

ELIZABETH CITY STATE UNIVERSITY
Solid Waste Reduction and Recycling Policy

Preamble

Elizabeth City State University (ECSU) is committed to good stewardship of the environment. A key element of that stewardship is the reduction of the amount of solid waste going from the campus into landfills. Solid waste landfills have negative long-range environmental impacts, drain community resources, and have limited capacity to accept the large quantities of waste generated by our society today. The University shall make every effort to reduce the solid waste generated on campus. Four methods shall be used to implement this policy: source reduction, reuse of materials, recycling, and purchase of recycled materials. To the extent that any provision of this policy conflicts with the UNC policy statement on recycling, the UNC version shall control.

1. Methods to Achieve Solid Waste Reduction

- A. *Source Reduction:* All members of the University community are responsible for implementing operational practices that prevent waste from being produced. Examples include printing reports and documents on both sides of the paper; printing appropriate numbers of documents; using email rather than printed correspondence; and using products that are reusable, refillable, repairable, non-toxic, and recyclable. Items requiring the least possible packaging shall be purchased when practical. Every effort shall be made to prevent excess or unneeded materials from being purchased.
- B. *Reuse of Materials:* All members of the University community are responsible for reusing products whenever possible. Examples include obtaining office furniture from the university's surplus property office or using dishes, glasses, and reusable flatware rather than disposable paper and plastic ware.
- C. *Recycling:* All members of the University community are responsible for separating identified recyclable materials and placing them in appropriate recycling containers.
Campus Recycling includes aluminum cans, batteries, cardboard, glass bottles, hard back books, microfiche, news blend, office blend, plastic bottles (#1 and #2 only), Styrofoam, synthetic or packing peanuts, toner cartridges, transparencies, videotapes, and additional items as implemented.

Residence Hall Recycling (where available) includes aluminum cans, steel cans, spiral paper cans with metal bottoms, plastic bottles (#1 and #2 only), glass bottles and jars, newspapers, phone books, catalogs and magazines, brown paper bags, and additional items as implemented. Facilities Management Recycling includes construction/demolition debris, fluorescent light bulbs, motor oil, oil filters, paint, pallets, refrigerants, scrap metal, solvents, tires, yard waste, and additional items as implemented.

- D. *Purchase of Recycled Content Material:* All University departments are responsible for taking efforts to purchase and use products manufactured from or containing recycled materials. All recycled content purchases shall be reported to the Purchasing Department for statewide recordkeeping and reporting purposes.

2. **Responsibilities of the Vice Chancellor for Business and Finance**

- A. The Vice Chancellor for Business and Finance shall be responsible for implementing this policy.
- B. The recycling coordinator shall develop and implement a waste reduction and recycling program in accordance with this policy and promote recycling and waste reduction in employee and student orientation events and materials.
- C. Personnel in the Procurements and Materials Management Department shall ensure recycled content products are purchased when feasible and that criteria for recycled content products are included in the purchasing bid process.
- D. Facilities Management and Design and Construction personnel shall ensure that all contractors adhere to on-campus recycling policies and procedures and ensure that all new construction includes designated areas for recycling and solid waste collection and removal.