

**SAM—WASTE PREVENTION AND RECYCLING OF  
NON-HAZARDOUS WASTE**

**STATE AGENCY RESPONSIBILITIES**

**1941**

(New 5/94)

PCC 12159 Section (a) requires that "each state agency shall initiate activities for the collection, separation and recycling of recyclable materials." Each state agency shall:

1. Designate a Recycling Coordinator for each facility and provide the name and phone number of that person to the Board. The facility/office Recycling Coordinator is responsible for ensuring that all discarded materials generated in sufficient quantity are source separated and collected for recycling to the extent feasible.
2. Request Board approval to establish a recycling program on a site-by-site basis.
3. Secure a site management agreement before implementing a recycling program.
4. Assemble and deploy recycling containers provided.
5. Determine persons at the site that will collect recyclables and ensure that they will collect the recyclables on a regular basis.
6. When initiating a new recycling program, issue a "kick-off memo" to all staff announcing a new recycling effort, materials that will be recycled, management support for it, and the time and place of orientation meetings.
7. Provide for collection of office paper, beverage containers, corrugated cardboard, newsprint, used oil, metals, laser toner cartridges, and other materials where feasible as approved by the Board.
8. Request collection bins, desktop containers, and public information materials from the Board for implementing the program.
9. Encourage all employees to use a desktop recycling container to collect recyclable office paper.
10. At least annually, review the adequacy and condition of intermediate (20-gallon) metal recycling containers, polypropylene bags and stands, and associated signage.
11. Purchase recycling equipment not otherwise available from the Board to facilitate the collection and recycling of materials.
12. Work with the Board to implement an employee information and education program to ensure their continued participation and cooperation in separating recyclables. A recycling education program should be part of a new employee orientation and should be periodically reviewed and updated for experienced employees.
13. Ensure the Board receives periodic reports on all materials collected for recycling at each facility. PCC 12167.1 requires that "information on the quantities of recyclable materials shall be provided to the Board on an annual basis according to a schedule determined by the Board."

For any facility not covered by a Board waste paper contract, quantities of material collected for recycling must be provided to the Board on a Recycling Data Report, SRPS 5 (See Appendix A-1) no later than the 15th day following the end of each quarter. The SRPS 5 is supplied by the Board. The completed SRPS 5 must be mailed to:

Project Recycle  
California Integrated Waste Management Board  
8800 Cal Center Dr.  
Sacramento, CA 95826  
FAX # (916) 255-4580

(Continued)