


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i><b>POLICIES AND PROCEDURES</b></i></p>	Policy Title:	Recycling
	Policy Reference No:	8-13
	Release Date:	17 February 2023
	Approved By:	Joseph D'Arco Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	2
	Applicability:	All Employees

The Township supports environmental awareness by encouraging recycling and waste management in its Township practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the certain recyclable materials throughout the Township. Below is a list of current recyclable materials however, the Township may amend this list from time to time.

- Computer Paper
- White High Grade or Bond Paper
- Ledger Paper
- Mixed or Colored Paper
- Newspaper
- Corrugated Cardboard
- Brown Paper Bags
- Aluminum
- Brass
- Copper
- Iron
- Steel
- Tin
- Glass
- Plastics
- Motor Oil
- Tires
- Printer Cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Policy Title:	Recycling
Policy Reference No:	8-13
Release Date:	17 February 2023
Page	2 of 2

The Township encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Communication Through Computer Networks with E-mail
- Posting Memos for All Employees
- Two-Sided Photocopying
- Computerized Township Forms
- Eliminating Fax Cover Sheets
- Reusing Paper Clips, Folders, and Binders
- Turning Off Lights When Not in Use

Whenever possible, employees are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Verona is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program, contact the Recycling Coordinator.

~~

Revision No.	Revision Date	Nature of Revision	Approved By
1	17-Feb-23	Changed Approver from Cavallo to D'Arco	JD