

# **RECYCLING POLICY**

## **I. PURPOSE AND SCOPE**

The purpose of this document is to establish a grass-roots recycling program at the University of Houston that encourages proper disposal of recyclables throughout campus.

1. Provide recycling bins and receptacles outdoors, at dining facilities, at residential facilities, departments, schools, colleges, laboratories, and offices.
2. The recycling materials collected will include paper and paper products, aluminum cans, and plastics.
3. Provide ongoing training and education to faculty, staff, and students about the recycling program.
4. Collect and review recycling operational data and carbon footprint.
5. Make the program cost-efficient and self-supporting.

## **III. POLICY STATEMENT**

The University of Houston has started efforts to reduce waste by recycling and emphasizing the importance to exceed the mandated minimum recycling rates of city and state. In addition to the existing recycling program, the university will initiate programs in public education and public policy related to recycling.

## **VI. ROLES AND RESPONSIBILITIES**

Through a coalition between the Campus Sustainability Task Force and the university's Plant Operations will have the responsibilities providing recycling bins and receptacles for the university, monitoring, collecting, sorting, and then properly recycling the material. The university's designated contact person for Campus Sustainability Task Force is Emily Messa and designated contact person for Plant Operations is Pat Sanchez.

## **V. PROCEDURES**

1. On a quarterly basis, the Campus Sustainability Task Force will review public areas where recycling bins are available and add bins at least in each building and on each floor in residence halls.
2. Administrative offices should request additional bins for their offices and suites at <http://www.uh.edu/af/greenUH/>.
3. On a monthly basis, Plant Operations will provide the Campus Sustainability Task Force with statistics of material recycled in the previous month. At a minimum, these statistics will be published on the Campus Sustainability web site: <http://www.uh.edu/af/greenUH/>.

4. Information about acceptable recyclable materials as well as comprehensive guidelines will be posted on the Campus Sustainability web site: <http://www.uh.edu/af/greenUH/>.
5. Departments should contact the Plant Operations Customer Service Center to report recycling bins that have not been emptied at 713-743-4948.
6. Departments may contact the Campus Sustainability Task Force to provide recycling education to their employees. Please contact the Task Force at: [greenuh@central.uh.edu](mailto:greenuh@central.uh.edu)
7. Recycling education will be provided during New Hire Orientations and New Student Orientations.