

Solid Waste Management  
Policy for  
Lawrence University

## **I. Policy Scope**

The Lawrence University Solid Waste Management Policy (SWMP) is intended to provide operational guidance for the safe, responsible, and environmentally sound management of institutional solid waste. Solid waste management employs three fundamental strategies – reduction, reuse, and recycling – to decrease and divert the amount of landfill material generated by university operations and the portion of that waste that must be disposed of in a landfill. The SWMP supports Lawrence University’s sustainability efforts.

This document is intended to provide strategic recommendations to reduce waste as well as procedural instructions for campus personnel responsible for handling recyclable and compostable materials. The purpose is to define standardized handling procedures and disposal methods for materials generated on campus including: standard recycling and trash, ongoing consumables, durable goods, facility alterations & additions, batteries, and mercury-containing lamps. The categories listed above are based on the LEED for Existing Buildings v4 (2018): Operations and Maintenance Solid Waste and Recycling requirements.

## **II. Performance Goals**

Lawrence University has committed to achieving the following goals by 2025

- Increasing our waste diversion<sup>1</sup> to 50%.
- Composting 70% of all dining and catering waste.
- Diverting at least 70% of waste (by weight or volume) generated by facility alterations and additions.
- Properly disposing of 100% of discarded batteries.
- Properly disposing of 100% of all mercury-containing lamps.
- Establishing a method of record-keeping and monitoring.

## **III. Responsible Parties**

Several institutional departments share responsibility for proper waste management, including Facilities Services, Residence Life, and the Sustainability Steering Committee. Lawrence University shall implement this policy in coordination with the appropriate organization personnel, including but not limited to: facility managers, custodial staff, and any contracted waste haulers. Lawrence University will coordinate training, education, and outreach programs throughout the organization, with the aim of promoting and maintaining the goals of this policy. Employees will receive instruction and orientation regarding their responsibility to participate in campus waste diversion programs.

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<sup>1</sup> Defined as weight (or volume) of recyclables divided by the sum of waste and recycling weights (or volumes).

<b>Regarding</b>	<b>Contact</b>
Recycling questions regarding routine consumable waste and general inquiries regarding sustainable practices and training	Sustainability Coordinator: Kelsey McCormick: (920) 832-7404 <a href="mailto:kelsey.m.mccormick@lawrence.edu">kelsey.m.mccormick@lawrence.edu</a>  Custodial Services Supervisor: Trevor OBrien: (920) 832-6602 <a href="mailto:trevor.j.gray@lawrence.edu">trevor.j.gray@lawrence.edu</a>
Trash and recycling for outdoor events	Bob Guzman: (920) 832-6602 <a href="mailto:robert.l.guzman@lawrence.edu">robert.l.guzman@lawrence.edu</a>
Pick-up of metal, pallets, refrigerators, microwaves, furniture or other large waste items	Bob Guzman: (920) 832-6602 <a href="mailto:robert.l.guzman@lawrence.edu">robert.l.guzman@lawrence.edu</a>
Inquiries regarding hazardous materials and hazardous waste management	Chemistry Stock Room: Daniel Martin (920) 832-6728 <a href="mailto:daniel.e.martin@lawrence.edu">daniel.e.martin@lawrence.edu</a>
Composting	Sustainable Lawrence University Gardens (SLUG)
Food donations	Lawrence University Food Recovery Network
Maintenance of large exterior trash and recycling dumpsters	Bob Guzman: (920) 832-6602 <a href="mailto:robert.l.guzman@lawrence.edu">robert.l.guzman@lawrence.edu</a>
Maintenance of small exterior trash and recycling containers	James Sternat: (920) 832-6602 <a href="mailto:james.sternat@lawrence.edu">james.sternat@lawrence.edu</a>
Electronic waste	Technology Services: Steve Armstrong (920) 832-6769 <a href="mailto:steven.m.armstrong@lawrence.edu">steven.m.armstrong@lawrence.edu</a>
Paper use	Financial Services for paper volume Kay Guilette: (920) 832-7205 <a href="mailto:kay.a.guilette@lawrence.edu">kay.a.guilette@lawrence.edu</a> Technology Services for printer management Steve Armstrong (920) 832-6769 <a href="mailto:steven.m.armstrong@lawrence.edu">steven.m.armstrong@lawrence.edu</a>

Batteries and CFLs	Warch Campus Center Info Desk (920) 832-7000
Construction debris	Construction Manager Joe King (920) 832-7462 <a href="mailto:joseph.m.king@lawrence.edu">joseph.m.king@lawrence.edu</a>

#### IV. Solid Waste Reduction

The first step in any waste management plan is to reduce the amount of materials purchased or produced. The university is taking steps to reduce material purchases/production as outlined in the following categories:

##### A. Food Service

- a. Lawrence University contracts with Bon Appetit Management Company for its food service needs. BA is committed to spending 20% of the food dollar within a 150-mile radius of campus through its Farm to Fork program. Bon Appetit at Lawrence University has achieved a 25% spend and will achieve a 30% spend by start of academic year 2020.
- b. BA carefully tracks purchases to minimize food waste using an internal program called Café Manager. This program tracks all spend, Farm to Fork spend, Low Carbon Lifestyle Waste Commitments and vegan, vegetarian, and in-balance offerings available in each café.
- c. BA uses fresh whole foods in production, thereby minimizing additional packaging.
- d. BA shall provide records to the sustainability committee regarding their suppliers, including amounts purchased.

##### B. Printing and Copying

- a. All campus entities with printing or copying responsibilities, including printing services and academic and administrative offices, are responsible for:
  - i. providing education and support in the operation of all copying and printing devices to promote sustainable practices (e.g., to assist in double-sided copying).
  - ii. identifying and eliminating excessive distribution of campus publications, and taking steps to educate publishers to reduce or eliminate excess distribution.
  - iii. paper purchasing: All copy and print paper shall be at least 30% post-consumer content and/or FSC certified.
- b. Campus printers and copiers shall be set to double-sided as the default setting.
- c. Print release stations or equivalent print control shall be implemented in all major computer labs and other areas where deemed appropriate.
- d. Faculty and staff shall be encouraged to use electronic media for most

forms of communication, and in the case of faculty, for course assignments when appropriate.

- e. Commonly used paper forms (e.g. those from the Registrar, Provost, and Financial Services offices) be replaced with electronic equivalents whenever possible.
  - f. Outside suppliers and consultants shall be encouraged to submit electronic copies of correspondence or to print proposals and reports on both sides, using recycled content paper.
- B. Publications and Mailing Lists
- a. Campus newsletters, magazines, and other publications shall be printed using at least 30% recycled content paper and/or FSC certified products. This choice shall be printed on or within the publication in small font. When feasible departments should use electronic publications in lieu of printing.
  - b. All print publications should move toward an electronic publication alternative and a clear method for allowing subscribers to opt out of hard copy delivery.

## V. Material Reuse

In conjunction with reducing the amount of materials used on campus, reusing and repurposing existing materials is an excellent way to reduce our overall consumption. The following guidelines and initiatives can help in this regard.

- A. Food Service: Prepared food that does not make it to the service line shall be saved and distributed to local charities by the Food Recovery Network.
- B. Printing: The university print shop reuses trimmings and other appropriate print jobs to make scratch pads. For more information or to get pads, call Debbie Gibbons at 832-7028.
- C. Furniture reuse: office and dormitory furniture that is no longer in use and in useable condition shall be either sold to the community or donated to local charities. If furniture has passed its useful life, it shall be disposed of in an environmentally responsible manner.

## VI. Recycling and Composting

Standardized equipment assists the campus community in achieving our 50% diversion rate goal. Having a consistent look and feel to the receptacles around campus reinforces positive behavior and makes it easier for the campus community to learn about and support our waste diversion efforts. To that end, the following procedures are to be followed.

- A. Interior:
  - a. Centralized indoor recycling on campus will utilize the Max-R dual stream management system.
    - i. Each floor in academic buildings shall have one dual stream receptacle; all other waste and recycling bins, such as trash

- cylinders and recycling totes, shall be removed from hallways.
- ii. Main entryways and high traffic areas in residence halls and other campus buildings shall also have dual stream receptacles.
- iii. The dual sort stations shall be top loading 22-gallon capacity as shown below.
- iv. Instructions for recycling shall be posted on the containers as shown below.



- b. All faculty and staff offices, student residential rooms, and computer labs and print stations shall have one 7-gallon “recycle” blue

receptacle and one 7-gallon black/gray trash bin. These shall be made of #4 LDPE plastic.

- c. Laboratories
  - i. All computer labs with printers shall have a clearly marked recycling receptacle.
  - ii. All wet science laboratories with a printer shall have a clearly marked recycling receptacle. Markings shall indicate no materials used in wet lab activities/experiments can be recycled.
  - iii. All laboratories shall have at least one trash receptacle for common refuse destined for the landfill.
  - iv. Materials contaminated by wet lab activities/experiments shall be placed in designated containers for chemical waste disposal unless deemed nonhazardous and safe for the landfill. Contact the Chemistry stockroom for assistance.
  - v. Where required, laboratories shall have glass disposal receptacles.
    - 1. Broken glass receptacles shall consist of cardboard boxes lined with thick plastic to contain shards.
    - 2. If glassware is contaminated with hazardous materials, contact the Chemistry Laboratory Supervisor for disposal.
    - 3. When glass disposal containers are full, seal the boxes by taping the lid securely to the box and then place in regular trash.
  - vi. Where required, laboratories shall have sharps containers.
    - 1. Sharps contaminated with human fluids are considered a biohazard and shall be placed in designated biohazard sharps containers obtained from the Wellness Center. Full

containers shall be returned to the Wellness Center for disposal.

2. Non-biohazard sharps containers shall consist of clearly marked, heavy plastic containers.
  3. When non-biohazard sharps containers are full, they shall be sealed and disposed of in the regular trash.
- d. Receptacles in common areas of academic buildings, residence halls, and other major campus buildings shall be lined with the proper-sized black bags for trash and blue bags for recycling.
  - e. Small recycling receptacles (e.g. 7-gallon) in offices and student rooms do not need bags.
  - f. Recyclables shall not be bagged (i.e. they must be loose) when placed in the large exterior receptacles for collection as per our waste haulers' requirements.
  - g. Where possible, trash and recycling receptacles shall be removed from classrooms and users directed to centralized locations in the hallways.

B. Exterior:

- a. Building entrances: In general, buildings with interior dual stream receptacles located near entryways shall not have external receptacles.
- b. Pathways and Open Spaces: Locations and the number of outdoor receptacles are to be determined by the Assistant Director of Campus Services – Grounds in consultation with the Sustainability Steering Committee.
  - i. These containers shall be the Max-R dual sort 32-Gallon containers with spring doors and a cambered roof as shown below.



- c. Outdoor events/sports:
  - i. Recycling receptacles should be provided at all outdoor special events.
  - ii. Compostable food service utensils, plates, cups, napkins and containers to support waste reduction efforts are available through

Bon Appetit at every catering event. Pack-outs are also provided with compostable service ware. Compostable serviceware may be purchased from Bon Appetit – through catering – for any outdoor event.

- iii. Event organizers shall be informed of these choices when registering an event through the Residence Life Office.

C. Composting:

a. Food

- i. All fruit & vegetable pre-production kitchen waste, coffee grounds, and eggshells produced by Bon Appétit shall be saved for composting.
- ii. SLUG shall pick up the material several days a week throughout the year (academic and summer) to build windrows of compost at the garden site.
- iii. Facilities Services shall provide a vehicle to SLUG for transportation of material from WCC to the garden.
- iv. The finished compost shall be used in the garden to rebuild soil nutrients.

b. Landscape trimmings and leaves should be collected and composted at SLUG or another suitable location.

c. Plant material from the greenhouse can be composted if it has not been subject to herbicides, pesticides, or non-organic fertilizers.

## VII. Procedures for Other Waste Streams

The following section describes the general collection and handling procedure of recovered materials at Lawrence University that are not part of standard trash and recycling.

### A. Ongoing Consumables

#### 1. Batteries

Alkaline batteries can be disposed of in the trash. It is against state law for other types of batteries (e.g. lithium, NiCd, or rechargeable) to be placed in the garbage. These may be dropped off at the Chemistry Department Stockroom, at the Warch Campus Center information desk, the Mudd Library, or the Conservatory Administrative Offices for proper disposal.

#### 2. Toner and Inkjet Cartridges

Cartridges can be recycled around campus in academic support offices and other central print locations. Toner and inkjet cartridge manufactured by companies with cartridge return programs will be sent back to the company for recycling or remanufacturing. In addition, *Staples* delivery drivers will pick up used printer cartridges (purchased through *Staples*) to be recycled.



### 3. Mercury-Containing Lamps

Institutional lamps and bulbs containing mercury shall be collected and disposed of by Facilities Services according to best environmental practices. Campus residents may dispose of CFLs at the Warch Campus Center information desk, the Mudd Library, or the Conservatory Administrative Offices for proper disposal.

## B. Durable Goods

### 1. Furniture

Useable furniture shall be stored for future use, sold to the community, or donated to local charities. If furniture is deemed unusable, it will be disposed of in an environmentally responsible manner.

### 2. Electronic Waste

Electronic waste includes computers, monitors, copiers, printers, scanners, fax machines, external power adapters, television, audiovisual equipment, wires, compact discs, etc. Used and broken electronics items in these categories should be brought to Technology Services for proper disposal.

3. Other electronic durable goods such as refrigerators, dishwashers, and microwaves shall be handled by Facilities Services and either repurposed or properly disposed of according to state and federal laws using best environmental practices.

## C. Facility Alterations: Construction waste shall be handled in accordance to LEED O+M (Operations and Maintenance) policy, including the following provisions:

1. At least 70% of waste (by weight or volume) generated by facility alterations and additions shall be diverted from landfills.
2. Materials from alterations include wall studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet and other flooring material, adhesives, sealants, paints and coatings.
3. The materials that can be recovered should be recycled or reused. Hazardous material should be disposed of responsibly using best environmental practices.
4. It is the responsibility of the construction project manager to ensure that these guidelines are followed.

## D. Hazardous Waste and Chemical Disposal: This policy specifically covers solid waste and does not include liquid wastes.

1. Solid hazardous waste and chemicals generated in the science cluster shall be brought to the Chemistry Stockroom for proper disposal.

2. Other solid-phase chemicals shall be disposed of responsibly by Facilities Services.

### **VIII. Record-Keeping and Management**

- A. The custodial supervisor and staff under the direction of the Director of Campus Services shall devise a methodology for measuring the waste that leaves campus including standard garbage and recycling, durable goods, and facilities operations.
- B. These data shall be kept by the Sustainability Coordinator and used to calculate the total diversion rate at the end of the fiscal year (July 1–June 30). These data shall be reported through AASHE’s STARS tool.
- C. Campus personnel shall attempt to record data as accurately as possible.
- D. A waste audit shall be conducted every 3 years to measure the composition of the waste stream and the amount of contamination between recyclables and waste.

### **IX. Time Period**

This Solid Waste Management Policy shall be effective at the time of posting and will continue indefinitely until it is replaced by a revised version. Compliance with the stated goals shall be measured by the figures stipulated under the “Performance Goals” section and shall be monitored by the relevant groups defined under “Responsible Parties” using the procedures described in this document.

### **X. References and Related Policies**

LEED v4 for Building Operations and Management (2018)