

MAINE STATE LEGISLATURE

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OFFICE OF
THE GOVERNOR

NO. 15 FY 91/92
DATE May 22, 1992

ORDER ESTABLISHING NEW
WASTE REDUCTION AND RECYCLING INITIATIVES
FOR STATE AGENCIES

WHEREAS, waste reduction, reuse and recycling are the highest priorities for solid waste management in the State of Maine;

WHEREAS, increasing solid waste costs and increasing pressure upon Maine's solid waste disposal capacity require cooperation by all Maine residents to reduce our dependence on landfills and other disposal facilities;

WHEREAS, Maine's Solid Waste Management Law of 1989 requires all State agencies to implement recycling programs for, at a minimum, high grade paper and corrugated cardboard generated within State facilities and to reduce the amount of waste generated as a result of agency operations;

WHEREAS, the purchase of products with recycled content is necessary to ensure a market for source separated materials and State agencies are a major purchaser of products;

WHEREAS, State government should operate as an example to all Maine residents that waste reduction and recycling are essential elements of the State's integrated solid waste management program;

NOW, THEREFORE, I John R. McKernan, Jr., Governor of the State of Maine, do hereby order that agencies of the State undertake the following efforts to reduce the amount of solid waste generated, to recycle material recoverable from the solid waste originating at their facilities, and to maximize the procurement of recycled products.

PURPOSE

The purpose of this Order is to establish new and expand existing programs to strengthen the State's commitment to waste reduction and recycling at all State facilities. To assist State agencies in their efforts, an inter-agency Waste Reduction and Recycling Task Force is established. The Waste Management Agency and the Bureau of General Services will provide education and assistance to all State agencies to implement this Order.

WASTE REDUCTION

- A. All State agencies shall undertake waste reduction, reuse and minimization efforts that include, but are not limited to, using durable versus disposable items, reusing scrap paper for memo pads, using ceramic mugs versus styrofoam cups, using refillable toner cartridges, etc., in order to reduce the amount of materials used and discarded in the course of agency operations.
- B. Memoranda, letters, business cards and reports generated by State agencies shall be copied and printed on both sides of the paper if feasible.
- C. Upon adoption by the Coalition of Northeastern Governors Source Reduction Task Force of a program for industry implementation of preferred packaging guidelines, all State agencies, wherever permitted by law and where feasible, shall purchase products marketed in conformance with such guidelines.
- D. Each State agency director shall promote employee education and provide incentives in order to increase waste minimization efforts.

RECYCLING

- A. All State agencies required to establish source separation programs shall, through employee education and installation of necessary office equipment, maximize their existing source separation programs for high grade paper and corrugated cardboard generated within their facilities. By January 1, 1993, all State agencies shall expand their source separation programs to include newspaper and telephone directories.
- B. Each State agency director shall promote employee education and provide incentives in order to increase recycling efforts.
- C. The Bureau of General Services shall expand the recycling program in its facilities to include other recyclable materials such as aluminum, glass and food waste at all State facilities, where feasible. Leaf, yard waste, and grass clippings shall also be collected for composting.

RECYCLED PRODUCT PROCUREMENT

- A. All State agencies shall use recycled paper for letterhead, business cards and other paper uses unless the Bureau of General Services, Division of Purchases determines that recycled product is not available, is inadequate for the purpose intended, or that the cost of the recycled paper exceeds the cost of the non-recycled paper by more than ten percent. Recyclable white paper shall be used instead of color stock paper (i.e. yellow legal pads), where practical. Soybean ink shall be used in all printing.

- B. In addition to paper products, all State agencies shall purchase recycled products made from secondary materials, unless the Director, Division of Purchases determines that no recycled product is available, is inadequate for the purpose intended, or that the cost of the recycled product is not competitive.
- C. All State agencies shall use compost, mulch and soil amendments provided the products meet State specifications, comply with all applicable regulations, comply with the Department of Environmental Protection (DEP) requirements for use and are available at a reasonably competitive price.
- D. Re-refined motor oil and remanufactured tires should be considered for use in all applicable State vehicles, when feasible and if available at a reasonably competitive price. Law enforcement applications are exempt.

BIENNIAL REPORTS

All State agencies shall prepare a waste reduction and recycling plan in accordance with Title 38 §2137, which describes the agency's efforts regarding the following:

- o Waste Reduction Activities - existing status and proposed activities;
- o Recycled Product Procurement - description and quantities;
- o Recycling Activities - description and quantities;
- o Incentives and Disincentives for Waste Reduction and Recycling; and
- o Recommendations for Additional Measures to Encourage Wise Use of the State's Resources.

Each agency shall prepare a plan by August 1, 1992 and shall update the plan on a biennial basis. These plans shall be submitted to the Waste Management Agency, Office of Waste Reduction and Recycling.

OFFICE OF WASTE REDUCTION AND RECYCLING RESPONSIBILITIES

The Office of Waste Reduction and Recycling (OWRR) shall:

- A. Assist State agencies in plan preparation;
- B. Provide educational materials to State agencies and sponsor workshops and training sessions;
- C. Promote employee awareness about State agency recycling and waste reduction efforts through a general information campaign (i.e. brochures, newsletters);
- D. Provide technical assistance to implement recycling and waste reduction programs within State facilities; and
- E. Evaluate and monitor the overall accomplishments of State government in waste reduction and recycling.

BUREAU OF GENERAL SERVICES RESPONSIBILITIES

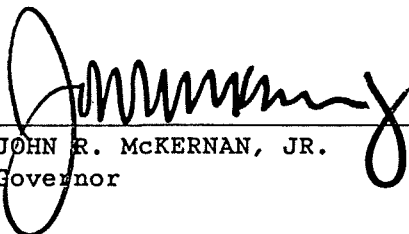
The Bureau of General Services shall:

- A. Assist State agencies in establishing or expanding source separation programs for recyclables generated within their facilities through its participation in the task force;
- B. Ensure that collection and recycling services are included in new and renewed leases entered into by the State where feasible;
- C. Ensure that new and renewed recycling contracts entered into by the State include provisions for reporting on the amount of recyclables collected from each State agency on an annual basis;
- D. Provide technical assistance to State agencies in identifying and reviewing products that contain recycled materials and in determining their availability, adequacy for the purposes intended and price; and
- E. Assist each State agency in evaluating the effectiveness of their recycling and procurement efforts through its participation in the task force.

WASTE REDUCTION AND RECYCLING INTER-AGENCY TASK FORCE

- A. Membership. The task force shall be co-chaired by the directors of OWRR and the Bureau of General Services. Each State agency shall designate a representative to serve on the task force.
- B. Purpose. The purpose of the task force will be:
 - o To establish goals for waste reduction and recycling;
 - o To identify and implement successful waste reduction programs;
 - o To coordinate recycling plans and programs among State agencies;
 - o To recommend improvements of existing programs;
 - o To develop and implement employee education and training programs; and
 - o To establish consistent evaluation and reporting methods.
- C. Reports. The task force shall meet on a quarterly basis and report its findings and recommendations to the Governor by April 1, 1993.

The effective date of this Order is May 22, 1992.



JOHN R. MCKERNAN, JR.
Governor