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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

POLICY TITLE: Waste Management

POLICY NUMBER: 9020

9020.1 *[DISTRICT]* employees should attempt to conserve and recycle in the office environment whenever possible through the adoption of simple practices. Whenever possible, *[DISTRICT]* employees will:

9020.1.1 Implement an office “swap closet” for maximizing and exchanging office supplies, particularly during the transition between former and new employees.

9020.1.2 Donate leftover food and beverages to local food banks following meetings/events.

9020.1.3 Use reusable eating utensils, containers, coffee cups and dishes that are able to be cleaned.

9020.1.4 Use cloth towels instead of paper towels for cleaning and hand drying.

9020.1.5 Use rechargeable batteries to reduce toxic waste disposal.

9020.1.6 Encourage other employees to make suggestions on energy and material conservation.