

Department of Physical Plant

Origination Date: May 8, 1990

Revision Date: 202

Prepared by: Rachael Faust

Recycling Policy

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Introduction:

Recycling is a key component of waste management and sustainability efforts. Salisbury University created its recycling program in 1980. Since 2012, approximately 50 percent of all campus waste is recycled. _____ to the Maryland Recycling Act*¹ and our zero-waste goal. Source reduction efforts on campus will help support the longevity of the regional landfill and help promote a personal investment to sustainability from employees and students who participate. Such efforts also help reduce greenhouse gas production and divert commonly used materials from the landfill for recycling, such as mixed paper, cardboard, aluminum, plastic, glass, tin, yard-waste, electronic equipment, motor oil, kitchen grease, toner cartridges, metals, batteries and food waste. As outlined in this policy, the University requires that all employees and students comply with the recycling requirements in this policy.

1. *The Maryland Recycling Act (MRA) requires all Counties and Baltimore City to recycle 15% or 20% of their municipal solid waste, depending on population. State government (including MDE) is required to recycle 20% of their solid waste.

Purpose:

The purpose of the University-wide policy on recycling is:

- 1.
2. To preserve natural resources for future generations
3. To demonstrate leadership in recycling and waste reduction
4. To minimize recycling confusion on campus
5. To reduce landfill waste and costs associated with disposal

Recycling Procedure:

1. The following items are ACCEPTABLE recyclables for hallway recycling bins & dumpsters:
 - a. Metal & Glass Cans
 - i. Aluminum & steel cans
 - ii. Glass bottles & jars
 - b. Paper
 - i. **FLATTENED** cardboard
 - ii. Magazines
 - iii. Office paper
 - iv. Paperboard
 - v. Junk mail
 - vi. Newspaper
 - c. Plastics PET #1 & HDPE #2
 - i. Plastic bottles
 - ii. Plastic containers

2.

4. Submit a Work Order for the emptying of or drop off of shred containers
(<https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx>)
5. Shred bins are taken to a secure location on campus and are emptied, shredded, and taken away by the Shred Contractor

Battery Recycling Procedure:

1. Please discard your dead batteries in the closest collection bin.
2. If battery containers are full, please submit a Work Order for emptying
(<https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx>)
3. When batteries are picked up, the Recycling Staff sorts the batteries by their chemical elements
4. Batteries are stored until sufficient volume is accumulated for pick up by the Hazardous Waste Contractor.

Move Out/Office Cleanout Procedure:

1. If an office cleanout or move out is happening and recycling bins, shred bins or trash bins are needed, submit a Work Order
(<https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx>)
 - a. Do **NOT** use communal hallway bins for mass clean outs or move outs
2. Please email the Recycling Department if bins fill up, need a replacement, or when finished
 - a. Recycling@salisbury.edu or Rachael Faust rxf Faust@salisbury.edu
3. The Recycling Staff will sort material for proper recycling

NOTE: If items are not listed in the Recycling or Shred Procedures, please DO NOT put them in our bins

End of Policy.