

State of Michigan
Administrative Guide to State Government

0340.06 Statewide Recycling

Issued: January 6, 1997
Revised: September 29, 2020

PURPOSE

To provide guidelines for the collection, processing, and reporting of recycling.

APPLICATION

Executive Departments of State Government.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Building Operations Division (BOD)
3111 W. St. Joseph Street
P.O. Box 30026
Lansing, MI 48909

Email: DTMB-Facilities-Sustainability@michigan.gov

SUMMARY

DTMB is responsible for recommending a facility-based recycling program for state agencies to participate in or implement. Agencies should collect recycling data and report to DTMB. DTMB in conjunction with Department of Environment Great Lakes, and Energy (EGLE) will provide reporting.

APPLICABLE FORMS

None.

REFERENCES

[Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](#)

[Administrative Guide Procedure 0910.06 Confidential Destruction of Records](#)

[Executive Directive 2019 - 16](#)

PROCEDURES

DTMB, SFA, BOD

- Implements a recycling program for DTMB managed buildings that is accessible for use by other state agencies.
- Provides information, education and guidance on recycling measures for DTMB managed buildings and to other state agencies.

- Provides guidance to agencies in utilizing the statewide Recycling Contract.
- Provides guidance on material sorting and facility procedures related to recycling.
- Ensures proceeds from the sale of recycled material are deposited in the SOM's accounting system.
- Collects and compile data from agency recycling liaisons regarding recycling progress.
- Provides progress reports to the Governor every 6 months and posts them on the public website.

DTMB & Department of Environment Great Lakes, and Energy (EGLE)

- Review the recycling program and develop policies and procedures to improve state employee use.
- Provide an annual report to the Governor regarding the pounds of material recycled.

Agency

- Can utilize the statewide recycling contract to provide access to recycling services in facilities.
- Agencies shall instruct employees on the proper methods of source separation and other procedures as they relate to recycling.
- Agencies are responsible for submitting payment for recycling services in their facilities, directly to the vendor. Costs are listed in the contract and will vary by location served, frequency of pickup, volume and type of material collected. Payment to the contractor for recycling services is due upon receipt of monthly invoices.
- Agencies are responsible for obtaining additional supplies necessary to facilitate the collection of recycled materials.
- Agencies are responsible for collecting weights for recycled materials.
- Agencies ensures proceeds from the sale of recycled material are deposited in the SOM's accounting system.
- Agencies will assign a liaison who will be the main point of contact for DTMB regarding this Executive Directive.
- Agencies will report to DTMB, every 6 months:
 - Percentage of its facilities that offer recycling services.
 - Number of its non-exempt facilities that offer recycling services.
 - Number of facilities that are not exempt under paragraph 6 of [ED 2019-16](#).
 - Pounds of material recycled at its facilities if provided by the vendor.
 - Any recycling credits it has received from vendors.

- Any recommendations it may have for improving or expanding its facilities' recycling services.

Employees

- Participate in agency or facility sponsored recycling programs.
- Will adhere to the Destruction of Confidential Records policy in regards to materials that are considered confidential or restricted. See [Administrative Guide Procedure 0910.06 Confidential Destruction of Records](#) for more information.
- Will not place any of the following security-risk items in non-secured recycling bins:
 - CDs
 - Jump Drives
 - Small Electronics
 - Any storage devices
 - State identification cards
- Will adhere to the state retention guidelines in determining items to be recycled. See [Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](#).
- Recycle materials used in state buildings only. Employees may not bring recycling materials from home.
- Sort and place materials in appropriate containers.
- Avoid recycling materials not part of the state recycling contract such as:
 - Materials that contain food contaminants or liquids.
 - Materials with biological contaminants (e.g.: tissues, napkins, etc.).
 - Packing peanuts.
 - Materials containing hazardous chemicals.
 - Aerosol cans.
- Breakdown cardboard boxes and place in designated areas.
