BASIC RECYCLING PRACTICES

Rationale

A goal of the National Recycling Coalition is to reduce waste production and then maximize recycling as an integral part of waste and resource management. This reduction-recycling approach will achieve the benefits of environmental protection, energy conservation, and social and economic development,

Policy

The National Recycling Coalition desires to promote waste reduction, materials reuse and recycling in its own operation. Actions taken to pursue these goals will include:

1) Purchase of durable products, such as mugs and reusable envelopes, rather than disposable products for the office.
2) Use of two-sided copies for all National Recycling. Coalition mailings.
3) Use of recycled paper meeting, at a minimum, U.S. Environmental Protection Agency (EPA) guidelines, for all stationery, newsletters, copy paper, pads, business cards, and computer paper where possible. A message to that effect will be stated on the paper.
4) Use of no inks containing toxic components for any National Recycling Coalition publication,
5) Purchase and use of recyclable paper for the office. No yellow pads, pink message pads, or National Recycling Coalition paper will be used unless they can be recycled.
6) No use of toxic cleaners or sprays in the office.
7) Investigation by office staff of the use of plastic-less windowed envelopes rather than glued labels for mailings.
8) Single copies with routing slips within the office rather than multiple copies of memos.
9) Shift from material to electronic modes of communication.
10) Investment of National Recycling Coalition funds only in socially responsible funds.
11) At all National Recycling Coalition sponsored meetings and events, use of durable rather than disposable tableware for meals and snacks, with recycled collection points provided for recyclable goods generated in quantity at such functions.
12) For all Requests for Proposals issued for services, inclusion of the statement that the National Recycling Coalition prefers doing business with companies that adhere to our principles, and that any proposals submitted to us include the statement that "all proposals shall be printed two-sided on recycled and recyclable paper with removable, reusable bindings or staples."
13) Requirement that all contractors use recycled paper when producing reports for the National Recycling Coalition.

The National Recycling Coalition urges all staff and contractors to implement the above practices and follow the principles of waste reduction and materials reuse and recycling.

The National recycling Coalition staff shall make periodic reports to the Board of Officers actions related to the above policy and practices, and pass along this information to its members.

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The National Recycling Coalition desires to promote waste reduction, materials reuse and recycling with local and state governments. Actions recommended include:

- Reduce and reuse products to the maximum extent technically feasible. This includes using duplex copiers, plain paper faxes, durable products, and minimal packaging.
- Identify reusable or recyclable products (or less harmful. more environmentally sound products) that could replace single-use and non-recyclable products.
- Quantitatively summarize current purchasing patterns for reusable and recycled materials and products. Identify potential suppliers to the Purchasing Department's buyers.
- Prepare a guide to purchasing and use of reusable and recycled products for operating departments, including a list of available materials, how to obtain them, how to minimize cost, and how departments can adapt their operations and equipment to use recycled paper and other recycled materials.
- Prepare standard specifications that require, in government construction projects (including those done directly under contract or with the financial assistance of the government). that a minimum percentage of recycled materials (including asphalt, concrete. wood chips, humus, and compost) be utilized.
- Require in City grants, contracts, consultant agreements and other agreements that printed materials be on recycled paper and that other recycled products will be used to the degree available and practical. Also require all proposed vendors to certify that they have adopted. or will adopt within 12 months, a recycled products procurement policy applying throughout their firm or organization.

Cross-reference: Legislation and Regulation; Procurement; Education and Outreach