

## Department of Physical Plant

---

Origination Date: May 8, 1990

Revision Date: 202

Prepared by: Rachael Faust

---

# Recycling Policy

## Table of Contents

- I. Introduction
- II. Purpose
- III. Recycling Procedure
- IV. Electronic & Appliance Recycling Procedure
- V. Confidential Shred Procedure
- VI. Battery Recycling Procedure
- VII. Move Out/Office Clean Out Procedure

## 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\*<sup>1</sup> 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 of 2014, the regional landfill is full. Salisbury 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 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 of 2014, the regional landfill is full. Salisbury University requires that all employees and students comply with the recycling requirements in this policy.

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](mailto:Recycling@salisbury.edu) or Rachael Faust [rxf Faust@salisbury.edu](mailto: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.**