

PAPER RECYCLING / SHREDDING POLICY

- Policy Number:** BP # 142
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on February 1, 2017.
- Application:** Applies to all employees, volunteers, and contractors of the **Eastern Washington State Historical Society (EWSHS)**
- History:** This policy replaces HR # 206 enacted in June 2013.
-

Purpose – Now that the City of Spokane has gone to single-stream recycling, our paper is being mixed in with other recyclables and will travel down a conveyer belt to be sorted by people. We are responding with some clear guidelines for what can be recycled and what should be shredded.

It is the policy of EWSHS to recycle as much waste as possible, reducing our garbage costs and helping the earth's environment.

Materials That Can Be Recycled

- *Junk mail with no internal MAC information*
- *Documents created by other entities without MAC internal information*
- *MAC documents created for public consumption (example; outdated postcards, visitor guides, etc.*
- *Other non-MAC paper*

Materials That Must Be Shredded

- Credit card offers
- Anything with MAC internal information such as:
 - Invoices
 - Planning Documents
 - Staff, Volunteer, Board contact information
 - Anything with a social security number
 - Employee leave, benefit information
 - Internal email, reports, lists, budget information
 - Anything internal – not made for public consumption, recognizable as MAC related.

Procedures For Recycling

- Continue to place recycling material in your individual office bins
- Use recycle bin in West Staff Lounge
- Use recycle bin at Top of Stairs above the West Staff Lounge

Procedures For Shredding

- You may use the shredder in the Copy Room for small jobs.
- Larger quantities of paper that should be shredded can be inserted in the slot of the locked bin located next to the stairs above the West Staff Lounge. This bin is shredded onsite by a company and we pay a fee for this service. Please do not put recyclable documents in this bin.

References that apply to this policy

All state agencies, including but not limited to, colleges, community colleges, universities, offices of elected and appointed officers, the supreme court, court of appeals, and administrative departments of state government shall fully cooperate with the office of waste reduction and recycling in all phases of implementing the provisions of this section. The office shall establish a coordinated state plan identifying each agency's participation in waste reduction and recycling. The office shall develop the plan in cooperation with a multiagency committee on waste reduction and recycling. Appointments to the committee shall be made by the director of the *department of general administration. The director shall notify each agency of the committee, which shall implement the applicable waste reduction and recycling plan elements. All state agencies are to use maximum efforts to achieve a goal of increasing the use of recycled paper by fifty percent by July 1, 1993.

RCW 70.95C.110	