

# **DHS ADMINISTRATIVE PROCEDURES MANUAL**

## **Chapter 708**

### **Title: Paper Recycling**

#### **I. PURPOSE:**

- A. The purpose of this policy is to provide the Department of Human Services (DHS) with uniform departmental procedures for paper recycling in compliance with Ark. Code Ann. §8-9-203 as well as to conserve natural resources, conserve energy, and preserve landfill space.
- B. In accordance with the above statute, each state agency, in cooperation with the Arkansas Department of Environmental Quality and the State Marketing Board for Recyclables, must:
  - 1. Establish a source separation and recycling program for recyclables generated as a result of agency operations;
  - 2. Adopt procedures for collection and storage of recyclables; and
  - 3. Make contractual or other arrangements for transportation and sale of recyclables.

#### **II. SCOPE:**

- A. These procedures are applicable to all DHS divisions, offices, and facilities, and also to contractors executing a Memorandum of Understanding for recycling.
- B. The DHS, Office of Finance and Administration (OFA), Contract Support Section (CSS), General Services Unit (GSU) has the authority for oversight of the agency's recycling program.
- C. These procedures shall be implemented in coordination with all related DHS procedures/policies, including but not limited to:
  - 1. DHS Administrative Procedures Manual, Chapter 706, "Record Storage"
  - 2. DHS Policy 1059, "Confidential Materials"
  - 3. DHS Policy 1083, "Document and Record Disposition"
  - 4. All DHS policies related to the Health Insurance Portability and Accountability Act
  - 5. All DHS policies related to the security of DHS Information.

### III. **PROCEDURES:** Paper Recycling

A. Critical requirements for compliance with this policy are:

1. To treat ALL discarded paper material as sensitive information;
2. To ensure a secure method for containing, collecting, transporting, storing, and transferring sensitive materials so that information is not at risk of release;
3. To ensure that the destruction methods of sensitive documents prevent unauthorized access, reconstruction, and disclosure and that they meet disposal requirements under federal and state regulations.

**Sensitive Information:** [Information](#) or [knowledge](#) that might result in loss of an advantage or level of security if revealed ([disclosed](#)) to others who might have low or unknown trustability and/or indeterminable or hostile intentions. Loss, misuse, modification or [unauthorized access](#) to sensitive information can adversely affect the [privacy](#) of an individual, [trade secrets](#) of a business or even the [security](#), [internal](#) and [foreign affairs](#) of a nation depending on the level of sensitivity and nature of the information.

B. The recycler and participating DHS staff shall safeguard sensitive materials by adhering to the following principles:

1. The material shall be stored in an approved recycling receptacle or location
2. The receptacles shall be secured with key locks and shall be located within secure areas
3. The receptacles shall be clearly labeled as paper recycling containers or labeled "This is NOT Trash-DO NOT Dispose"
4. The complete process of removal, transportation, and processing shall be done under the direct charge of the recycler's employees who are authorized to perform the duties assigned
5. The recycler shall shred sensitive materials on-site or securely transport the materials to an approved shredding facility
6. The recycler shall pick up the sensitive materials on a regular and set schedule
7. The recycler shall transport the sensitive materials in a locked receptacle and shall transport the materials directly to the designated shredding facility

8. The recycler shall have custody of the discarded sensitive materials from point of collection through point of destruction
  9. All sensitive materials shall be safeguarded until it reaches the stage where it is rendered "unreadable"
  10. Sensitive information shall be destroyed by cross-cut shredders unless prior written approval for an alternative method of shredding is received from DHS
  11. Following shredding, the recycler shall ensure the material is baled prior to pulping (recycling)
  12. Pulping (recycling) of materials shall be accomplished only after material has been shredded
- C. Materials are considered "recycled" when they become a new product.
- D. Recycler or DHS staff shall complete a Privacy and Security Incident Report for any compromise of sensitive information by going to the following link: <https://dhs.arkansas.gov/reporting> or by contacting the DHS Privacy Officer or Security Officer.

#### **IV. PROCEDURES: GSU Responsibilities**

- A. GSU has the authority for identifying recyclers who meet the requirements for satisfactory transporting, custody, sorting, shredding, baling, and disposal.
- B. GSU shall provide a list of currently approved recyclers upon request.
- C. GSU shall maintain records of recycler compliance.