

**Facilities Management Department
Standard Operating Procedure #3**

Selection and Placement of Recycling & Trash Containers on Campus

1. **Purpose:** To provide a process for selection and placement of trash and recycling containers on campus.
2. **Scope:** This Standard Operating Procedure (SOP) standardizes the method of selecting and placing trash and recycling containers on campus to ensure that containers meet the needs of the University and are serviceable. This applies to interior and exterior recycling and trash containers and is intended to work in conjunction with the University Design Manual, University Policy Statement #110, and the Environmental Health & Safety Office Policy Statement #38.
3. **Responsibilities:**
 - A. The following parties will be involved in the process of approving, siting, and installing recycling containers and trash cans on campus:
 - i. Recycling Section
 - a. Determines where exterior recycling containers should be sited.
 - b. Determines where interior recycling containers in academic and administrative buildings should be sited.
 - c. Works with Grounds and Housekeeping Sections to ensure that trash and recycling containers will be sited together.
 - d. Researches containers to find the ones that best suit servicing requirements while maintaining aesthetic appeal and fiscal responsibility.
 - ii. Grounds Section
 - a. Determines where exterior trash containers should be sited.
 - b. Works with Recycling Section to ensure that trash and recycling containers will be sited together.
 - c. Researches containers to find the ones that best suit servicing requirements while maintaining aesthetics and fiscal responsibility.
 - iii. Housekeeping Section (NOTE: This refers to the Housekeeping group that is responsible for the particular building – Facilities Housekeeping, Residence Life Housekeeping, etc.)
 - a. Determines where interior trash containers should be sited.
 - b. In residence halls, Housing and Residence Life Housekeeping staff will also be responsible for the duties of the “Recycling Section” in (i) above.
 - iv. Design Group and Capital Projects, if included as part of a project
 - a. Incorporate built-in recycling containers in all new construction and in renovations.
 - b. Include funding in projects to cover costs for purchasing necessary recycling and trash containers.

- v. Real Estate and Land Use (RELU)
 - a. Provide feedback on criteria for aesthetically acceptable trash/recycling containers.
 - b. Provide feedback on preferred locations for siting containers.

4. General Requirements:

- A. Recycling containers and trashcans must be placed in combination. Trashcans must be placed with a recycling container, and recycling containers must be placed with a trashcan.
- B. External Containers:
 - i. The Customer:
 - a. Contact Recycling Section and Grounds Section for help determining appropriate sizes, types, and locations for containers.
 - b. Provide funding account to Recycling Section for ordering.
 - ii. Grounds Section
 - a. Provides input on size/number of trashcans needed.
 - b. Identifies acceptable locations for container placement.
 - iii. Recycling Section
 - a. Provides input on size/number/type of recycling containers needed.
 - b. Identifies acceptable locations for container placement.
 - c. Orders agreed upon number of containers.
 - d. Assembles containers and places them in agreed-upon location(s).
 - e. Notifies Grounds Section that containers are placed so service can begin.
- C. Interior Containers
 - i. The Customer:
 - a. Contact Recycling Section and Housekeeping Section for help determining appropriate sizes, types, and locations for containers.
 - b. Provide funding account to Recycling Section for ordering (when built-in/cabinet style containers agreed upon).
 - ii. Housekeeping Section
 - a. Provides input on size/number of trashcans needed.
 - b. Identifies acceptable locations for container placement.
 - c. Cleans locations designated for trash/recycling containers.
 - d. Places trash containers (if unable to use cabinet-style).
 - iii. Recycling Section
 - a. Provides input on size/number/type of recycling containers needed.
 - b. Identifies acceptable locations for container placement.
 - c. For built-in/cabinet-style containers, works with FM Shops to have containers built to specifications.

- d. Places rigid plastic liners inside cabinets when cabinets are complete and notifies Housekeeping Section when trash container(s) are ready to be serviced.

D. Design Services

- i. It is the goal of the University to replace existing stand-alone recycling and trash containers with sectional built-in or cabinet-style recycling/trash containers as space and funding allow. All projects should consider replacing these stand-alone containers with built-in or cabinet-style containers whenever possible.
- ii. The Customer:
 - a. Project will not be treated any differently from the customer standpoint, although the cost estimate will provide a line item for container replacement.
- iii. Design Group
 - a. Work with Customer and Recycling Section to find potential locations for built-in or cabinet-style recycling/trash collection.
 - b. Include costs to add built-ins/cabinet-style containers with project costs.
- iv. Recycling Section
 - a. Work with customer, Housekeeping, and Design Group to find potential locations for built-in or cabinet-style recycling/trash collection.
 - b. Work with FM Shops/contractor to provide measurements and specifications whenever built-ins/cabinets are approved.

E. Capital Projects

- i. It is the goal of the University to incorporate “built-in” recycling and trash containers in all new buildings. By building recycling and trash containers into the structure, the owner can ensure that containers match building décor and do not detract from aesthetics.
- ii. Capital Projects
 - a. Work with Designer, Housekeeping Section, and Recycling Section to find potential locations for built-in or cabinet-style recycling/trash collection.
 - b. Coordinate with Recycling Section to include proper measurements and style(s) for containers.
 - c. Ensure that funding for interior recycling/trash bins (desk side bins, etc.) is included in Project Budget.
 - d. Coordinate with Grounds Section to make sure that funding for exterior bins is included in the Project Budget.
- iii. Recycling Section
 - a. Work with Housekeeping Section and Capital Projects to find potential locations for built-in and exterior recycling/trash collection and ensure that enough funding is included.
- iv. Grounds Section
 - a. Work with Capital Projects to designate locations for exterior recycling/trash collection and ensure that enough funding is included.

5. Specific Procedures:

A. Placement of containers:

- i. Always place trash and recycling together.
- ii. Containers that are improperly placed or do not meet safety and serviceability requirements may be removed or relocated by the servicing section (Recycling, Grounds, or Housekeeping).
- iii. A minimum of one set of publicly accessible trash/recycling containers will be located on every floor of the building (lobby, dining areas, etc.)
- iv. A set of trash/recycling containers (minimum of four sections, but prefer five sections) should be within sight of each main entrance to a building.
- v. All departments must have a designated area accessible by recycling staff for use as a “central recycling area” for that department. This may be a mailroom, copy room, break room etc., and must have space for a minimum of four containers (trash, cans/bottles, office paper, and mixed paper).

B. Selection of containers:

- i. Containers must meet serviceability requirements as specified in the University Design Manual. Requirements include (but are not limited to):
 - a. Access to interior containers via the front. This allows heavy bags to be pulled out sideways rather than lifted above waist height. As a result, minimizing the risk of injury while allowing employees to maintain a more ergonomically correct position. (reference EH&S Policy Statement #38).
 - b. Volume of exterior recycling containers is between 32-gallons (minimum) and 38-gallons (maximum) to allow staff to safely handle full bags and prevent bags from tearing due to weight.
 - c. Volume of exterior trash containers is a minimum of 32-gallons.
 - d. Restrictive cut outs on the top of the containers to prevent contamination of recycling containers (i.e. slots for paper containers, 6” diameter circles for can and bottle containers)
 - e. Function and affordability should be primary considerations.
- ii. Containers that do not meet serviceability requirements will not be serviced and may be removed by the servicing section (Recycling, Grounds, or Housekeeping).
- iii. Final approval of selection and placement of recycling and trash containers on campus rests with the Associate Vice Chancellor for Facilities Management.

C. Inquiries:

- i. Direct all inquiries regarding recycling/trash to the Recycling Section

Philip Jones
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Facilities Management