



# DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>130.01</h2>	
---	---	---

Originating From	Issue Date	Revision Date	Attachments
<b>Administration</b>	<b>11/20/1995</b>	<b>N/A</b>	<b>N/A</b>

**SUBJECT: Recycling**

**APPLICABILITY: All Personnel**

## **POLICY:**

The Howard County Department of Fire and Rescue Services (DFRS) shall practice recycling and waste reduction during daily operations. All DFRS employees and County Fire Stations shall participate in the recycling program in accordance with established Howard County policy.

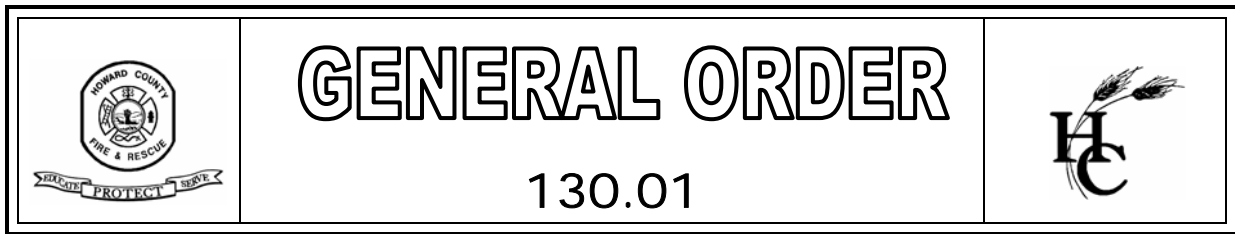
## 1 GENERAL

- 1.1 Recycling is a key component of solid waste management and helps in the conservation of energy and natural resources while reducing solid waste.
- 1.2 This policy applies to all DFRS employees and to the County owned fire stations.
- 1.3 Individual Volunteer Corporations are encouraged to participate.
- 1.4 This policy shall address three major areas:
  - 1.4.1 The reduction of waste generated, including reuse of goods for the same or another purpose.
  - 1.4.2 The use of recyclable material and purchase of recycled goods, whenever practical and cost effective.
  - 1.4.3 The recycling of waste material.

## 2 RESPONSIBILITIES

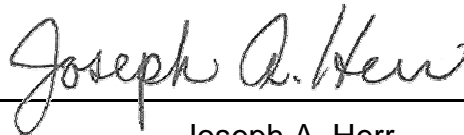
- 2.1 It shall be the responsibility of each DFRS employee to actively participate in the recycling programs and activities which have been established in their individual workplace and to reduce the amount of waste generated. This will be achieved by:
  - 2.1.1 Recognizing materials in the workplace that are recyclable and placing them in the appropriate recycling collection containers which are located in the work areas.
    - 2.1.1.1 Each fire station shall be responsible for transporting their respective station's recyclable goods to the appropriate collection location on a weekly basis, or when recycling receptacles are full.

# DEPARTMENT OF FIRE AND RESCUE SERVICES



- 2.1.1.2 The Department of General Services will provide **clearly marked** bins for various recyclable items such as computer paper, bond paper, and aluminum cans.
- 2.1.2 Using the two sided format for all reports, memos, and publications. All major copy machines have this feature.
- 2.1.3 Complying with recycling directives and participating in other recycling activities, when established.
- 2.2 Whenever possible, products made from recycled materials shall be purchased.
- 3 ASSISTANCE
  - 3.1 Questions or assistance concerning recycling should be directed to the Howard County Department of Public Works, Bureau of Waste Management.

Approved:



---

Joseph A. Herr  
Fire Chief