



THINK TWICE – RECYCLE YOUR WASTE PAPER: PAPER RECYCLING GUIDELINES			 <small>CITY OF CAPE TOWN ISIXEKO SASAKAPA STAD KAAPSTAD</small>	
CITY OF CAPE TOWN – SOLID WASTE MANAGEMENT				
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Think Twice – Recycle your waste paper: Guidelines for Paper Recycling in City of Cape Town

1. Need for these Guidelines

- To assist City of Cape Town Departments in implementing paper and cardboard recycling in their municipal buildings.

2. Definitions

- **Facility:** Any municipal building owned or operated by the City of Cape Town, in the pursuance of the City's service delivery mandate
- **Facility Champion:** Person responsible for paper and cardboard recycling in their facility
- **Cleaning Representative – includes:**
 - ✓ **Cleaning Contractor:** External contractor contracted by the City of Cape Town to provide cleaning services at one or more facilities
 - ✓ **Cleaning Supervisor:** Internal City of Cape Town employee/person who supervises the provision of cleaning services at facilities where such services are not contracted out
- **Cleaning Team:** The personnel who assist the Cleaning Representative in their duties.
- **Floor Champion:** Volunteer responsible for coordinating paper and cardboard recycling, and motivating staff to recycle, on an individual floor of a City of Cape Town building

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3. Policy framework, background information and structure of waste paper recycling programme


3.1. Policy Framework

Section d) of Mayoral Committee Resolution MC 08/05/2006, adopted in 2006, instructs City of Cape Town departments to carry out waste minimization as follows:

(d) all Departments be instructed to implement waste minimization initiatives in conjunction with and per the guidelines developed by the Solid Waste Management Department in conjunction with the Environmental Resource Management Department, Water Services Department and the Electricity Services Department;

3.2. Background Information

- In 2009, Facilities Management, Solid Waste Management and Supply Chain Management departments initiated a programme to ensure collection of waste paper and cardboard for recycling, known as “Think Twice – Recycle your waste paper”. This programme was launched in Civic Centre, Cape Town in May 2009
- The programme is structured around a waste paper and cardboard collection tender, which facilitates paper recycling in municipal buildings, and generates revenue for facilities involved.
- Staff uses a set of 3 different colour wheelie bins (blue; green & yellow) to segregate waste paper and cardboard on individual floors of facilities involved. From here, cleaning representatives remove bins to the waste storage area, and stockpile the bins full of paper and cardboard in preparation for collection by the paper and cardboard collection contractor.

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3.3. Structure of “Think Twice – Recycle your waste paper”

3.3.1. Categories of participating municipal buildings

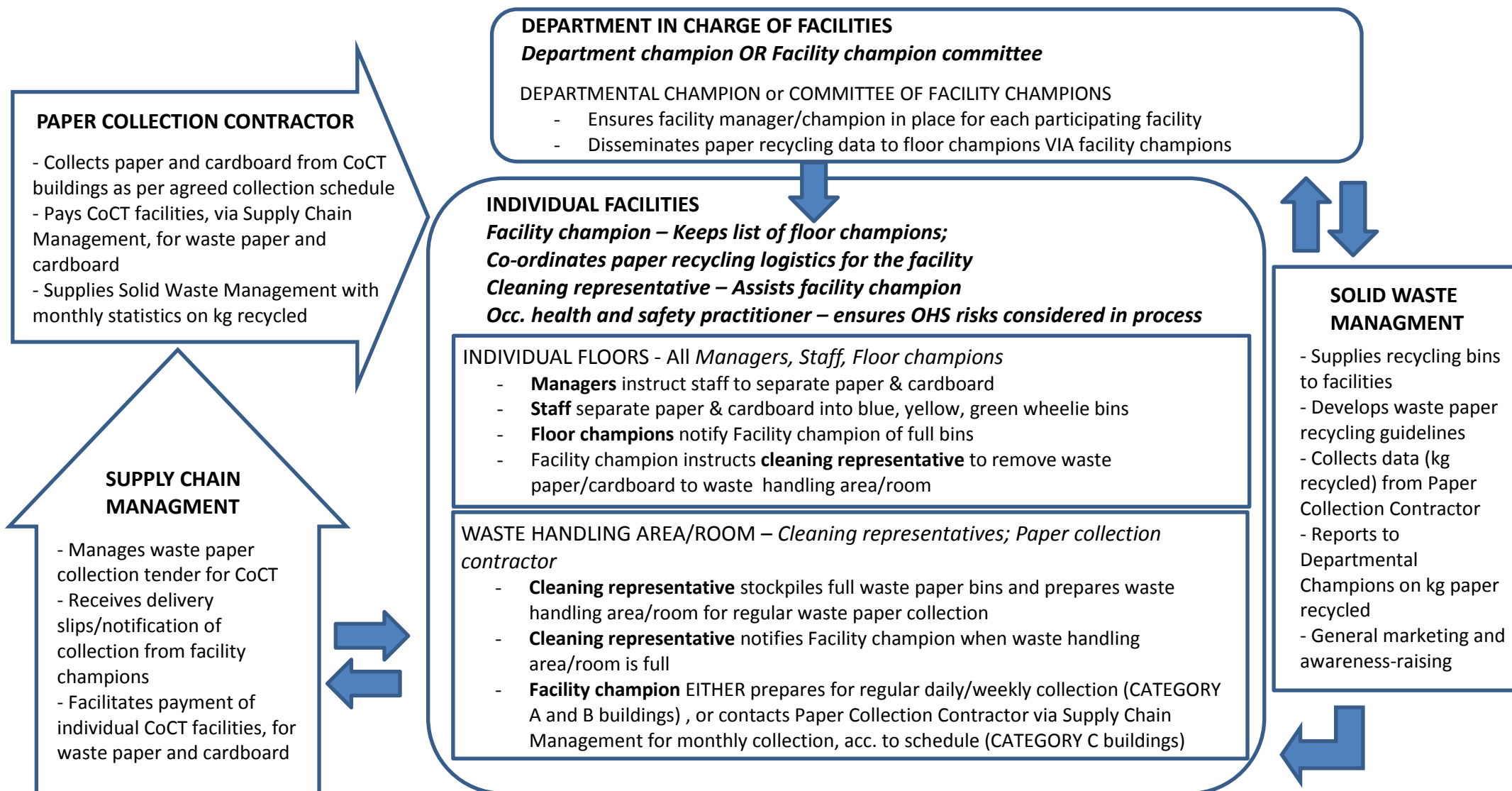
Statistics to date indicate that the majority of the City’s waste paper is generated in a small minority of the buildings, so in order to ensure a cost effective waste paper collection service, municipal buildings have been categorized as follows in terms of waste paper collection frequency:


Category	Building Name	Address	Paper/Cardboard Collection Freq. (Collection schedule)
A	Cape Town Civic Centre	12 Hertzog Boulevard, Cape Town	3 Days/Week (Mon, Wed, Fri)
B	Ndabeni Electricity	Electricity Melck Street, Ndabeni	Weekly
B	Bellville Civic Centre	Voortrekker Road, Bellville	Weekly
B	44 Wale Street	44 Wale Street, Cape Town	Weekly
B	Goodwood Civic Centre	Voortrekker Road, Goodwood	Weekly
B	Parow Civic Centre	Voortrekker Road, Parow	Weekly
B	Brackenfell Municipal Building	Paradys Street , Brackenfell	Weekly
B	38 Wale Street and Complex	38 Wale Street, Cape Town	Weekly
B	Ndabeni Roads Building	Oude Molen Road, Ndabeni	Weekly
B	Strand Municipal Building	Corner Fagan & Main Road, Strand	Weekly
B	Durbanville Civic Centre	Corner Queen & Oxford Road, Durbanville	Weekly
B	Stocks & Stocks Municipal Building, Khayelitsha	Corner Ntlakohlaza & Ntlazane Road, Khayelitsha	Weekly
B	Somerset West Municipal Building	Corner Andries Pretorius & Victoria Road, Somerset West	Weekly
B	Ndabeni Store	Oude Molen Road, Ndabeni	Weekly
B	Libraries Strand	Mill Street, Strand	Weekly
B	Paul Sauer Building	Old Marine Street, Cape Town	Weekly
B	Hillstar Municipal Building	Plantation Road, Ottery	Weekly
B	Plumstead Municipal Building	3 Victoria Road, Plumstead	Weekly
B	Bloemhof (Bellville)	Bloemhof Street, Bellville	Weekly
C	OTHER PARTICIPATING MUNICIPAL BUILDINGS	VARIOUS	Monthly, upon request*

**NB: Facility Champion needs to contact Supply Chain Management to include your building in the contractor’s collection schedule starting with the requested month*

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3.3.2. Summary Diagram of structure of “Think Twice – Recycle your waste paper”



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4. How to get started with Paper Recycling:


4.1. Department Level - Departmental Champion and/or Committee of Facility Champions

- A Department in charge of City facilities can get involved in the “Think Twice – Recycle your waste paper” programme by either:
 - Appointing a departmental champion for the programme who will coordinate and liaise with all facility champions for participating facilities from that Department **OR**
 - Setting up a committee of facility champions representing all participating facilities from that Department.
 - Any new facility owned/managed by that Department wishing to be involved in the programme will need to either contact the departmental champion, or join this committee.
- **RESPONSIBILITIES: Departmental Champion OR Facility Champion Committee:**
 - NB: ensuring that EACH NEW FACILITY involved has a facility champion in place to coordinate paper recycling in that building.
 - Keeping an updated list of ALL facility champions and their alternates for your Department’s facilities, including their contact details.
 - Ongoing liaison (whether by meetings or correspondence) with/between facility champions in your Department.
 - Ensure that facility champions understand their role in the paper recycling process.

4.2. Building/ Facility Startup

4.2.1. Facility Champion

- Any building wishing to be involved in “Think Twice – Recycle your waste paper” must ensure that a facility champion is in place.
- A facility manager may delegate another person to be the facility champion for this programme.
- A facility champion needs to appoint an alternate to take on their responsibilities when they are out of office on leave, training etc.
- If the facility doesn’t have a manager, the facility champion may comprise the facility caretaker, administrative coordinator or any other person who is interested in and has the practical authority to co-ordinate paper recycling in that building/facility. This person will become responsible for paper recycling in the building.

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- The facility champion must be able to work with the facility/building's cleaning representatives to assist with removal of paper recycling bins/boxes from the floors to the waste room/storage area.

4.2.2. Startup meeting for the new facility

- Attended by: Facility champion; Cleaning representatives; Managers/ Heads of Departments residing in that facility and Occupational Health and Safety Representative/Warden for that facility
- Agenda to include the following action items:
 - Finalize facility champion and introduce them to managers present
 - Facility champion explains structure (see these guidelines page 2 and 3) and generic paper sorting and collection process to all
 - Facility champion ensures that managers, cleaning representatives and occupational health and safety representative/warden understand their roles in the paper recycling process.
 - Determine whether building will use coloured wheelie bins or cardboard office recycling boxes **(based on space constraints; availability of lifts/elevators and envisaged kg of recycled paper and cardboard to be generated)**
 - Determine the total number of each colour wheelie bin as well as recycling boxes required and request supply from Solid Waste Management Department
 - Determine whether recycling bins will be outside/inside the building **(safety and space constraints to be considered)**
 - Identify the suitable space for bin placement inside the building **(evacuation procedures & fire hazards to be considered)**
 - Managers to be tasked to elect floor champions for his/her sections of the building, depending on floor set-up (minimum of 1 floor champion per floor) and return names and contact details to facility champion within a reasonable time (before the paper collection can begin)

4.2.3. Floor champion meeting for the new facility


- Attended by: Facility champion; Cleaning representative; Cleaning team; Floor champions
- Agenda to include the following action items:

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- Facility champion explains structure (Guidelines page 5 and 6) and specific paper sorting and collection process for that building to all for clarity
- Facility champion ensures that floor champions understand their roles and responsibilities, as well as the roles and responsibilities of the facility champion, staff, managers, cleaning representative and team and occupational health and safety representative/warden in the paper recycling process.

5. Identified roles and responsibilities of all role-players (see also Annexure B – Waste Recycling Processes):


ROLE	RESPONSIBILITIES
5.1 Managers/ Heads of Departments in participating buildings/facilities:	<ul style="list-style-type: none"> • Inform your staff about waste paper and cardboard recycling in participating buildings (see Annexure A) • Elect floor champions for your section depending on the floor set-up (seating arrangements) • Ensure participation of staff in your Department's participating buildings
5.2 Staff in participating buildings/facilities:	<ul style="list-style-type: none"> • Sort your waste paper and cardboard and deposit into the appropriate recycling bin/box • Remove foreign objects (paper clips, staples, cello-tape etc.) from paper and cardboard • Know your floor champion's name and contact details • In the absence of the floor champion, know your facility champion
5.3 Departmental Champion OR Facility Champion Committee:	<ul style="list-style-type: none"> • Same as 3.1 above (Ensuring that EACH NEW FACILITY involved has a facility champion and alternate in place to co-ordinate paper recycling in that building. Keeping an updated list of ALL facility champions and their alternates for your Department's facilities, including their contact details. Ongoing liaison (whether by meetings or correspondence) with/between facility champions in your Department. Ensure that facility champions understand their role in the paper recycling process.)


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ROLE	RESPONSIBILITIES
5.4 Facility champion (may be a designated person – see 4.2.1 above)	<ul style="list-style-type: none"> • Co-ordinate startup meeting and initial floor champion meeting for your facility • Keep an updated list of floor champions in your facility • Request number and type of recycling bins/boxes and decals from Solid Waste Management, and receive delivered bins/boxes • Co-ordinate pasting of decals on the bins/boxes, & distribution of bins/boxes to offices or floors assisted by floor champions • Include requirements for paper recycling in facility cleaning contract (in conjunction with Dept. Champion) (if applicable) • Ensure that cleaning team are available to collect/replace and clean the recycling bins/boxes (must be included in the cleaning contract where applicable) • Co-ordinate a clear & effective recycling bin collection system within the building (i.e. from the floors to waste room), including time for various collections e.g. Mon- Fri between 11h00- 15h00 and Inform floor champions if this bin collection system needs to be deviated from for any reason • Identify a suitable central space outside/inside for recycling bin storage (preferably an enclosed , covered space) • Be the custodian of the Facility waste paper and cardboard collection form/s (Annexure D) for your facility and counter-sign these Facility waste paper and cardboard collection form/s for each collection of waste paper and/or cardboard. • Complete and sign a Waste paper control sheet (Annexure F) FOR EACH collection of waste paper and/or cardboard • Send copies of ALL Waste paper control sheets (with collection dockets attached) to Designated Coordinator at Supply Chain Management (See Policy and Procedure for the disposal and sale of council movable capital assets – 05/05/2009) within 2 working days of collection (to ensure payment to the City for the recycled paper) NB: Include your Profit Centre details on the Waste paper control sheets. • Send copies of Facility waste paper and cardboard collection forms to Designated Coordinator at Supply Chain Management at the end of each month and copy your Departmental Champion. • Original Facility waste paper and cardboard collection forms must be retained by the Facility champion for record and reconciliation purposes. • Counter-sign the Facility waste recycling room/area status form/s (Annexure E) on a monthly basis.

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ROLE	RESPONSIBILITIES
5.5 Cleaning Representative/Team	<ul style="list-style-type: none"> • Collect waste paper recycling bins from floors and replace with empty bins • Clean waste paper recycling bins when necessary (should not be regular) • Sign Waste paper and cardboard bin floor collection forms (Annexure C1 – C3) when collecting bin(s) from a floor (Annexure C forms kept by floor champion) • Complete and sign the Facility waste recycling room/area status form (Annexure E) at least once daily (see notes on the form), which will be kept at this room/area. • Notify facility champion if waste room/storage area is full and collection is needed • Notify facility champion (through cleaning manager or supervisor) of problems with paper collection contractor's bin collection (e.g. does not collect all bins)
5.6 Floor Champion	<ul style="list-style-type: none"> • Act as link between facility champion, cleaning representatives and staff on your floor to ensure paper removal from your floor • Inform and remind staff on your floor about removing foreign substances on waste paper like staples, paper clips etc. and NOT using the paper bins for any other waste (see Annexure A) • Educate staff on your floor on how to recycle and use the bins (see Annexure A) • Assist facility champion with pasting of decals on the bins/boxes & distribution of bins/boxes to offices or floors • Ensure that staff in your section are separating waste paper according to the appropriate recycling bins/boxes • Be the custodian of the Waste paper and cardboard bin floor collection forms (Annexure C1 - C3) for your floor • Report full bins to your facility champion and complete and sign appropriate Waste paper and cardboard bin floor collection forms upon bin collection/bin replacement • Submit Waste paper and cardboard bin floor collection form/s to your facility champion on a monthly basis • Disseminate information and summary statistics sent by Solid Waste Management Department or your facility champion to staff in your section. • Check and maintain a clean and tidy area around the recycling bins

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ROLE	RESPONSIBILITIES			
5.7 Occupational Health and Safety Representative /Warden	<ul style="list-style-type: none"> • Recommends to colleagues suitable indoor space for bin placement on floors, taking safety risks, evacuation procedures and fire escapes into consideration • Advises colleagues on safety risks to inform decisions on the placement of the central recycling bin storage area, whether inside or outside the building 			

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ANNEXURE A: Awareness Material for Staff and Floor Champions

How is your recycled paper split up?

White Paper (Green Wheelie Bin):

- White paper / bond paper from printers
- Can include a small amount of colour printing

Mixed Paper (Blue Wheelie Bin) - includes but not limited to:


- News papers
- Old telephone directories
- Magazines
- Photos
- Maps etc.

Cardboard (Yellow Wheelie Bin):

- Cardboard boxes and rolls

What to do before placing your paper or cardboard in the recycling bin/box

- Remember to choose the correct colour bin/box for the type of paper you have. If in doubt, place paper in the mixed paper (blue) bin. Cardboard always goes into the yellow bin.

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- BEFORE depositing the paper in the bin/box, remember to remove the following:
 - Staples and Paper clips
 - Glued sections (such as book spines)
 - Cello-tape or press stick etc.

Which wheelie bin is used for what?

- Green Wheelie Bin – White paper only
- Blue Wheelie Bin- Mixed Paper only
- Yellow Wheelie Bin – Cardboard only
- If your building doesn't use wheelie bins, you will see the green, blue and yellow decals below on your cardboard recycling boxes, to show you what goes in which box.


What NEVER to place in the paper recycling bins:

- Waxed paper, such as bond paper wrappers
- Any other waste apart from paper or cardboard, such as plastics, glass, cans, food waste or general waste
- Wet or dirty (soiled) paper or cardboard

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Look out for these decals pasted on the bins/boxes



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Types of Wheelie Bins Used



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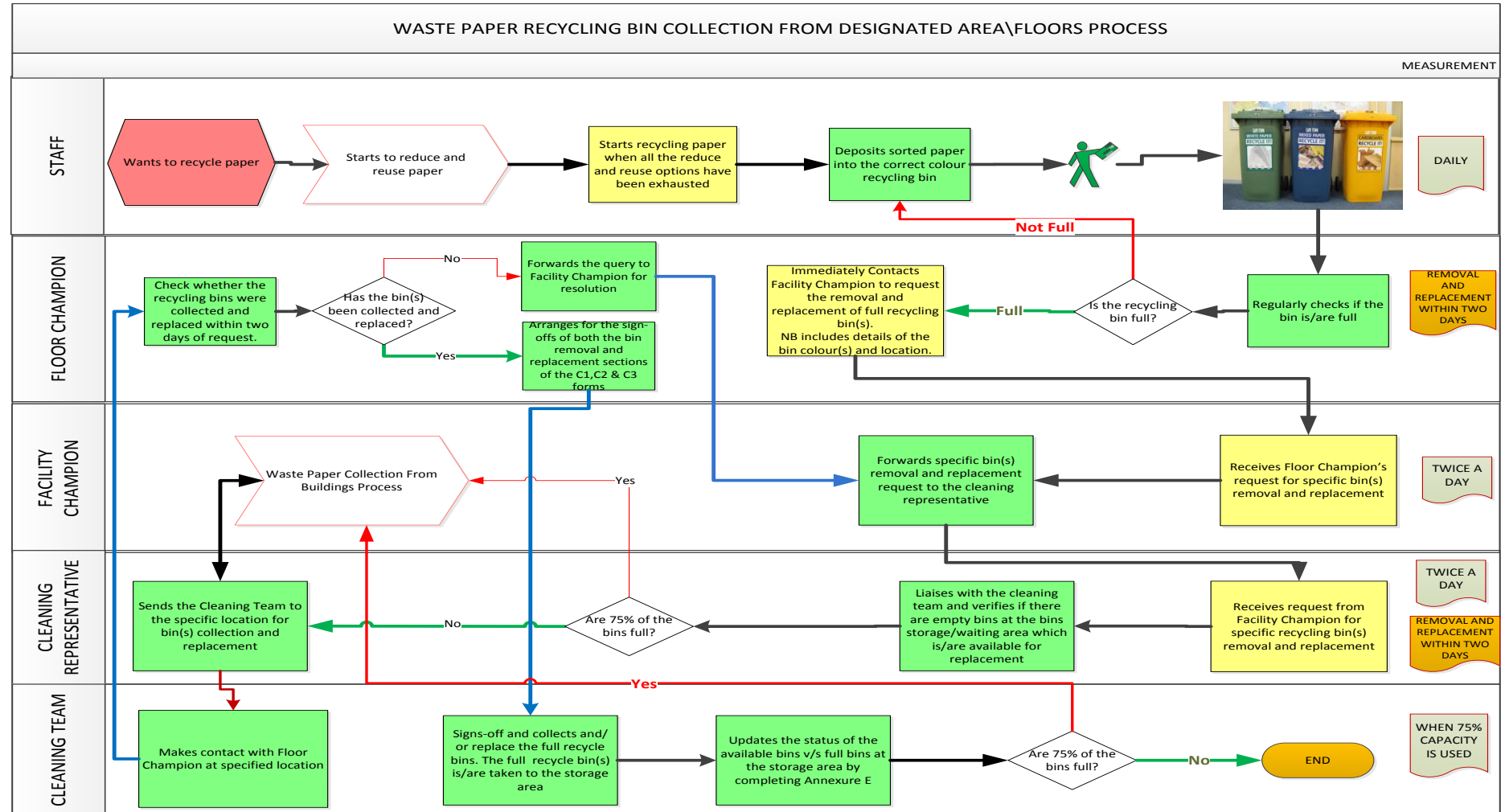
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ANNEXURE B: Waste Paper Recycling Processes

(These processes can be used as they are or as a generic reference and modified for specific buildings)



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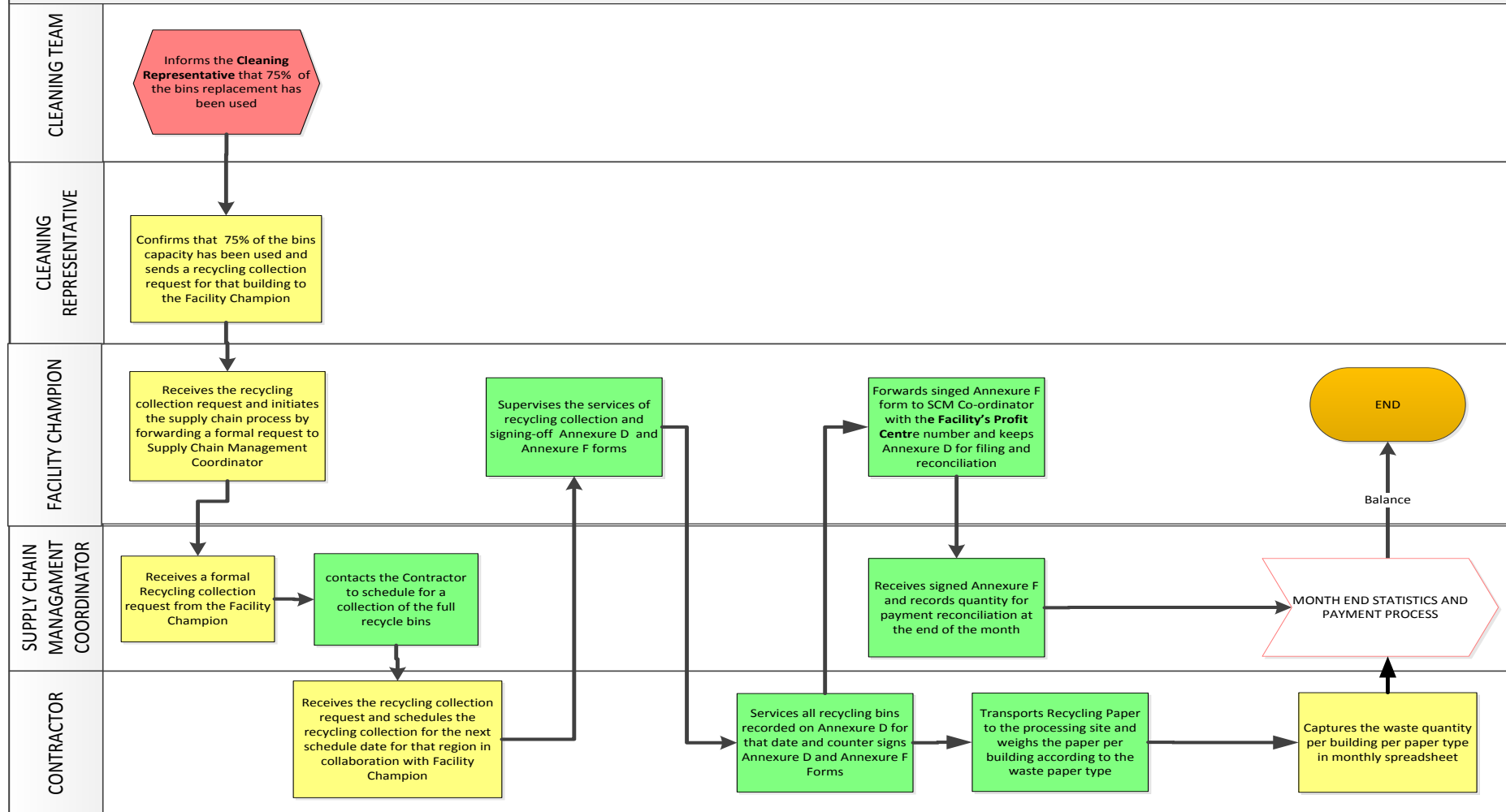
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WASTE PAPER COLLECTION FROM BUILDINGS PROCESS



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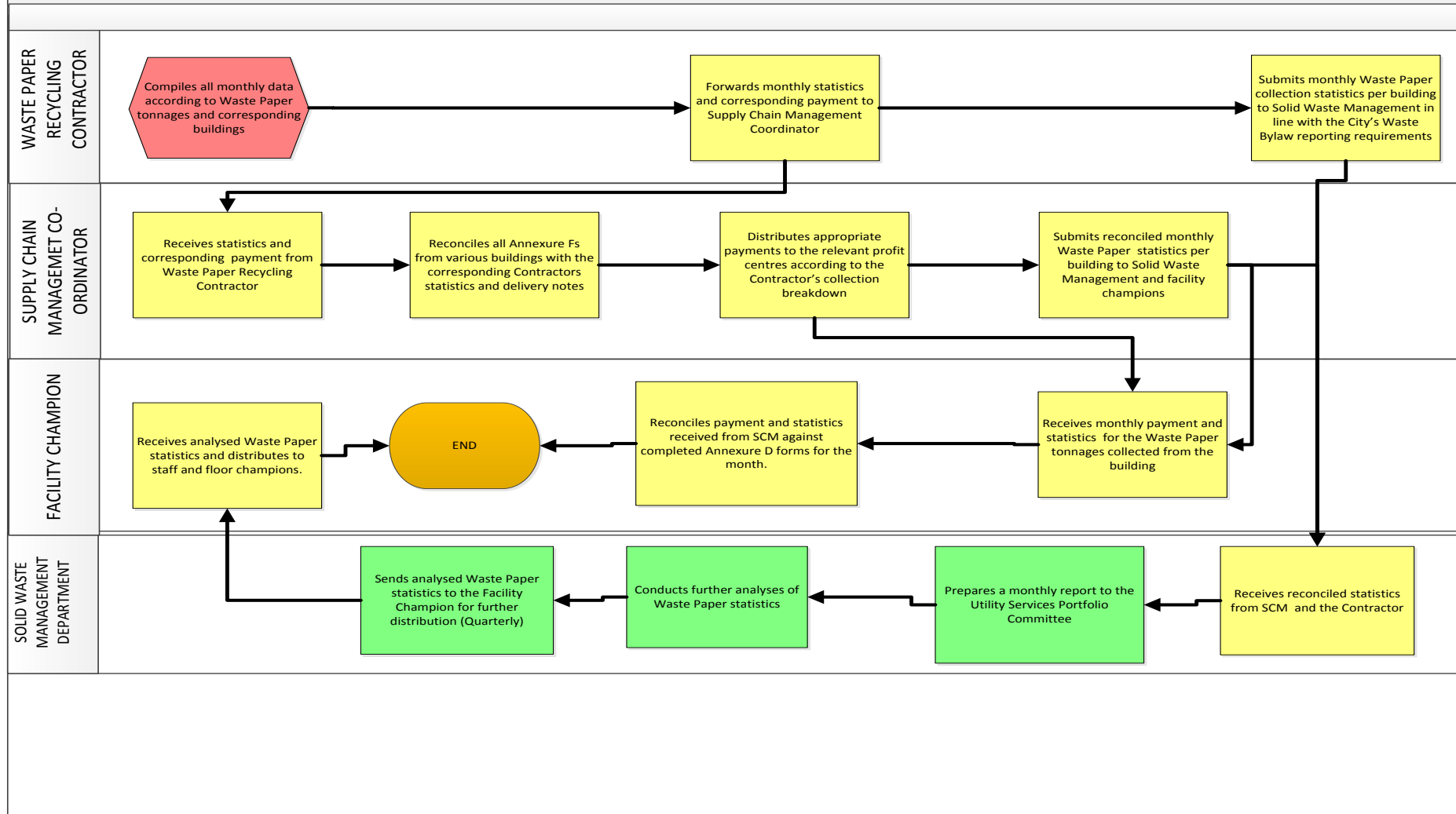
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WASTE RECYCLING PAPER END OF THE MONTH STATISTICS AND PAYMENT PROCESS



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ANNEXURE C1: WHITE PAPER BIN FLOOR COLLECTION FORM – GREEN BINS

DEPARTMENT _____ FLOOR CHAMPION: NAME _____

BUILDING _____ CONTACT NO _____


FLOOR _____ MONTH AND YEAR _____

FORM NO FOR THIS MONTH _____

BIN REMOVAL DATE	PART 1: BIN REMOVAL			PART 2: BIN REPLACEMENT / RECEIPT		
	No of Green Bins	Signature (Cleaning Representative)	Date	No of Green Bins	Signature (Floor Champion)	Date

Note: This form is to be kept by the Floor Champion at all times.

FLOOR CHAMPION MONTHLY SIGNATURE _____ DATE: _____

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ANNEXURE C2: MIXED PAPER BIN FLOOR COLLECTION FORM – BLUE BINS

DEPARTMENT _____ FLOOR CHAMPION: NAME _____

BUILDING _____ CONTACT NO _____

FLOOR _____ MONTH AND YEAR _____

FORM NO FOR THIS MONTH _____

BIN REMOVAL DATE	PART 1: BIN REMOVAL			PART 2: BIN REPLACEMENT / RECEIPT		
	No of Blue Bins	Signature (Cleaning Representative)	Date	No of Blue Bins	Signature (Floor Champion)	Date

Note: This form is to be kept by the Floor Champion at all times.

FLOOR CHAMPION MONTHLY SIGNATURE _____ DATE: _____

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CARDBOARD BIN FLOOR COLLECTION FORM – YELLOW BINS

DEPARTMENT

FLOOR CHAMPION: NAME

BUILDING

CONTACT NO _____

FLOOR

MONTH AND YEAR

FORM NO FOR THIS MONTH

[illegible]

Note: This form is to be kept by the Floor Champion at all times

FLOOR CHAMPION MONTHLY SIGNATURE _____

DATE: _____

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ANNEXURE D: FACILITY WASTE PAPER & CARDBOARD COLLECTION FORM

DEPT _____

FACILITY CHAMPION: NAME _____

BUILDING _____

CONTACT NO _____

MONTH AND YEAR _____

FORM NO FOR THIS MONTH _____

[illegible]

Note: This form is to be kept by the Facility Champion at all times.

FACILITY CHAMPION MONTHLY SIGNATURE:

DATE:

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ANNEXURE F: WASTE PAPER CONTROL SHEET

(To be completed by Council employee arranging disposal of Waste Paper)

**Contractor & docket no.:
(attach to control sheet)**

Date of collection:

Branch / Depot:

Location / Site:

Time of collection:

Type of paper removed:

Driver's name:

Bin number if applicable:

**Registration number of
vehicle collecting the paper:**

Profit centre of Directorate:

Completed by:

Name: _____

Staff number: _____

Signature: _____

Date: _____