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PERRY C. TAITANO
Administrator of the Courts

July 01, 2008

MEMORANDUM

TO: All Judiciary Employees

FROM: Administrator of the Courts

SUBJECT: Waste Management Policy

The Judicial Council has adopted subject policy on June 19, 2008. This policy shall serve as the Judiciary's rules and regulations regarding our recycling program.

Please review the attached policy in order to be informed of our responsibility to implement and abide by this policy. Take special note of using both sides of paper and also using recycled paper.

I encourage all employees to make every effort to commit to the reduction of solid waste generated daily by adopting practices in this policy.


PERRY C. TAITANO

Attachment

cc: Chief Justice and Justices
Presiding Judge and Judges
Division Heads

Judiciary of Guam

Waste Management Policy

I. Policy Initiative

The Judiciary of Guam is committed to good stewardship of the environment. A key element of that stewardship is the reduction of solid waste. Reduction of waste is a conscious responsibility especially on Guam where more than 90% of our waste is currently being disposed of in the overflowing Ordot landfill. Solid waste landfills have negative long-range environmental impacts, drain community resources, and have limited capacity to accept the large quantities of waste generated by our society. The Judiciary will make every effort to reduce their solid waste generated on a daily basis. Four methods will be used to implement this policy: source reduction, reuse of materials, recycling, and purchase of recycled materials. Everyone employed and/or contracted by the Judiciary of Guam in any capacity has a responsibility to implement and abide by this policy.

II. Solid Waste Reduction

A. Source Reduction: All employees and contractors of the Judiciary are responsible for implementing operational practices that prevent unnecessary waste from being produced. Practices include a substantive and comprehensive reduction in paper and other related materials as well as using products that are reusable, refillable, repairable, non-toxic, and can be recycled. Items requiring

the least possible packaging should be purchased when practical and every effort should be made to prevent excess or unneeded materials from being purchased. Source reduction practices include, but are not limited to the following:

1. Double-sided printing on all pleadings, reports, documents, etc;
2. Utilizing the page range option when printing any documents to ensure correct number of pages;
3. Reduce report size when printing;
4. Printing court calendars for public posting at the courtroom entrance until such time that electronic viewing is made available in the courthouse;
5. Availing court calendar on the Court website for employees, attorneys (Guam Bar members, Guam Legal Services) private and government attorneys (Attorney General's Office, Alternate Public Defender, and Public Defender), government entities (Law Library), federal offices, etc.
6. Disseminate information, orders, policy amendment, reports, death announcements, court sanctioned events, etc. via email (scan promulgation orders, amendments to rules, in house memorandums, agendas, etc);
7. Court pleadings that do not require a judge or justice's signature shall be sent via e-mail, if available (Notice of Court Appointment);

8. Shredding confidential documents, pleadings, reports, etc. that cannot be recycled;
9. Eliminate unnecessary forms and redesign forms to use less paper;
10. Refrain from using facsimile cover sheets;
11. Use light weight paper;
12. Design mailers that avoid the use of envelopes;
13. Allow internal documents to be edited via email by tracking changes under the tools editing option;
14. Print directly on envelopes instead of using labels;
15. Encourage employees to keep reusable cups, plates and silverware in their desks or common areas (break room);
16. Encourage employees to bring food in reusable containers.

B. Reuse of Materials: All employees and contractors of the Judiciary are responsible for reusing products when feasible and reasonable. Reuse of materials include, but are not limited to the following:

1. Obtaining office furniture from the General Services Agency for use, or refurbishing furniture in stock for re-use;

2. Utilizing coffee mugs, dishes, glasses, and reusable flatware rather than disposable paper, Styrofoam and plastic ware;
3. In situations whereby disposable utensils, dishes, or cups need to be used, employees shall use paper materials instead of Styrofoam;
4. Re-using paper for printing draft copies, scrap paper, phone message pads, meeting notes, etc.
5. Donating scrap paper to other agencies, departments, organizations, etc. when feasible and available;
6. Re-using folders, files, boxes, fasteners, envelopes, binders, outdated letter heads, etc;
7. Designating a copier tray for draft paper use only.

C. Recycling: All employees, divisions, contractors, etc. of the Judiciary are responsible for separating identified recyclable materials and placing them in appropriate recycling containers. Employees, divisions, contractors shall have clearly labeled recycling bins near copiers, shipping and receiving areas, employee break rooms, construction sites, etc. Judiciary recycling includes white and colored paper, aluminum cans, batteries, glass, cardboard, plastics, hard back books, newspapers, phone books, catalogs and magazines, brown paper bags, toner cartridges, transparencies, videotapes, computers, syringes and hazardous waste from urine and alcohol testing, and any and all other materials

that can be recycled. Facilities and Maintenance recycling includes construction and demolition debris, fluorescent light bulbs, motor oil, paint thinner, hazardous waste, white goods, oil filters, paint, antifreeze, cooking oil, pallets, refrigerants, scrap metal, solvents, tires, yard waste, and any and all other materials that can be recycled.

D. Purchase of Recycled Content Material: All employees, divisions, contractors, etc. are responsible for making efforts to purchase and use products manufactured from or containing recycled and/or biodegradable products, materials, supplies, etc. All recycled content purchases will be reported to Procurement. Contractors will be required to use materials that are manufactured or contain recycled and/or biodegradable products when available. Procurement shall refrain from purchasing paper that is a contaminant in recycling when alternatives are available (thermal fax paper, glossy/plastic coatings, plastic windows, bright colors including goldenrod, laser printer ink, adhesive products).

E. Recycling Facilities on Guam: Recycling facilities on Guam are constantly changing, moving, etc. The following is a list of facilities that was provided by the Guam Environmental Protection Agency. Employees, division and contractors who have ties to waste recycling organizations that do not charge collection or disposal fees or who are environmentally conscious are encouraged to utilize their services. This list is provided as a guide for waste disposal.

<p><u>Car and truck batteries</u> BKA Ko'Ku LLC 635-1123; Island Scrap Yard 637-1687; Pacific Environmental Resources 565-7473; South Pacific Environmental 649-2404; Triple Star Recycling 648-2910; Unitek Environmental 565-3151</p> <p><u>Antifreeze:</u> South Pacific Environmental 649-2404; Unitek 565-3151</p> <p><u>Tires:</u> Aliron Far East, LLC 565-5553; BKA Ko'Ku, LLC 635-1123; Marianas Environmental 647-1735; Triple Star Recycling 648-2910</p> <p><u>Waste cooking oil:</u> Lucky One Pumping 472-8280</p> <p><u>Office paper:</u> Guam Transport & Warehouse 647-7873</p>	<p><u>Automobile oil, paint, thinner, pesticides, hazardous waste:</u> Pacific Environmental Resources 477-7473; South Pacific Environmental 649-2404; Unitek Environmental 565-3151</p> <p><u>Aluminum & non-ferrous metals:</u> Aliron Far East, LLC 565-5553; BKA Ko Ku, LLC 635-1123; Brand Inc./Pearson Corp. 646-2726; FSM Recycling 649-2400; Guahan Waste 649-5183; Isla Recycling 649-4398; Island Scrap Yard 637-1687; Pyramid Recycling 646-8130; Rising Year Int'l 646-3731; Triple Star Recycling 648-2910</p> <p><u>Computers:</u> Island Scrap Yard 637-1687; Triple Star 648-2910</p> <p><u>Medical waste:</u> Waste Management 649-2068/649-1001</p>	<p><u>Ferrous metals:</u> Aliron Far East, LLC 565-5553; BKA Ko'Ku, LLC 635-1123; Brand Inc./Pearson Corp. 646-2726; FSM Recycling 649-2400; Isla Recycling 649-4398; Island Scrap Yard 637-1687; Rising Year Int'l 646-3731; Triple Star Recycling 648-2910</p> <p><u>White goods:</u> Aliron Far East, LLC 565-5553; BKA Ko'Ku, LLC 635-1123; Brand Inc./Pearson Corp. 646-2726; FSM Recycling 649-2400; Isla Recycling 649-4398; Island Scrap Yard 637-1687; Triple Star Recycling 648-2910</p> <p><u>Cardboard:</u> Aliron Far East, LLC 565-5553; Guahan Waste Control 649-5183; Guam Transport & Warehouse 647-7873; Recycling Center of Guam 646-4442</p>
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III. Sustainable Purchases, Leases, etc. - Purchasing materials, products and labor in a manner that reflects fiscal responsibility, social equity, community and environmental stewardship. The Judiciary shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, perform adequately and promote human health and

well-being. Sustainable purchasing practices include, but are not limited to the following: Purchasing products in concentrate or bulk form; rent or lease equipment that is infrequently used as opposed to outright purchasing; invest in equipment that is durable and repairable;

A. Environmentally Preferable Product: A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal. This includes, but is not limited to, recyclable products, recycled products and reusable products (pens, cartridges, toner, etc).

B. Life Cycle Assessment and Cost: The examination of a product's environmental impacts throughout its lifetime, including manufacturing, use and disposal and the potential costs relative to longevity and efficacy of service.

C. Recyclable Product: A product or package made from a material for which a drop-off collection system is in place to divert from disposal in our landfill for use as a raw material in the manufacture of another product or the reuse of the same product.

D. Recycled Content: A product containing a minimum of 25% recycled materials, except in cases where the minimum content of recycled material shall not be less than specified in current adopted issue.

E. Reusable Product: A product that can be used several times for an intended end use before being discarded, such as washable beverage container or a refillable ballpoint pen.

IV. Procedures and Training

The Procurement and Facilities Maintenance Division shall be the overseer of all sustainable purchasing as it relates to solid waste reduction as well as the transport of recyclables to designated recycling centers. Human Resource Division shall provide training on policies and practices as they relate to the implementation of this waste management policy initiative. Management Information System shall facilitate training on practices related to printing, scanning, utilizing the website and any technical information.

1. Each court, division, section and administration of the Judiciary of Guam shall develop and implement a waste reduction and recycling plan in accordance with the generalities contained in this policy initiative.
2. Procurement and Facilities Maintenance shall ensure that all new construction includes designated areas for recycling and solid waste collection and removal.
3. Each court, division, section and administration of the Judiciary of Guam shall compile a list of procured products that are currently disposed in the island landfill. This compilation shall be followed with a plan to reduce waste consumption of listed products as well as a policy in line with this initiative for court-wide implementation.

4. Each court, division, section and administration shall designate personnel to ensure recycled content products are purchased when feasible and that criteria for recycled content products are included in the purchasing bid process.
5. Each court, division, section and administration shall designate personnel to promote recycling and waste reduction in employee orientation.
6. Each court, division, section and administration shall take other appropriate action deemed necessary to implement this Policy.
7. Procurement and Facilities Maintenance shall designate a recyclable waste disposal bin in each division.