

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: WASTE REDUCTION AND RECYCLING

To curb increasing costs and maintain a commitment to environmental stewardship and sustainability, the University of Maine System is committed to a resource management strategy which reduces to a minimum the production of waste material while reusing, recycling or composting any remaining waste.

In order to meet these goals and to comply with State waste management laws and regulations, each campus must establish a waste reduction and recycling program. Each Waste Reduction and Recycling Program must:

1. Identify appointed recycling coordinator.
2. Strive to have 50% of the waste material generated be recycled or composted.
3. Establish and implement a source separation and collection program for recyclable materials, including, at a minimum, high grade paper, corrugated paper and glass.
4. Establish procedures for collection and storing recyclable materials.
5. Implement educational programs for students and employees on the recycling program.
6. Implement a waste reduction program for materials used in the course of its operations.
7. Establish a leaf composting program.
8. Review recycling efforts, evaluate existing programs, and develop new programs, as necessary to reduce the generation of solid waste.
9. Prohibit the use of polystyrene containers and plastic beverage stirrers at all events sponsored by the University or occurring on University property.
10. Assure paper generation is reduced through duplex copying, use of electronic communication, or use of electronic newsletters/notice or departmental bulletin boards.
11. Require photocopiers and printers purchased or leased by University include the capacity to make duplex copies either automatically or manually.

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12. Require paper and paper products purchased meet or exceed State and Federal Recycled Content Procurement Guidelines.
13. Assure used toner cartridges are returned to the manufacturer for recycling.
14. Strive to reduce use of disposable products (e.g., pens, food service items, etc.) to a minimum in favor of reusable or refillable items.
15. Provide students and staff Information about the waste management policies and programs.
16. Require university waste management and recycling policies extend to all vendors, contractors, groups and individuals operating in or on University-owned or operated facilities.
17. Provide an Annual Waste Management and Recycling reports to the System Office of Facilities no later than Feb 15th of each year on forms provided by UMS Office of Facilities.

APPROVED:

Chief Financial Officer and Treasurer