



STATE OF ALABAMA  
DEPARTMENT OF CORRECTIONS

FOB JAMES, JR.  
GOVERNOR

Research, Monitoring, & Evaluation  
Post Office Box 301501  
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COMMISSIONER

June 11, 1996

ADMINISTRATIVE REGULATION  
NUMBER 109

OPR: INSTITUTIONS

WASTE REDUCTION, REUSE, AND RECYCLING PROGRAM (WRR&RP)

I. GENERAL

This regulation establishes responsibilities and procedures for the development and implementation of a WRR&RP within the Department of Corrections.

- A. Waste reduction will be accomplished in order to reduce the amount of waste materials generated in the course of normal operations prior to recycling efforts.
- B. Reuse call for finding new users for items.
- C. Recycling will be accomplished through source separation and collection of recyclable materials produced as a result of daily operations; including but not limited to high-grade office paper, corrugated paper, yard waste, and other materials for which recycling markets exist or may be developed.

II. POLICY

It is the policy of the Department of Corrections to manage its solid waste efficiently and effectively in a coordinated effort. The Department presently disposes of tremendous amounts of materials which are capable of recovery and reuse. All organizational levels of the Department will be required to implement WRR&RP initiatives and should further encourage all employees and inmates to participate.

III. RESPONSIBILITY

- A. The Commissioner will appoint a person to be the Departmental WRR&RP Director. It is the responsibility of the WRR&RP Director

to coordinate with and monitor recycling efforts at all correctional facilities and general offices, to conduct employee and inmate educational programs, and to prepare and submit operational reports as required. (For additional responsibilities, see Annex A).

- B. It is the responsibility of each correctional facility Warden or Director to ensure the Institutional Recycling Coordinator (IRC) at his/her facility implements and complies with the policies and procedures contained herein. The Warden will appoint a designee to act for the Warden in coordinating the institutional efforts.

#### IV. PROCEDURES

- A. Correctional facilities and divisional units should reduce the amount or type of waste generated by encouraging and practicing the following activities within their area of operations:
  - 1. Establish goals for institution reduction, reuse and recycling.
  - 2. Buy in bulk and/or concentrated form whenever possible.
  - 3. Avoid purchasing disposable items when reusable alternatives are available and institutional security permits.
  - 4. Reuse products when possible.
  - 5. Repair items rather than disposing of them as much as possible.
  - 6. Purchase and use products that have a longer lifetime.
  - 7. Make two-sided copies of correspondence and other paperwork.
  - 8. Stipulate in purchasing requisitions specifications that desired products utilize recycled materials, and that products be manufactured and packaged using recyclable materials, as applicable.
- B. IRCS will:
  - 1. Assist the WRR&RP Director when needed in finding outlets for the recyclable materials collected. This includes identifying markets (whether local, regional, or central within the state), securing agreements with recycling brokers and/or manufacturers who use recycled materials and meeting broker specifications for recycled materials (see Annex B).

2. Ascertain and record the types and amounts of materials that comprise the facilities wastestreams. (Appendix B contains a list of typical categories).
3. Find out the number and types of recycling containers needed for the collection and storage of materials at their facility. This will be determined by whether a market has been established for a particular material. The type of materials to be collected, the facility layout, and storage and/or pickup arrangements with the recycling brokers.
4. Monitor the WRR&RP to ensure that:
  - a. Participation by employees, inmates, and visitors is ongoing.
  - b. There are sufficient containers and the containers are properly labeled and positioned for the most effective and efficient use.
  - c. Materials collected and separated are in a form acceptable to the recycling broker.
  - d. Sufficient operations information is maintained and forwarded to the WRR&RP Director monthly using attached forms (see Annex C).
5. Assist the WRR&RP Director in conducting education programs for greater voluntary participation in waste reduction and recycling, and with The Employees Awards in accordance with Section 22-22b 1 thru 5, Code of Alabama 1975, as amended.
6. At the collection facility, ensure that all materials baled/stored for pick-up by the contracted recycling broker are invoiced prior to actual pick-up.

C. The WRR&RP Director will:

1. Evaluate the program for ways to improve participation; to increase the amounts and types of materials collected for recycling; to discover new markets for increased revenue and other program improvements. (The program evaluation report is due in the Commissioner's office thirty (30) days after the end of the fiscal year, with a copy to RME).
2. Complete and submit an Annual Recycling Report to the Alabama Department of Environmental Management using forms supplied by ADEM.
3. Assist IRCs in arranging contracts of three years or less with private and/or public organizations in accordance with Section 22-22B 1 thru 5 Code of Alabama 1975, as amended.

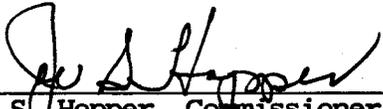
D. All monies received from the sale of materials will be forwarded to Director, WRR&RP with invoices and receipts for such sales. All revenue will be deposited in the Department's general fund.

V. REFERENCES

- A. Section 22-22b 1 thru 5, Code of Alabama 1975, as amended.
- B. ADEM model recycling program.

VI. SUPERSESION

This regulation supersedes Administrative Regulation #109, dated August 13, 1991, as amended.

  
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Joe S. Hopper, Commissioner

ANNEXES

- Annex A Recycling Program Director
- Annex B Typical Preparation Requirements for Recyclable Materials
- Annex C Alabama Department of Corrections Monthly Recycling Report

SUMMARY OF CHANGES

Replaces OPR and modifies policy, responsibility and procedures.

## RECYCLING PROGRAM DIRECTOR

Prime responsibility: To monitor and coordinate the overall recycling program within and external to the Department.

- \* To develop outlets for recycled materials.
- \* To stay abreast of the fluctuating recyclable market for best prices and new buyers.
- \* To ascertain requirements of the conditions of collectable and quantities accepted.
- \* To coordinate dates and times of material acceptance with buyers.
- \* To maintain and secure collection sites at Department facilities, obtain storage containers, and procure safety equipment as needed.
- \* To monitor institutional/facility Recycling Coordinators in the daily operation of collection.
- \* To ensure collectibles are separated according to market specifications and maintain inventory checks and balances.
- \* To coordinate transportation of collected recyclable materials.
- \* To evaluate correctional facilities/general offices to ensure and solicit continued voluntary participation.
- \* To maintain records of all solid wastes produced, recycled materials collected, the costs of operations, and program income produced.
- \* To conduct necessary public relations within the Department which will promote and encourage cooperative participation among all facilities, employees, and inmates.
- \* To coordinate with other state agencies (particularly ADEM) and organizations.
- \* To coordinate policies and procedures that will assist the Department develop better purchasing of products for waste reductions and for more efficient recycling efforts.

## TYPICAL PREPARATION REQUIREMENTS FOR RECYCLABLE MATERIALS

- Newspaper: Must be free of other kinds of paper and tied two ways with strong cord in stacks no more than 20 inches high.
- Corrugated Paper: Must be clean and dry with no waste, plastic, or metal contaminants, and boxed, bundled, or baled securely.
- Mixed Paper: Must be clean and dry with no wax or plastic contaminants.
- High-Grade:  
(Office Paper) Contains only white ledger, computer tab cards, computer printout, and other selected high-grade papers. No colored paper, carbon paper, plastic or non-paper contaminants.
- Glass: Must be clean with all metal and plastic caps, lids, rings, and coverings removed, and separated into clear, green, and amber/brown color categories. Glass should not be broken, nor do paper labels need to be removed. No pyrex, light bulbs, mirrors, flat glass, or ceramics should be included with container glass.
- Aluminum: Cans must be cleaned and flattened, with paper labels removed; other ferrous metal must be free of contaminating metals.
- Tins/Ferrous: Cans must be cleaned and flattened, with paper labels removed; other ferrous metal must be free of contaminating metals.
- Kraft (Brown)  
Paper: Must be clean and dry and free of other kinds of paper (often included with corrugated).
- Non-Ferrous Metal: Must be free of contaminating metals and separated by metal type (copper, lead, zinc, brass, etc.)
- Plastics: Must be clean and paper-free, thermoplastics only, and separated by type (polyethylene, polypropylene, polystyrene, etc.)
- Organics: Food and yard wastes only; may be, for certain applications, contain paper, must be glass-, metal-, and plastic-free.
- Textiles: Must be clean and free of synthetic fibers.

ALABAMA DEPARTMENT OF CORRECTIONS

MONTHLY RECYCLING REPORT

I. ELMORE CORRECTIONAL CENTER (DEPARTMENTAL RECYCLE FACILITY) RECYCLING COORDINATOR

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

II. MATERIAL (check all that apply) VOLUME (Indicate lbs/tons/gals, etc)

A. \_\_\_\_\_ Aluminum \_\_\_\_\_

B. \_\_\_\_\_ Newspaper \_\_\_\_\_

C. \_\_\_\_\_ Glass \_\_\_\_\_

D. \_\_\_\_\_ Cardboard \_\_\_\_\_

E. \_\_\_\_\_ Plastics \_\_\_\_\_

F. \_\_\_\_\_ Office Paper \_\_\_\_\_

G. \_\_\_\_\_ Computer Paper \_\_\_\_\_

H. \_\_\_\_\_ Yard Waste \_\_\_\_\_

I. \_\_\_\_\_ Tin Cans \_\_\_\_\_

III. PERSON COMPLETING REPORT

Signature: \_\_\_\_\_

Date

If different from Section I above, please complete the following:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mail Form To: Department of Corrections, Institutional Services  
Attn: Director, Waste Reduction, Reuse & Recycling Pgr  
P. O. Box 246  
Elmore, AL 36025

\*\*\*NOTE\*\*\* Report is due by 15th of each month for previous month