



Delaware State University

University Responsible Unit: Facilities Management Department

Policy Number & Name: 10-01 Recycling Policy

Approval Date: April 13, 2015

Next Review Date: April 13, 2017

I. Purpose

Delaware State University is committed to the process of creating a “Green” environment by establishing policies, procedures and programs pursuant to reducing the University’s environmental impact and maintaining compliance with national, state and local recycling laws. The University supports the ideology of REDUCE, REUSE & RECYCLE and looks to the involvement of all campus constituencies in order to satisfy its environmental goals of waste minimization, material conservation and recycling. In keeping with this initiative, the University mandates students; faculty, staff, contractors and visitors adhere to the University’s policy and procedures on recycling.

II. Scope & Applicability

This policy applies to all University students, faculty, staff, contractors, visitors, and other related parties.

III. Definitions

Recycling

Recycling is the process by which waste materials are converted into new products thus facilitating the reuse of materials instead of increasing the need for new raw materials. Recycling is also beneficial to the environment by:

- reducing air and water pollution
- reducing energy use
- lowering greenhouse gas emissions
- reducing the amount of traditional waste disposed of in landfills

Common Recyclable Material

Recyclable materials include but are not limited: mixed papers and cardboard, plastic bottles and containers, glass bottles (clear, brown, and green), aluminum/tin/steel cans, electronic equipment, toner cartridges, mattresses/box springs and cooking grease/oil.

IV. Recycling Policies Described by Location

Residence Halls

Each student is responsible for recycling glass containers, food and beverage cans, newspapers, plastic food and beverage containers, electronics, white paper, cardboard, ink/toner cartridges, writing instruments and batteries. Each residence hall shall have recycling containers as determined by square footage and occupant load. Each Residence Hall Director shall provide resident students training on University recycling policies and procedures and ensure that they are being adhered to.

Offices & Classrooms

Each office and classroom shall recycle white paper by placing the paper in the proper containers. Any white paper containing confidential or personal identifiable information shall be disposed of according to the Records Management Policy of the University. All other recyclable materials shall be placed in the appropriate recycling containers located throughout the building.

Miscellaneous Areas

- **Copy Rooms** – A paper-recycling container shall be placed in every copy room. The office custodian shall collect the recycled paper and bring it to the central storage location for the building.
- **Vending Areas** – A recycling container paired with a trashcan, shall be placed in every vending area for the collection of glass, plastic, and aluminum. The building custodian shall collect the collected materials and bring them to the central storage location for the building.
- **Food Service Facilities** – The food service organization shall recycle all appropriate waste materials. The food service organization along with University Facilities Management will determine the procedures to identify, collect and recycle food service waste.

All Other University Facilities and Events

The University Facilities Management Department shall ensure that any University facility not specifically mentioned in this policy shall contain the appropriate number of recycling receptacles in accordance with the University recycling procedures.

University Staff shall ensure that any outside vendor or organization utilizing University facilities is made aware of and adheres to University recycling policy and procedures.

V. Responsibility

University's Facilities Management department will have the responsibility of implementing and managing the University's recycling program.

VI. Helpful Links

For helpful toolkit on recycling please visit State of Delaware website at: www.recycling.delaware.gov.

How to Recycle Guide could be found at:

<http://www.dnrec.delaware.gov/dwhs/Recycling/Documents/How%20to%20Recycle%20Guide.pdf>

Helpful recycling information from the Environmental Protection Agency:

<http://www2.epa.gov/recycle>