

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 05, Waste Prevention and Recycling

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Supersedes: New

Responsible Department: Materiel Management; Buildings and Grounds

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 the following waste diversion goals:
 - 1. 50% by June 30, 2008.
 - 2. 75% by June 30, 2012.
 - 3. Ultimate 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 shall 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).
- C. Copying and printing
 - 1. Copiers and printers should be set to default to two-sided copying or printing when possible.
 - 2. Outside suppliers and consultants shall be encouraged to print proposals and reports on both sides, using recycled content paper. The documents shall be clearly marked to indicate that they are printed on recycled content paper.
 - 3. Whenever feasible, electronic correspondence should replace written correspondence. When printed documents are required, employees are encouraged to print using the minimum amount of paper necessary. Methods to accomplish this include reducing margin size, reducing font size and two-sided printing.
 - 4. Forms should be made available to complete and submit electronically whenever possible.
 - 5. Employees should reuse office paper that is printed on only one side whenever possible. Paper shall be recycled after reuse.
 - 6. Departmental and course handouts should be distributed electronically whenever possible.

D. Publications and mailing lists

1. Campus newsletters, catalogs, magazines and other publications are encouraged to be printed using recycled content paper. When feasible, departments should consider electronic publications in lieu of printing.
2. All print publications (newsletters, catalogs, magazines, etc.) should move toward an electronic publication alternative and a clear method for allowing subscribers to opt out of hard copy delivery.
3. Departments are encouraged to limit the receipt of multiple copies of print publications and instead route or publicly post a single copy for interested parties to review.

E. Telephone directories

Telephone directories shall be made available electronically. Paper copies of directories shall be distributed only once per calendar year.

F. Vendor catalogs

Vendors shall be discouraged from mass distribution of paper catalogs to the campus.

G. Environmentally Responsible Packaging

Packing materials shall 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.
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.
2. Biodegradable food service utensils, plates, cups, napkins, and containers to support zero-waste efforts are available through Buildings and Grounds.

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 Bargain Barn (see Section 350-80).
3. Working with the R4 Recycling Program to develop effective waste reduction and recycling programs.
4. Developing steps to reduce excessive printing and copying.

- 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 R4 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 recycling activities.
- D. The Purchasing Department 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.
- E. The Materiel Management Sustainability Subcommittee is responsible for:
 - 1. Providing guidance and oversight for the campus waste prevention and recycling operations.
 - 2. Staying abreast of current regulations, technologies, and opportunities in recycling.
 - 3. Supporting the direct implementation of recycling education programs.
 - 4. Reviewing quarterly recycling reports to determine if any commodities should be added to or deleted from recycling operations.
 - 5. Preparing an annual report to the Sustainability Advisory Committee, summarizing campus waste prevention and recycling activities and progress, and making suggestions for improvement to recycling programs.
- F. The Sustainability Advisory Committee is responsible for submitting an annual plan and report of training and sustainability efforts to the UCOP Sustainability Steering Committee.

V. References and Related Policies

- A. Office of the President: Policy on Sustainable Practices (<http://www.ucop.edu/ucophome/coordrev/policy/PP032207ltr.pdf>).
- B. Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 350-10, Procurement Authority.
 - 2. Section 350-18, Government Excess and Surplus Property.
 - 3. Section 350-25, Procurement Through the Purchasing Department.
 - 4. Section 350-80, Disposition of Excess and Surplus Property.