

## **Policy #4305 Recycling**

**Date of Current Revision: November, 2008**

**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**

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 these 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, all color glass bottles.
- *Plastics #1 and #2 only*. (Dining polystyrene cups are #5 and not recyclable.)
- *Cardboard* - Corrugated cardboard only.
- *Scrap metal* - Copper, aluminum, stainless steel, and other metal materials.
- *Batteries* – Lead acid, alkaline, nickel cadmium, laptop, lithium ion, automobile.
- *Fluorescent light bulbs*
- *Plastic - # 2 and #4 Plastic Bags* - This includes grocery bags and shrink-wrap.

### **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. Members of the JMU community are permitted to bring recyclable material to campus if no program exists in their community. Please contact the recycling office at 568-8144 or 830-0177 to ensure proper handling of the material before bringing anything on to campus property. 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.

University employees, in conjunction with specific housekeeping and recycling personnel, will collect and transport their recyclable materials to the established collection point for each office.

Department heads and building coordinators will be responsible for encouraging staff participation in the recycling program. In addition, department heads are responsible for reporting any purchases of recycled equipment and supplies made by the department to the JMU Office of Procurement.

Procurement Services will provide information to departments on available recycled equipment and supplies, and maintain a record of all purchases made by the university.

## 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: May, 2007

Approved by the President: April, 2002

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### Index Terms

Recycling  
Waste Management

