

**POLICY AND/OR PROCEDURE STATEMENT**

**SOLID WASTE DEPARTMENT  
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA**

- I. POLICY SUBJECT:** Material Management Policy for all  
Athens-Clarke County Unified Government  
Buildings and Facilities and Public Spaces

**FUNCTIONAL AREA:** All Departments, programs and employees

**POLICY/PROCEDURE NUMBER:** SW-021

**II. DEFINITIONS:**

- A. “Compostable” means a material that is capable of decomposing into organic matter through a controlled, aerobic, biological process.
- B. “Contamination” means any non-recyclable or non-compostable material.
- C. “Recyclable material” means any type of waste designated by the Unified Government Solid Waste Department through guidelines issued under this policy and listed in the SW-004 Targeted Material List to be separated for recycling.
- D. “Single-use material” means all single-use food-service containers, plates, cups, lids, napkins, and any other implements to convey or facilitate consumption of food or beverages.
- E. “Source separated” means recyclable materials are separated at the source or generator of the material (i.e. the Department and/or Division level).

**III. POLICY STATEMENT:**

The purpose of this statement is to establish a material management policy in all Unified Government buildings and facilities and to articulate the instructions, standards and expectations for the storage, separation, collection and/or transportation of recyclable material for recycling and composting.

**1. STORAGE, SEPARATION AND COLLECTION REQUIREMENTS**

**A. Indoor Collection Container Requirements**

- (1) The Solid Waste Department will provide food scrap roll carts for departments interested in composting.
- (2) The Solid Waste Department will roll-carts to departments that generate large quantities of materials for recycling.
- (3) All multi-user containers must be clearly labeled and conveniently located for use by all employees and the general public. The recycling containers shall be located next to existing trash receptacles.
- (4) Individual Departments are responsible for the procurement, maintenance, including cleaning, of all indoor

recycling and compostable material containers and compostable bags.

- (5) Targeted recyclables must be kept loose. If a bag must be used, the bag must be clear, and the contents emptied into the exterior dumpster or roll cart prior to collection by the Solid Waste Department.
- (6) Food scraps and compostable material must be bagged in a BPI certified bag or other bag approved by the Solid Waste Department.

B. Outdoor Collection Container Requirements. Each department with large outdoor facilities (i.e.: Leisure Services, Transit at the Multi-Modal Center, etc.) shall provide adequate outdoor recycling containers for the general public. The recycling containers shall be located next to existing trash receptacles. Departments are responsible for the minimization of contamination in the recycling containers through container construction, color and location; education (signage) and regular collection and minor separation as needed.

C. Source (Departmental) Separation of Targeted Recyclable Material, Hard to Recycle Material and Compostable Material. It shall be the responsibility of each department to separate all designated recyclable or compostable material from other waste as follows:

- (1) Targeted Recyclable Materials as listed in the SW-004 Targeted Material List. All materials shall be stored loose or in clear bags only. All containers must be emptied and rinsed but labels and lids can remain on the containers.
- (2) Hard to Recycle Materials. All departments shall recycle hard to recycle materials when applicable. These items shall be delivered to the Athens-Clarke County Center for Hard to Recycle Material for processing or Departments should arrange for a special pick-up with the Solid Waste Department. Hard to Recycle materials include (there are fees associated with some of these materials):
  - a. All batteries
  - b. All electronic equipment.
  - c. All light
  - d. Inkjet printer and toner cartridges.
  - e. Clean and dry Styrofoam.
  - f. Clean and dry plastic bags and/or wraps.
  - g. Scrap metal.
  - h. Scrap tires. (There are fees associated with the recycling of this material.)

- i. This is a partial list of materials that can be recycled at the Center for Hard to Recycle Materials. See a complete list on the Solid Waste Departmental website.
  - (3) Compostable Materials. All departments that desire to compost food scraps must use compostable bags. Materials include:
    - a. All food scraps.
    - b. Uneaten food not suitable for donation.
    - c. Coffee grounds, filters, & tea bags.
    - d. Paper towels, napkins and paper plates.
    - e. Soiled paper and waxed cardboard food packaging.
    - f. Items labeled BPI Certified Compostable or other labels approved by the Solid Waste Department.
- D. Targeted Materials List. The Solid Waste Department shall reserve the right to add or eliminate recyclable materials from the SW-004 Targeted Material list. This list shall be maintained on the Solid Waste Departmental website.
- E. Collection of Source (Departmental) Separated Recyclable Material, Hard – to-Recycle Material, and Compostable Materials.
  - (1) Departmental Collection Responsibilities.
    - a. Individual departments are responsible for the consolidation of both recyclable material and compostable material. Consolidation shall be in dumpsters and/or roll-carts provided by the Solid Waste Department. Departments using roll-carts should place them outside for collection on the assigned collection day.
    - b. Departments with contracted janitorial services shall put language in the bid for services that indicate the recycling and compostable material collection responsibilities/duties required of their contract employees.
    - c. The Solid Waste Department will offer weekly collection services for Targeted Materials to all Unified Government buildings and facilities.
    - d. The Solid Waste Department will offer weekly collection services for compostable materials to all Unified Government buildings and facilities that are participating in the compost program.
- F. Event Recycling & Composting.
  - a. Event Recycling. All events sponsored or held by the Unified Government or permitted by the Unified Government through a special events permit shall be required to provide or arrange for recycling

collection services. The Solid Waste Department shall provide event recycling containers for use through a registration process.

b. Event Composting. All events sponsored or held by the Unified Government or permitted by the Unified Government through a special events permit shall have the option to provide for composting services. However, all food and/or beverage vendors at events where two or more vendors will be serving food and/or beverages (regardless of whether all or part of those food or beverages are individually pre-packaged food items) will be required to utilize reusable items or compostable single-use materials, with the following exceptions:

i. Individually professionally pre-packaged food items (e.g., candy bars, popsicles, bags of chips, canned or boxed drinks) need not be served in containers made of compostable single-use materials.

ii. Cups (and their accompanying lids) used for free-draining liquid beverages (e.g., water, soda, juice, beer) that are made from materials included on the Targeted Material List may be used in lieu of compostable cups and lids given that free-draining liquid beverage containers can effectively be recycled at large events as opposed to plastic plates, utensils, and other single-use materials or cups used with non-free-draining liquids that are typically not recyclable in these settings due to food contamination. Cups (and their accompanying lids) used for solid foods and/or more viscous fluids (e.g., frappes, milkshakes, soups, chili) must still be made of compostable single-use materials.

c. The Solid Waste Department shall provide event composting training and containers for use through a registration process.

G. Department Material Management Coordinator. Each Department Director shall designate one person from each facility as the point of contact (recycling coordinator) with the Solid Waste Department. The Material Management Coordinator responsibilities include the following:

(1) Attendance at quarterly material management coordinator meetings.

(2) Education and promotion of programs and/or procedure changes.

(3) Coordination of special events hosted by the Solid Waste Department.

(4) Compilation of recycling data as necessary.

(5) Miscellaneous troubleshooting.

H. New Employee Orientation. Information regarding the SW-004 Targeted Material List, Hard to Recycle Materials and Compostable Materials shall be included in Athens-Clarke County Unified Government new employee orientations as provided by the Solid Waste Department.

**IV. EXCEPTIONS:**

Any and all exceptions to this policy must be approved by the Mayor & Commission of the Unified Government of Athens-Clarke County.

**V. Recommended by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Suki Janssen  
Solid Waste Director

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Blaine Williams  
Manager

**Approved by the  
Mayor & Commission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Jean Spratlin  
Clerk of Commission

**VI. Effective Date:** \_\_\_\_\_

Upon approval by the Mayor & Commission of the Unified Government of Athens-Clarke County.