



## ADMINISTRATIVE DIRECTIVE

<b>RECYCLING AT CITY OF TUCSON GOVERNMENTAL OFFICES, SPONSORED OR CO-SPONSORED AND/OR HOSTED EVENTS</b>	NUMBER <b>8.01-2</b>	PAGE <b>1 of 4</b>
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### I. PURPOSE

In keeping with the City of Tucson's (City) goal to operate in an environmentally sustainable manner, the City hereby establishes administrative procedures requiring recycling at all City workplaces and City sponsored special events which generate recyclables. In addition, the City encourages recycling at non-City sponsored events held at City venues. For event recycling, the City maintains a contractor available to provide this service, and would be paid directly by the event sponsor.

### II. POLICY

- A. **Internal City Recycling:** It is the policy of the City that all City governmental offices and facilities shall recycle materials accepted in the City's recycling program (see Attachment A). All City departments shall appoint at least one recycling liaison to coordinate the logistics of recycling and education of employees with Environmental Services (ES).
- B. **City Sponsored or Co-Sponsored Public Events:** It is the policy of the City that events, either for City employees or the public that are sponsored, or co-sponsored, by the City provide recycling for the participants at the event (see Attachment B for a list of current City co-sponsored events). The department or division sponsoring, or the event organizer may use the existing recycling infrastructure at the venue, or contract with the City's event recycling contractor to provide the service.
- C. **Non-City Sponsored Events:** It is the policy that non-City sponsors of events, held at City venues, are encouraged to provide recycling, and may contract at the sponsor's expense with the City's event recycling contractor for recycling service.

### III. PROCESSES

- A. **Internal City Recycling:** ES will coordinate with each liaison and custodial services vendor, the types of desk-size and intermediate recycling containers to be used. ES will distribute recycling education materials to employees, participate in training seminars for City's new hires and maintain contact with the liaisons. Each department will appoint new liaisons as needed. ES shall supply appropriate desk-size and intermediate recycling collection containers.
- B. **City Sponsored, Co-Sponsored and Non-Sponsored Public Events:** The event organizer shall contact the City's facility management for the site and ES to coordinate recycling at the event. The event organizer will identify the recyclables available for capture from the different areas of the venue and work with the City, and their



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recycling contractor as needed, to determine recycling equipment/containers and placement.

The number of recyclable containers required will be based on event size and the availability of recyclables to be captured. The event organizer will be responsible for preventing the contamination of recyclables with garbage. The event organizer will report to ES the estimated volume of material recycled within 30 days of the event.

If the City's event recycling contractor services are needed, the event organizer will contract with the City's event recycling contractor and be responsible for compensation. ES will provide contact information for the City's event recycling contractor.

**Attachments**

Attachment A – List of Materials  
Attachment B - City Co-Sponsored Events

**References**

None

**Review Responsibility and Frequency**

The Environmental Services Director will review this publication annually.

**Authorized**

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date 7/8-09



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### **Attachment A List of Materials**

**Paper:**

- White and colored, coated and non-coated paper
- Open mail (with non-paper items removed) and envelopes (windows and labels OK)
- Adding machine tape, accounting ledgers
- Tabulating and time cards
- Pamphlets, brochures, advertising flyers, posters
- Booklets and magazines and catalogs (less than 1/2" thick)
- NCR invoice paper and carbonless forms
- Paper from legal, steno, note, memo, scratch and message pads
- Sticky notes
- Fax sheets
- Copy and typing paper
- Manilla or colored file folders
- Shredded paper in a secured, clear plastic bag (please put shredded white paper in a separate bag if possible; this is the only time plastic bags should go in the recycling container as they are not recyclable)
- Paperboard/chipboard (like stationery boxes)
- Phonebooks
- Fiberboard (the material that makes paper egg cartons)
- Newspaper and brown bags
- Corrugated cardboard
- Milk and juice cartons
- #1 PETE and #2 HDPE plastic non-hazardous product bottles & jugs with necks or screw-on lids (no tubs or pails)
- Steel and tin food and beverage cans (including non-hazardous product aerosol cans)
- Aluminum cans
- Glass food and beverage containers

Please make sure materials are clean, empty and dry and have no food residue. Do not recycle tissue paper; paper towels; carbon paper; photographic paper; paper plates and cups; paper with a moisture barrier (like paper ream wrappers and waxed coated food boxes); glued binders, folders with plastic tabs.

More recycling information is available at [www.tucsonrecycles.org](http://www.tucsonrecycles.org) or 791-5000 or call ES Customer Service at 791-3171.



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**ATTACHMENT B  
COT CO-SPONSORED EVENTS**

Fort Lowell Soccer Shootout	-	January
Family Arts Festival	-	January
Martin Luther King Jr. Celebration	-	January
Tucson Rodeo Parade	-	February
Fiesta Grande	-	March
Cesar Chavez	-	April
Waila Festival	-	May
Juneteenth Festival	-	June
Fourth of July Celebration	-	July
Tucson Meet Yourself	-	October
It's Happening Downtown	-	October
El Tour de Tucson	-	November
Studio Arts Tour	-	November
Veteran's Day Parade	-	November
Winterhaven Festival of Lights	-	December
Downtown Parade of Lights	-	December

As this list will change over time, the event coordinator is responsible for determining whether their event is a City sponsored or co-sponsored event.