

SUBJECT: SALVAGING OF WASTE MATERIALS

Any and all waste materials/recyclables collected or salvaged by City of Madison employees while they are on City business are considered to be City property and must be disposed of according to Department/Division rules.

All solid waste materials or recyclables put out at the street edge for City collection or placed in City litter/recycling containers are considered to be City property. All scrap or waste materials produced by City staff as part of City operations are considered to be City property. City staff may have access only to specific waste materials that all City residents have access to such as leaves or wood/brush chips.

City employees while on City business may not collect or pick up for their personal use or sale any solid waste or recyclable materials placed at the curb for solid waste/recycling collection, placed in City litter/recycling containers or delivered to City of Madison facilities. The salvaging of metal items, recyclables, or other solid waste materials from City facilities for personal use or sale is prohibited at all times except as noted in the previous paragraph.

Revenues received from the sale of any City owned materials are to be paid to the City Treasurer by check. Under no circumstances are City employees delivering such materials to market to be reimbursed with cash. Funds received for such materials must be credited to the City's general fund or an approved enterprise fund. Funds received for such materials shall not be credited to any staff fund regardless of the purposes of the fund.

The taking of City property as described herein for personal use or personal gain shall be regarded as theft.

All agencies shall include Administrative Procedure Memorandum No. 2-19 in their Department/Division rules.



Paul R. Soglin
Mayor

APM No. 2-19
December 15, 1992