



POLICY: V: 04—Recycling and Integrated Waste Management Program

Procedure review: Annually

DATED: September 2000

UPDATED: May 2023

APPROVED: Executive Director of Facilities and Construction:

I. PURPOSE

The purpose of this procedure is to detail the Recycling and Waste Management program, to outline the responsibilities of the Recycling and Integrated Waste Management office and FM staff to ensure its success.

II. DEFINITIONS

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

1. Paper - White paper, newspaper, colored paper, magazines, and paperboard.
2. Used beverage containers - Aluminum, steel, and tin cans.
3. Cardboard – Corrugated cardboard only.
4. Scrap metal - Copper, aluminum, stainless steel and other metal materials.
5. Batteries - Lead acid, alkaline, nickel cadmium, laptop, lithium ion, and automobile.
6. Fluorescent light bulbs including compact fluorescents from campus buildings only.
7. Plastic #2 and #4 Plastic bags – (This includes grocery and shrink-wrap.)
8. Compost – Waxed cardboard, food scraps, wet paper products and other organic materials.
9. Wood – trees and tree branches; all other types of scrap wood and pallets collected from campus areas.
10. Other recyclable materials (most of which require special handling) - Automotive parts and batteries, building materials, cooking grease, clothes, laser print cartridges, metal drums, photographic chemicals and film, refrigerant from cooling systems, used motor oil, wooden pallets, yard or landscape maintenance waste, tires, antifreeze.

B. Unacceptable contaminants – Any container that held substances other than air or water. Other unacceptable contaminants include:

1. Compressed gas cylinders, uncut wire rope, roofing material, automotive parts, motors, capacitors, insulation, glass, plastic, ballasts, refrigerated appliances without proper certification of legal removal of CFC's and HCFC's. Light bulbs, paint, or other materials are considered household waste.
2. Plastics #1 through #7 and all color glass bottles.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for the implementation of the Recycling and Waste Management program.
- B. Assistant Director of Environmental Services - Responsible for providing the necessary personnel, equipment, and other resources to carry out an effective recycling and waste management program.
- C. Assistant Manager of Recycling/Waste Management - Responsible for the day-to-day operations of the recycling and waste management program and the preparation of written reports and data compilation/summaries.
- D. Housekeeping Staff - Responsible for handling recyclable and waste material in their areas according to housekeeping procedures.

IV PROCEDURES

- A. FM employees will follow the below prioritized list when handling discarded materials.
 1. Priority I: Source Reduction - Reduce the amount of waste produced at the generation point.
 2. Priority II: Reuse – Alternative uses for discarded materials.
 3. Priority III: Recycle/Compost - Recycle or compost items that cannot be reduced or reused so that the item can be used again as a raw material for another product.
 4. Priority IV: Disposal - When source reduction techniques are exhausted and discarded material cannot be recycled or composted, disposal will become a viable option. Disposal is defined as incineration or landfill disposal at a certified facility.
- B. The Assistant Manager of Recycling/Waste Management shall provide staff members with recycling containers to keep recyclables in and provide receptacles for collection points.
- C. Individual students, faculty and staff shall separate and transport their recyclables to the designated collection points.
- D. The Assistant Manager of Recycling/Waste Management shall ensure the performance of the following:
 1. Establish a weekly schedule of pickups and transportation of recyclables to a recycling center.

2. Receptacles are to be properly maintained and kept clean.
 3. Maintain a record of all materials recycled.
 4. Research and locate markets for recyclable items.
 5. The collection of large amounts of recyclable material when notified by departments, (i.e., large number of empty boxes).
- E. Individual departments using wooden pallets shall contact the FM Recycling office for disposal.
- F. The FM garage staff recycles used oil and antifreeze; Recycling staff recycles oil filters.
- G. Individual departments producing scrap metal shall transport the material to the scrap metal roll off container behind the Central Warehouse.
- H. If the individual department is not able to transport material(s), a customer request for removal can be submitted in AiM. If a customer chooses to transport materials to the South Main facility, they are responsible for placing the items in the correct receptacle. Dumping of items is not permitted unless approved by a recycling staff member. Waste figures are reported and kept for documentation.
- J. Hazardous household waste disposal guidelines can be found on the [DEQ website](#) .

