



City of Pittsburgh
Operating Policies
Department of Personnel & Civil Service Commission

Policy: Waste and Recycling	Original Date: 9/2014
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PURPOSE: To ensure all City of Pittsburgh employees are aware of how to maintain and dispose of materials appropriately.

POLICY STATEMENT: In the event that City of Pittsburgh employees must clean, remove, return or terminate materials or generated waste; employees must dispose of them using the following methods outlined.

City supplied desks, tables, cubicles, office spaces, chairs, file cabinets, drawers, computers, printers, scanners, copiers, telephones, refrigerators, microwaves and mobile electronic devices such as: cell phones, cameras, laptops and tablets should be treated as City Property. Employees must maintain them appropriately and clean up after themselves to ensure that all items and spaces are kept clean and in good condition. Once items or components of items have reached the end of their practical use, they should be returned or disposed of appropriately. Failure to follow these policies may result in retracting the employee's access to using Innovation & Performance (I&P) supplied resources, spaces and devices.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

Policy:

Waste and Recycling Collection

In an effort to increase departmental cleanliness, improve waste collection efficiency and reduce waste generated by plastic can liners, I&P employees will have access to zoned waste and recycling receptacles. Starting January 2015, individual desk-side waste bins will be phased out of office suite environments and replaced with zoned trash and recycling bins collectors. If necessary, additional bins may be requested by contacting the Sustainability Coordinator. In the Department of Innovation & Performance individual offices will retain the use of an individual waste and white paper recycling bin; however, recyclables other than white paper, must be placed in the appropriate bin in an established zoned recycling collector.

Waste Prevention by the Department of Innovation & Performance (I&P)

As part of its overall integrated approach to waste management, it is the policy of the Department of I&P to implement cost-effective waste prevention practices in all of its in-house

and external operations. Specifically, except where prohibited by State law, regulations, or preexisting contracts, I&P should:

1. Discourage the purchase of items that cannot be recycled on the premises such as Styrofoam and plastics 6 and 7.
2. Purchase or contract photocopiers with a duplex function designed for heavy loads.
3. Purchase computer printers that have double-sided printing capability.
4. Maintain all copiers and printers so that all functions are in full working order.
5. Double-side all documents and communications except where necessary in the case of master documents or where equipment is unable to perform this function reliably.
6. Encourage use of paper used on one side in fax machines and for scratch paper and pads, except where specifically prohibited by equipment warranties.
7. Assure that electronic systems, including individual and network software, are always set up to allow for default double-sided printing and copying.
8. Require that all proposed changes in procedures, formatting, the computer network, any software, and documents be reviewed for their impact on waste generation and that adjustments be made to the proposed changes if necessary to minimize any waste generation.
9. Encourage internal documents to be submitted with electronic correction or minor legible handwritten corrections.
10. Practice waste prevention in all procurement decisions.
11. Operate in a facility that maximizes waste prevention in its custodial, maintenance, and landscaping practices.
12. Maintain and require that staff use a centralized mailing system.
13. Purchase only useful promotional items which further waste reduction.
14. Purchase items containing the highest concentration of recycled material within reason of cost and product usefulness.
15. Actively pursue reducing the size and number of all documents and I&P informational publications through streamlining and format revisions.
16. Implement other waste prevention practices as deemed appropriate.

Workspace and Office Cleanout

- **Individual Workspace Cleanout:** In the event an employee's position is retired or he/she is asked to clear out their workspace; all materials must be disposed of in a manner that complies with the general Waste and Recycling Policy unless otherwise instructed by a Departmental Director.
- **Mass Workspace Cleanout:** Departments must contact the Department of I&P's Sustainability Coordinator two weeks prior to a mass office cleanout to coordinate waste removal. A mass workspace cleanout is an event where the waste generated from a workspace cleanout is expected to overload the zoned waste/ recycling bins. The Sustainability Coordinator will work with the requesting department, facility manager and the Department of Public Work's Environmental Services Division to coordinate training, appropriately sized and labeled waste and recycling bins for collection, and pickup of waste and bins. All general waste and recycling policies outlined in the Waste and Recycling Policy must be followed.
- **Office or Departmental Cleanout:** Departments must contact the Department of Environmental Services six weeks prior to scheduling an office cleanout. An office

cleanout is an event where traditional and non-traditional waste is to be removed from a departmental space. This includes, but is not limited to carpeting, cubicles, computers, ceiling tiles, lighting fixtures, window shading/blinds, file cabinets, and furniture. Please reference the Special-Collections Waste Policy for more details.

General Waste and Recycling Procedures

All employees are responsible for sorting their waste into the appropriate bin(s). General waste must be disposed of in the following manner.

Zoned Waste and Recycling:

- 1) **Trash:** Items identified as trash must be placed in a receptacle labeled as “Trash or Waste.” Trash includes: Cellophane wrap, Styrofoam, facial tissue, unmarked plastics (plastics that do not have a recycling number), plastics 6 and 7, candy and snack wrappers, coated waxed paper, scrap paper smaller than 2 inches in length and width, plastic bottle caps, receipts printed on thermal paper (standard receipt paper), ceramics (such as broken clay coffee cups, mugs, plates), tape, gable top coated cartons (such as non-plastic milk cartons and drink boxes), incandescent light bulbs or halogen lamps, soiled paper, metal, plastic and glass products that cannot be cleaned, broken colored glass and rubber.
- 2) **Organic Food Waste and Compostable Materials:** The City is currently reviewing its options for disposing of compostable materials. Until the City begins a compost program, items identified as organic food waste or compostable must be placed in a receptacle labeled as “Trash or Waste.” Organic food waste and compostable products include: food scraps from fruits, vegetables, meats, seeds, nuts, paper napkins, paper towels, soiled paper bags, soiled paperboard food trays, paper smaller than 2 inches in length and width, soiled paper plates and paper, wood and plastics products specifically marked as “compostable”. Once a program is established, compostable and organic food waste must go into the bin labeled “Compostable.”
- 3) **White Paper:** Items identified as white paper must be placed in a receptacle labeled as “white paper only.” White paper includes: standard copy, printer and fax machine paper with or without text or writing, white lined paper and notebooks (wire and cardboard removed), white junk mail, white envelopes (including those with plastic windows) and bagged shredded paper as long as colored paper shreds are not included in the mix. (An effort should be made to remove paperclips and tape.) All white papers should be dry, clean and free of food. If there is a doubt about a paper being considered “white”, please place it in a bin labeled “mixed paper”. If there is a doubt about the cleanliness of an item, please place it in the bin labeled “Compostable” (once a program is established) or “trash”.
- 4) **Mixed Paper and Paperboard (cardboard):** Items identified as mixed paper include any color office paper, phone books, calendars, construction paper, mail, envelopes, notebook and writing paper (bound or wired), file folders of any color with or without metal hooks, paperboard (cardboard such as cereal boxes or frozen entre food cartons), card stock, cardboard, poster board (any color), newspaper, newsprint, magazines (with or without glossy covers and/or pages), sticky notes (post-it notes) and any color bagged paper shreds (an effort should be made to remove paperclips and tape.) All mixed paper and cardboard must be dry, clean and free of food. If there is a doubt about the cleanliness of an item, please place it in the bin labeled “Compostable” (once a program is established) or “Trash.”

- 5) **Plastic, Glass and Metal Containers:** Any color broken or whole plastic (1-5), any color whole or clear (whole or broken) glass and metal (aluminum, steel and tin) should be placed in a receptacle labeled as "Plastic, Glass and Metal". Plastic, glass and metal includes: plastics labeled as recyclable numbered 1, 2, 3, 4 or 5 (plastic bottles should be crushed with their caps screwed on or cap-free), all glass containers, and metals such as aluminum foil, soup cans, soda-pop cans, coffee, meat, fruit and vegetable cans and lids. All plastic, glass and metal must be free of food and clean. An effort should be made to rinse or wipe out food debris. If there is a doubt about cleanliness or if an item is a recyclable "plastic, glass or metal", please contact the Sustainability Coordinator or place it in a bin labeled "Trash." Loose plastic and metal bottle caps smaller than 2 inches in length and width and NOT attached to a crushed bottle must be placed in the trash.
- 6) **Corrugated and Oversized Cardboard:** Items identified as corrugated cardboard or oversized cardboard (cardboard that is too large to reasonably fit in the mixed paper bin, should be placed in an area designated for recycling cardboard. Typically this zone will be next to an existing recycling bin. Departments must identify and label an area for stacking corrugated and oversized cardboard or contact the Sustainability Coordinator for recommendations. Corrugated and oversized cardboard must be clean, dry and neatly stacked. If more than one cardboard box is being recycled, boxes must be flattened and stacked into the largest available box. It is acceptable and encouraged to cut or fold larger boxes and oversized boards to improve manageability. If there is a doubt about cleanliness or an item being considered "corrugated or oversized cardboard", please label the item as trash or place it in a bin labeled trash.

Boutique Recycling

- 7) **Writing Utensils:** Items identified as a writing utensil should be placed in an area designated for recycling writing utensils. Typically this zone will be next to an existing recycling bin. Departments must identify and label an area for collecting used writing utensils or contact the Sustainability Coordinator for recommendations. Writing utensils are Pens, plastic mechanical pencils, markers and highlighters. Once the bin is full, please bring the collected materials to the Sustainability Coordinator for recycling.
- 8) **Common Batteries (AA, AAA, C, D, cellphone and watch batteries):** Common batteries (traditional and rechargeable batteries that no longer hold a charge) must be recycled in the "Hard to Recycle" bin located on the 1st floor of the City-County Building. Is also appropriate and encourage for a department to designate and label a collection bin within their department. A departmental bin should be no larger than 1 gallon. Once a bin is full, the bin must be delivered to the Sustainability Coordinator for recycling.
- 9) **CFL Light Bulbs:** Conventional CFL light bulbs must be gently placed in the CFL light bulb collection bin located in the Grant Street 6th floor hallway of the City-County Building. Light bulbs must be whole, wrapped in newspaper or in its original box/case. Broken light bulbs must NOT be placed in the recycling bin. See recycling notes for instructions on cleaning and disposing of broken CFL bulbs.
- 10) **Ink and Toner Cartridges:** All City supplied ink and toner cartridges are to be handled in accordance with your departmental policy or returned to the I&P Department on the 6th floor, on the Grant Street side of the City-County Building for recycling and replacement. Please refer to I&P's guidelines for instruction on receiving replacement ink and toner cartridges. All personal ink and toner cartridges NOT supplied by the City of Pittsburgh may be recycled in the "Hard to Recycle" bin located on the 1st floor of the City-County Building.

- 11) **Plastic Bags:** Plastic bags (also known as grocery or shopping bags) must be placed in the Plastic Bag collection bin located in the Grant Street 6th floor hallway of the City-County Building. Plastic Bags must be clean, dry and empty. Please carefully check plastic bags and remove any receipts, tags, debris or loose materials before recycling.
- 12) **Cell Phones:** All City supplied cellular phones are to be returned to the Department or Office of origin as stated upon receipt of the item. Please refer to your departmental guidelines for instruction on returning or replacement of City supplied cellular phones. All personal cellular phones NOT supplied by the City of Pittsburgh or one of its departments may be recycled in the “Hard to Recycle” bin located on the 1st floor of the City-County Building.

Summary Trash and Recycling Guide

Standard Zoned Waste Station Collection

Trash	Organic Food Waste and compostable	White Paper (Clean and dry)	Mixed Paper and Paperboard (Clean and dry)	Cardboard boxes (Clean, dry and flat)	Plastic, Glass and metal containers (Clean)
<ul style="list-style-type: none"> • Styrofoam • Snack and Candy wrappers • Potato Chip Bags • Sandwich Bags (a.k.a. Baggies) • Bubble wrap • Cellophane wrap • Ceramics (Broken coffee mugs, figurines, plates.) • Loose plastic or metal lids or caps smaller than 2 inches in length and width • Unmarked plastics or plastics other than 1-5. • Juice boxes • Gable top cartons (e.g. milk cartons) • Receipts on thermal paper (traditional receipt paper). • Facial tissue 	<ul style="list-style-type: none"> • Food scraps • Soiled paper or paper products (paper plates, napkins, paper towels, paper cups.) • Plastic, paper and wood products specifically labeled as “compostable.” • Tea bags and coffee filters 	<ul style="list-style-type: none"> • White Office Paper with or without writing. • White tissue paper. • Envelopes (with or without plastic windows.) • White cardstock (greeting cards) • White shredded paper (must be all white and bagged). • Lined paper • Notebooks and Steno books cardboard covers and wire removed. • White index cards (with or without lines) 	<ul style="list-style-type: none"> • File folders • Newspaper • Magazines (glossy or mat) • Notebooks (bound or wired) • Paperboard (e.g. cereal boxes or frozen food cartons) • Colored paper • Colored tissue paper • Colored index cards (with or without lines) • Handwritten receipts • Sticky notes (e.g. post-it) • Poster board 	<ul style="list-style-type: none"> • Corrugated cardboard boxes • Corrugated presentation board 	<ul style="list-style-type: none"> • Plastics 1-5 • Aluminum foil • Soda-Pop cans • Bottles • Jars • Soup cans Plastic 1-5 bottles crushed (without or with lids screwed on) • Empty steel spray cans.

Boutique Hard to Recycle (HTR) Waste Station Collection

Ink and Toner	Cell Phones	Conventional Household Batteries	Writing Utensils	Plastic Bags (Clean, dry, empty)	CFL Light bulbs
<ul style="list-style-type: none"> • Laser or ink jet ink and toner cartridges 	<ul style="list-style-type: none"> • Cellular phones 	<ul style="list-style-type: none"> • AA, AAA, C, D batteries (regular or 	<ul style="list-style-type: none"> • Ink Pens • Highlighters 	<ul style="list-style-type: none"> • Plastic shopping or grocery bags 	<ul style="list-style-type: none"> • Unbroken CFL light bulbs

		rechargeable) • Watch batteries • Hearing aid batteries	• Markers • Plastic Mechanical pencils • Dry-erase markers		
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Recycling Notes:

Items that must be put in trash:

- Any glass contaminated with stones, dirt, and food waste that cannot be removed.
- Ceramics, such as dishware, ovenware, and decorative items (figurines).
- Heat-resistant glass, such as Pyrex.
- Mixed colors of broken glass.
- Mirror or window glass.
- Metal caps and lids smaller than 2 inches in length and width.
- Plastic caps and lids not attached to a crushed container and smaller than 2 inches in length and width.
- Crystal.

Items Must Be Clean:

Does that plastic lunch container still have yesterday's pizza in it? Does that plastic, metal or glass bottle still have juice at the bottom? Don't recycle it until it's clean!

Not only does food waste cause odor and attract unwanted vermin; one dirty product, or one with food waste still in it, can contaminate an entire bale, containing thousands of pounds of collected materials.

This can cause thousands of recyclable items to go to a landfill instead of being recycled.

Cleanliness is essential.

CFL Light Bulbs:

CFL bulbs contain small amounts of mercury. If the CFL bulb breaks before it's properly recycled, people can be exposed to this harmful metal.

Cleaning up a broken CFL Light Bulb

Before Cleanup

- Have people and pets leave the room.
- Air out the room for 5-10 minutes by opening a window or door to the outdoor environment.
- Shut off the central forced air heating/air-conditioning system, if you have one.

Collect materials needed to clean up broken bulb:

- stiff paper or cardboard;
- sticky tape;
- damp paper towels or disposable wet wipes (for hard surfaces); and
- a glass jar with a metal lid or a sealable plastic bag.

During Cleanup

- **DO NOT VACUUM.** Vacuuming is not recommended unless broken glass remains after all other cleanup steps have been taken. Vacuuming could spread mercury-containing powder or mercury vapor.
- Be thorough in collecting broken glass and visible powder. Scoop up glass fragments and powder using stiff paper or cardboard. Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder. Place the used tape in the glass jar or plastic bag. See the EPA's detailed cleanup instructions (<http://www2.epa.gov/cfl/cleaning-broken-cfl-0>) for more information, and for differences in cleaning up hard surfaces versus carpeting or rugs.
- Place cleanup materials in a sealable container.

After Cleanup

- Promptly place all bulb debris and cleanup materials, including vacuum cleaner bags, outdoors in a trash container or protected area until materials can be disposed of. Avoid leaving any bulb fragments or cleanup materials indoors.
- Next, check with your local government about disposal requirements in your area, because some localities require fluorescent bulbs (broken or unbroken) be taken to a local recycling center. If there is no such requirement in your area, you can dispose of the materials with your household trash.
- If practical, continue to air out the room where the bulb was broken and leave the heating/air conditioning system shut off for several hours.

Televisions and Monitors (CRT Devices):

Cathode-ray tubes (CRTs) found in some televisions and computer monitors are considered e-waste. It is prohibited by the Covered Devices Recycling Act to put TV's and monitors containing CRT Tubes in the trash. They must be handled and processed by a responsible DEP approved e-waste recycler. Please contact the City's, Department

of Public Works Environmental Services' Recycling Coordinator for removal of CRT devices.