

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: (50.1)

ADMINISTRATION REGULATIONS

EFFECTIVE DATE: 07/10/03

SUBJECT: PUBLIC WORKS – FACILITY/OFFICE WASTE
REDUCTION/DISPOSAL POLICY

SUPERSEDES: N/A

I. PURPOSE

To require and direct the proper disposal of all solid waste generated within all City facilities and offices.

II. POLICY

All City departments shall maximize opportunities to reduce the amount of facility/office solid waste generated and to *ensure* that waste produced in City facilities/offices is disposed of in a proper, legal, and environmentally acceptable manner. Departments improperly handling or disposing of these materials will incur costs associated with any improper action. Department Heads or their designee shall monitor compliance with this policy.

III. DEFINITIONS

- A) **City** - City of Chesapeake.
- B) **Facility/Office Solid Waste** - non-hazardous waste generated during facility or office operations during a workday, including waste generated by employees from their personal use while on City property.
- C) **Hazardous waste** - any waste which because of its quantity, concentration or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or pose a substantial present or potential hazard to human health or the environment if improperly treated, stored, transported, disposed of or otherwise managed.
- D) **Solid Waste** – Solid waste is waste as defined in 9 VAC 20-80-140, a copy of which is attached.
- E) **Waste** – Any reference to “waste” in this policy without any additional description or qualifier shall be deemed to refer to “office or facility solid waste”.
- F) **Waste disposal** - the act of disposing of waste in a legal and environmentally sound manner.
- G) **Waste reduction** - The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.

IV. WASTE DISPOSAL

- A) All Departments shall regularly review their facility/office solid waste products to determine if they are properly using and disposing of materials.
- B) An effort shall be made to reuse or recycle unused products whenever possible.
- C) All waste materials that cannot be reused or recycled shall be disposed of in a legal and responsible manner.
- D) All waste defined as medical waste falls outside of this policy. All medical waste generated by employees from their personal use such as syringes or other sharp objects shall be disposed of in a proper manner. Any employee who needs to dispose of such medical waste should contact the Department Head for further information.
- E) Any waste defined as hazardous, liquid, radioactive, volatile, corrosive, explosive, biomedical, infectious, biomedical, and flammable waste and any other waste with special handling instructions or requirements is not covered by this policy and shall not be disposed of within the City's facility/office waste disposal system. Information on the disposal of small amounts of hazardous and other waste including cleaning supplies can be gathered by phoning the Environmental Quality Coordinator Barbara Brumbaugh at 382-6803, Fire Prevention at 382-6522 or Facilities Management at 382-8951. If an emergency exists, the Fire Department can be reached by dialing 911.
- F) All waste containing information that is deemed confidential and is protected from disclosure under local, state or federal law, for example, "protected health information" covered by the Privacy Rules of the Health Insurance Portability and Accountability Act [HIPAA]; personnel records; child and adult protective services records; public benefits records) shall be shredded prior to disposal. Only those persons specifically authorized by the department involved shall handle such information for shredding. Materials containing such confidential information must be stored for shredding in a manner that prevents any unauthorized person from having access to such information.
- G) All waste shall be discarded in compliance with the city's Records Management Program (Administrative Regulation 90.0) and with the provisions of the Virginia Public Records Act.

V. WASTE REDUCTION

All city employees are asked to reduce waste at the source by utilizing two sided copying and printing where practical, reducing copy machine waste, etc.


Clarence V. Cuffee, City Manager

7-10-03

Date