

College Procedure: 305.1 – Waste Minimization

Policy Reference: 305 – Sustainability
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 07/27/2011

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This procedure identifies waste minimization as a significant issue for Kirkwood Community College and outlines steps to work toward reducing the material sent to the landfill through source reduction, recycling efforts and purchasing procedures.

The Procedure

Expectations:

1. Every member of the Kirkwood community shall be encouraged to take an active role in the waste reduction and recycling programs.
2. Facilities staff will provide recycling bins and receptacles indoors and outdoors.
3. Facilities will provide custodial staff to regularly empty the recycling bins.
4. Construction and renovation activities will seek to reduce debris and maximize recycling.
5. Offices and departments will contribute to waste minimization through purchasing decisions by preferring durable, reusable and recycled content products when available and financially feasible.

Source Reduction and Reuse:

All College offices and departments are strongly encouraged to utilize waste reduction techniques. These may include reduced printing, duplex printing, avoiding single-use disposable items, unsubscribing from unwanted mailing lists, etc. Similarly, offices and departments are encouraged to look for opportunities to reuse materials, including the purchase of durable, reusable products and donating unwanted but usable items to individuals or organizations that can use them.

Recycling:

All currently accepted items in the campus-wide recycling program should be placed in the proper bins provided on campus. This generally includes mixed paper (staples, paper clips and rubber bands are acceptable), plastic and aluminum beverage containers, plastic bags, etc.

Construction Waste:

Construction and renovation projects should include a waste minimization plan including on-site recycling and opportunities for reuse.

Purchasing:

When purchasing items such as office supplies, electronics, fluorescent lamps and light bulbs, waste can be minimized by giving preference to:

- durable, long-lasting items (e.g. extended life fluorescent lamps)
- eliminating the use of single-use disposable items in favor of reusable items
- bulk purchases in order to reduce packaging
- avoiding overly packaged items, and preferring reusable packaging material
- choosing materials that are recyclable locally

All Kirkwood offices and departments are strongly encouraged to purchase and maximize the use of products made with recycled materials whenever economically feasible.

Individual Responsibility:

Campus users, including students, faculty and staff are expected to place recyclable items in the proper bins in compliance with the recycling and waste minimization policy.

Education and Feedback:

Information about accepted recyclable material, as well as feedback and statistics on recycling progress will be posted on the Kirkwood website at <https://www.kirkwood.edu/recycle> as well as on signage on or around recycling bins. Recycling education will be provided as part of new student orientation and to new staff and faculty hires.

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	07/27/2011	Tom Kaldenberg, Vice President, Facilities and Security	New procedure
2	09/03/2019	Cabinet	Procedure template