

**PETERSBURG  
CUSTODIAL SERVICES**

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	3/19/14			

**ESMS Document**

**ED-4.3.3-2 Objectives, Targets and Programs Action Plan – Paper Waste Disposal Reduction**

***CSEMS – Custodial Services Environmental Management System***

<p><b>Document Name:</b> Paper Waste Disposal Reduction</p> <p><b>Document No:</b></p> <p><b>Start Date:</b> July 1, 2014</p> <p><b>Date Fully Completed:</b></p>	<p><b>Facility Affected:</b> Custodial Services, Facility Management Division</p> <p><b>Relevant Process:</b> Reduce landfill quantities from paper waste disposal through the deployment of paper recycling containers.</p> <p><b>Related Significant Aspect or Legal and Other Requirement:</b> Paper Waste Disposal</p>
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<b>1.0</b>	<b>Person Responsible for Overall Action Plan:</b> Reggie Lantz, General Manager - Facility Management Division
<b>2.0</b>	<b>Significant Aspect Goal Statement:</b> Reduce landfill quantities from paper waste disposal through the deployment of paper recycling containers in City buildings.
<b>3.0</b>	<b>Objective:</b> Achieve a 2% increase in recycled paper products from City buildings.
<b>4.0</b>	<p><b>Primary Measurable Targets and Completion dates:</b></p> <ol style="list-style-type: none"> <li>1. Collect data from the City’s waste disposal contractor by June 1, 2014 to establish a baseline for paper collected for recycling.</li> <li>2. Install paper recycling containers at selected City buildings by July 1, 2014.</li> <li>3. Train <i>Custodial Personnel</i> on the collection and proper disposal methods for paper products in City buildings by June 1, 2014</li> <li>4. Educate City building occupants on the Paper Recycling Program by June 1, 2014</li> <li>5. Achieve a 2% increase in recycled paper from the July 1, 2014 baseline.</li> </ol>

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<b>5.0</b>	<b>Strategy:</b>
	1. Establish a baseline for recycled paper quantities.
	2. Install paper recycling containers at selected City buildings.
	3. Train <i>Custodial Personnel</i> on the collection and proper disposal methods for paper products in City buildings.
	4. Develop a recycling education plan that promotes paper recycling at City facilities.
	5. Measure 2% increase in recycled paper from the July 1, 2014 baseline against quantities reported by the waste disposal contractor after July 1, 2015.

**6.0 Program Plan**

Target /Tasks	Responsible Individual	Schedule	Date Task Completed	Comments
Target 1: Collect data from the City’s waste disposal contractor by June 1, 2014 to establish a baseline for paper collected for recycling.				
1. Establish baseline for recycled paper	Amanda Rodriquez	Due June 1, 2014		
2. Document and report baseline info.	Amanda Rodriquez	Due June 1, 2014		
Target 2: Install recycling containers in selected City buildings				
1. Select and purchase recycling containers for use in the interior of the City buildings.	Greg Sangregorio	Due June 1, 2014		
2. Install recycling containers in the City buildings.	Mike Lyman	Due July 1, 2014		

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Task	Responsible Individual	Implementation Schedule	Date Task Completed	Comments
Target 3: Train <i>Custodial Personnel</i> on the collection and proper disposal methods for paper products in City buildings				
1. Select and create training materials.	Reggie Lantz Greg Sangregorio	June 1, 2014		
2. Conduct training sessions.	Reggie Lantz Greg Sangregorio	June 1, 2014		
Target 4 : Educate City building occupants on the Paper Recycling Program				
1. Create a Paper Recycling Brochure.	Reggie Lantz	May 21, 2014		
2. Distribute Paper Recycling Brochure	Reggie Lantz	June 1, 2014		

Task	Responsible Individual	Implementation Schedule	Date Task Completed	Comments
Target 5. Measure whether the goal of a 2% increase in recycled paper was achieved from the July 1, 2014 baseline.				
1. Collect recycling data from the City's Solid Waste Disposal Contractor.	Amanda Rodriguez	July 15, 2015		
2. Communicate date to CSEMS Management Representative	Amanda Rodriguez	July 20,, 2015		

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7.0	<b>Monitoring and Measurement Activities and Frequency:</b> Year-end data from the City's <i>solid-waste contractor</i> will be compared to determine if the goal is achieved. Monthly data if available will be reviewed to track progress.
8.0	<b>Reference to Related Procedures/Work Instructions/Tracking Spreadsheets:</b> To be determined. <i>(Recycling will be a key component of the CSEMS)</i>
9.0	<b>Training Needs:</b> Custodial personnel will be trained on the recycling procedures and expectations.
10.0	<b>Environmental Policy Commitment:</b> The City of Petersburg is committed to supporting the ESMS Policy – Facility Management Division – Custodial Services EP-4.2.2, Dated December 7, 2013, which promotes environmental protection, compliance, and continual improvement.
11.0	<b>Importance Relative to other Objective &amp; Target Action Plans:</b> Increased paper recycling is a part of the environmental improvement efforts of the <i>Custodial Services Environmental Management System (CSEMS)</i> .
12.0	<b>Comments regarding current progress toward completion:</b> In-progress
13.0	<b>Management Review Dates:</b> To be determined.
14.0	<b>Has Senior Management approved the resources necessary to implement this Objective and Target Action Plan?</b> Executive Management approved moving forward with the recycling program.
15.0	<b>Date of Senior Management approval:</b>

**16.0 Revision Table**

Rev. No.	Date	Revised by	Description
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