

ADM-16.07, "Agency Recycling Program," DRAFT

## SCDC POLICY/PROCEDURE

NUMBER: ADM-16.07

TITLE: AGENCY RECYCLING PROGRAM

ISSUE DATE: October 9, 2014

RESPONSIBLE AUTHORITY: DIVISION OF SUPPORT SERVICES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.07 (July 1, 2008); (July 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: 19-89

ACA/CAC STANDARDS: 4-ACRS-1A-04, 4-4331

STATE/FEDERAL STATUTES: South Carolina Solid Waste Policy and Management Act of 1991, South Carolina Code of Laws, Sections 44-96-10 et.seq., as amended

PURPOSE: To set forth guidelines for the administration and management of the Agency's Recycling Program.

POLICY STATEMENT: To promote sound fiscal and environmental responsibility by both staff and inmates, the Agency will administer and manage a Recycling Center for the processing of all recyclable products in compliance with the Solid Waste Policy and Management Act of 1991, and all other statutes, amendments, regulations, and applicable standards. (4-ACRS-1A-04, 4-4331)

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### SPECIFIC PROCEDURES:

#### 1. RESPONSIBILITIES :

1.1 The Division Director of Support Services will be responsible for providing guidance, direction, and advisement on all recycling matters to the Solid Waste/Recycling Coordinator.

1.2 The Solid Waste/Recycling Coordinator will be responsible for the overall administration and management of the SCDC Recycling Program to include, but not be limited to, the following:

1.2.1 managing and overseeing the solid waste stream reduction and recycling efforts of the Agency;

1.2.2 ensuring that the disposal contracts meet the needs of the SCDC;

1.2.3 ensuring that all Agency recycling efforts meet the requirements of the South Carolina Solid Waste Policy and Management Act of 1991 and all other applicable statutes, amendments, regulations, and standards; (4-ACRS-1A-04, 4-4331)

1.2.4 selecting and supervising the Recycling Center employees; and

1.2.5 locating vendors and coordinating the sale of all recyclables processed through the SCDC Recycling Center.

1.3 Institutional Recycling Coordinator: Each Warden will appoint a staff member to monitor the use of trash compactors and dumpsters, as well as the collection of recycling material, to ensure that all items capable of being recycled are removed from the waste stream. The institutional Recycling Coordinator will:

1.3.1 ensure that only items deemed as trash are thrown in trash compactors and dumpsters;

1.3.2 report any changes needed in the frequency of pick ups of trash containers or services to the Solid Waste/Recycling Coordinator; and

1.3.3 monitor the collection process and ensure that recycling material is loaded on the designated truck to be returned to the Recycling Center on a weekly basis.

1.4 The Recycling Center Manager, under the supervision of the Agency Solid Waste/Recycling Coordinator, will be responsible for:

1.4.1 selecting and supervising all inmate workers assigned to the Recycling Center;

1.4.2 directly supervising and assisting in the selection of all SCDC Recycling Center employees;

1.4.3 overseeing the receipt of all recyclables (e.g., the weighing of the materials, documentation in the log book of the amount of recyclables received from each area, etc.);

1.4.4 overseeing the processing of all recyclables;

1.4.5 scheduling all recyclable collection and delivery activities; and

1.4.6 inspecting the SCDC Recycling Center at least monthly to ensure proper security, maintenance, and safety of the building and documenting this inspection on SCDC Form 19-89, "SCDC Inspection Report." (NOTE: The completed inspection form will be maintained on file by the Solid Waste/Recycling Coordinator.)

1.5 SCDC Recycling Center Employees: SCDC Recycling Center employees will either be civilians employed directly by the Recycling Center or Correctional Officers employed by the SCDC. Under the direct supervision of the Recycling Center Manager, the SCDC Recycling Center employees will be responsible for:

1.5.1 directly supervising all inmate workers assigned to the Recycling Center;

1.5.2 collecting, with the assistance of inmate workers, all recyclables from designated areas; and

1.5.3 assisting in the sorting and processing of all recyclables received at the Recycling Center.

1.6 Inmate Workers: Inmate workers assigned to the Recycling Center will be responsible for:

1.6.1 picking up, when necessary, recyclables from institutions and other areas on SCDC property, and with escort/driver from other state agencies and other entities;

1.6.2 receiving (i.e., unloading trucks, etc.) all recyclables delivered to the SCDC Recycling Center;

1.6.3 weighing the recyclables received from each area and logging this information in the log book maintained in the Recycling Center; and

1.6.4 separating all recyclables for sale, i.e., separating book bindings from books in order to shred paper, shredding paper, putting paper/cardboard into bailers, separating motors from appliances, etc.

(NOTE: The Recycling Center will operate a shredding service for the SCDC and other state agencies and other entities. Inmate workers will be prohibited from reading any of this material and will be searched prior to returning to the institution in accordance with SCDC Policy/Procedure OP-22.19, "Searches of Inmates.").

## 2. SCDC/OTHER STATE AGENCIES/ENTITIES:

2.1 The SCDC Recycling Center will accept recyclables from all SCDC institutions, Central Office, the Training Academy, etc. The SCDC Recycling Center will also make its services available to other state agencies (Department of Health and Environmental Control, South Carolina Law Enforcement Division, etc.) and other appropriate entities (federal agencies, local government agencies, etc.).

2.2 When economically unfeasible for the Recycling Center to pick up recyclables from an outside agency requesting our service, a charge may be assessed to the outside agency to cover the cost for pickup. This should be communicated to the outside agency prior to pick up and billed through the Division of Finance.

## 3. RECYCLABLES ACCEPTED AT THE SCDC RECYCLING CENTER:

3.1 The SCDC Recycling Center will accept the following items for recycling: (NOTE: The Division Director of Support Services may add items to or delete items from the list in paragraphs 3.1.1 through 3.1.6, below, based on market conditions for resale of these items. In such cases, the Division Director of Support Services will advise all Agency managers of these changes by system wide message and will provide instructions on disposition of deleted items (disposal at the institution, treatment as surplus state property, etc.).

### 3.1.1 Metal Products:

- Scrap Metal: Scrap metal includes brass, copper, metal car parts, refrigerators, ranges, water heaters, freezers, dishwashers, trash compactors, washers, dryers, air conditioners, commercial large appliances, staplers, hole punchers, metal bookshelves, etc.

- Aluminum Cans: Aluminum cans collected from the Central Office, the Training Academy, and institutions may be forwarded to the SCDC Recycling Center.

NOTE: Institutions are not allowed to sell any type of metal products, with the exception of aluminum cans. All types of scrap metal at SCDC institutions should be returned to the Recycling Center; Solid Waste Managers should be contacted to coordinate the pickup of this material.

3.1.2 Paper Products: Paper products include all paper (white or colored, shredded or whole), computer paper, cardboard, magazines, books, newspapers, etc.

3.1.3 Ink Jet and Laser Ink Jet Cartridges: Used cartridges must be re-boxed and held for pick-up with other recyclables. (NOTE: Copier toner cartridges will not be accepted by the SCDC Recycling Center.)

3.1.4 Textiles: Textiles include all unserviceable clothing and bedding, i.e., pants, shirts, jackets, pillowcases, sheets, blankets, etc., and sneakers (to include SCDC issued Bobos).

3.1.5 Wooden Pallets

3.1.6 Plastic Items: Items include plastic beverage containers (#1 PETE and #2 HDPE), bleach bottles, condiment and salad dressing bottles, one (1) gallon buckets, five (5) gallon buckets, two and a half (2 1/2) gallon containers, and 55 gallon drums.

3.2 SCDC employees and employees of other state agencies and other entities who use the SCDC Recycling Center should place all recyclables in bins designated for such, if available. If a separate bin is not available for each category, items may be kept together. The recyclables will then either be picked up as per Procedure 4., below, or may be dropped off at the Recycling Center during regular business hours (7:00 AM - 3:00 PM, Monday - Thursday, and from 7:00 AM - 11:30 AM, Friday).

3.3 Upon receipt at the Recycling Center, materials will be weighed, usually by inmate workers, and the amount received from each institution, state agency, etc., will be recorded in a log book.

3.4 Inmate workers assigned to the SCDC Recycling Center will separate and prepare all recyclable materials received at the Recycling Center for sale to outside vendors.

4. COLLECTION SCHEDULE: Recyclables may be dropped off (see Section 3.2, above) to the SCDC Recycling Center or will be collected based on the following schedule:

4.1 Greater Columbia Area/Other State Agencies/Entities: SCDC Recycling Center employees and inmate workers will be responsible for picking up recyclables in the Greater Columbia area, to include the Broad River Complex, and from other state agencies and other entities on a weekly basis or as needed.

4.2 Non-Local Geographical Areas: Supply delivery vehicles will be responsible for picking up the recyclables in these geographical areas when making their normal supply deliveries.

5. SALE OF RECYCLABLES: Recyclable materials received and processed at the SCDC Recycling Center will be sold to outside vendors, i.e., recycling businesses, based on the following process:

5.1 The Solid Waste/Recycling Coordinator will work with the Purchasing Branch to locate vendors who would likely be interested in buying the recyclable products.

5.2 Written solicitations will be issued by the SCDC Purchasing Branch, and the award will be made to the vendor with the highest revenue bid (based on price per pound and/or ton). The Purchasing Branch will maintain all bids submitted in accordance with the Agency's Retention Schedule (Refer to the SCDC intranet site for the Retention Schedule).

5.3 The Purchasing Branch will provide each vendor who responded to the solicitation a copy of the Intent to Award or a copy of the Award Statement, depending on the potential dollar value. Once awards become final, the Solid Waste/Recycling Coordinator will contact the vendors to coordinate the sale of the recyclables, i.e., to determine if the materials will be picked up by the vendor or delivered by the Recycling Center employees and inmates. The Solid Waste/Recycling Coordinator will provide information and data regarding the sale of recyclables in the monthly report.

6. REPORTING: The Division Director of Support Services will provide reports on the amount of recyclables received from each institution, the Training Academy, Central Office, each state agency, and all other entities as follows:

6.1 Monthly Memorandum: A monthly memorandum will be sent to all members of the Director's staff, Division Directors, Wardens, and the Agency Director. This information will only be forwarded to other state agencies and other entities upon request.

6.2 Year-end Memorandum: A memorandum that summarizes the year's total amounts of recyclables received at the SCDC Recycling Center will be sent to all members of the Director's staff, Division Directors, Wardens, participating state agencies/other entities, and the Agency Director.

6.3 Financial Statement: A financial statement of the Agency Recycling Program should be obtained from the Division of Finance on a monthly basis. The statement should include an income statement so that management can monitor the progress of the program. This should be included with the monthly memorandum issued internally.

## 7. DEFINITIONS:

Disposal Contracts: refers to contracts made between the Agency and outside companies for garbage dumpsters to be placed on Agency property and for collection of the solid waste placed therein. (This does not apply to scrap material generated in a Prison Industries facility [provided that it is not generated from SCDC owned materials].) (4-ACRS-1A-04, 4-4331)

Recyclables refers to those materials that may be reused after undergoing some type of physical or chemical processing if they would have otherwise been disposed of or discarded as scrap and solid waste. For SCDC recycling purposes, these materials include metal, paper, ink jet and laser jet toner cartridges, textiles, computers, wooden pallets, and any other identified materials.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

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