

ADMINISTRATIVE POLICY NO. 17-01

WORKPLACE RECYCLING CENTERS

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1. POLICY

Departments of the City and Borough of Juneau are required to establish and maintain workplace recycling centers. Each recycling center must have a container for each type of recycling material. CBJ will be collecting the following types of recycling:

- A. Paper – all paper products can be combined – white paper, colored paper, mixed paper, newspaper, magazines and catalogs (not hard cover or spiral-bound), envelopes (glassine windows are OK), and junk mail
- B. Cardboard
- C. Aluminum Cans
- D. Plastic Bottles (#1 and #2)

Departments are required to ensure that recycling containers are not placed in an area that could potentially be a hazard (e.g., next to a heater, sticking out into a walkway, etc.)

When full, recycling containers should be delivered to the designated holding area for the office's building or worksite.

2. GENERAL PROVISIONS

- A. Scope: This policy applies to all departments of the City and Borough of Juneau, Alaska.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Juneau, Alaska, this 28<sup>TH</sup> day of November, 2017.



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Duncan Rorie Watt  
City and Borough Manager