:

1.115 1. Except as otherwise provided in this section, each court of justice for this state shall recycle or cause to be recycled the paper and paper products it uses. This subsection does not apply to confidential documents if there is an additional cost for recycling those documents.

2. A court of justice may apply for a waiver from the requirements of subsection 1. For such a waiver, the supreme court must apply to the interim finance committee, a district court or a justice's court must apply to the board of county commissioners of the county in which it is located and a municipal court must apply to the governing body of the city in which it is located. A waiver must be granted if it is determined that the cost to recycle or cause to be recycled the paper and paper products used by the court is unreasonable and would place an undue burden on the operations of the court.

3. The court administrator shall, after consulting with the state department of conservation and natural resources, prescribe the procedure for the disposition of the paper and paper products to be recycled. ***The court administrator may prescribe a procedure for the recycling of other waste materials produced on the premises of the court building.***

4. Any money received by a court of justice for recycling or causing to be recycled the paper and paper products it uses must be paid by the clerk of that court to the state treasurer for credit to the state general fund.

5. As used in this section:

(a) "Paper" includes newspaper, high-grade office paper, fine paper, bond paper, offset paper, xerographic paper, mimeo paper, duplicator paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(b) "Paper product" means any paper article or commodity, including, but not limited to, paper napkins, towels, cardboard, construction material, paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

Sec. 7. NRS 218.655 is hereby amended to read as follows:

218.655 1. Except as otherwise provided in this section, the legislative counsel bureau shall recycle or cause to be recycled the paper and paper products it uses. This subsection does not apply to confidential documents if there is an additional cost for recycling those documents.

2. The director of the legislative counsel bureau may apply to the legislative commission for a waiver from the requirements of subsection 1. The legislative commission shall grant a waiver if it determines that the cost to recycle or cause to be recycled the paper and paper products used by the bureau is unreasonable and would place an undue burden on the operations of the bureau.

3. The legislative commission shall, after consulting with the state department of conservation and natural resources, adopt regulations which prescribe the procedure for the disposition of the paper and paper products to be recycled. *The legislative commission may prescribe a procedure for the recycling of other waste materials produced on the premises of the legislative building.*

4. Any money received by the legislative counsel bureau for recycling or causing to be recycled the paper and paper products it uses must be paid by the director of the legislative counsel bureau to the state treasurer for credit to the state general fund.

5. As used in this section:

(a) "Paper" includes newspaper, high-grade office paper, fine paper, bond paper, offset paper, xerographic paper, mimeo paper, duplicator paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(b) "Paper product" means any paper article or commodity, including, but not limited to, paper napkins, towels, cardboard, construction material, paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

Sec. 8. NRS 232.007 is hereby amended to read as follows:

232.007 1. Except as otherwise provided in this section, each state agency shall recycle or cause to be recycled the paper and paper products it uses. This subsection does not apply to confidential documents if there is an additional cost for recycling those documents.

2. A state agency may apply to the chief of the budget division of the department of administration for a waiver from the requirements of subsection 1. The chief shall grant a waiver to the state agency if he determines that the cost to recycle or cause to be recycled the paper and paper products used by the agency is unreasonable and would place an undue burden on the operations of the agency.

3. The state environmental commission shall, through the state department of conservation and natural resources, adopt regulations which prescribe the procedure for the disposition of the paper and paper products to be recycled. In adopting such regulations, the commission [~~shall~~]:

(a) *Shall* consult with any other state agencies which are coordinating or have coordinated programs for recycling paper and paper products.

(b) *May prescribe a procedure for the recycling of other waste materials produced by state agencies.*

4. Any money received by a state agency for recycling or causing to be recycled the paper and paper products it uses must be paid by the chief administrative officer of that agency to the state treasurer for credit to the state general fund.

5. As used in this section:

(a) "Paper" includes newspaper, high-grade office paper, fine paper, bond paper, offset paper, xerographic paper, mimeo paper, duplicator paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(b) "Paper product" means any paper article or commodity, including, but not limited to, paper napkins, towels, cardboard, construction material, paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(c) "State agency" means every public agency, bureau, board, commission, department, division, officer or employee of the executive department of state government.

Sec. 9. Chapter 386 of NRS is hereby amended by adding thereto a new section to read as follows:

1. Except as otherwise provided in this section, each school district shall recycle or cause to be recycled the paper and paper products it uses. This subsection does not apply to confidential documents if there is an additional cost for recycling those documents.

2. A school district is not required to comply with the requirements of subsection 1 if the board of trustees of the school district determines that the cost to recycle or cause to be recycled the paper and paper products used by the schools in the district is unreasonable and would place an undue burden on the operations of the district or a particular school.

3. The board of trustees shall adopt rules which prescribe the procedure for the disposition of the paper and paper products to be recycled. The board of trustees may prescribe a procedure for the recycling of other waste material produced on the premises of the schools in the school district and the administrative offices of the school district.

4. Any money received by the school district for recycling or causing to be recycled the paper and paper products it uses must be paid by the board of trustees for credit to the general fund of the school district.

5. As used in this section:

(a) "Paper" includes newspaper, high-grade office paper, fine paper, bond paper, offset paper, xerographic paper, mimeo paper, duplicator paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(b) "Paper product" means any paper article or commodity, including, but not limited to, paper napkins, towels, cardboard, construction material, paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

Sec. 10. NRS 396.437 is hereby amended to read as follows:

396.437 1. Except as otherwise provided in this section, the system shall recycle or cause to be recycled the paper and paper products it uses. This subsection does not apply to confidential documents if there is an additional cost for recycling those documents.

2. The system is not required to comply with the requirements of subsection 1 if the board of regents determines that the cost to recycle or cause to be recycled the paper and paper products used by the system or one of its branches or facilities is unreasonable and would place an undue burden on the operations of the system, branch or facility.

3. The board of regents shall adopt regulations which prescribe the procedure for the disposition of the paper and paper products to be recycled. ***The board of regents may prescribe a procedure for the recycling of other waste material produced on the premises of the system, a branch or a facility.***

4. Any money received by the system for recycling or causing to be recycled the paper and paper products it uses must be paid by the board of regents to the state treasurer for credit to the state general fund.

5. As used in this section:

(a) "Paper" includes newspaper, high-grade office paper, fine paper, bond paper, offset paper, xerographic paper, mimeo paper, duplicator paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant.

(b) "Paper product" means any paper article or commodity, including, but not limited to, paper napkins, towels, cardboard, construction material, paper and any other cellulosic material which contains not more than 10 percent by weight or volume of a noncellulosic material, including, but not limited to, a laminate, binder, coating and saturant .

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APPENDIX B

PUBLIC BUILDING RECYCLING

REGULATIONS

PROPOSED PERMANENT REGULATION OF THE NEVADA STATE ENVIRONMENTAL COMMISSION

LCB File No. R038-01

EXPLANATION – Matter in *bold italics* is new; matter in brackets [~~omitted material~~] is to be omitted.

AUTHORITY: §§1-5, NRS 444A.020 and 444A.080.

Section 1. Chapter 444A of NAC is hereby amended by adding thereto a new section to read as follows:

1. “Public building” means any building or office space occupied by:

(a) Any component of the University and Community College System of Nevada and used for any purpose related to the system; or

(b) The Federal Government, the State of Nevada or any county, city, school district or other political subdivision of the State of Nevada and used for any public purpose.

2. If only part of a building is occupied by an entity described in subsection 1, the term means only that portion of the building which is so occupied.

Sec. 2. NAC 444A.100 is hereby amended to read as follows:

444A.100 1. As used in NAC 444A.100 to 444A.140, inclusive, **and section 1 of this regulation, the state environmental commission will interpret the term “recyclable material” [includes, but is not limited to:] as defined in NRS 444A.013 to include, without limitation:**

- (a) Newspaper;
- (b) Corrugated cardboard;
- (c) Aluminum;
- (d) Yard debris;
- (e) Office paper;
- (f) Glass;
- (g) Tin and steel cans;
- (h) Metal;
- (i) Motor oil;
- (j) Plastic; and
- (k) Antifreeze.

2. As used in subsection 1, “yard debris” means material generated from plants, including trees, bushes and grass clippings on residential or business property.

Sec. 3. NAC 444A.120 is hereby amended to read as follows:

444A.120 1. A municipality which makes a program available pursuant to NRS 444A.040 shall submit a request for approval of the program to the department. The request must be accompanied by:

(a) In a municipality whose population is [more than 25,000:] 40,000 or more but less than 100,000:

(1) A statement setting forth the location of and types of recyclable material collected by each recycling center.

(2) A description of the program for the disposal of hazardous household products which sets forth:

(I) The location of and types of material collected by each collection site; and

The language in this proposed regulation (Petition 2001-03) was prepared by the Legislative Counsel Bureau as File R038-01 dated July 3, 2001. This proposed regulation is scheduled to be acted upon by the State Environmental Commission on September 18, 2001. Original Petition 2001-03 was adopted as a temporary regulation by the Environmental Commission on May 10, 2001 and filed with the Nevada Secretary of State on May 14, 2001.

- (II) The schedule for the collection of the hazardous household products.
- (3) A copy of all ordinances which:
 - (I) Govern the program; or
 - (II) Provide for the participation of the municipality in a program adopted by an adjoining municipality.
- (4) Any other documentation and information which demonstrates that the program will ensure that the municipality will meet the goal set forth in NAC 444A.110.

(b) In a municipality whose population is [~~more than 100,000,~~] **100,000 or more**, in addition to the documentation and information required by paragraph (a), copies of all contracts and agreements to provide for the separation at the source of recyclable material from other solid waste originating from the residential premises *and public buildings* where services for the collection of solid waste are provided.

2. The department shall approve a program if the department determines that the program will contribute to the achievement of the municipality's goal set forth in NAC 444A.110.

3. As used in subsection 1, "recycling center" means a facility designed and operated to receive, store, process or transfer recyclable material.

Sec. 4. NAC 444A.130 is hereby amended to read as follows:

444A.130 1. A municipality which makes available in that municipality a program for the disposal of hazardous household products shall provide for the collection at least semiannually of used or waste motor oil, motor vehicle batteries and:

(a) Paint and products associated with painting; or

(b) Any other household, garage or garden products which are capable of causing harmful physical effects if inhaled, absorbed or ingested. If a program for the disposal of hazardous household products is made available, it must be implemented on or before January 1, 1994.

2. A municipality which makes available in that municipality a program for the separation at the source of recyclable material *at residential premises* shall designate at least three recyclable materials to be so separated.

3. A municipality which makes available in that municipality a program for the separation at the source of recyclable material at public buildings shall designate at least three recyclable materials to be so separated.

Sec. 5. This regulation becomes effective on July 1, 2002.

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APPENDIX C

STATE AGENCY RECYCLING **REGULATIONS**

PROPOSED PERMANENT REGULATION OF THE NEVADA STATE ENVIRONMENTAL COMMISSION

LCB File No. R039-01

EXPLANATION – Matter in *bold italics* is new; matter in brackets [~~omitted material~~] is material to be omitted.

AUTHORITY: §1, NRS 232.007.

Section 1. Chapter 444A of NAC is hereby amended by adding thereto a new section to read as follows:

1. A state agency shall provide for the separation, collection and recycling of paper and paper products that the agency generates in the course of its operations. To carry out this requirement, a state agency shall, for each facility it operates, determine:

(a) What recycling services are available locally for the collection or aggregation of paper and paper products;

(b) The types of paper and paper products for which recycling services are available;

(c) The types of paper and paper products generated by the agency for which recycling services are available;

(d) The cost to the agency, if any, or the reimbursement available to the agency, if any, for the paper and paper products separated by the agency; and

(e) Based on the information gathered pursuant to paragraphs (a) to (d), inclusive, what types of paper and paper products the agency should cause to be recycled at the facility.

2. Upon making its determination pursuant to subsection 1, a state agency shall take such actions at each of its facilities as are necessary to establish a system for the separation, collection, storage and transportation of the paper and paper products to be recycled. Such actions may include, without limitation:

(a) The placement of containers for the separation and aggregation of the paper and paper products in locations for the convenient use of all employees of the agency at the facility;

(b) If members of the public are commonly present at the facility of the agency and likely to generate recyclable paper and paper products, the placement of clearly labeled containers for use by the members of the public to separate the paper and paper products;

(c) Arrangements for the removal of the paper and paper products to a centralized location for collection; and

(d) Agreements with a service provider, or the assignment of such equipment and personnel as may be necessary, to transport the paper and paper products to a recycling center.

3. A state agency shall establish a program to encourage its personnel to recycle and to inform them how to recycle paper and paper products efficiently.

4. If a state agency determines that the cost to cause the recycling of paper and paper products generated by the agency at one of its facilities is unreasonable and would place an undue burden on the operations of the agency at that facility, the agency shall present supporting information to the chief of the budget division of the department of administration

and request a waiver in accordance with NRS 232.007 from the requirement to recycle paper and paper products at the facility.

5. If a state agency determines that services are available locally for the recycling of recyclable materials generated by the agency other than paper and paper products, the agency may expand its program for recycling to include the recycling of those materials.

6. The division of environmental protection of the state department of conservation and natural resources shall, upon request from a state agency, provide technical assistance concerning the establishment of programs for recycling and the reduction of waste.

7. If a state agency is composed of more than one bureau, board, commission, department, division or office, the entities that compose the agency shall coordinate efforts to establish a single program for the recycling of paper, paper products and, if applicable, other recyclable materials.

8. As used in this section:

(a) "Paper" has the meaning ascribed to it in NRS 232.007.

(b) "Paper product" has the meaning ascribed to it in NRS 232.007

(c) "Recyclable material" has the meaning ascribed to it in NAC 444A.100.

(d) "State agency" means every public agency, bureau, board, commission, department, division or office of the executive department of state government.

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APPENDIX D

LIST OF RELATED PUBLICATIONS & **INTERNET WEB SITES**

APPENDIX D - RELATED PUBLICATIONS & WEB SITES

PUBLICATIONS

- *Office Paper Recycling Guide*, National Office Paper Recycling Project, The United States Conference of Mayors, 1620 Eye Street, NW, Washington DC 20006
- *Business Guide for Reducing Solid Waste*, US EPA, EPA/530-K-92-004, Nov. 1993
- *Waste Prevention Pays Off, Companies Cut Waste in the Workplace*, US EPA, EPA/530-K-92-005
- *Puzzled About Recycling's Value?, Look Beyond the Bin*, US EPA, EPA530-K-97-008 - Discusses benefits of recycling such as economic development, job creation, pollution prevention, energy savings and conservation of water, timber and mineral resources.




WEB SITES

- **Nevada Division of Environmental Protection** - www.state.nv.us/ndep/
Specific pages on solid waste and recycling.
- **US EPA's Comprehensive Procurement Guidelines (CPG)** - www.epa.gov/cpg
Lot's of information on recycled content products.
- **WasteWise** - www.epa.gov/wastewise
WasteWise is an EPA program which targets reduction of municipal solid waste. It provides information and education on waste reduction, recycling and buying recycled-content products. It seeks participants in government, business and industry to set and work towards 3-year waste reduction goals.
- **EnviroSense - A Building Manager's Guidelines Book - Recycling at Work, Make it Your Business** - www.epa.gov/oeca/edfac/fflexp2/recycl.html
A useful guide for building or agency recycling coordinators.
- **King County, Washington** - www.metrokc.gov/procure/green/mdpolicy/htm
A model municipal government procurement policy including provisions for buying recycled-content products.





APPENDIX E

PLASTIC RESIN CODES

PLASTIC RESIN CODES

Codes	Descriptions	Properties	Packaging Applications	Recycled Products*
	<p>Polyethylene Terephthalate (PET or PETE): PET is clear, tough and has good gas and moisture barrier properties. This plastic is commonly used in PET soft drink bottles and many other injection-molded consumer product containers. Other applications include strapping, molding compounds and both food and non-food containers. Cleaned, recycled PET flakes and pellets are in great demand for spinning fiber for carpet yarns and producing fiberfill and geotextiles. Polyester is its nickname.</p>	<p>Clarity, strength, toughness, barrier to gas and moisture, resistance to heat.</p>	<p>Plastic soft drink and water bottles, beer bottles, mouthwash bottles, peanut butter and salad dressing containers, ovenable film, ovenable pre-prepared food trays.</p>	<p>Fiber, tote bags, bottles, clothing, furniture, carpet.</p>
	<p>High Density Polyethylene (HDPE): HDPE refers to a plastic used to make bottles for milk, juice, water and laundry products. Unpigmented HDPE bottles are translucent and have good barrier properties and stiffness. They are well suited to packaging products with short shelf lives such as milk, margarine tubs and yogurt containers. Because HDPE has good chemical resistance, it is used for packaging many household as well as industrial chemical such as detergents and bleach. Pigmented HDPE bottles generally have better stress crack and chemical resistance than bottles made from unpigmented HDPE.</p>	<p>Stiffness, strength toughness, resistance to chemicals and moisture, permeability to gas, ease of processing, ease of forming.</p>	<p>Milk, water and juice containers, trash and retail bags, liquid detergent bottles, yogurt and margarine tubs, cereal box liners.</p>	<p>Liquid laundry detergent containers, drainage pipe, oil bottles, recycling bins, benches, pens, doghouses, vitamin bottles, floor tile, picnic tables, lumber, mailbox posts, fencing.</p>
	<p>Vinyl (Polyvinyl Chloride or PVC): In addition to its stable physical properties, PVC has excellent chemical resistance, good weatherability, flow characteristics and stable electrical properties. The diverse slate of vinyl products can be broadly divided into rigid and flexible materials. Bottles and packaging sheet are major rigid markets, but it is also widely used in the construction market for such applications as pipes and fittings, siding, carpet backing and windows. Flexible vinyl is used in wire and cable insulation, film and sheet, floor coverings synthetic leather products, coatings, blood bags, medical tubing and many other applications.</p>	<p>Versatility, ease of blending, strength toughness, resistance to grease/oil, resistance to chemicals, clarity.</p>	<p>Clear food packaging, shampoo bottles, medical tubing, wire and cable insulation.</p>	<p>Packaging, binders, decking, paneling, roadway gutters, mud flaps, film and sheet, flooring, cables, speed bumps, mats.</p>

PLASTIC RESIN CODES

Codes	Descriptions	Properties	Packaging Applications	Recycled Products*
 LDPE	<p>Low Density Polyethylene (LDPE): A plastic used predominately in film applications due to its toughness, flexibility and relative transparency, making it popular for use in applications where heat sealing is necessary. LDPE is also used to manufacture some flexible lids and bottles and it is widely used in wire and cable applications for its properties and processing characteristics.</p>	<p>Ease of processing, barrier to moisture, strength, toughness, flexibility, ease of sealing.</p>	<p>Bread bags, frozen food bags, squeezable bottles (e.g. honey, mustard).</p>	<p>Shipping envelopes, garbage can liners, floor tile, furniture, film and sheet, compost bins, paneling, trash cans, landscape timber, lumber.</p>
 PP	<p>Polypropylene (PP): Polypropylene has excellent chemical resistance, is strong and has the lowest density of the plastics used in packaging. It has a high melting point, making it ideal for hot-fill liquids. PP is found in everything from flexible and rigid packaging to fibers and large molded parts for automotive and consumer products.</p>	<p>Strength, toughness, resistance to chemicals, resistance to heat, barrier to moisture, versatility, resistance to grease/oil.</p>	<p>Three and five gallon reusable water bottles, some citrus juice and ketchup bottles.</p>	<p>Auto battery cases, signal lights, battery cables, brooms and brushes, ice scrapers, oil funnels, landscape borders, bicycle racks, rakes, bins, pallets, sheeting, trays.</p>
 PS	<p>Polystyrene (PS): Polystyrene is a very versatile plastic that can be rigid or foamed. General purpose polystyrene is clear, hard and brittle. It has a relatively low melting point. Typical applications include protective packaging, containers, lids, cups, bottles and trays.</p>	<p>Versatility, insulation, clarity, easily foamed.</p>	<p>Compact disc jackets, food service applications, grocery store meat trays, egg cartons, aspirin bottles, cups, plates.</p>	<p>Thermometers, light switch plates, thermal insulation, egg cartons, vents, desk trays, rulers, license plate frames, foam packing, carryout containers.</p>
 OTHER	<p>Other: Use of this code indicates that the package in question is made with a resin other than the six listed above, or is made of more than one resin used in combination.</p>	<p>Dependent on resin or combination of resins.</p>	<p>Ketchup bottles, yogurt containers and margarine tubs, medicine bottles.</p>	<p>Custom products, plastic lumber.</p>

APPENDIX F

RECYCLING PLAN FORM

OFFICE/STATE AGENCY RECYCLING PLAN

Instructions: To be completed by the recycling coordinator designated for the building. One plan can be used for several buildings if they are clustered and the same information applies. Note that more than one agency, if occupying the same building, can share a plan and recycling coordinator. State agencies are required by NRS 232.007 to recycle paper and paper products. Other items may also be recycled.

1. Building Name and Address: _____

2. Building Recycling Coordinator: _____ Phone: _____ E-mail: _____

3. RECYCLABLE MATERIALS MANAGEMENT SYSTEM

MATERIAL TYPE	INDOOR CONTAINER LOCATIONS	OUTDOOR CONTAINER LOCATIONS	SPECIAL HANDLING NEEDS	REMOVAL RESPONSIBILITY	RECYCLER COLLECTION SCHEDULE
Office Paper					
Newsprint					
Corrugated Containers					
Mixed Paper Aluminum cans Plastic, Glass bottles and jars, Tin/steel cans					
Other					

4. Identify the collection service: _____
(The collection service can be arranged with a solid waste or recycling collection service or through a landlord.)
5. Describe how employees in the building will be informed of the services and methods available for recycling: _____

6. List any other state agencies or offices participating in this building recycling plan: _____

Contact the NDEP at the number provided below for information and assistance in setting up a recycling program for your agency or institution. Information on local recycling services may also be obtained from the Health District offices in Clark and Washoe Counties.

Contact Information:

NORTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: N. Nevada Recycling Coordinator
(775) 687-9466

SOUTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: S. Nevada Recycling Coordinator
(702) 486-2850, ext. 251

CLARK COUNTY

Southern Nevada Health District
Solid Waste and Compliance Section
625 Shadow Lane
P.O. Box 3902
Las Vegas, NV 89127
(702) 759-0600

WASHOE COUNTY

Washoe County District Health Department
Environmental Health Services Division
1001 East Ninth Street
P.O. Box 11130
Reno, NV 89520-0027
(775) 328-2434

OFFICE/STATE AGENCY RECYCLING PLAN

Instructions: To be completed by the recycling coordinator designated for the building. One plan can be used for several buildings if they are clustered and the same information applies. Note that more than one agency, if occupying the same building, can share a plan and recycling coordinator. State agencies are required by NRS 232.007 to recycle paper and paper products. Other items may also be recycled.

1. Building Name and Address: Nevada Division of Environmental Protection
123 & 333 W. Nye Lane
Carson City, NV 89706

2. Building Recycling Coordinator: Kim Copeland Phone: (775) 687-4670, ext 3003 E-mail: kcopelan@ndep.carson-city.nv.us

3. RECYCLABLE MATERIALS MANAGEMENT SYSTEM

MATERIAL TYPE	INDOOR CONTAINER LOCATIONS	OUTDOOR CONTAINER LOCATIONS	SPECIAL HANDLING NEEDS	REMOVAL RESPONSIBILITY	RECYCLER COLLECTION SCHEDULE
Office Paper	<i>desk side; centralized bins in copy & break rooms</i>	<i>dumpster in parking lot</i>	<i>any color; no cellophane windows or self-adhesive labels</i>	<i>employee from desk side; staff from each bureau to remove to dumpster</i>	<i>bi-weekly or when called as needed</i>
Newsprint	NA	NA	NA	NA	NA
Corrugated Containers		<i>dumpster in parking lot</i>	<i>break down boxes before putting in dumpster</i>	<i>advertise internally for reuse; staff from each bureau will remove to dumpster</i>	<i>bi-weekly or when called as needed</i>
Mixed Paper Aluminum cans Plastic, Glass bottles and jars, Tin/steel cans	<i>Recycling crates in copy and break rooms</i>	<i>None, carry crates to curb before 8:30 a.m. morning of collection</i>	<i>Mixed paper includes newsprint, magazines, phone books, etc. Plastic: beverage containers only, no yogurt or margarine cups, etc. All containers empty and clean, caps removed.</i>	<i>Staff from Bureau of Waste Management</i>	<i>Bi-weekly per schedule provided - currently every other Thursday. Crates must be at curb by 8:30 a.m.</i>
Other					

4. Identify the collection service: Capital Sanitation: 882-3380
(The collection service can be arranged with a solid waste or recycling collection service or through a landlord.
 5. Describe how employees in the building will be informed of the services and methods available for recycling: Program kick-off memo from administrator to all employees, with this building recycling plan attached. Periodic updates by e-mail. Posters at centralized bins in copy and break rooms.
 6. List any other state agencies or offices participating in this building recycling plan: Division of Water Resources, DCNR administration & USGS
-

Contact the NDEP at the number provided below for information and assistance in setting up a recycling program for your agency or institution. Information on local recycling services may also be obtained from the Health District offices in Clark and Washoe Counties.

Contact Information:

NORTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: N. Nevada Recycling Coordinator
(775) 687-9466

SOUTHERN NEVADA

Solid Waste Branch
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706-0851
ATTN: S. Nevada Recycling Coordinator
(702) 486-2850, ext. 251

CLARK COUNTY

Southern Nevada Health District
Solid Waste and Compliance Section
625 Shadow Lane
P.O. Box 3902
Las Vegas, NV 89127
(702) 759-0600

WASHOE COUNTY

Washoe County District Health Department
Environmental Health Services Division
1001 East Ninth Street
P.O. Box 11130
Reno, NV 89520-0027
(775) 328-2434