Policy Title: Recycling and Waste Reduction

Policy Number: UNIV-FACL 416
Policy Approved: April 2012
Policies Superseded: FINA-111
Review/revision(s): April 2016
Policy Management Area: Facilities

SUMMARY:

As a part of its mission, Coastal Carolina University is committed to a sustainable stewardship of resources. The Campus and Community Sustainability Initiative seeks to create a comprehensive recycling and waste reduction program at Coastal Carolina University. The following policy was created in order to accomplish this program and to increase efforts in recycling.

POLICY:

I. POLICY

This policy explains the management of all recycling collection containers on the campus of Coastal Carolina University, located both inside and outside. The placement of recycling bins in common space areas must be approved through the Sustainability Initiative office. All requests for the placement of recycling and/or collection bins must be made utilizing the Facilities Work Order system. Placement and collection of recycling containers is coordinated through the Sustainability Initiative office in coordination with the Office of Facilities Planning & Management and in accordance with the fire code regulations as issued by Fire Safety Office. The Sustainability Initiative will be the primary contact for recycling on-campus.

A. Recycling and Collection Containers

1. Recycling collection containers are defined as any type of box or container made from any material (cardboard, plastic, metal, etc.) that is utilized for the collection of items that could be recycled or donated to charity.

2. Items may include, but are not limited to, textbooks, clothing/shoes, cell phones, aluminum and metal cans, plastic bottles, batteries, ink cartridges, newspapers, magazines, electronics and related accessories.

3. Recycling containers are to be located away from exits, hallways, stairwells, and handicapped accesses.
B. Recycling and Donation Collection Requests

1. Requests for the collection of items for the purpose of fundraising, recycling, and/or charity donations must be approved through the Sustainability Initiative office, if the collection involves the placement of containers or boxes on campus in a common location inside and/or outside of a building for a period of time longer than a one-day event.

2. All requests for Donation Collection Bins must be made using the “Donation Collection Bin Request Form” located on the forms page under Facilities Management. A Facilities Work Order is not necessary unless the use of bins from the Sustainability Initiative office is required.

3. Requests for Donation Collection Bins will be reviewed with the Volunteer Services Office and in accordance with the “Guidelines for all Sponsorship and Fundraising Activities” in the Student Organization Handbook.

C. Recycling Bin Requests and Approvals

1. The Sustainability Initiative will receive and approve recycling bin and collection requests through the Facilities Work Order system.

2. Approvals will be made in accordance with fire code regulations through review by the Fire Safety Office.

3. This request and approval process will prevent duplication of effort and maintain the University’s goal to establish a comprehensive recycling program.

4. The work order process defines the organization or individual responsible for the recycling efforts in a particular area.

II. CONTACT INFORMATION:

Campus and Community Sustainability Initiative
(843) 349-5041
sustain@coastal.edu
www.coastal.edu/sustain