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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

POLICY TITLE: Recycling

POLICY NUMBER: 9010

**9010.1** [DISTRICT] employees should attempt to conserve and recycle whenever possible through the adoption of reasonable and simple practices. Whenever possible, [DISTRICT] staff will:

**9010.1.1** Position recycling bins throughout the office and conference rooms for paper, plastic and other recyclable containers.

**9010.1.2** Recycle office equipment, supplies, batteries, and other e-waste through curbside pick ups or by using drop off locations.

**9010.1.3** [DISTRICT] staff shall use opportunities with customers to advocate recycling as part of [DISTRICT] and community operations and lifestyle to maximize the efficiency of the community.