

**Statement of Policy on Waste Reduction**  
**within Clinton County Offices**

Clinton County is committed to conducting the affairs of the county in a manner which demonstrates awareness of environmental issues, recognizes the importance of waste reduction, and encourages wise use of resources.

To further this commitment, Clinton county hereby establishes a Waste Reduction Policy encouraging expansion of solid waste recycling programs, development of waste reduction procedures, proper disposal of solid wastes generated in the provision of services to citizens, and which promotes acquisition and use of environmentally responsible products throughout County facilities.

Adoption of this policy by the Clinton County Board of Commissioners includes implementation measures insuring policy enactment six (6) months from the date of adoption.

**Definitions**

- A. *"Environmentally Responsible"* - Product purchases or product usage procedures recognized as having the least impact on the environment. Such products should reduce environmental impact through their composition and/or recyclability.
- B. *"Fiscally Responsible"* - The purchase price for environmentally responsible products or services should be consistent with a suggested variance of 10% above market price for similar, but less environmentally responsible items, or those lacking post-consumer recycled content.
- C. *"Recycled Materials"* - Products made with an identifiable percentage of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High content recycled materials contain a minimum of 50% post-consumer materials.
- D. *"Waste Reduction"* - The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage, and at the time of discard.

**Areas of Waste Reduction Application**

**A. Acquisition**

All departments shall exhibit environmental responsibility when acquiring or soliciting bids for consumable products or services.

Purchases of recycled materials shall be fiscally responsible, but need not be based solely upon the lowest price available in light of financial and non-financial benefits of acquiring environmentally responsible products.

## **B. Utilization**

All Departments shall ensure that their procedures make the most efficient and cost-effective use of consumable materials prior to recycling or disposal, and that Department procedures do not effect an item's potential recyclability.

## **C. Disposal**

Departments shall ensure that appropriate waste reduction and recycling efforts are undertaken in order to minimize the need for final disposal of consumable products and packaging materials. All waste materials not subjected to recycling should be disposed of in an environmentally responsible manner.

Departments shall utilize all recycling programs available to their respective facility to the greatest extent possible.

In Departments where other significant quantities of waste are generated (corrugated cardboard, polystyrene foam, newspapers, etc.), the employees of that Department shall develop a mechanism to facilitate recycling of those materials.

## **D. Compliance**

While compliance to this policy is mandatory, it is up to each Department to implement waste reduction practices in a manner consistent with the Department's needs and according the waste streams generated within the Department.

A summary of waste reduction efforts implemented by each Department shall be included in each year's Annual Report.

The Solid Waste Coordinator or other designated staff of the Department of Waste Management shall be available to assist County Departments in any way to facilitate development and implementation of waste reduction programs or procedures.

## **Clinton County Waste Reduction Policy Implementation Recommendations**

The following recommendations will assist Clinton County Departments in the establishment of environmentally responsible practices, in order to comply with the County's Waste Reduction Policy.

### ***A. Acquisition***

*All departments shall exhibit environmental responsibility when acquiring or soliciting bids for consumable products or services.*

*Purchases of recycled materials shall be fiscally responsible, but need not be based solely upon the lowest price available in light of financial and non-financial benefits of acquiring environmentally responsible products.*

### **Implementation Recommendations:**

1. Specify products made from high-content recycled materials whenever available and when fiscally responsible, or request alternative bids be submitted for products made from recycled materials which include the post-consumer content of the item(s), as well as pricing considerations.
2. Purchases of recycled products should be fiscally responsible but need not be based solely upon the lowest price available, due to potential savings attained from more efficient use of materials. A variance of 10% of above market price for similar, but less environmentally responsible products is recommended.
3. Identify consumable products used in Departmental operations and seek to procure sources for recycled replacements, making this information available to the Purchasing Manager.
4. Incorporate the use of environmentally responsible and recycled products into Department operations. The use of products made from recycled materials should continually increase, based upon the availability of such supplies and materials.
5. Purchase products in their less-processed state when applicable, e.g., unbleached paper towels instead of white, chlorine-bleached towels. Staff members of the Clinton County Department of Waste Management can provide assistance in identifying consumable products that are less-processed.
6. Purchase consumable items that are recyclable.
7. Attempt to purchase consumable items in containers which are returnable or recyclable.
8. Purchase equipment and machines that provide for the use of consumable items in an environmentally responsible manner, e.g., copy machines that accommodate two-sided copying in an acceptable manner, and lawn mowing equipment capable of mulching clippings at their source rather than generating yard waste.
9. Seek alternatives to hazardous materials, e.g., non-toxic and biodegradable cleaners are preferable to toxic and caustic materials, pest control, etc.
10. At the time of re-negotiating service contracts, services should be evaluated as to environmental impact. Whenever possible, the least environmentally harmful procedures and supplies should be substituted.

## **B. Utilization**

*All Departments shall ensure that their procedures make the most efficient and cost-effective use of consumable materials prior to recycling or disposal, and that Department procedures do not effect an item's potential recyclability.*

### Implementation Recommendations:

1. Departments should review their operations to determine what procedures may be modified to minimize and/or eliminate the unnecessary use of any consumable products or any products which are deemed not to be environmentally responsible.
2. Employees should utilize all materials to their fullest extent before disposal.
3. Employees should incorporate the following procedures into their operations:
  - a. Use each piece of paper completely before discarding. Create a receptacle for collecting paper that has been printed on only one side. This paper can be used for printing draft copies of new documents or used for note paper.
  - b. Make only the necessary number of photocopies.
  - c. All documents (including memos, letters of correspondence and reports) should be copied double sided, unless specified otherwise for legal or other justifiable reasons.
  - d. Eliminate unnecessary memorandums and correspondence.
  - e. Use reusable envelopes for interdepartmental mail to their fullest extent.
  - f. The use of mailing labels on envelopes should be restricted to bulk or computer generated mailings, or envelopes which are being re-used requiring a clean address space.
  - g. Non-confidential inter-departmental mail and reports should be distributed without envelopes whenever possible, especially mail that is transported via courier from one building to another.
  - h. Bind reports in a manner that will not effect their recyclability, i.e., avoid insoluble glues.
  - i. Use paper and other supplies that are recyclable.
  - j. Acquire reusable pay envelopes.
  - k. Use routing slips when distributing memorandums and informational materials rather than making copies for each employee. Eliminate the use of full sized fax cover sheets unless necessary.
  - l. Use standard size (8 1/2 x 11") paper or smaller in operations whenever possible. Larger sizes should be used only when necessary, such as photocopying legal documents.
  - m. Employees and regular members of boards and committees should use reusable beverage containers. Disposable beverage containers should be reserved for guests when adequate numbers of reusable containers are not available.
  - n. To the greatest extent possible, lawn wastes should be left on site as mulch. If the quantity of waste requires removal, arrangements shall be made to properly manage materials at an on-site composting area.
  - o. Employees should be encouraged to suggest improvements on how products can be used more judiciously.

- p. Departments should provide the necessary training and education to new employees for conducting environmentally responsible operations. The Clinton County Department of Waste Management is available for this purpose.
- q. Discussion of Departmental waste reduction efforts should be included in each Department's annual report.

### C. *Disposal*

*Departments shall ensure that appropriate waste reduction and recycling efforts are undertaken in order to minimize the need for final disposal of consumable products and packaging materials. Departments shall utilize all recycling programs available to their respective facility to the greatest extent possible.*

*In Departments where other significant quantities of waste are generated (corrugated cardboard, polystyrene foam, newspapers, etc.), the employees of that Department shall develop a mechanism to facilitate recycling of those materials.*

1. The Solid Waste Management Coordinator and/or designated staff are interested and available to assist in the purchasing process and can review products and waste streams to help Departments determine whether they are properly acquiring, using and recycling materials.
2. All acceptable paper products should be neatly deposited in proper containers for inclusion in the recycling program.
3. Where sufficient quantities exist, any other recyclable material, e.g. metal, plastic, glass, motor oil, tires, yard waste, etc., should become part of a specific recycling program within specific departments, to be coordinated and carried out by the department's staff.
4. All materials, supplies and equipment no longer in active service or outdated for their intended use should be "recycled" through auction, sealed bid, or a gift to charity.
5. Hazardous waste products, such as oil-based paint, solvents, used antifreeze, etc., should be disposed of through a licensed hazardous waste hauler, or recycled whenever possible.