

<u>Subject:</u> Recycling Policy	<u>Date Established:</u> September 17, 2025	<u>Total Pages:</u> 4
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The City of Dunedin is committed to meeting sustainability and economic goals outlined by the community in the Strategic Plan and Dunedin’s Resilient Environmental Action Master Plan (DREAM). This policy will require all City-operated facilities including offices, recreation facilities, and physical plants across departments to participate in the recycling of appropriate items as dictated by the current curbside recycling collection program. Proper recycling conserves natural resources, preserves the life of the landfill, preserves steady solid waste fees, and positions the City of Dunedin as a leader in sustainability and resilience in the region.

Policy Overview

This revised policy builds on the existing recycling policy, which encouraged employees to participate in the recycling program. Recycling is now mandatory in the sections of City Facilities that are restricted to employees; the policy shall apply to all City of Dunedin employees, volunteers, interns and contractors while working or visiting such areas. Members of the public are encouraged to comply with this policy while visiting city facilities, but participation is not required. Employees will be provided with the appropriate training, resources, equipment, and signage that clearly explains how and what to recycle at City facilities.

Employee & Facilities Personnel Responsibilities

- All Employees will make reasonable efforts to divert recyclable material from traditional waste by sorting items into proper recycling containers and avoid contaminating recycling with non-recyclable materials.
- City of Dunedin employees are encouraged to support each other in maintaining good recycling behaviors.
- Report any damaged recycling pickup carts (for service day collection) to Public Works, Solid Waste Division
- Follow posted signage and training materials related to recycling procedures.
- Public Works, Solid Waste has provided initial outfitting for all City facilities with proper waste and recycling containers, appropriate signage, and collection equipment to allow for correct waste separation by staff. When justified, Public Works shall provide initial equipment and signage as needed. Damaged or lost equipment will be the responsibility of the department/facility.
- All custodial staff will comply with collection practices and dispose of materials in the proper landfill waste or recycling dumpster. All custodial/janitorial contracts will explicitly require the collection and disposal of recyclable material in the scope of services.

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Implementation and Communication Responsibilities

The success of this policy depends on uniform implementation and compliance across all City departments. To ensure effectiveness:

- Department Directors, managers, and supervisors are responsible for implementing this policy in their respective areas and communicating the policy to all employees in their respective facilities and buildings.
- All City facilities will post the attached Recycling Guide in appropriate areas.
- The policy shall be included on the City’s website, including the DEN, the employee intranet.
- This policy shall also be provided to all new employees.
- Public Works, Solid Waste Division will provide annual education, and additional training can be requested by the Department Director.

Compliance

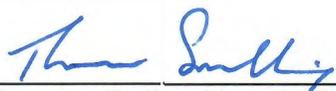
- Employees not complying with this policy are subject to discipline in accordance with the City’s Progressive Discipline Policy.
- Contractors visiting City facilities will be required to comply with this policy.
- Recycling efforts will be periodically monitored to ensure effectiveness.

Continuous Improvement

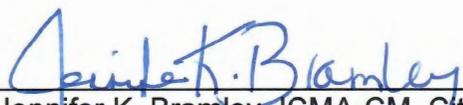
Public Works will review recycling performance annually and update this policy as needed to reflect best practices and changes in local recycling programs.

Effective Date of Policy: October 1, 2025

Approved:


 Theresa E. Smalling, PhD, SPHR
 Director Of HR & Risk Management

9/17/2025
Date


 Jennifer K. Bramley, ICMA-CM, City Manager

9/17/25
Date

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City of Dunedin - Recycling Guide

As the City of Dunedin strives to reduce its environmental impact, the City's recycling program continues to progress towards eliminating contamination and educating the community on correct disposal methods. With the mindset "*When in doubt, throw it out,*" encouraging community members to throw confusing items into the garbage bin, the short list below was created for staff to use in the workplace.

Yes, Recycle Me! All items must be clean!

- ✓ Non-glossy office paper (preferably with no staples or paperclips)
- ✓ Mail (plastic address window is acceptable)
- ✓ Notebooks (remove metal and plastic spirals)
- ✓ Newspaper
- ✓ Magazines
- ✓ Cardboard (remove tape)
- ✓ Books with covers removed
- ✓ Plastic water bottles
- ✓ Aluminum/tin/steel beverage or food cans
- ✓ All colors food-glass bottles and jars

No- I belong in the garbage!

- ✓ Plastic bags/ plastic film/ shipping plastic
- ✓ Shredded paper
- ✓ Paper towels, napkins, plates, and cups
- ✓ Wax paper
- ✓ Tissues
- ✓ Styrofoam
- ✓ Chip bags
- ✓ Snack wrappers
- ✓ Plastic coffee cups or food containers
- ✓ Ink or toner cartridges
- ✓ Shipping pouches
- ✓ Glass vases or non-food glass packaging
- ✓ Straws and wooden stirrers
- ✓ Biodegradable or compostable plastic
- ✓ Plastic utensils
- ✓ Ceramic mugs/ dishes
- ✓ Appliances
- ✓ Cords (i.e. charging cables, decorative lights)
- ✓ Batteries
- ✓ Pens/ pencils/ markers
- ✓ The list is endless...

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What about these?

- ❖ Alkaline batteries such as AA, AAA, C and D batteries can be placed in the garbage.
Rechargeable batteries cannot be placed in the garbage as they can combust and lead to a truck fire.
 - All batteries under 300-watt hours can be accepted at Solid Waste at 1070 Virginia St.
 - Rechargeable batteries and other hazardous material can be accepted at Pinellas County Solid Waste Disposal Complex at 2855 109th Ave N St. Pete.
- ❖ Ink and toner cartridges can go in the garbage.
- ❖ Pizza Boxes should go in the garbage can.

When in doubt, throw it out! When placing things in the recycling bin, just keep it simple.

When possible, do your best to reduce waste in the first place by following easy strategies including:

- Sharing or donating office supplies with/to coworkers.
- Only printing when necessary.
- Opting to digital materials, newsletters, and mail vs printed.
- Using reusable water bottles, mugs, and dishes for your lunch and meetings/work events.

If you have any questions, please reach out to Savannah Bunch at savannah.bunch@dunedin.gov or (727) 338-9930.