

0340.06 Paper Recycling

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PURPOSE

To centralize and administer the collection, processing and recycling of wastepaper from all state of Michigan offices.

APPLICATION

Executive Departments and Sub-units, and the Judicial and Legislative Branches of State Government.

CONTACT AGENCY

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SUMMARY

State offices are required to participate in a paper recycling program. State Facilities Administration (SFA), Building Operations Division (BOD) will, to the extent possible, offer assistance to agencies in the recycling program.

APPLICABLE FORMS

None.

DTMB, SFA, BOD

- Is authorized to implement the requirements of Public Act 411 of 1988 as it relates to the recycling of wastepaper.
- Administers internal resources and contractual services for the pickup of recyclable office paper for those agencies within Ingham and Eaton counties in both DTMB-owned and managed buildings as well as leased facilities. Ensures contractual services provider maintains the segregation of paper.
- Assists facilities in Ingham and Eaton counties with information, education and guidance in ensuring that paper is properly recycled and that contaminants are not included in the recycling effort.
- Assists locations not served through current services with information and education in office paper recycling, to the extent possible.
- Provides direction on paper sorting and facility procedures related to recycling.

DEQ, Office of Environmental Assistance

- Assists state facilities with information and education in support of recycling goals.

Agency

- Required to establish, participate and expand wastepaper recycling.
- Must provide a recycling coordinator to act as a liaison between the agency and SFA, BOD. Multiple coordinators within a department or agency are desirable to facilitate activities within the various facilities to be served.
- Collects cardboard, newsprint, white paper and mixed color paper for recycling where services are provided.
- Must instruct employees on the proper methods of source separation.
- Must ensure that unacceptable contaminate items such as: plastic wrapping, carbon paper, metal fasteners, etc. are removed from the paper to be recycled prior to shipment.
- Agencies may be charged for additional services, which are determined by location served, frequency of pickup, inappropriate paper sorting, and volume of material being picked up.
- Maintains responsibility for:
 - Ensuring only business waste is recycled (no personal materials brought in from home to be included).
 - Obtaining additional equipment and supplies necessary to facilitate the collection of recycled paper.
 - Designating centralized locations within their areas for paper grade separation at the source.

- Enforcing employee participation.
- Ensuring that employees do not remove paper that should be recycled.
- Ensuring proceeds from the local sale of recycled material are deposited in the State's accounting system as miscellaneous revenue.
- May not use the recycling program to dispose of documents that contain sensitive personal information unless those documents have been destroyed (see Administrative Guide 0610.06 Destruction of Confidential Records).

Employees

- Employees are required to sort paper to be recycled at their desk or work-site and empty into intermediate containers based on guidelines provided by SFA BOD. Paper is to be stored, keeping materials clean, dry and free from contaminants.
 - Intermediate boxes are to be emptied by custodial personnel or volunteers, when necessary, into large Gaylord boxes or designated receptacles for pickup and transportation.
 - In locations where space precludes use of Gaylord boxes, a small mobile cart or plastic trash bag may be used.
