

 EMS Albemarle County Public Schools			Subject: Natural Resource Management SOP		
Document No.: SOP-NRM-01	Issue Date: 2/8/2011	Last Revised: 2/8/2011	Page: 1 of 3	Prepared By: LCS	Approved By: BB,JPL,GS,JCL

1.0 PURPOSE

This procedure is intended to support the Division’s commitment to environmental improvement, pollution prevention and the reduction of greenhouse gas emissions. Guidelines are provided in this procedure concerning practices aimed at reducing waste, reusing materials where practicable and recycling all materials possible. Diverting as much waste as possible from the landfill significantly reduces the greenhouse gas emissions (methane) that are emitted from landfills. In addition, it is important to keep certain materials out of landfills due to leaching (e.g. electronics contain certain harmful metals, and fluorescent light bulbs contain mercury).

2.0 PROCEDURE

Responsibility: Recycling Coordinators

A Recycling Coordinator is designated for each school and has the following responsibilities.

- Serve as the recycling information source and the liaison between your school and Environmental Compliance Manager.
- Notify the Environmental Compliance Manager if there is a need for recycling materials or a service comment (classroom containers, outdoor recycling containers/liners, posters, recycle cards, etc.)

Responsibility: Facility Administration

Responsible Purchasing

Purchase materials with recycled content whenever possible. This includes purchasing at least 30% post-consumer recycled paper when financially feasible.

Responsibility: Building Occupants

Reuse and Reduction of Materials

Employees are highly encouraged to **reduce** the volume materials used whenever possible (e.g., reduce junk mail by canceling subscriptions and contacting companies, eliminate or limit number of catalogs sent to departments) and **reuse** materials whenever possible (e.g. bring drinking containers from home that can be reused).

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Recycling:

A. Commonly-Used Materials

Employees must recycle all materials that are able to be recycled within the Albemarle County Public School buildings, including support facilities. This includes all paper products (e.g. office paper, boxboard, manila folders, newspaper, etc.), corrugated cardboard, drinking containers (glass, plastic #1 & #2, and aluminum), tin and steel kitchen cans, phonebooks and magazines.

B. Electronic Equipment

All computers, monitors, keyboards, mice, printers, copiers, telephones, televisions, cell phones, etc. should be sent to storage via the IT Department or Building Services where it will be stored until it is picked up for recycling. Essentially anything with a wire can and should be recycled as part of this program.

C. Technotrash

The following items should be recycled in the Technotrash can in your school. Please contact your Recycling Coordinator if you have questions about the location.

- Diskettes, zip disks, CDs, CD-Rs, CD-RWs, DVDs et al, video tape (i.e. VHS), audio tape, game cartridges, DAT, DLT, Beta or Digibeta, and virtually all other type of computer tapes.
- Hard drives, Zip and Jazz drives, jump drives, etc.
- All types of rechargeable batteries (not regular alkaline ones) and their chargers
- All of the small computer accessories such as MP3 players, iPods, digital cameras, hand-held scanners, handheld games and other connected devices.

D. Construction & Demolition (C&D) Waste

Waste resulting from construction, renovation and demolition projects must be recycled or reused. C&D materials often contain bulky, heavy materials, such as concrete, wood, metals, glass, and salvaged building components.

E. Vegetative Debris

Vegetative debris or waste should be ground and mulched whenever possible.

F. Used Oil and Antifreeze

Any used oil, used oil filters, parts washer fluid, and antifreeze should be recycled by a qualified waste contractor.

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Responsibility: Environmental Compliance Manager

The Environmental Compliance Manager is responsible for the following items.

- Manage the recycling program
- Recruit and communicate with Recycling Coordinators at each school
- Report the volume of waste and recyclables in each Annual Environmental Report
- Arrange for a waste audit at least once per year to assess progress
- Update recycling website accordingly (<http://schoolcenter.k12albemarle.org/environmental>)