Salisbury UNIVERSITY

Department of Physical Plant

Origination Date: May 8, 1990

Revision Date: 2026

Recycling Policy

Table of Contents

I. Introduction
II. Purpose
III. Recycling Procedure
IV. Electronic & Appliance Recycling Procedure
V. Confidential Shred Procedure
VI. Battery Recycling Procedure
VII. Move Out/Office Clean Out Procedure

Introduction:

Recycling is a key component of waste management and sustainability efforts. Salisbury University created its recycling program in 1980. Since 2012, approximately 50 percent of all campus waste is recycled. This policy supports the University's commitment to the Maryland Recycling Act*[1] and our zero-waste goal. Source reduction efforts on campus will help support the longevity of the regional landfill and help promote a personal investment to sustainability from employees and students who participate. Such efforts also help reduce greenhouse gas production and divert commonly used materials from the landfill for recycling, such as mixed paper, cardboard, aluminum, plastic, glass, tin, yard-waste, electronic equipment, motor oil, kitchen grease, toner cartridges, metals, batteries and food waste. As outlined in this policy, the University requires that all employees and students comply with the recycling requirements in this policy.

1. *The Maryland Recycling Act (MRA) requires all Counties and Baltimore City to recycle 15% or 20% of their municipal solid waste, depending on population. State government (including MDE) is required to recycle 20% of their solid waste.

Purpose:

The purpose of the University-wide policy on recycling is:

1. To maintain the University's commitment to sustainable practices
2. To preserve natural resources for future generations
3. To demonstrate leadership in recycling and waste reduction
4. To minimize recycling confusion on campus
5. To reduce landfill waste and costs associated with disposal

Recycling Procedure:

1. The following items are ACCEPTABLE recyclables for hallway recycling bins & dumpsters:
    a. Metal & Glass Cans
        i. Aluminum & steel cans
        ii. Glass bottles & jars
    b. Paper
        i. **FLATTENED** cardboard
        ii. Magazines
        iii. Office paper
        iv. Paperboard
        v. Junk mail
        vi. Newspaper
    c. Plastics PET #1 & HDPE #2
        i. Plastic bottles
        ii. Plastic containers

2. For any HP Ink Cartridges, save the boxes and shipping labels
    a. Place cartridges back into boxes and place them next to the closest recycling bin for Recycling Staff to pick up and ship out

*** NOTE: Items with food or liquid waste **CANNOT** be recycled. Please rinse and clean out items before you recycle them***

Electronic & Appliance Recycling Procedure:

NOTE: Any state-owned items that are in good working order **MUST** be reviewed by Support Services and offered to GovDeals for resale within other state agencies or auction. The originating department is responsible for contacting Support Services in order to determine the useful life of item is exhausted.

1. Submit a Work Order with the Physical Plant Service Center (https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx) when you want to recycle electronics and/or appliances.
    a. A representative from the Recycling Program will schedule a pick up or exchange of items to be recycled.
2. The transferring department must remove Inventory Tags **BEFORE** the Recycling Coordinator will take possession of electronics and/or appliances.
    a. Any item that is found to still have an Inventory Tag will be returned to the originating department. In the event that the controlling department cannot be identified, Inventory Control will be contacted to determine origin.
3. Collected items are sorted by the Recycling Staff to remove any items that fall into other recycling categories; i.e. electronics, scrap metal, and garbage.
    a. Electronics are palletized and stored until sufficient volume is accumulated for pick up by the contractor.
    b. Scrap metal is placed into a designated dumpster until sufficient volume is accumulated for pick up by Salisbury Scrap Metal
4. For any personal electronics or appliances, please submit a Physical Plant Work Order

Document Destruction Procedure:

1. If you have documentation with confidential information on it, it **MUST** be shredded
    a. Social security numbers, banking information, grades, exams, etc
2. If your documents **DO NOT** contain confidential information on it, it **MUST** go in a normal communal recycling bin.
3. Place confidential documents in our locked shred bins
    a. Please note that this is document destruction and **NOT** confidential shredding
    b. Recycling Department does **NOT** open locked shred bins under any circumstances

4. Submit a Work Order for the emptying of or drop off of shred containers (https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx)
5. Shred bins are taken to a secure location on campus and are emptied, shredded, and taken away by the Shred Contractor

Battery Recycling Procedure:

1. Please discard your dead batteries in the closest collection bin.
2. If battery containers are full, please submit a Work Order for emptying (https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx)
3. When batteries are picked up, the Recycling Staff sorts the batteries by their chemical elements
4. Batteries are stored until sufficient volume is accumulated for pick up by the Hazardous Waste Contractor.

Move Out/Office Cleanout Procedure:

1. If an office cleanout or move out is happening and recycling bins, shred bins or trash bins are needed, submit a Work Order (https://www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/service-center.aspx)
    a. Do **NOT** use communal hallway bins for mass clean outs or move outs
2. Please email the Recycling Department if bins fill up, need a replacement, or when finished
    a. Recycling@salisbury.edu or Chloe Peterson cepeterson@salisbury.edu
3. The Recycling Staff will sort material for proper recycling

NOTE: If items are not listed in the Recycling or Shred Procedures, please DO NOT put them in our bins

End of Policy.