

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment Section 05, Waste Prevention and Recycling

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Responsible Department: Accounting & Financial Services; Office of Environmental Stewardship and Sustainability

Source Document: Policy on Sustainable Practices

I. Purpose

This section sets forth standards and processes aimed at reducing waste at the source; encouraging the purchase and use of durable and reusable products; encouraging the purchase of high post-consumer content recycled products; increasing the total volume of waste materials diverted from landfills to recycling processes; and ensuring the long-term viability of campus recycling operations through appropriate educational programs, coordination, management, and oversight.

II. Policy

- A. As a leader in the community, UC Davis is responsible for creating a culture of sustainability with regard to environmental policies and practices.
- B. UC Davis has established a goal of zero waste by 2020.

III. Procedures for Source Reduction

- A. Paper office supplies should contain a minimum standard of 30% post-consumer waste (PCW) recycled content.
- B. Durable and reusable products
Whenever possible, departments and external contractors must reduce the amount of non-recyclable materials and products used, and promote the use of durable and reusable products (e.g., using reusable silverware/dinnerware instead of disposable at catered events, reusing building materials, paints, sealants, and coatings).
- C. Copying and printing
 - 1. Departments and external contractors should print double sided, use recycled paper, and reduce or avoid copying and printing when possible.
 - 2. Departments and external contractors should make handouts and forms available to read, complete and submit electronically whenever possible.
 - 3. Employees should reuse office paper that is printed on only one side whenever possible. Paper must be recycled after reuse.
- D. Publications and mailing lists
 - 1. Campus newsletters, catalogs, magazines and other publications should be distributed electronically whenever possible.
 - 2. If print copies are necessary, departments should limit distribution and allow subscribers to opt out of a hard copy delivery.
- E. Telephone directories
Telephone directories shall be made available electronically. Paper copies are provided by request only.
- F. Vendor catalogs
Vendors are discouraged from mass distribution of paper catalogs to the campus.

G. Environmentally Responsible Packaging

Packing materials must abide by one or more of the following criteria:

1. Made from 100% post-consumer recycled materials that is recyclable or reusable.
2. Non-toxic.
3. Biodegradable.
4. Produced using minimal resources and sized as small as possible, while still maintaining product protection during shipping. Unnecessary packing materials should be eliminated whenever possible.

H. Waste reduction systems

1. Each office, classroom, or laboratory shall contain a waste reduction system to promote recycling and minimize landfill generation.
2. Each lobby or common area shall have recycling bins for paper, plastic, glass, and cans.

I. Special Events

1. Recycling receptacles should be provided at all special events. Recycling and composting receptacles should be provided at all zero waste events.
2. Information regarding biodegradable or compostable food service utensils, plates, cups, napkins, and containers to support zero-waste efforts is available through the Waste Reduction and Recycling Program.

J. Mercury Containing Lamps

1. Whenever possible, departments and external contractors are encouraged to use low mercury lamps.
2. At least 90% of lamps in use should contain an overall average of 90 picograms per lumen hour in mercury content.

IV. Responsibilities

A. The department head is responsible for:

1. Ensuring that employees receive instruction and orientation regarding their responsibility to participate in campus recycling programs.
2. Ensuring that excess and surplus items are removed from premises (e.g., hallways, loading docks, entryways) and recycled using campus Salvage Operations or Aggie Surplus (see [Section 350-80](#)).
3. Working with the Waste Reduction and Recycling Program to develop effective waste reduction and recycling programs.
4. Developing steps to reduce excessive printing and copying.
5. Developing sustainable purchasing policy within the department in conjunction to participation in [LEED EBOM Program](#)

B. All campus entities with printing or copying responsibilities (including Repro Graphics, ASUCD, and Information and Educational Technology) are responsible for providing education and support in the operation of all copying and printing devices to promote sustainable practices.

C. The Waste Reduction and Recycling Program is responsible for:

1. Identifying excessive distribution of campus publications, and taking steps to educate publishers to reduce or eliminate excess distribution.

2. Overseeing education aspects of the recycling program, including providing education to new employees and students as part of their orientation.
 3. Maintaining records of waste reduction and diversion activities.
- D. Contracting Services is responsible for:
1. Working with the UC Strategic Sourcing Initiative to establish contracts for paper products with the highest percentage of recycled content available.
 2. Working with suppliers to promote recycled offerings prominently in electronic ordering systems.

V. References and Related Policies

- A. UC Office of the President, Sustainable Practices Policy (<http://policy.ucop.edu/doc/3100155/Sustainable%20Practices>).
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 350-10, Procurement Authority.
 2. Section 350-80, Disposition of Excess Property.
- C. [Solid Waste Management Policy LEED EBOM](#)