

LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD RULE 71000, et seq.
DISPOSING OF SURPLUS PERSONAL PROPERTY

ARTICLE XI

ENVIRONMENTAL PROTECTION

71100. INTEGRATED WASTE MANAGEMENT.

The District, including the Educational Services Center and each of the colleges, shall engage in responsible business practices intended to help protect the environment by meeting California's goals for diverting solid waste from landfills.

71100.10 Waste diversion goals shall be attained predominantly by way of source reduction, property and material reutilization, and recycling.

Adopted 07-05-01

71100.20 Purchasing and utilizing durable and reusable products shall attain additional waste diversion.

Adopted 07-05-01

71100.30 The District shall support new markets for recycled content products, whenever feasible and within fiscal constraints.

Adopted 07-05-01

71100.40 The District shall provide responsible staff with current regulatory requirements and develop educational and outreach materials to ensure waste diversion goals are met.

Adopted 07-05-01

71101.

AUTHORITIES AND RESPONSIBILITIES.

The Chancellor or his or her designee shall ensure that each campus and the Educational Services Center implement and maintain a site-specific Integrated Waste Management Plan (APlan@) pursuant to the Public Resources Code commencing with Section 40148 for Large State Facilities. The Plans shall be submitted on forms acceptable to the California Integrated Waste Management Board (CIWMB).

Adopted 07-05-01

71101.10 The College President or Chancellor-s designee, as applicable, shall approve the site-specific Plan upon review by the Vice President, Administration/Administrative Services or Director, Business Services.

Adopted 07-05-01

71101.20 The Vice President, Administration/Administrative Services or Director, Business Services, as appropriate, shall appoint a person to act as Recycling Coordinator for each location.

Adopted 07-05-01

71101.30 The Recycling Coordinator shall maintain required records and correspondence and provide administrators, managers, and supervisors with recycling guidelines.

Adopted 07-05-01

71101.40 Administrators, managers, and supervisors shall familiarize themselves with the integrated wastes generated by the operations for which they are responsible and:

1. Take steps to reduce waste at its source;
2. Reuse equipment, components, and materials, whenever possible;
3. Recycle materials according to the site-specific Plan;
4. Purchase durable and reusable products, whenever feasible; and
5. Consider purchasing recycled content products, whenever feasible and within fiscal constraints.

Adopted 07-05-01

71101.50 All employees shall recycle at the point of waste generation in accordance with the site-specific Plan.

Adopted 07-05-01

71102. WASTE DIVERSION TECHNIQUES.

71102.10 Source Reduction means any action undertaken by an individual, department, or organization to eliminate or reduce the amount of materials before disposal into the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and minimize, if not eliminate, the addition of certain materials to the waste stream. Source reduction activities shall include:

1. Use of electronic media to minimize the amount of paper generated.
2. Use of audio/video presentation materials to minimize the number of handouts distributed.

Adopted 07-05-01

3. Two-sided copying to minimize the amount of paper generated.

Adopted 07-05-01

71102.20 Reutilization means making use of discarded property or materials or components thereof. This action is intended to conserve resources, promote efficiency, and delay the addition of materials to the waste stream. Reutilization activities shall include:

1. Salvage of components from broken equipment for use as spare parts to repair similar equipment.
2. Use of waste paper for note pads, draft documents, or meeting notes.
3. Reuse of certain boxes and envelopes for storage and inter-office mail and/or courier mail.
4. Use of newspapers for packing materials.
5. Selling by bid, or donating to charity, all reusable surplus personal property removed from service by the District.

Adopted 07-05-01

71102.30 Recycling means collecting and transporting waste materials for the purpose of remanufacture. This action is intended to conserve resources and divert materials away from the waste stream. Recycling activities shall include:

1. Collection of beverage containers, mixed papers, cardboard, newspapers, magazines, catalogs, telephone books, and other publications for recycling.

Adopted 07-05-01

2. Collection of tree and brush waste for composting.

3. Grasscycling whenever possible with mulching mowers.
4. Tracking of demolition and excess construction materials in consultation with general contractors to ensure marketable materials are recycled.

Adopted 07-05-01

71103. EDUCATIONAL/OUTREACH PROGRAMS.

71103.10 Employees shall be trained in source reduction, reutilization, and recycling techniques prescribed for their assigned workplace(s).

Adopted 07-05-01

71103.20 Recycling Coordinators shall provide periodic information regarding new source reduction techniques, waste diversion goals, and recycling performance.

Adopted 07-05-01

71103.30 The District's Recycling Coordinator shall maintain the overall Plan in compliance with the California Public Resources Code and CIWMB rules.

Adopted 07-05-01