

Policy 4305 Recycling

Date of Current Revision: October 2019

Responsible Officer: Associate Vice President for Business Services

1. PURPOSE

This policy sets the parameters for James Madison University's commitment to effective environmental management through recycling.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

STATE OR FEDERAL STATUTE AND/OR REGULATION

In 1990, legislation was passed in the Commonwealth of Virginia mandating that all state agencies establish programs for the collection of all recyclable material.

3. DEFINITIONS

Recycling:

The three-part process that includes the collection of recyclable materials, the manufacturing of these materials into recycled-content goods and the purchase of products made from recycled material.

Recyclable Materials:

- *Paper* - White paper, newspaper, colored paper, magazines, paperboard. This does not include transparencies, paper towels, napkins, wax paper or candy wrappers.
- *Used Beverage Containers* - Aluminum, steel, and tin cans.
- *Cardboard* - Corrugated cardboard only.
- *Scrap metal* - Copper, aluminum, stainless steel, and other metal materials.
- *Batteries* - Lead acid, alkaline, nickel cadmium, laptop, lithium ion, and automobile.
- *Fluorescent light bulbs including compact fluorescents.*
- *Compost* - Waxed cardboard, food scraps, wet paper products and other organic materials.
- *Wood* - Trees and tree branches; all other types of scrap wood.
 - *Laminated wood products and any wood products that have been painted are **not** recyclable.*

4. APPLICABILITY

This policy applies to all JMU employees and students.

5. POLICY

Offices at JMU are strongly encouraged to recycle all possible materials. In addition, the university will procure recycled materials whenever economically feasible. It is not permitted to bring any non-recyclable trash to JMU's campus for any reason.

6. PROCEDURES

Designated recycling collection points have been established in each building. Individual staff members will separate and transport their recyclables to these locations. These materials will then be collected and transported to the recycling center.

7. RESPONSIBILITIES

The Office of Recycling/Integrated Waste Management is responsible for the following:

- Meet with the building coordinators of each building to implement and monitor the recycling program
- Transport the recyclable materials from each building to the recycling center
- Furnish educational information on recycling and provide any other needed assistance
- Keep a record of all materials recycled
- Make reports to the state office

The recycling manager will meet with building coordinators on an as-needed basis as determined by the recycling manager to discuss the following:

- Types and volumes of recyclable materials
- Feasible locations for recycling collection points
- Education of department employees
- Procurement of recyclable equipment and supplies
- All other matters that may arise pertaining to recycling and waste disposal

Department heads and building coordinators will be responsible for encouraging staff participation in the recycling program.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) - Records Management.

8. SANCTIONS

None.

9. EXCLUSIONS

None.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the associate vice president for business services.

Previous version: December 2018

Approved by the president: April 2002