



ADMINISTRATIVE MANUAL

Section

CONSERVATION

Subject

Industrial Recycling Program

The Department is committed to the effective use and reuse of all our natural resources. The following guidelines and procedures for recycling cardboard, plastic, and other recyclable materials have been established.

Facility managers are encouraged to implement local recycling procedures, and employees are encouraged to participate in the recycling process whenever possible.

References:

General Manager's Bulletins Nos.:

91-09, Recycling Program, June 26, 1991

97-22, Pollution Prevention Program—A Commitment to the Future, August 6, 1997 Hazardous Materials and Wastes Procedures Manual

CONTAINERS

Containers are furnished and maintained by the Recycling and Disposal Center.

For assistance, the Center may be reached at (818) 771-4932. For pick-up or delivery of a container, contact Fleet Operations at (818) 771-4912.

PREPARATION OF MATERIAL TO BE PLACED IN CONTAINERS

Cardboard

- Boxes and cartons are to be flattened.
- All metal staples are to be removed.

Plastic

- Hazardous waste containers are to be completely emptied and purged. Containers that cannot be purged of all hazardous waste are to be disposed of in accordance with hazardous waste disposal procedures (refer to the Hazardous Materials and Wastes Procedures Manual).
- Plastic materials more than 3 feet in length are to be bundled and placed beside the drum.