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DEPARTMENT OF
PUBLIC WORKS

SOLID WASTE DIVISION

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 103
SACRAMENTO, CA
95814-2933

916-449-5757

February 14, 1989

Transportation and Community Development/
Budget and Finance Committees
Sacramento, California

Honorable Members in Session:

SUBJECT: OFFICE PAPER RECYCLING PROGRAM INFORMATION REPORT

SUMMARY

The Solid Waste Division, with the cooperation of other City offices, has initiated an office paper recycling program. This report is for information only.

BACKGROUND

From 1979 to 1985, the City was involved in a white paper recycling program for City offices. At some point in this time period the program lacked both a coordinator and eventually a contract with a paper recycler. Finally, the program was abandoned.

Now, the City has a renewed interest in recycling and the market conditions are favorable for recycling paper. On January 30, 1989 the Solid Waste Division activated the first phase of a City office recycling program. Offices in City Hall, the Personnel building, City Attorney building, and 1231 I Street building were provided with special 7 gallon plastic containers and 20 gallon covered metal containers for white paper recycling. Employees will empty the 7 gallon containers into the 20 gallon metal containers. Janitorial staff will empty the larger metal containers in a marked bin outside the building. Weyerhaeuser will then collect the paper from the bins. In several cases, the quantity of paper is estimated to be a large enough component of the office waste that a garbage bin has been removed from the building. Each office has an assigned paper recycling monitor to coordinate the program with Solid Waste Division staff.

At this time, the paper recycling is limited to white paper. As we gain experience with the program and collect data on the quantities recycled, consideration will be given to include recycling newsprint, computer paper, and colored paper (such as Council agendas). In the coming weeks, the office paper recycling will be expanded to include other City offices.

The various City Departments have been cooperating with the Solid Waste Division to maximize the success of the program. The purchasing agents will now order white writing tablets instead of the traditional yellow ones. The specifications recently developed for the next janitorial services contract includes provisions for emptying the 20 gallon metal containers into Weyerhaeuser bins. A number of individuals have determined to use less colored paper in their printed materials. The initial response of City employees has been very positive.

FINANCIAL DATA

Project costs have been funded by the Solid Waste Division Operating Budget, at the expense of other planned expenditures. These costs will be recovered within a few months from the revenue generated by the sale of the office paper to the Weyerhaeuser Company.

The long term revenue will depend on market conditions and the quantity of paper recycled. As an incentive for employee participation, revenue received beyond project costs will be credited to the budget organization codes of the participating offices.

POLICY MATTERS

The City Council adopted a goal of recycling 20% of the waste generated in the City (Resolution 88-873, July 25, 1988). This office paper recycling program will contribute towards meeting that goal.

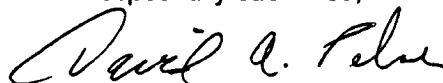
MBE/WBE

No impact.

RECOMMENDATION

Forward to City Council to file for information.

Respectfully submitted,



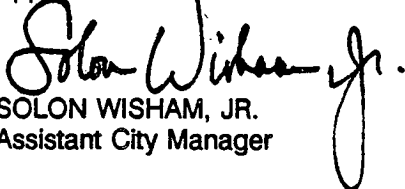
DAVID A. PELSER
Solid Waste Division Manager

Approved:



MELVIN H. JOHNSON
Director of Public Works

Approved for Information:



SOLON WISHAM, JR.
Assistant City Manager

Contact Person to
Answer Questions:

DAVID A. PELSER, SOLID WASTE DIVISION MANAGER
449-2043

February 14, 1989
All Districts