

Surplus Furniture and Office Material Donation, Reuse, or Recycling Policy:

In keeping with the City of Fort Worth's mission to work together to build a strong community the City of Fort Worth supports the reduction, reuse, and recycling of waste and items discarded by City of Fort Worth facilities. In carrying out this policy as adopted by the City Council, the City recognizes that City-owned items such as furniture, office supplies, and other office equipment, which are damaged, outdated or out-of-spec for reasonable use, are not appropriate for resale, and would otherwise be disposed of as waste, may still have reuse value in the community. The Director of Code Compliance shall have authority to implement the following measures for the reuse, recycle and/or redistribution of such items from any Department requesting services under this policy.

Rules 1.0 Eligible Materials: Only items such as furniture, office supplies, and other general office or storage equipment which are damaged, outdated or out-of-spec for reasonable use, are not appropriate for resale, and would otherwise be disposed of as waste, may be redistributed under this policy. A superintendent, facility manager, or inventory manager of the facility where the material is stored must be able to confirm the status of materials as eligible under current City policy and following all applicable City policies.

Rules 2.0 Non-Profit Material Reuse Program (MRP): The City's program allowing a legal non-profit entity that promotes waste diversion from City landfills ("MRP participant") by enabling community reuse of materials for Certified Educators of Fort Worth students, including those who facilitate home schooling, or Fort Worth residents may participate in this program.

Rules 3.0 Registration: An MRP participant can register with the City by submitting a registration form, required documents and information, provided by City staff to document the legal status of the non-profit entity. In addition, the MRP participant shall provide a list of current officers, the purpose of the non-profit, proof of sufficient insurance coverage, and a sufficient summary of how the MRP participant will use and distribute materials.

An authorized representative of the non-profit must execute a contract, release of liability, or other appropriate document as determined in the sole discretion of the City. The registration form and all supplemental documents must be updated annually.

Registrations and records for MRP participants will be submitted to and maintained by the Solid Waste Services (SW) administration, under the authority of the Code Compliance Director. SW administration must verify the status of any MRP participant before eligible materials can be removed or otherwise distributed by the MRP participant.

The City will comply with all state laws and local ordinances when contracting with an MRP participant, when applicable.

Rules 4.0 Process for Donation, Reuse and Recycling: The City will allow authorized representatives of an MRP participant to take possession of all eligible materials at a date and time scheduled in advance with facility administration.

If there is no such department or city staff in a position to oversee the distribution or on-site removal of materials, an appropriate entity, including the MRP participant, may be contracted to execute item distribution and removal, with reasonable assurance, control, oversight, and a signed license agreement concerning the City facility from which the materials are to be distributed.

Based on site constraints and volume of stored eligible materials, at the City's discretion, materials not removed by an MRP participant shall be recycled if possible or landfilled as necessary.

Rules 5.0 Record Keeping and Reporting: The MRP shall be required to account for and submit quarterly reports on inventory obtained, inventory distributed, inventory discarded and inventory on hand. The SW administration shall provide forms for this reporting process. The distribution data shall include the date of distribution, name and address of the Fort Worth resident or certified educator of Fort Worth students receiving eligible material. Distribution of materials is only for Fort Worth residents or for Certified Educators of Fort Worth students.

Rules 6.0 Denial or Revocation: The Director may deny or revoke a registration for any of the following reasons:

- Criminal history involving fraud or crimes against children for any board member or agent of the non-profit
- Submitting false registration forms or records
- Selling, receiving financial or in-kind benefit, direct or indirect, for any item taken from a City facility
- Unsafe or disruptive behavior at a City facility
- Failing to follow the direction of staff at a City facility
- Publication, dissemination or any communication about the City or other MRP vendors that is a detriment to the program
- Failing to follow rules promulgated by City Staff
- For any reason in the discretion of the City

A Director decision can be appealed to the Assistant City Manager.

City of Fort Worth

Code Compliance

Non-Profit Material Reuse Program Registration Form

As required by the City's established Surplus Furniture and Office Material Donation, Reuse, or Recycling Policy, I _____ (authorized representative) am submitting the following form and documentation to be considered and approved as an acceptable Non-Profit Material Reuse Program participant (MRP participant) recognized as _____ (organization's legal name). Once notified of being approved, any representative listed below will be allowed to take possession of all eligible materials for acceptable reuse purposes as outlined within the policy.

Non-Profit Organization Information

Name _____

Address _____

Phone Number _____

Website/Facebook Page _____

Authorized Representative _____

Contact Phone Number _____

List of additional documents to be included as a part of the registration form:

- Documentation for legal status of non-profit
- Summary of the organization's purpose and goals
- Summary of the organization's plan to utilize the items for the benefit of the Fort Worth community
- List of Current Board members or Officers
- List of representatives collecting & removing items from the City Facility

Please allow seven (7) to ten (10) days for the City to review and approve your registration or communicate specific questions or outstanding items needing to be provided or clarified. If approved, your entity will be required to execute a separate agreement before taking any action as an MRP participant.

If there is no such department or city staff in a position to oversee the distribution or on-site removal of materials, an appropriate entity may be contracted including the MRP participant, to execute item removal, with reasonable assurance, control, oversight, and a signed license agreement concerning the City facility where the materials are to be distributed from.