

Policy 4305 Recycling

Date of Current Revision: October 2024

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

Code of Virginia §10.1-1425.6 – Recycling programs of state agencies

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.
- *Plastic* – plastic film including shopping bags. Plastic bottles and containers are only recyclable in specific locations as designated by the Recycling/Waste Management Office.
- *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, tree branches, and wooden pallets; 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

Employees and students 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

6.1 Designated recycling collection points have been established in each building with separate receptacles for the collection of aluminum cans, paper, plastic film, and cardboard. Individuals will separate and transport their recyclables to these locations. These materials will then be collected and transported by Recycling/Waste Management staff.

6.2 Department heads and building coordinators shall encourage staff participation in the recycling program by disseminating information from the Recycling/Waste Management Office and by assuring collection points have proper signage.

6.3 Current guidelines and signage can be found on the JMU Facilities Recycling/Waste Management [Website](#).

6.4 To facilitate recycling in offices, individuals may contact the Office of Recycling/Integrated Waste Management to obtain a deskside recycling bin. Mixed recycling is accepted in deskside bins only. Items accepted include:

- batteries
- plastic film
- paper
- aluminum

Plastic bottles and containers are not permitted in deskside recycling bins.

6.5 The Office of Recycling/Integrated Waste Management performs the following duties:

- 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 Department of Waste Management

6.6 As determined by the recycling manager, the recycling manager will meet with building coordinators 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

7. RESPONSIBILITIES

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: October 2019

Approved by the president: April 2002