

PAPER RECYCLING / SHREDDING POLICY

Policy Number:	FAC-101
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on October 5, 2022.
Application:	Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)
History:	This policy replaces BP#142 dated February 1, 2017. BP#142 replaced HR # 206.

Article I PURPOSE

1.1 The City of Spokane has implemented a single-stream recycling program. Paper will now be mixed with other recyclables, traveling in a single-stream conveyer belt to be sorted by people. In response to the City's single-stream recycling process, clear guidelines for the EWSHS on what can be recycled versus shredded have been adopted and outlined below.

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

Article II GUIDELINES FOR RECYCLING & SHREDDING

2.1 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- MAC documents created for public consumption (example; outdated postcards, visitor guides, etc.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

2.2 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.

Article III

PROCEDURES

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.

RCW 70A.214.090: Waste reduction and recycling program to promote activities by state agencies – Recycled paper goal.	