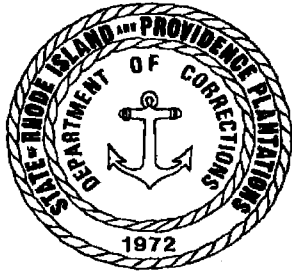
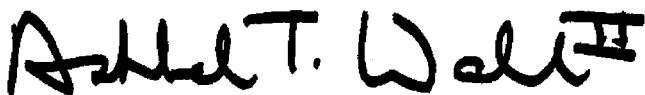


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 8.13 DOC	EFFECTIVE DATE: 06/16/03	PAGE 1 OF 2
	REPEALS: N/A	DIRECTOR: Please use BLUE ink. 	
SECTION: PHYSICAL PLANT		SUBJECT: RECYCLING OF CORRUGATED CARDBOARD	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director; Chapters 23-18.8-2, 23-18.9-1, 23-18.9-7, 23-19-3, 23-19-3.23-19-5, 37-15,42-17.1-2, 42-17.6,42-20.16, and 42-35 of the Rhode Island General Laws of 1956, as amended			
REFERENCES: 8.01 DOC, Handling, Storage, and Recycling of Universal Waste, Including Batteries			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. PURPOSE:

To specify guidelines for the recycling of corrugated cardboard for all Rhode Island Department of Corrections facilities [collectively known as the Adult Correctional Institutions (ACI)].

II. POLICY:

RIDOC establishes and maintains an on-going corrugated cardboard recycling program in all ACI facilities.

III. PROCEDURES:

A. Definition

Corrugated cardboard means corrugated containers, substantially clean and dry, empty and free of wood, plastic, polystyrene and other packing materials. Wax coated and/or wire reinforced corrugated cardboard is excluded from this definition.

B. Responsibilities

1. All corrugated cardboard that meets the above definition must be recycled.
2. The Wardens/designees of all facilities establish facility-specific recycling schedules/programs for corrugated cardboard.
 - a. Wardens/designees ensure corrugated cardboard is collected by designated staff (e.g., Correctional Officer Stewards, Supply Officers, etc.) and/or inmate workers and placed in designated vendor-provided recycling containers located at each facility.
 - b. Corrugated cardboard boxes must be broken down and placed flat inside the recycling container.
 - c. The vendor empties the recycling containers a minimum of once weekly.

C. Monitoring

The Environmental Health Coordinators are responsible for monitoring compliance with this policy by all facilities.