

ADMINISTRATIVE ORDER NO. 122

Pursuant to Administrative Order and the authority granted to me by Article 2-300, BMCC, I hereby establish the following policy regarding Solid Waste Junking and Scavenging from the Billings Landfill. This policy supersedes all previous policies.

**SOLID WASTE JUNKING AND SCAVENGING**

All Solid Waste employees and public are prohibited from junking, salvaging, or removing any items from the Billings Landfill. This policy also prohibits any salvaging during residential and/or commercial trash pickup routes. Salvaging any items from the household hazardous waste area is also prohibited. All materials that enter the Billings Landfill Facility for management are the property of the City. Violations of this policy by City of Billings employees will lead to discipline up to and including termination and prosecution.

City of Billings Regional Landfill Operation & Maintenance Plan, which was developed to ensure the City of Billings is in accordance with Department of Environmental Quality (DEQ), Chapter 3 – Landfill Operations, Item 1 – F Scavenging/Salvaging: “When customers bring materials to the facility it is with the understanding that the materials will be properly handled and their privacy preserved. Sometimes the facility will receive materials that appear perfectly good, but, because of insurance requirements, health regulations, or other regulations, must be destroyed. The customers of the Billings Landfill will have their wishes respected regarding the materials they bring to the facility. All materials that enter the Billings Landfill are the property of the City. This Policy is required to ensure the City of Billings is in compliance with Montana Code Annotated ARM 17.50.116(c).

City of Billings Human Resource Code of Ethics policy states, “The people have a right to expect that every public employee will conduct himself or herself in a manner that will tend to preserve public confidence in and respect for the government he or she represents.”

Dated this 16<sup>th</sup> day of November, 2012.

  
-ss-      Christina F. Volek  
            City Administrator