



## Commonwealth Agency Recycling / Waste Reduction Policy for Harrisburg Area Locations

The following recycling procedures have been established for all Commonwealth Agencies in accordance with:

1. ACT 101 of July 1988, PENNSYLVANIA'S "MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT"
2. Commonwealth of Pennsylvania, Governor's Office, Management Directive 205.22: Recycling, Waste Reduction and Procurement of Environmentally Preferable Products requirements for the Commonwealth agencies.

In order to reduce the environmental impact of agency operations, to minimize waste disposal costs to the greatest extent possible, the following waste products are to be segregated and collected by all employees at Commonwealth locations for collection for reuse or recycling:

- Office Paper (and shredded paper)
- Mixed Paper
- Newspaper / magazines
- Corrugated Cardboard
- Glass containers
- Aluminum Containers
- Plastic Containers
- Metal and Bi-metal Containers
- Scrap metal
- Fluorescent Lamps & Ballasts
- Batteries (household, computer, etc.)
- Toner Cartridges

- Obsolete Computer & other electronic Equipment
- Carpet- tile and broadloom
- Obsolete media such as compact discs and microfilm

Appropriate, adequate and convenient containers will be provided to all building occupants and to building maintenance staff to encourage and facilitate collection and participation.

Means of Recycling:

The materials listed above will be collected by the Dept. of General Services (DGS) Recycling program, which will use the following procedures:

1. Building wastepaper products, including office paper, newspaper and corrugated containers, will be collected by DGS personnel and delivered and sold to a contracted vendor as surplus property
2. Building beverage and other containers will be collected by DGS personnel and delivered to the Harrisburg City recycling repository for delivery to a processing facility; glass other than container glass will not be collected for recycling at this time.
3. Fluorescent lamps and ballasts, packaged appropriately for shipment, will be collected by DGS personnel and delivered to an appropriate, qualified processing vendor which will certify the proper and complete recycling of the materials
4. Batteries of all types will be collected by DGS and sent to an appropriate vendor for proper reprocessing; this includes used auto rechargeable and alkaline batteries.
5. Used toner cartridges will be collected by DGS personnel and delivered to a sheltered workshop for remanufacturing/recharging and eventual re-sale to Commonwealth Agencies through the Commonwealth's Office Supply contract.
6. All surplus computer equipment and other scrap electronics will be collected by DGS on behalf of the DGS Bureau of Surplus Property which will sell the material, either as re-usable items or scrap.

All agency automobiles and their attendant waste materials (tires, motor oil, and engine coolant) are cared for by qualified off-site facilities, including the DGS Auto Service Garage, which has contracts for the recycling of tires, car batteries and motor oil.