



Waste Material Lending and Donation Policy

PURPOSE

Rhode Island Resource Recovery Corporation (Resource Recovery) periodically receives requests from members of the public (e.g. artists, teachers, non-profits, small businesses, etc.) for access to certain waste materials for use in special projects. These are materials that have previously been delivered to Resource Recovery for processing. The purpose of this policy is to outline the procedures for handling such requests.

POLICY

It is the policy of Resource Recovery that materials are only lent or donated from our site for use in special projects where redistribution can be done safely and with little or no negative financial impact to Resource Recovery. No requests from members of the public to come onsite for purposes of directly picking through waste materials will be granted, and any other requests for materials will be reviewed on a case-by-case basis.

PROCEDURES

1. Member(s) of the public requesting materials from the Resource Recovery site for use in a special project shall submit any such request, in writing, to the Executive Director.
2. Requests should be submitted at least two weeks in advance of when requestor needs approval/denial, and three weeks in advance of when the materials would be needed in hand, if the request is granted.
3. Requests can be mailed to our administrative offices located at 65 Shun Pike, Johnston, Rhode Island 02919, or emailed to administration@rirc.org, to the attention of the Executive Director.
4. Requests shall include the following information:
 - a. Name, phone, and email of the requester
 - b. Name of school, organization, business, etc., that the project is affiliated with if any.
 - c. Description of project, including any educational component related to waste reduction, reuse, recycling, etc., as well as how Resource Recovery would be acknowledged for providing material(s)
 - d. Type and amount of material(s) requested
 - e. Type of request: donation or lending
 - i. If lending, plan for returning the materials to Resource Recovery in the same condition
5. Requestor shall be informed of approval/denial by Executive Director within two weeks of submission. If approved, further details for picking up the materials will be disclosed at that time.

Last updated: 11/21/2018; visit www.rirc.org for most up-to-date version.