



Policy Title:
Recycling and Electronic Waste Policy

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Responsible Office: Office of Facilities
Responsible Official: Chief Facilities Officer /Associate Vice President of Facilities

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I. PURPOSE

The University of New Haven is a sustainable university and recognizes the need for policies to implement procedures that encourage the recycling of materials including electronic waste. The purpose of this policy is to establish University standards of removing recyclable and electronic waste from campus.

II. DEFINITIONS

Waste minimization- the process of reducing total waste generated through the reduction of materials used, recycling waste materials, and reusing or repurposing materials.

Single-use- any materials designed to be used once and subsequently disposed of.

Contamination- includes the disposal of non-recyclable materials and recyclable materials containing food or other waste into recycling receptacles. The recyclables in that receptacle may be re-routed to the waste stream if the contamination level surpasses a designated threshold.

Post-consumer content- materials made of previously recycled consumer goods



diverted from the waste stream.

Electronic Recycling - the process of collecting electronic waste on campus before it is collected by a certified e-Steward or Responsible Recycling (R2) recycling agency.

III. POLICY TEXT

1. The University will support waste minimization strategies including:
 - a. Reduction of single-use materials available on campus
 - b. Conscious purchasing in regards to the quantity
 - c. Promotion of reusable materials
 - d. Diversion of recyclable materials, food waste, and compostable materials
2. The University will encourage the purchase and use of sustainable products such as
 - a. Recycled content products including pre-consumer and post-consumer content
 - b. Reusable materials
3. The University will work to increase the percentage of recycling by:
 - a. Ensuring all members of the University community are recycling
 - b. Educating campus members on contamination of recycling
 - c. Analyzing the waste stream for possible improvements in messaging or strategies
4. The University will promote sustainable practices through
 - a. Engagement of student groups on campus
 - b. Involvement opportunities and sustainable programming
 - c. Educational messaging on sustainability and recycling-related issues
5. The University will comply with Federal and State mandates in recycling processes (sec 22a-207(27))
6. The University will support electronic waste collection in the following ways:
 - a. Purchasing products that fall under EPEAT standards
 - b. Collecting electronics that are generated by the University in a designated location.
 - c. Utilize and electronic waste recycler that is certified under the e-Stewards and or Responsible Recycling standards (R2).

IV. COMPLIANCE

This policy applies to all University activities, infrastructure, and operations including



University-owned facilities and University-sponsored activities. The University cannot control what is brought to campus or used off-campus but will work to educate and engage campus members in recycling efforts.

V. PROCEDURES

1. Every campus member shall recycle materials properly as established by the University. The University uses single stream recycling. All recyclables shall be disposed of into a recycling receptacle. Plastic, glass, and metal recyclables with food residue shall be rinsed prior to disposal, and paper recyclables with food residue must be deposited into the trash. Recyclables include:
 - Plastics #1-7
 - Aluminum
 - Cardboard
 - Office Paper
 - Glass bottles and jars
 - Metal cans and containers
 - Paperboard
 - Paper Bags
 - Magazines
 - Junk Mail
 - Newspapers
 - Milk cartons and juice containers
2. Waste materials shall not be put into recycling receptacles as they can contaminate the recyclables. Commonly misplaced waste materials include:
 - Plastic bags
 - Plastic packaging
 - Pizza boxes
 - Garbage
3. Electronic waste shall be collected and coordinated by the Office of Information technology. Electronic waste that can be recycled includes:
 - Phone chargers and cords



- Laptops
- Monitors
- Keyboards
- Computer Mouse
- Phones

4. Non-hazardous waste can be recycled on campus and shall be disposed of by contacting the Office of Facilities through a work order to have the materials placed in a Universal Waste container.

VI. **FAQ**

Q. Are non-hazardous wastes recyclable on campus?

A. Yes, but not in single-stream recycling. To recycle these materials, fill out a work order on MyCharger to have Facilities pick up the waste.

Q. Are all electronics recycled on campus?

A. Electronic waste that is purchased and owned by the University will be recycled by a contracted e-recycling hauler. Personal electronic items will not be recycled on campus.

Q. Where can I go to find out more information?

A. For any questions about recyclables, electronic or hazardous waste visit newhaven.edu/sustainability for more information.