

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
INDIAN HEALTH SERVICE

Refer to: OEHE

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 95-02

**PAPER RECYCLING PROGRAM**

Sec.

1. Purpose
2. Authority
3. Background
4. Definition
5. Procedures
6. Effective Date

1. **PURPOSE.** This circular establishes policies and procedures for the implementation of a Paper Recycling Program for the Albuquerque Area Office.
2. **AUTHORITY.** Public Law 89-272, 70 Stat 997, as amended by the Resource Conservation and Recovery Act, Public Law 94-580, 90 Stat 2795 (1976) and Title 3 - Executive Order No. 12780, dated October 31, 1991.
3. **BACKGROUND.** On October 31, 1991, the President issued Executive Order No. 12780, which requires Federal Agencies to promote cost-effective waste reduction and recycling of reusable materials. The objective of the Recycling Program is to establish environmental policy, cost-effective prevention and the conservation of natural resources.

The importance of recycling is that it conserves energy and natural resources and protects the environment. One ton of recycled paper saves 17 trees, 7,000 gallons of water and 1,400 kwh energy. One ton of paper made from recycled material creates 74% less air pollution, 35% less water pollution and save 3.3 cubic yards of land space.

4. **DEFINITION**

- A. **Recyclable Paper:** Paper products that can be recycled such as used white ledger paper and computer paper of any color.

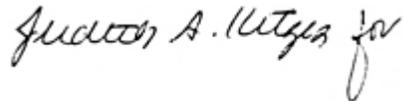
---

Distribution: All Indian Health Service Manual Holders  
Date: November 7, 1994

5. **PROCEDURES.**

- A. Polycarts will be furnished to collect recyclable paper on each floor from 8:00 A.M. to 5:00 P.M. each Thursday.
- B. Each division/program will place a container in each office to collect recyclable papers during the week and will transfer the paper material to the polycarts on Thursday. All paper must be free of paper clips, plastic and rubber bands.
- C. The Recycling Coordinator designated from the Office of Environmental Health and Engineering will retrieve the polycarts at the close of business on collection day. Space will be provided by the Western Bank Building Management Office to store the polycarts each week.
- D. The Recycling Coordinator will periodically review the paper collection practices of each office to ensure participation by all employees.

6. **EFFECTIVE DATE.** This policy is effective upon date of signature.



Josephine T. Waconda  
Assistant Surgeon General  
Director, Albuquerque Area  
Indian Health Service