

Executive Order No. 5-96

**RECYCLING POLICY FOR
MUNICIPAL BUILDINGS AND EMPLOYEES**

WHEREAS, City buildings and facilities generate an estimated 10,000 tons of municipal solid waste each year; and

WHEREAS, It is estimated that as much as 70% of the municipal building waste stream is recyclable office paper, cardboard and other paper fiber sources. Source separation recycling of office paper, cardboard and other materials generated in large quantities in the work environment is less costly than disposing of the same material in landfills or incinerators, thereby reducing overall costs and saving money; and

WHEREAS, The City has promulgated commercial, institutional and governmental recycling regulations in response to Pennsylvania Act 101, which requires the recovery of office paper, cardboard, aluminum cans and yard waste in all commercial, institutional and government buildings; and

WHEREAS, Recycling in City offices is an opportunity for the City to lead business and institutional sectors by example;

NOW, THEREFORE, BY THE POWER VESTED IN ME BY THE PHILADELPHIA HOME RULE CHARTER, IT IS HEREBY ORDERED AS FOLLOWS:

1. Each City office, department, board and commission ("City agency") shall appoint one or more Recycling Coordinator(s) to facilitate development of recycling initiatives, and shall submit in writing to the Streets Department Recycling Unit ("Recycling Unit") the name(s) of its Recycling Coordinator(s).
2. The Department of Public Property shall name one or more Recycling Program Manager(s) for each City-owned building and for each City-leased building occupied by 50 or more City employees. Recycling Program Managers in City-owned buildings shall be responsible for the development and oversight of building recycling programs. Recycling Program Managers in City-leased buildings shall act as liaisons with the building's property management staff in coordinating recycling programs as they affect City tenants. The Department of Public Property shall submit in writing to the Recycling Unit a list of the names of all Recycling Program Manager(s).

3. The Recycling Unit shall provide training sessions on the proper planning, design, implementation and monitoring of comprehensive source separation recycling programs. All Recycling Program Managers and Recycling Coordinators shall attend at least one such training session.
4. Recycling Program Managers shall file a Building Solid Waste and Recycling Plan ("Recycling Plan") with the Recycling Unit, on forms provided by the Recycling Unit. Such Plans must comply with the Department of Streets Regulations for Private Collection of Recyclables and Non-Recycled Materials.
5. Upon approval of a Recycling Plan for a building by the Recycling Unit, notice of its requirements shall be distributed to all occupants of the building, and all occupants shall comply with the Recycling Plan. A copy of the Recycling Plan shall be posted in a prominent place in the building, and all visitors shall comply.
6. The Recycling Unit shall work with the Department of Public Property and the Law Department to draft contract language to be included in all City leases in which the City is lessee, which requires the lessor to comply in full with the Streets Department Regulations for Private Collection of Recyclables and Non-Recycled Materials and to provide evidence of compliance as required by the Streets Department.
7. Each City agency, through the normal procurement process, shall procure recycling containers and other items needed to comply with a Recycling Plan. The Recycling Unit shall provide technical assistance as needed to draft bid specifications for all such purchases.
8. A method to account for the economic and environmental benefits of recycling by City agencies shall be established by the Inter-agency Task Force for Recycling and the Finance Director's Office, with technical support from the Recycling Unit. At a minimum, such accounting method shall permit the calculation for each City agency of the savings generated by diverting recycled material from building waste systems; the number of trees saved; the amount of energy conserved; and the extent to which pollution emissions are reduced.
9. By December 1 of each year, the Recycling Unit, in conjunction with the Inter-agency Task Force for Recycling, shall file a fiscal year report with the Mayor, Managing Director, and the Chief Clerk of City Council. The report shall detail, for all buildings covered by this order, the amount of trash disposed of and the amount of recyclables collected, and shall estimate the economic and environmental impact of recycling pursuant to this order.

10. This order shall take effect immediately, except that compliance with the provisions of the following paragraphs shall not be required until the date indicated:

<u>Paragraph</u>	<u>Date when compliance required</u>
1 and 2	Four months after Effective Date
3	Six months after Effective Date
4	Eight months after Effective Date
8	One year after Effective Date
9	First report due December 1, 1997

October 16, 1996
Date

Edward G. Rendell
Edward G. Rendell,
Mayor