

**PORT OF GUAM**

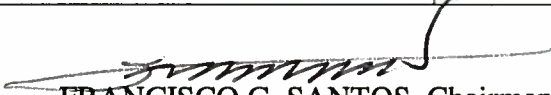
ATURIDAT / PUETTON GUAHAN

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Website: www.portguam.comEddie Baza Calvo
Governor of GuamRay Tenorio
Lieutenant Governor**BOARD POLICY MEMORANDUM NO. 2015-01**

To: Division Heads	Subject: Recycling Program
Approved by the Board of Directors: April 15, 2015	Revision Date:
Approved by:  FRANCISCO G. SANTOS, Chairman, Board of Directors	
<i>All revisions are marked with an asterisk (*)</i>	

- I. **PURPOSE:** To implement a recycling program and establish process and procedures in the disposal of solid waste for a safer and healthier environment.

II. **DEFINITIONS:**

Fixed Assets are tangible, non-consumable property, which is capitalized. A fixed asset has an acquisition cost of at least \$1,000.00, has a useful life of a least one year and is used to conduct Port business. The cost of a fixed asset includes the purchase price plus all costs to acquire (shipping & handling), install, and prepare equipment for its intended use.

Lease Agreements means any binding agreement by and between the Port Authority of Guam.

Recycle or Recycling means a method by which recovered resources are converted for use as raw materials or feedstock to make new products.

Recycling Company means any business licensed by the Department of Revenue and Taxation, and has been issued a permit, as required in Section 51104 of Chapter 51 of Title 10, Guam Code Annotated from the Guam Environmental Protection Agency (GEPA) to conduct business on Guam.

Recyclable Materials means materials which still have useful physical or chemical properties after serving a specific purpose for the same or other purpose. Recyclable materials are as follows:

1. batteries (lead-acid, portable computer batteries, nickel-cadmium, sealed types for power backup);
2. automobiles, buses, and trucks or any form of motorized vehicle;
3. tires (passenger/commercial);
4. enameled white goods (refrigerators, water heaters, air conditioners, washers, dryers and stoves);
5. home appliances (other small appliances that are not considered enameled white goods);
6. glass and plastic bottles;

7. foam padding;
8. lead;
9. metals (ferrous/non-ferrous);
10. organic material (i.e., tree trimmings, palm fronds, grass, food waste, soiled cardboard);
11. paper products;
12. wood pallets and scrap wood;
13. construction and demolition debris;
14. x-ray film;
15. automobile oil and fluids;
16. Freon and other refrigerant gases;
17. electronic waste (computers, circuit boards, televisions, and portable phones);
18. heavy equipment; and
19. other recyclable materials deemed recyclable by GEPA pursuant to the Rules and Regulations.

III. **SCOPE:**

- A. This recycling program is prepared specifically for the Port Authority of Guam properties to include Harbor of Refuge, Agat Marina, Gregorio D. Perez Marina, Hotel Wharf, Seaplane Ramp, Port Beach and Family Beach.
- B. *Exempted* from this recycling program are Fixed Assets of the Port Authority of Guam.
- C. As to leases, the recycling program may be applied towards personal properties that are unclaimed or abandoned, unless manner of disposition is otherwise provided in the subject agreements.

Abandoned or unclaimed personal properties arising from lease agreements, the Port Authority shall make concerted effort to contact the lessee and provide reasonable notice on their final opportunity to retrieve such personal properties. Failure to do so will result in the Port Authority taking whatever action it deems necessary to remove such personal items.

IV. **AUTHORITY:** The Port Authority General Manager is possessed with the authority to dispose of recyclable materials in accordance with this Policy.

V. **PROCEDURES AND RESPONSIBILITIES:**

1. Operations Department or as otherwise designated by the General Manager:
 - a. To administer and facilitate the recycling program.
 - b. Shall make the determination if items are of recyclable materials as defined herein.
 - c. Generate an inventory list of items to be recycled and transmit to Property Control Officer (PCO) for inspection and clearance. This form is identified as the '**Inventory List of Recyclable Materials**', as attached.

- d. For purposes of record detention, copies of recycling documents shall be maintained and kept for a period of one year; thereafter said documents are to be transmitted to the Records Transfer and Receipt custodian for further disposition.

2. Finance Division:

- a. Property Control Officer (PCO) shall:
 - i. Inspect and perform quality assurance of recyclable materials to validate that all recyclable materials are not of Fixed Assets of the Port Authority of Guam.
 - ii. Clear inventory list of items being processed for recycling by affixing his/her initials in the appropriate box affirming action of either '*Cleared*' or '*Not Cleared*' as contained in the '**Inventory List of Recyclable Materials**' form.
 - iii. Route inventory list of items ensuring completeness of documents for final approval of the General Manager with cover memo.

3. Division Heads: Any recyclable materials falling under this program should be coordinated with the administrator of this Policy for further processing.

VI. **DISPOSAL OF RECYCLABLE MATERIALS:** The recyclable materials shall be donated to a duly recognized non-profit organization identified by the General Manager that will be charged with furthering the disposal process.

VII. **REQUIREMENTS OF A NON-PROFIT ORGANIZATION:**

1. Responsible for the removal of recyclable materials in coordination with a Recycling Company that is licensed to conduct business on Guam and has been issued a permit as described herein.
2. Obtain an itemized official receipt from the Recycling Company to validate that items on the '**Inventory List of Recyclable Materials**' are true and correct, and are of the same items as identified therein for removal from Port properties.
3. Provide a copy of the official receipt received from the Recycling Company to the Port Authority of Guam Operations Department and Procurement Division.
4. Failure to comply with this Policy shall render cessation of the non-profit organization from future donations.

VIII. **SEVERABILITY:** If any provision of this Policy or its application or circumstance(s) is held invalid, the invalidity *shall not* affect other provisions or applications of this Policy which can be given effect without the invalid provision or application and to this end the provisions of this Policy are severable.

Port Authority of Guam
Inventory List of Recyclable Materials

Department: _____ Name: _____ Date: _____

No.	Description	Location	Property Control Officer			
			Unit	Qty	Cleared	Not Cleared
1						
2						
3						
4						
5						

(Additional space provided on separate sheet.)

/ / Approved / / Disapproved

John Santos Operations Manager George Pecina Property Control Officer

Joanne M.S. Brown General Manager

Recyclable materials donated to a duly recognized Non-Profit Organization:

To be completed by Recycling Company:
(Name of Company):
hereby certify receipt of 'Cleared' recyclable materials listed.
Authorized Representative:
Print:
Signature:
Date:

Authorized Representative: (Print/Sign)

Port Authority of Guam
Inventory List of Recyclable Materials

Department: _____ Name: _____ Date: _____

No.	Description	Location	Property Control Officer			
			Unit	Qty	Cleared	Not Cleared
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						