

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

**STATE AGENCY RESPONSIBILITIES**

**1950**

(New 12/13)

These activities are the primary operational components of a state agency's program to comply with the requirements of AB 75 (see above). Each state agency shall:

1. Designate a Recycling Coordinator for each facility and provide the name and phone number of that person to CalRecycle. 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, and facilitates waste prevention practices such as double sided printing and copying or use of electronic files when possible.
2. For new state agencies, request CalRecycle approval to establish a recycling program on a site-by-site basis.
3. Secure a site management agreement before implementing a recycling program.
4. Provide for collection of office paper, corrugated cardboard, newsprint, beverage containers, plastics, glass, used oil, metals, toner cartridges, paint, carpet, mattresses, sharps, electronic and universal waste, compost, construction and demolition, and other materials as applicable and where feasible.
5. Determine persons at the site that will collect recyclables and ensure that they will collect the recyclables on a regular basis.
6. Purchase recycling equipment to facilitate the collection and recycling of materials. Set up collection bins, deskside containers, and a collection schedule.
7. Place recycling containers in work and common areas that meet approval by the State Fire Marshal.
8. Encourage all employees to use recycling containers to collect recyclables.
9. 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. Utilize various forms of outreach i.e. internal internet, newsletters, and billboards (electronic/physical).
10. Work with CalRecycle Local Assistance and Market Development staff assigned to your agency/department/facility 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 employees.
11. For state-owned and leased facilities, each respective state entity responsible for the planning and development of facilities to house state operations shall consider providing adequate, accessible, and convenient areas for collecting, storing, and loading recyclable materials.

(Continued)

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(Continued)

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**1950 (Cont. 1)**

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12. Request CalRecycle's approval to establish a recycling program in an area serviced by a CalRecycle contract:  
<http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>
13. At least annually, review the adequacy and condition of recycling containers, and associated signage.
14. Ensure that CalRecycle receives annual reports summarizing its progress in reducing solid waste as required in PPC Section 12167.1 at each facility, including information on annual disposal, explain changes in waste generated or disposed, a status of diversion programs. Also, ensure CalRecycle receives annual reports for State Agency Buy Recycled Campaign (SABRC) and their requirement to comply with PCC Section 12200-12217.
15. Utilize surplus property. See [Mamangement Memo 11-01](#).