Waste Minimization Policy

University of Illinois Campus Administrative Manual (CAM Number)

**Purpose:** To minimize waste going to landfills, comply with legal requirements in ILCS (30 ILCS 500/45-20, 30 ILCS 500/45-25, 30 ILCS 500/45-26), and to meet Climate Commitments listed in the 2015 iCAP

**Scope:** All units on the Urbana-Champaign campus, faculty, staff, students, and visitors

**Authority:** Office of the Chancellor and Executive Director of Facilities & Services

**Policy:** All employees are required to minimize campus waste going to a landfill. This includes using recycling bins, minimizing the use of paper products, and following environmental procurement strategies.

Specifically, all employees responsible for purchasing shall purchase paper and paper products that contain 30% or higher post-consumer recycled content, unless the products cannot be used to meet the specified requirements or purchasing them would constitute an undue practical or economic hardship.

**Definitions**:

* *MSW (Municipal solid waste)*: everyday items that we use and then throw away, such as grass clippings, product packaging, food scraps, newspapers, and other household waste
* *Recycled content:* the portion of materials used in a product that has been diverted from landfills
* *Recycling bins: containers in which items that are to be recycled must be placed*
* *Virgin paper*: paper manufactured without the use of any recycled content

**Processes/Procedures/Guidelines**:

Use Recycling Bins

The university diverts more than 50% of its waste from landfills, but the goal is to reach 75% before 2020. There are 3 kinds of recycling bins inside buildings:

* Bins for Paper
	+ Acceptable:
		- Office Paper: All Types, Newspaper, Magazines, Journals, Envelopes: All Types, Junk Mail, Ream Wrappers, Books, Phone Books, Manila and File Folders
	+ Unacceptable:
		- Cardboard, Carbon Paper, Tissues, Fax Paper, Candy Wrappers, Metal Report Covers, Paper Towels, Photographs, Blue Prints
* Bins for Bottles and Cans

*With Lids Removed*

* + Acceptable:
		- Plastic Bottles (Plastics #1 & #2), Aluminum
	+ Unacceptable:
		- Other Plastics, Steel, Tin, Glass
* Deskside Personal Bins
	+ Use a deskside paper bin to collect materials for personal transfer to a full-size paper bin

Information on Recycling: <http://www.fs.illinois.edu/services/waste-management-and-recycling>

Reducing Paper Usage

Reducing paper usage is a key first step in decreasing the environmental impacts associated with paper use. Colleges, departments and other organizational units will institute practices that

optimize paper efficiency, unless doing so would constitute an undue economic or practical hardship. Actions to reduce paper use include, but are not limited to:

* Substituting electronic communications for printing
* Replacing paper forms with electronic and web-based tools provided they are accessible and properly protect personal privacy
* Purchasing or leasing copiers, printers, and fax machines that can be set to default to double-sided printing; setting the machines’ default to double-sided printing
* Reusing products such as file folders, storage boxes, and paper printed on one side
* Reducing the basis weight and trim sizes of printed pieces
* Designing processes and procedures that minimize printing and copying waste
* Minimizing unsolicited mail, both sent and received
* Minimizing overruns and maximizing sell-through for published materials

Environmental Procurement

Purchasing recycled-content paper and paper products has far-reaching environmental benefits and will encourage suppliers to increase their capabilities in providing these products at competitive prices. Unless, as determined and documented by the purchasing unit, the products cannot be used to meet the specified requirements or if doing so would constitute undue economic or practical hardship, units will take the following actions to maximize the recycled

content in paper and paper products:

1. Purchase and source paper and paper products that contain 30% or higher post-consumer recycled content
2. Give preference in purchasing decisions to paper and paper products with post-consumer recycled content verified by an independent, third-party organization, such as the FSC or an equivalent certification system
3. Give preference in purchasing decisions to paper and paper products that also contain other recovered materials or rapidly renewable products (e.g. pre-consumer recycled content, agricultural residues, bamboo, etc.) after maximizing post-consumer recycled content
4. Give preference in purchasing decisions to paper and paper products produced by sustainable forestry practices verified by an independent, third-party organization, such as the FSC or an equivalent certification system, after maximizing post-consumer recycled content

**Resources**:

Illinois Procurement Code Sec. 45-20 Recycled Supplies [(30 ILCS 500/45-20)](http://www.ilga.gov/legislation/ilcs/documents/003005000K45-20.htm)

Illinois Procurement Code Sec. 45-25 Recyclable Supplies ([30 ILCS 500/45-25](http://www.ilga.gov/legislation/ilcs/documents/003005000K45-25.htm))

Illinois Procurement Code Sec. 45-26 Environmentally Preferable Procurement ([30 ILCS](http://www.ilga.gov/legislation/ilcs/documents/003005000K45-26.htm)

[500/45-26](http://www.ilga.gov/legislation/ilcs/documents/003005000K45-26.htm))

Facilities & Services (UIUC): <http://www.fs.illinois.edu/>

Institute for Sustainability, Energy, and Environment: <http://sustainability.illinois.edu/>

University of Illinois Ethics and Compliance Office: <https://www.ethics.uillinois.edu/>

**Exceptions:** Examples of where products cannot be used to meet the specified requirements or where doing so would constitute undue economic or practical hardship include, but are not limited to, cases where:

* Copying or printing equipment in use has been demonstrated to be incompatible with

commercially available recycled paper;

* Appropriate recycled paper is not available (e.g., non-standard colors or thickness); or
* The cost of recycled content paper is excessive compared to non-recycled content products. If the premium for recycled content is 10% or less, this is presumed not to be a hardship.

**Contact**: Waste Management Coordinator at (217) 244-SAVE

Version Revised by Kate Gardiner