

CF OPERATING PROCEDURE  
NO. 70-5

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, January 1, 2009

Facilities Acquisition and Management

RECYCLING PROGRAM

1. Purpose. This operating procedure describes Departmental policy to implement and contract for a recycling program.
2. Scope. This operating procedure is applicable to all Department-owned, DMS-owned, and private sector leased facilities. This operating procedure pertains to recyclable aluminum, metal, plastic, non-records (paper, blank forms, junk mail, newspapers, catalogs, phone books, etc.) and to those department records which have received prior written disposal authorization. **Department records belong to the department and may not be transferred to other agencies or destroyed without approval from the Headquarters/Region Records Management Liaison Officer (RMLO). All questions concerning the disposal of records should be addressed to the RMLO.**
3. References.
  - a. Section 403.714, F.S., mandates that a recycling program and solid waste reduction program be established by September 1, 1989.
  - b. Chapter 119, F.S., defines public records.
  - c. Chapter 257, F.S., establishes the system of scheduling retention and disposal of public records.
  - d. CFOP 15-4, Records Management.
4. Definitions.
  - a. Authorized Representative. The person appointed as the Region, Facility or Headquarters recycling administrator, or his designee, who is responsible for administering recycling programs and contracts.
  - b. Collection Site. A site serviced by a recycling contractor; a collection site may contain one or more collection stations.
  - c. Collection Station. A specific location within a building for the purpose of collecting recyclable materials from adjacent work areas. Janitorial staff or the recycling contractor may service the station at the discretion of the authorized representative.
  - d. Dockside Container. Any detachable container designed or intended to be mechanically dumped into a loader/packer type of waste collection truck.
  - e. Paper Products. Includes paper, newsprint, cardboard, corrugated paper, magazines, brochures, catalogs, telephone books and cartons made from non-woven cotton fibers or wood pulp.

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This operating procedure supersedes CFOP 70-5 dated October 15, 1999.

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f. Recyclable. Any material which can be collected, separated or processed and reused in the form of raw material or products; **at a minimum this includes aluminum, high grade paper and corrugated paper.**

g. Recycling. Any process by which solid waste (or materials which otherwise become solid waste) is collected, separated or processed and reused or returned to use in the form of raw materials or products.

h. Solid Waste. Any discarded solid materials including refuse, yard trash, clean debris, white goods, special waste, ashes or sludge as well as any contained solid, liquid or gaseous substances resulting from Department operations.

i. Collection Receptacle. Any purchased, supplied, distributed and maintained container(s) located at each collection station and approved by the Department for recycling. Collection receptacles may be provided by the Department or the contractor.

j. Non-Recyclable Materials. Any discarded solid wastes that are not recyclable. These materials may include plastics, carbon paper, books, trash bags, metal, rubber, dye inks, wood, brown envelopes, file folders or trash. Newspapers and phone books may require separate collections if not made part of a recycling contract.

k. Public Records. All documents, papers, letters, maps books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency intended to perpetuate, communicate, or formalize knowledge of some type.

## 5. Responsibilities.

a. The Chief of Staff shall appoint a Headquarters recycling administrator to implement the recycling program for all Headquarters units.

b. Each Regional/Facility Administrator shall appoint a recycling administrator to implement the recycling program within the Region/Facility. The administrator shall work closely with the Records Management Liaison Officer to ensure that only approved records are disposed of; and that the disposal method, including recycling, is in accordance with applicable procedures.

c. The Department recycling program administrator shall be the Staff Director for General Services, who shall:

- (1) Establish and implement the Department's recycling program.
- (2) Evaluate the success of the recycling program.
- (3) Monitor compliance with the recycling program.
- (4) Provide periodic reports recording the progress of the recycling program.

d. Each recycling administrator shall:

- (1) Implement, where feasible, a recycling program at every facility and institution.
- (2) Serve as the contract manager for all recycling contracts. The recycling administrator shall review region/institution facilities, combine facilities into an area recycling contract, prepare bid packages, advertise for competitive bids, evaluate bids and award contracts.

- (3) Provide reports as required on the progress of the recycling program.
- (4) Appoint a site monitor for each location.
- (5) Verify that only records approved for disposal are being properly disposed.

e. Each site monitor shall:

- (1) Promote and monitor employee participation in the recycling program.
- (2) Distribute informational material to employees.
- (3) Ensure janitorial compliance with the recycling program if janitorial services include recycling separation.
- (4) Prepare reports as required and forward those reports to the recycling administrator.
- (5) Determine location of interior collection stations and dockside containers.
- (6) Notify recycling contractor when dockside container(s) requires emptying.
- (7) Verify that only records approved for disposal are being properly disposed of.

f. Each DCF employee shall:

- (1) Use a container to separate recyclable from non-recyclable materials in accordance with the recycling contract for that site.
- (2) If required, empty the recycling container at the building collection station when janitorial staff or contractor staff is not responsible for this task.

g. The Department recycling program administrator (or designee) shall communicate policy and written procedures, and obtain data for reports from all recycling administrators.

6. Procedure.

a. At least annually, the recycling administrator shall review all facilities which are not covered by a recycling contract and determine whether to add sites to an existing area recycling contract or establish a new contract(s).

b. For each area in which recycling is feasible, the recycling administrator shall attempt to establish an area recycling contract. An area may include one or more sites combined for location or volume reasons.

(1) The recycling administrator shall prepare, procure and award the recycling contract using sound purchasing practices. In those areas served by only one recycling contractor, the Region/Facility may negotiate recycling contracts.

(2) If the Department does not receive any responsive bids (or the contract is not awarded for any reason), the recycling administrator may:

- (a) Re-advertise for bids.
- (b) Change the coverage area and re-bid the new area.

(c) Deem the area not practical for recycling and terminate the bidding process.

c. After a recycling contract is awarded, the recycling administrator shall:

- (1) Serve as the contract manager for the recycling contract.
- (2) Complete and submit all paperwork and forms required for the contract management system.
- (3) Appoint and train an adequate number of site monitors to cover the contract area.
- (4) Establish collection sites and collection stations.
- (5) Approve contractor equipment for collection sites and stations in accordance with the specifications in the recycling contract.
- (6) Approve contractor pick-up schedules in accordance with the specifications in the recycling contract.
- (7) Ensure that payments from recycling funds are forwarded to the financial administrator in the region, institution or headquarters. See Appendix A to this operating procedure for guidance in establishing recycle accounts for regions and institutions.
- (8) Monitor contractor compliance with the terms of the contract.

d. Throughout the life of the recycling contract, each appointed site monitor shall promote and monitor employee participation in the recycling program by distributing information to employees as needed.

e. When recycling begins:

- (1) Each employee in a building covered by a recycling contract shall, if required, separate the recyclable waste from the non-recyclable waste using containers provided.
- (2) The recycling administrator shall maintain records of pick-ups to verify contractor reimbursements to the Department.
- (3) The appropriate finance/budget manager will report monies received from recycling to the Chairman of Recycling Committee / Chief of Staff.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

MELISSA P. JAACKS  
Assistant Secretary for  
Administration

<p>SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL</p> <p>Revised instructions for processing and expending recycling funds.</p>
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Department of Children and Families  
Local Recycling Program Guidance  
December 1, 2008

The Department is in the process of establishing Recycle Accounts in the individual Regions and Institutions. This will effectively allow all locations to participate in the recycling program and retain the proceeds for use locally.

The funds will be deposited into the Administrative Trust Fund (for Headquarters and Regions) and the Operations and Maintenance Trust Fund for the institutions. These funds may be expended in accordance with the provisions of section 403.7145(2), Florida Statutes, for employee benefits and other purposes, in order to provide incentives for participation in the recycling program. The Chief Financial Officer's Reference Guide for State Expenditures provides the following guidance on allowable expenditures:

*This includes, but is not limited to, the following items if the agency can demonstrate that the use of the funds for these purposes will provide incentives to employees to participate in the recycling program:*

*promotional or acknowledgment items, such as gift certificates, pens, mugs, T-shirts, paperweights, letter openers, lapel pens, posters and plaques; agency picnics, luncheons, breakfasts, refreshments; paper, supplies and maintenance for copiers; and rental of facilities for agency meetings. Promotional items, such as mugs and T-shirts, do not have to contain references to recycling. Acknowledgments may be made to individuals or to groups of individuals.*

In summary, the proceeds may be expended for any purpose designated by the Department to provide incentives to employees to participate in the recycling program, unless the law prohibits the expenditure. Upon request, the Department must provide information to demonstrate that the expenditure provides incentives to employees to participate in the recycling program.

Any expenditure of recycling funds will consume available budget in the fund where the recycling proceeds are deposited. You should submit a budget amendment request to move the budget from your main Expense OCA into the appropriate Recycle Funds OCA. If sufficient unfunded budget is available, the Budget Office will release that authority to you in lieu of processing your requested amendment. Institutions wishing to use recycling funds must use the Operations and Maintenance Trust Fund because the law restricts expenditures from the Welfare Trust Fund to those expenditures that benefit clients. Institutions that are currently running recycling proceeds through the Welfare Trust Funds may continue to do so, but may not expend any of those funds for employee-related purposes.

The recycling account for Headquarters has already been established in the accounting system. Regions and Institutions should adhere to the following guidelines to establish their respective accounts. We envision a single account per Region or Institution:

1. Use an existing FLAIR Organization (ORG) code or establish a unique ORG code in FLAIR to identify the account. Contact Marian Perry in the Office of Financial Management at 850-922-6512 for validation of new ORG codes.
2. All accounting transactions for Headquarters must carry an OCA of 32P00 – Recycle Sales.
3. Accounting transactions for the Regions must carry an OCA of 32PDA – Recycling Program – Regions.

4. All accounting transactions for Institutions must carry an OCA of 32PMH – Recycling Program – Institutions.
5. Funds may be deposited prior to obtaining budget authority to expend them.
6. Budget authority in the appropriate OCA must be obtained before recycling funds may be expended.
7. Recycling expenditures may never exceed related recycling revenues or the related accumulated cash balances

All recycle funds previously deposited into the Headquarters recycle account will remain the property of Headquarters to support Headquarters recycle functions. The collectors may retain amounts collected by the individual Regions or Institutions subsequent to establishing the appropriate accounting structure.