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# Program Statement

**OPI:** HSD  
**NUMBER:** 4490.01  
**DATE:** June 16, 1997  
**SUBJECT:** Recycling, Records and Reports

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1. PURPOSE AND SCOPE. To define the purposes for which funds derived from the sale of materials recovered through recycling programs may be used and to set forth recordkeeping and reporting requirements for said funds.

The enactment of Public Law 103-329 (Section 608 (108 Stat. 2417)) changed existing policy pertaining to proceeds generated by Federal agency recycling programs. As a result, Federal agencies are now authorized to receive and to use funds derived from the sale of materials recovered through recycling. In response to this change, the Finance and Budget Execution Branches of the Administration Division issued a joint memorandum citing the accounting and redistribution procedures for recycling proceeds in accordance with established Bureau accounting procedures. The following guidelines state acceptable uses for recycling proceeds pursuant to Public Law 103-329, Section 608.

The Federal Prison Industries has its own policy and procedures that direct acceptable uses for recycling proceeds. These guidelines therefore do not apply to the Federal Prison Industries.

2. PROGRAM OBJECTIVES. The expected result of this program is:

Funds received through the sale of materials recovered through recycling processes will be used according to the appropriate law and regulation.

3. DIRECTIVES REFERENCED

PS 2000.02 Accounting Management Manual (10/15/86)

Public Law 103-329

Executive Order 12873

40 CFR Part 247, Comprehensive Procurement Guidelines

4. STANDARDS REFERENCED. None.

5. GUIDELINES. Funds derived through the sale of materials recovered through recycling programs may be used with the Warden's approval for the following purposes:

a. In support of inmate and staff incentive programs related to institution recycling. The purpose of such programs shall be to promote recycling within the institution. Examples include:

- Environmental programs and environmental education.
- Training videos pertaining to recycling, environmental awareness and environmental health.
- Activities in support of an institutional Environmental Awareness Day.

b. Acquisition of supplies, equipment and services for the operation of recycling programs.

c. Acquisition of designated items containing recovered materials as listed by the Environmental Protection Agency in the Code of Federal Regulations, 40 CFR Part 247, Comprehensive Procurement Guidelines.

d. Other uses as approved by the Regional Director as this authority has been delegated by the Director.

6. ACTION REQUIRED. Each transaction involving recycling proceeds will be deposited and recorded by the Controller in accordance with established Bureau accounting procedures.

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Kathleen M. Hawk  
Director

**CPG DESIGNATED ITEMS**

- Binders - plastic and paper office binders
- Building Insulation Products
- Carpet - 25 to 100 percent polyester carpet fiber face, PET Resin.
- Cement and Concrete Containing Coal Fly Ash
- Cement and Concrete Containing Ground Granulated Blast Furnace Slag
- Engine Coolants - ethylene glycol or propylene glycol, not commingled
- Floor Tiles - rubber or plastic tiles
- Hydraulic Mulch - 100% recovered paper or 100% recovered wood and/or paper for landscaping
- Laminated Paper - 100% postconsumer recovered paper for insulating or structural applications
- Office Recycling Containers
- Office Waste Receptacles
- Paper and Paper Products
- Patio Blocks - Rubber and/or rubber blends and/or plastic blends for heavy duty commercial type patio blocks
- Plastic Desktop Accessories
- Plastic Trash Bags
- Playground Surfaces - rubber or plastic recovered materials
- Re-refined Motor Oil - must meet American Petroleum Institute approval standards
- Running Tracks - rubber or plastic recovered materials
- Structural Fiberboard
- Toner Cartridges
- Traffic Barricades
- Traffic Cones
- Yard Trimmings Compost