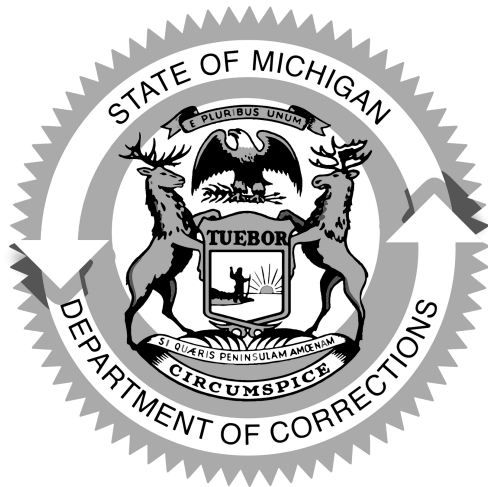


MDOC RECYCLING MANUAL



At the MDOC, we cover a lot of ground.

We supervise 1 percent of the state's population, employ more than 12,000 and operate 30 facilities and 105 field offices.



While our footprint in this state is large, we have the ability to make its impact on our environment smaller.

In 2018, I created an EPIC team to explore ways we could reduce waste and improve recycling across the department. This team examined our current recycling practices, identified opportunities for improvement and developed this new manual that will serve as a comprehensive guide for recycling at worksites statewide.

It provides instructions on developing a recycling program and methods for recycling commonly discarded materials such as paper, cardboard, plastic, metals and batteries. While these materials are a priority, I'd like to challenge all of us to find opportunities to reduce waste wherever we can.

In many ways, we are already leading other state departments in efforts to make operations more environmentally friendly and I know we can do more.

It's true, our main mission is to protect the public, but we also have an important responsibility to be good guardians of the environment that supports us today and will support future generations in the years to come.

Heidi Washington

Director

MDOC Recycles email MDOC-RECYCLE@michigan.gov for assistance!

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1. **PURPOSE:**

The Michigan Department of Corrections (MDOC) is focused on serving the state by protecting the public and improving lives. As part of the efforts to make Michigan a better and safer place to live, the department has made it a priority to improve recycling practices and ensure we are a responsible steward of our environment.

This manual was created to serve as a guide for building a successful and sustainable recycling and waste-reduction program. It will be used to improve and expand on existing recycling efforts or establish a recycling program if none exists. Staff are expected to learn how to reduce, reuse and recycle at their work site to help reduce waste and minimize our impact on our environment.

The MDOC uses a high volume of cardboard, paper, plastic, metal and batteries and is targeting these materials for focused recycling efforts. This guide will be expanded as new recycling streams and methods are identified so we can continue to do our part to ensure our state remains a wonderful place to live, work and play for future generations.

2. **GETTING STARTED:**

The following are the first steps to initiate a recycling program at your work site:

- Step One: Identify a Recycling Coordinator(s).
- Step Two: The Recycling Coordinator ensures that the recycling metrics are reported quarterly as defined in the Environmental Waste Management Plan.
- Step Three: The Recycling Coordinator submits a proposal to its leadership to establish a process and location for recycling containers. *See Appendix A.*
- Step Four: The Recycling Coordinator will initiate recycling awareness for its specific work site and connect with local and/or contractual recycling vendors. *See Appendix B.*

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3. RECYCLING COORDINATOR JOB DUTIES:

- Develops a plan to purchase signage and receptacles. *See Appendix A.*
- Implements a recycling team based on Warden or Region Manager's recommendations (if applicable).
- Coordinates with appropriate staff regarding recycling decisions.
- Prepares operating procedures for recycling processes and monitors compliance where applicable.
- Encourages staff to announce recycling options at each meeting. Include recycling information in monthly meeting notes, such as, safety, housing, staff and executive meetings.
- Monitors recycling processes, receptacles, track waste streams and report quarterly as defined by the Environmental Waste Management Plan.
- Ensures work sites shall utilize the state contract to recycle paper where applicable.
- Promote recycling activities regularly at the work site.



4. PRIORITY MATERIALS:

FIBROUS MATERIAL (Cardboard, Corrugation, etc.):

For those locations that have fleet services:

- Boxes are to be broken down flat and all packaging removed from inside. Place boxes into a reusable tote or gaylord.
- Separate hardboard centers to rolled materials (i.e. film wrap rolls)

Not accepted materials and conditions:

- DO NOT include plastic bags, wax-coated boxes, Styrofoam, boxes with foil lamination, or envelopes with bubble wrap imbedded in it.
- DO NOT leave cardboard outside unless directed otherwise at your worksite.

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PAPER:

Sensitive and Confidential Papers:

For documents that contain sensitive personal information state contracted locking containers should be used when available. The locked shred containers are only for confidential papers. Non locking bins should be used for non-confidential papers. There is a cost for utilizing this so be sure that only those items with sensitive personal information are going into these containers. Otherwise the Recycling Coordinator should implement paper recycling at the Work Site. Sensitive material must be crosscut shred or locked in a secure bin.

Non-Confidential Papers:

All other paper recycling should include proper source separation. The Recycling Coordinator will be responsible for determining how to transport the recycled paper.



Sorting: Plain white paper

- Plain white paper only (staples are ok)
- DO NOT include colored paper
- DO NOT include windowed envelopes
- DO NOT include post it notes
- DO NOT include manila envelopes
- DO NOT include file folders
- DO NOT include anything with paper clips on it



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Sorting: Mixed paper

- Includes colored paper, junk mail, catalogs, posters, post it notes, paper wrapper, phone books and magazines.
- DO NOT include white paper
- DO NOT include plastic bags
- DO NOT include string
- DO NOT include stickers
- DO NOT include plastic stuck on papers
- DO NOT include padded envelopes



PLASTIC:

Not all plastics are accepted by all recycling facilities. Check with your worksite's Recycling Coordinator to find out what plastics your worksite accepts.



Sorting: PLASTIC:

- All plastics must be clean and dry, inside and out.
- DO NOT include straws or wax coated milk/juice cartons
- DO NOT include grocery/shopping bags

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Transporting Plastic Recyclables: Fleet services do not service all MDOC locations. For those locations which are not serviced the Recycling Coordinator needs to determine a method to recycle plastic.

For those locations that DO have fleet services, the following can be packaged for fleet services pick up:

- Plastic pails and jugs must be rinsed clean of any residue.
- Plastic Water bottles must be empty and clean.
- Accumulate the pails by stacking them upside down on a pallet or a reusable gaylord.
- Plastic film labels must be removed, paper labels are acceptable. The plastic must be free of any rubber, metal or foil seals.
- Keep the bucket lids and handles separate from the pails/jugs.
- Also shrink wrap can be accumulated for recycle.
- All cleaned and residue free #2 plastic items are accepted.



METALS:

Metals are valuable materials that can be recycled again and again without degrading its properties. Geographical area will dictate how scrap metal is handled at each worksite. Typically, metals are accumulated in a vendor provided dumpster and emptied as needed; or the site collects the scrap metal and delivers to a local scrap yard.

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Recycling Metal:

- Tin and aluminum cans should be rinsed and flattened.
- Brass shell casings from the gun ranges should be collected and sent to Jackson.
- Scrap metal should be free of any other materials (i.e. rubber, plastic).
- Non-ferrous metal should be separated from ferrous metal for large projects.
- DO NOT include aerosol cans
- DO NOT include paint cans
- DO NOT include any container with food residue



BATTERIES:

Recycling services are available for both rechargeable batteries and one-time use batteries. Battery recycling services are for business related batteries only; not personal batteries.

The U.S. DOT requires all battery contacts to be covered on all lithium and lead acid batteries as well as any battery chemistry over 9 volts before placing them in the shipping container.

- CLEAR packing tape must go on the contacts of rechargeable batteries prior to being placed in the transport containers. Do not use asking tape, duct tape, etc.
- All 9v or less one-time use batteries do NOT need to be taped.
- Keep rechargeable and alkaline separate.

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Sorting: Alkaline one-time use batteries 9 volts or less:

- **Facility** – It is recommended that prisoners turn in old batteries for a new battery on store orders. Store staff will collect old batteries during the exchange and deliver back to the warehouse.
- **CFA** – a container will be available at the front desk/lobby area. Alkaline/one-time use batteries may also be turned in to the Arsenal Sgt., Warehouse or Maintenance Department.
- **FOA Locations** – a container will be available to deposit out of service one-time use batteries.
- **Central Office** – a collection container will be available at Grand View Plaza for out of service one-time use batteries.



Sorting: Rechargeable batteries:

MSI buckets have been repurposed as a collection container for rechargeable batteries. Instructions are provided on the buckets. These chemistries are to be taped and placed in those buckets:

- Lithium-Ion- Li-ion
- Nickel Metal Hydride – NiMH
- Nickel Cadmium – NiCd
- Lithium Polymer – LiPoly
- Lead Acid – Pb
- Primary Lithium – LiMnO₂, LiSO₂

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SAGINAW RECYCLING CENTER:

The Saginaw Correctional Facility provides the following free to low costs services to all Facilities:

- Replace/repair chairs and mechanisms including foam and fabric
- PPD case repair
- Taser holster repair
- Dog leash repair
- Weight benches/seats repaired (Facility PBF pays for Vinyl and Foam)
- Maintenance Dryer screens

Note: Please contact the Upholstery Shop Supervisor at the Saginaw Correctional Facility for information on how to take advantage of these services.

Note: To obtain a tote or gaylord as mentioned below for any of the following services contact your local fleet driver or the fleet manager. Pickup will occur on fleet scheduled days at your location.

CHAIRS:

There is a contract with Haworth for purchasing new chairs. If this is used, you can turn in an old chair, one for one. This would eliminate a chair from going into the dumpster.

Chairs are also being refurbished at Saginaw Correctional facility upon request. Saginaw Correctional chair program also repairs taser holsters, PPD cases, dog leashes, weight equipment, barber chairs, recovers medical exam tables.



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MATTRESSES:

For facilities which do not already recover mattresses/pillows, Lakeland Correctional Facility Warehouse will accept serviceable mattresses and pillows for recovering via Fleet Transportation. Mattress covers can be purchased from MSI for this process and must be provided by the sending facility. Mattresses which are no longer serviceable can be properly disposed of.



WHEELCHAIRS:

State owned wheelchairs that are not considered serviceable any longer will be sent via fleet to have any remaining valuable components removed for reuse. Those are then being sent to Lakeland Correctional to be fully disassembled and recycled. Prisoner's personal wheelchairs will not be included in this process.



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RESTRAINTS:

The following is the process for replacing/repairing broken Peerless and Smith & Wesson restraints. If the restraints have been cut that voids the warranty and they cannot be repaired/replaced. The unrepairable restraints can be put with recycle metal. (See 'Recycling Metal' above).

- The restraints need to be tagged with the repair that is needed (won't double lock; broken key in lock etc.).
- Package the broken restraints along with your contact information and return address.
- Depending on the manufacturer, send the broken restraints to the manufacturer address listed below.

Attn. Repairs
Peerless®
181 Doty Circle
West Springfield, MA 01089

Smith and Wesson
19 Aviation Dr.
Houlton ME 04730
Phone number 1-800-331-0852

SECURITY EQUIPMENT RE-PURPOSING:

Destruction of sensitive security equipment prior to disposal: soft restraints, hard restraints, ECD's/Tasers, etc. Recycling of Ballistic materials/vest panels. Some products may be donated to non-profits utilizing DTMB 222 form. Please contact the Radio Shop for assistance.



MDOC Recycles email MDOC-RECYCLE@michigan.gov for assistance!

HEAVY EQUIPMENT:

Physical Plant and the Regional Offices have set up a process for 'reuse' of heavy equipment, such as; gators, tractors, dishwashers, etc. For items that cannot be reused they can be referred to Surplus for auction. If Surplus deems the equipment not worthy of auction, then it can be scrapped. (see metal above)



Electronics

The State of Michigan is operating under a 100% no landfill policy. This means that all IT related equipment shall be returned to DTMB Depot for recycling through the AARP process. AARP stands for Automated Asset Recovery Program and can be accessed using the following **intranet** link: <http://aarp.state.mi.us/AARP/webWelcome.aspx> . Questions regarding the AARP process can be directed to the IT Analyst within the Procurement, Monitoring, and Compliance Division (PMCD).

All cell phones/iPad/MiFi devices are included in the listing above; **HOWEVER**, they should first be wiped and returned to the IT Analyst within PMCD located at Central Office. The IT Analyst will ensure that any active device has been deactivated on the Verizon site as well as ensuring that the device has been wiped before returning the device through the AARP process.

MDOC Recycles email MDOC-RECYCLE@michigan.gov for assistance!

IT related equipment is defined by DTMB as the following:

- Desktops, laptops and related equipment/accessories
- Tablets and iPads
- Computer peripherals (mouse, keyboard, speakers, etc.)
- Monitors and monitor stands
- Cell phones and related equipment/accessories
- Cameras and related equipment/accessories
- Printers, scanners, copiers, fax machines, toner, ink cartridges
- Removable media and storage (flash drives, SD cards, DVD's, CD's, floppy disks, tapes)
- Hard drives and any other data storage devices
- Telecom equipment; desk phones, switches, other related equipment/accessories
- Servers and Network Equipment (routers, switches, etc.)
- Televisions, projectors, and related equipment/accessories
- Motherboards
- PDU (Power Distribution Unit) and UPS (Uninterruptable Power Supply)
- Security appliances
- Intrusion detection devices
- Plotters
- Polycoms and related accessories

6. RECYCLE FUNDS, SURPLUS, DONATIONS:

Please refer to the Administrative Guide 0340.06 Statewide Recycling to address the items that we receive funds to recycle (pallets, cardboard, scrap metal, plastics, etc.).

Donated items need to follow the procedures in Administrative Guide 0340.06 Statewide Recycling.

All checks should be sent to the Business Office and Administration contact with a completed DTMB222.

MDOC Recycles email MDOC-RECYCLE@michigan.gov for assistance!

MDOC RECYCLING

CONTAINERS, SIGNS, COLLECTION, SORTING & TRANSIT

RECYCLE SORTING & DISPOSAL CONTAINERS

Many of our work sites have existing recycling containers or dumpsters, many of which work well and won't need replacing. Typical outside of the building dumpsters:



REPUBLIC - Normally accepts mixed office paper, cardboard, magazines, plastics 1-7 (rinsed out) aluminum food cans (rinsed out) and clear glass in their recycle dumpsters.



WASTE MANAGEMENT_WM – Typically accepts cardboard only in their recycle dumpsters. Some locations also accept cardboard and plastics, but plastics must be rinsed and in a plastic bag separate from the cardboard.

*Check with your local dumpster provider for a description of allowable waste streams products in their containers.

**Inside of building recycle collection containers will vary upon space requirements and building type.

HIGH VOLUME CARDBOARD COLLECTION

Cardboard is collected and shipped throughout the state via Fleet trucks. The cardboard can be loaded on the semitrailers in palletized cardboard gaylord boxes, collapsible plastic containers or baled for transit to Jackson. Sites with SONOCO balers continue their own baling process.



WOOD AND PLASTIC PALLETS

Fleet can pick up your pallets – stack and sort by color.



RECHARGEABLE BATTERIES, ALKALINE BATTERIES & RANGE BRASS

Collected in repurposed MSI Five Gallon Buckets. Return to Radio Shop/Jackson send w/Fleet, Transportation, or Deliver. Do Not Pay Postage.



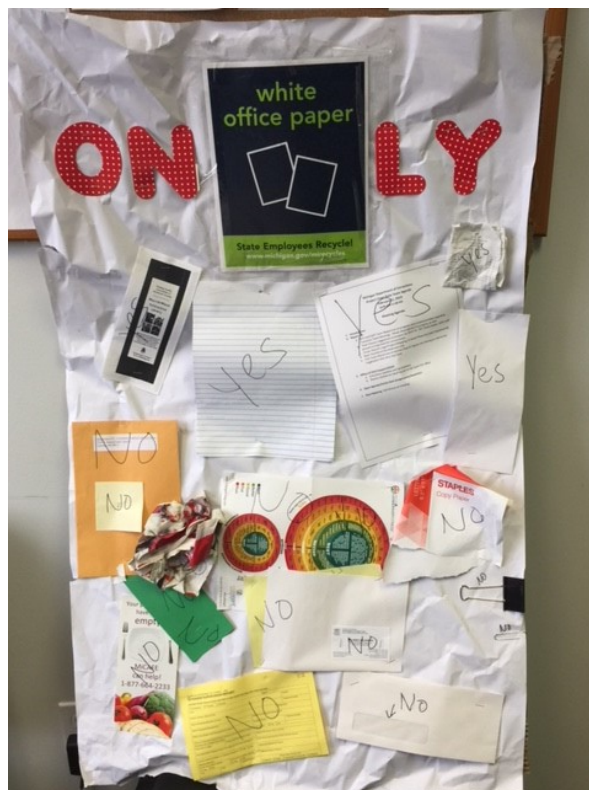
RECYCLE DISPLAYS AND SIGNS

Standardized signs are available through MSI (see below). Additional signage ideas include:

“Recycle This-Not-That.” A fun and friendly display in your breakroom. Encourage workplace involvement and correct sorting procedures by creating your own display.



MDOC Recycling Manual
Appendix A



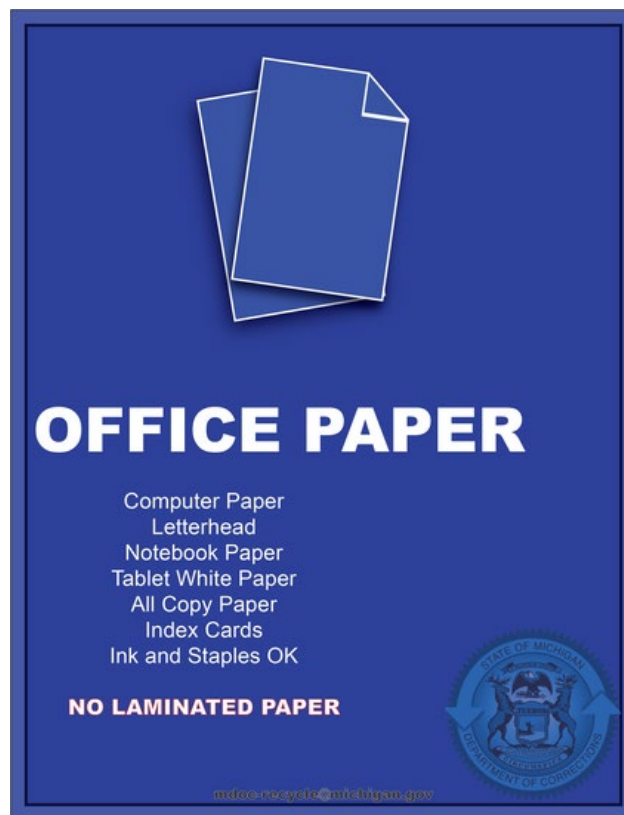
The following standardized signs are available through MSI:

 **RECYCLING BIN COLOR INDEX**

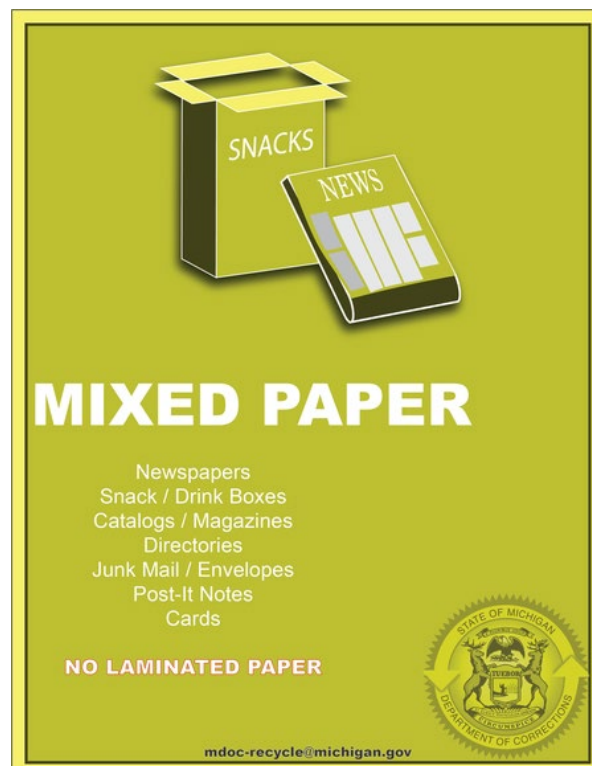
WHITE PAPER	MIXED PAPER	PLASTIC	LANDFILL
			
Computer Paper Letterhead Notebook Paper Tablet White Paper Index Cards Ink and Staples OK	Newspapers Snack / Drink Boxes Catalogs / Magazines Directories Junk Mail Envelopes Post-it Notes Cards	Water Bottles Jugs Grocery Bags Frozen Food Trays	Non Recyclable Waste Mixed Materials Wrappers Straws and Lids Plastic Bags Paper Cups Foam
NO LAMINATED PAPER	NO LAMINATED PAPER		

mDOC-recycle@michigan.gov

BLUE – WHITE OFFICE PAPER



YELLOW – MIXED PAPER



RED – PLASTIC



SORTING CONTAINERS – NEW PURCHASES

There is no one size fits all solution for sorting and collection containers for recyclables. This is one product line that is commercial grade, easy to clean and user friendly.

Rubbermaid “SLIM LINE” Recycle line



MDOC RECYCLE

Potential Vendors

This appendix will be periodically updated to edit vendors.

Please check DAS for the most up to date version.

Last revised 8/29/19

The items that can be recycled may vary, vendor to vendor. For example, one may recycle different grades of plastic than another. It is critical that you confirm recyclable items with your vendor. Recycled items that include unallowable items may cause the entire load to be sent to the landfill.

Some recyclables are covered by regional or statewide contracts – if those are in place, please use those. Other recyclables are not, and the individual office or facility will need to identify a local vendor. All contracts listed are optional use contracts. Quotes can be received from the contractors or local vendors.

MDOC TOP FIVE ITEMS TO RECYCLE

WHITE AND MIXED OFFICE PAPER*

DTMB Contracts

- The Rapid Group, LLC. (071B7700160) statewide contract could be contacted.
 - Each facility seeking recycling services should reach out to the Contractor's Project Manager to set up a free on-site recycling audit evaluation to determine the best recycling process for each facility.
 - If the Contractor picks up recyclables at the same location, they must not co-mingle the recyclables with the confidential destruction documents/materials.
- Regions 1, 2, 3, 4, 8 - Waste Management Inc (071B7700134) could be contacted.
 - All recycling can be addressed based on site audits and services offered at each site where applicable. Contractor promotes the use of consistent signage, green team meetings and follow-up, the message will be clear that the site and Contractor are partnering to increase diversion
- Regions 2 & 4 - Harland's Sanitary Landfill, Inc (071B7700150) could be contacted.
 - Commingled recycling items can be collected in 95-gal containers or 20/30-yd commingle roll offs. Cardboard and office paper can be collected in front-load dumpsters.
 - The Contractor anticipates evaluating the waste services once a baseline is established with the sites, unless the site already has a recycling program then Contractor will accommodate with appropriate containers per pricing sheets.
- Regions 5, 6, 7, 9, & 10 - Republic Services, Inc. (071B7700172) or Waste Management Inc (071B7700169) contracts could be contacted.

Local Vendors

- Ionia Recycle - IBC
- Marquette County Landfill - MBP

MDOC Recycling Manual
Appendix B

****Please note:*** recycling of office paper is different than the confidential, locked shred bins. Locked shred bins cost more money to empty. Please put **only** confidential information in locked, shred bins.

PLASTICS

DTMB Contracts

- The Rapid Group, LLC. (071B7700160) statewide contract could be contacted.
- Regions 1, 2, 3, 4, 8 - Waste Management Inc (071B7700134) could be contacted.
- Regions 2 & 4 - Harland's Sanitary Landfill, Inc (071B7700150) could be contacted.
- Regions 5, 6, 7, 9, & 10 - Republic Services, Inc. (071B7700172) **or** Waste Management Inc (071B7700169) contracts could be contacted.

Local Vendors

- Grand Rapids Iron Mill – ICF
- Padnos – ECF

CARDBOARD – Low volume (High volume, please see Attachment A.)

DTMB Contracts

- The Rapid Group, LLC. (071B7700160) statewide contract could be contacted.
- Regions 1, 2, 3, 4, 8 - Waste Management Inc (071B7700134) could be contacted.
- Regions 2 & 4 - Harland's Sanitary Landfill, Inc (071B7700150) could be contacted.
- Regions 5, 6, 7, 9, & 10 - Republic Services, Inc. (071B7700172) **or** Waste Management Inc (071B7700169) contracts could be contacted.

Local Vendors

- Grand Rapids Iron Mill – ICF
- Granger – ECF, LRF, TCF
- Ionia Recycle – IBC
- Sonoco – AMF LMF, NCF, URF

METALS

Local Vendors

- Beacon Recycling – MCF
- Greenville Steel - ICF
- Knaus Recycling - LMF
- Lapeer Recycling - TCF
- Ominisource – LCF, RGC, SMT
- Padnos – ECF, IBC
- Tru-Recycling – OCF

BATTERIES (See Attachment A)

SINGLE STREAM CO-Mingled Containers and Dumpster

Contractors may accept plastics, cardboard, and office paper, varies by contractor. Commingled recycling items can be collected in several differently sized containers. Size of containers varies by contractor.

MDOC Recycling Manual
Appendix B

DTMB Contracts

- The Rapid Group, LLC. (071B7700160) statewide contract could be contacted.
- Regions 1, 2, 3, 4, 8 - Waste Management Inc (071B7700134) could be contacted.
- Regions 2 & 4 - Harland's Sanitary Landfill, Inc (071B7700150) could be contacted.
- Regions 5, 6, 7, 9, & 10 - Republic Services, Inc. (071B7700172) **or** Waste Management Inc (071B7700169) contracts could be contacted.

ADDITIONAL RECYCLING INFORMATION

CHAIRS

DTMB Contract

- Haworth Inc. (071B7700074) contract will take back 1 old chair for every chair ordered. Must be arranged at time of order.

MDOC Contract

- MDOC personnel may be able to refurbish chairs. Contact Pablo Olvera (CPC, STF) Transportation to route chairs.

INK AND TONER CARTRIDGES

DTMB Contracts

- Xerox Corporation (071B0200265) **and** Ricoh USA Inc. (071B3200114) contracts for leased copiers, printers or multi-function devices include returning used cartridges in the lease.
- Staples (190000000268) contract can be contracted.

LIGHT BULBS

- Currently there are no contracts

TRIDIUM EXIT SIGNS

Local Vendors

- Tridium Disposal
- Graybar
- HNHS / Veolia

WHEELCHAIRS

MDOC Contract

- Binson's Hospital Supplies (472B6600099) contract must attempt to complete repairs utilizing recycled parts from unused or broken wheelchairs at the applicable facilities, for the cost of labor only.

CARPET

DTMB Contract

- Shaw Industries Inc. (071B7700149) statewide carpet contract. When submitting an order for new carpet, the vendor may accept old, uncontaminated carpet for recycling.

RECYCLE SORTING & DISPOSAL CONTAINERS

DTMB Contracts

- The Rapid Group, LLC. (071B7700160) statewide contract could be contacted.
- Regions 1, 2, 3, 4, 8 - Waste Management Inc (071B7700134) could be contacted.
- Regions 2 & 4 - Harland's Sanitary Landfill, Inc (071B7700150) could be contacted.
- Regions 5, 6, 7, 9, & 10 - Republic Services, Inc. (071B7700172) or Waste Management Inc (071B7700169) contracts could be contacted.