


**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Recycling, Records, and Reports**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	HSD
Number	4490.02
Date	May 7, 2026

Summary of Changes

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none">▪ 4490.01 Recycling, Records and Reports (6/16/1997)
<i>Changes:</i> <ul style="list-style-type: none">▪ Rescinded and replaced the previous version of this program statement in its entirety.

1. PURPOSE AND SCOPE

This program statement establishes requirements for the handling and recording of all institution managed recycling programs in the Bureau of Prisons (Bureau). Federal Prison Industries' (FPI) electronic recycling program is covered separately by their own policies; therefore, it is not included in the scope of this program statement.

a. Program Objectives.

- Establish standardized requirements for the collection, handling, documentation, and use of recycling proceeds at Bureau-owned and operated institutions.
- Ensure institution recycling program proceeds are retained at the generating institution and used only for authorized recycling, landfill-diversion, waste-reduction, food-waste diversion, and related environmental-compliance activities.
- Maintain financial accountability through consistent tracking, recordkeeping, and reporting.
- Support cost-effective recycling and landfill-diversion operations, including authorized equipment, training, and operational improvements.
- Ensure clear oversight and responsibility for recycling programs through defined institutional roles.

b. **Institution Supplement.** None.

2. RESPONSIBILITIES

a. **Warden.** The Warden designates a Recycling Technician responsible for overseeing the institution's recycling program.

b. **Safety Administrator.** The Safety Administrator reports to the institution Warden, through the AW, regarding recycling issues. They work at the department head level with other institution managers to achieve recycling goals. They:

- Supervise the Recycling Technician.
- Oversee recycling operations at their institution.
- Ensure recycling records are maintained.
- Assist departments in identifying recycling opportunities.
- Ensure recycling training resources are available for staff and inmates.
- Promote recycling and landfill diversion institution-wide.

If the institution does not have a Recycling Technician, the Safety Administrator ensures all Recycling Technician duties are completed, records maintained, and reporting completed.

c. **Recycling Technician Responsibilities.** The Recycling Technician reports to the Safety Administrator. They:

- Coordinate daily recycling operations.
- Assist with sorting, handling, and preparing recyclable materials.
- Support landfill-diversion and waste-reduction activities.
- Maintain recycling equipment.
- Track landfill-diversion data and report the figures quarterly to the Central Office Chief, Environmental Protection.
- Provide landfill-diversion data that will be provided to the Institution Environmental Management Committee meetings for review and analysis.
- Support staff and inmate training regarding recycling activities.
- Identify ways to improve recycling efficiency.
- Evaluate, and when appropriate, provide task-specific training that supports safe recycling operations and helps inmates develop practical vocational skills for reentry.

3. RECYCLING PROGRAM REQUIREMENTS

Each institution must initiate and maintain a recycling program incorporating, at a minimum, the following core items when cost-effective:

- Cardboard
- Paper
- Plastic
- Metals
- Glass
- Used oil
- Lead-acid batteries
- Tires

4. OPERATIONS

a. **General Recycling Operations.** Each institution department will participate in the institution recycling program. They will make available any spent materials that are recycled by the institution to the Recycling Technician. At a minimum, recycling program oversight ensures:

- Staff and inmate workers are assigned and properly supervised.
- Task instruction and oversight are provided as needed.
- Safe work practices and required personal protective equipment (PPE) are used.
- Unsafe or improper practices are promptly corrected.
- Training hours for inmate workers are tracked, logged, and maintained by the program oversight staff.

At a minimum, recycling operations will ensure:

- Recyclable materials are collected from designated areas.
- Recyclable materials are diverted from landfill disposal.
- Recycling areas are accessible, orderly, and secured when not in use.
- Recyclable materials are properly staged, stored, or secured for vendor pickup or internal handling.
- Materials are correctly sorted and contamination removed.
- Recycling equipment is operational and maintained in safe condition.
- Recycling and landfill-diversion quantities are recorded daily.

b. **Food-Waste Prevention and Diversion.** When financially feasible, institutions must support food-waste prevention and diversion projects that directly contribute to recycling, landfill-diversion, waste-reduction, or environmental-compliance goals. Efforts include:

- Use of equipment that reduces, dehydrates, composts, grinds, or otherwise diverts food waste.
- Improvement to food-waste collection, handling, storage, or transportation.
- Researching and implementing methods that provide the most effective and cost-efficient operational benefit, while reducing overall food waste.

- Providing training required to safely and effectively support food-waste diversion activities.

c. **Self-transport of recyclable materials.** In accordance with Program Statement **National Environmental Protection**, institutions that self-transport recyclable materials to the recycling facilities must have a written program approved by the Warden. The Facilities Manager must develop the program, which complies with 40 CFR 243.202 and includes:

- Identification of local, state, and federal regulations.
- Procedural guidance for compliance.
- Solid waste transport permit, if required by state or local regulation.
- Method for tracking the pounds of recyclable materials provided to the recycler, weight tickets are preferred.

5. RECYCLING PROCEEDS

a. **Allowable Uses of Recycling Proceeds.** Institution program recycling proceeds must remain at the generating institution and only used for purposes directly supporting the institution's recycling and related environmental operations. This does not include FPI managed recycling operations. Authorized proceed uses include:

- Recycling operations.
- Landfill-diversion operations.
- Waste-reduction equipment, materials, or processes.
- Environmental-compliance work that directly supports recycling or landfill-diversion activities.
- Training related directly to recycling or environmental-compliance duties.
- Purchasing supplies or equipment essential for recycling, landfill-diversion, or environmental-compliance operations.
- Maintenance or repair of equipment that is only used for recycling or landfill-diversion activities and the expense directly improves program effectiveness, safety, or lifespan.

All purchases made with recycling proceeds must comply with Bureau procurement rules and must include documentation showing direct connection to recycling or landfill-diversion operations.

b. **Prohibited Uses of Recycling Proceeds.** Institution recycling program proceeds may not be used for:

- Any activity that is not operational in nature or does not directly support recycling, landfill-diversion, waste-reduction, or environmental-compliance functions.
- Any activity that benefits an entity outside of the generating institution.

- Any program not directly related to recycling or landfill diversion.
- UNICOR operations.
- Operating costs or needs that should be funded by appropriated funds.
- Any transfer, sharing, redistribution, or use of recycling proceeds for unrelated institutional programs.
- Departments not assigned to or directly involved in recycling operations are not eligible to receive any portion of recycling proceeds based on the delivery or collection of recyclable materials.

6. FINANCIAL REQUIREMENTS

Financial Reporting, Recordkeeping, and Accountability. All recycling proceeds must be fully documented, traceable, and supported by financial reporting consistent with Bureau fiscal controls and audit requirements.

Recycling program staff will be routinely informed of available recycling proceeds through standard financial reporting to ensure clear visibility and effective program planning.

Recycling staff must provide updates on recycling proceeds during Institution Environmental Management Committee meetings, ensuring staff are aware of available funds to support the recycling program.

REFERENCES

Program Statements

National Environmental Protection

Federal Regulations

40 CFR 243.202

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-1A-04

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-7D-02

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.