



Administrative Procedure

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Supercedes:	
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Subject: PAPER RECYCLING

1.0. PURPOSE:

To establish the procedures for operating a paper recycling program for the University.

2.0. ORGANIZATIONS AFFECTED:

Campuswide.

3.0. REFERENCES:

- 3.1. State Administrative Manual (SAM), Sections 8656.4 and 8656.5.
- 3.2. Office of the Chancellor memorandum, BA 82-12, Subject: Revenue from the Sale of Waste Paper.
- 3.3. Cal State L.A. Administrative Procedure, Subject: Destruction of Confidential Records.

4.0. POLICY:

The University provides for the collection and sale of recyclable paper. Monies received from the sale of recycled paper may be used to offset the expenses of the program or to buy recycled paper. Any balance remaining at the end of the fiscal year must revert to the General Fund.

5.0. DEFINITIONS:

- 5.1. Recyclable paper--Includes white bond (clear, white uncolored paper), scrap paper (including colored paper), tab cards, and computer stock.

6.0. RESPONSIBILITIES:

6.1. User departments will:

- 6.1.1. Accumulate all recyclable paper at an established central pick-up point and notify Plant Operations, Custodial Services when pick-up services are required.

Approved:

Date:

6.1.2. Store confidential records scheduled for destruction in a secure location separate from other materials scheduled for pick-up and recycling.

6.2. The Property Office will:

6.2.1. Ensure that current market rates are paid for recycled paper products and inform the vendor of the required number and location of bins.

6.2.2. Prepare and retain a survey report to document the transaction.

6.2.3. Inform Plant Operations of newly established pick-up points around the campus.

6.3. Plant Operations will:

6.3.1. Schedule pick-up times from the established locations.

6.3.2. Inform Property when the material is delivered so that it may be sorted.

6.4. The University Accounting Office will:

6.4.1. Establish and maintain an independent operations cost center specifically for crediting the sale of waste paper revenues and to pay for associated program expenses or the purchase of recycled paper.

6.4.2. Annually transfer any revenues accrued by the cost center to the General Fund.

7.0. PROCEDURES:

7.1. User departments will establish a central point for the collection of recyclable materials and contact Plant Operations when sufficient accumulation is on-hand.

7.2. Plant Operations will establish a collection schedule and collect materials at least once each week. Upon delivery of the material to the central bins, Plant Operations will notify the Property Office so that sorting can begin.

7.3. After the materials have been sorted, the Property Office will estimate the weight and arrange for collection by the vendor. The vendor will forward the invoice and certificate of weight with payment to the Property Office.

7.4. The Property Office will verify weight and payment and submit all vendor payments to the Cashiers Office and charge all associated program expenses to the cost center.

7.5. At year end, the University Accounting office will transfer all revenue collected and held by the cost center to the General Fund.

8.0. APPENDICES:

N/A