

Emory University Waste Management Policy 10-24-17

I. Overview

Emory's vision is to be a model of transformative practices and sustainable choices at every level. Given Emory University's 2025 Sustainability Vision and commitment to divert 95% of its waste from municipal landfills, this University-wide policy establishes those infrastructure and behavioral changes necessary to achieve this goal. The policy will take effect at the start of the January 2018 semester.

II. Applicability

This policy is applicable to all university owned, operated by, or under control of Emory University (to include the Atlanta Campus, the Oxford College Campus and the Emory/Grady area campus) facilities where Campus Services' Facilities Management provides routine build and residential services. The application of this policy does not include off-campus or affiliate sites where the University does not provide Facility Management routine build and residential services.

Emory Healthcare shall designate appropriate waste management policies and procedures for Emory Healthcare related facilities.

III. Policy Details

Standardized Bins and Commodity Collection

All major University buildings on campus will be equipped with five standardized color-coded bins to collect the following commodities: (1) compost; (2) plastics and cans; (3) mixed paper; (4) white paper; and (5) landfill waste. Campus Services will provide the standard bins at no cost. Those buildings or building areas that prefer an upgraded bin will have choices available through Campus Services but will be responsible for paying the difference in the upgrade cost. Several buildings already have upgraded bins, and those bins may remain in place, although they may be altered with new labels, placed in new positions, or otherwise modified as necessary to meet these standards. We will work with the various school's facilities representative to establish bin locations, once located the equipment may not be moved unless granted an exception by the Vice President for Campus Services. The purchase of non-standard equipment is not permitted. The intent of the standardization is to make it easy for faculty, staff, students, and visitors to participate in achieving our vision.

Servicing of desk-side waste or recycling bins by Campus Services' staff will be discontinued. Emory staff and faculty may keep a bin or other container at their desk, which they can use to transport their disposables to designated collection areas to self-sort their waste materials into the compost and recycling bins described above. Standardized educational signs will be posted on the walls, over the bins, to aid in sorting materials.

Exterior bins will be standardized to provide two collection streams-- compost and mixed recycling. Landfill waste bins will be removed from exterior spaces since all waste can be

Emory University Waste Management Policy 10-24-17

composted or recycled other than glass. Glass should not contaminate these bins and must be disposed of in designated collection areas.

Glass will only be collected at a limited number of designated collection points. Because of difficulty with vendors rejecting mixed recycling containing glass, glass will no longer be collected in our mixed stream of recycling. Emory employees are encouraged to limit their use of one-time-use glass containers to the extent feasible. Glass related to research needs will continue to be collected from inside laboratories.

All major University buildings will have at least one collection location with equipment for cardboard, batteries, and ink and toner cartridges

All University restrooms with paper towels will be equipped for composting.

All University departments will comply with the Emory electronic waste policy developed by LITS (University: (404).727.7777/ Healthcare: (404).778.4357).

Education

By 2020, all University departments will include educational information regarding Emory's landfill diversion commitments in new employee, faculty, and student orientation materials, to be supported by Emory's Office of Sustainability Initiatives.

Events

All University events will be zero landfill waste events by 2020. To phase in this commitment, events over 100 attendees will be zero waste beginning in 2018. Those over 50 attendees will be zero waste beginning in 2019.

All University events will be free from disposable plastic water bottles by 2025 unless granted an exception by the Executive Vice President for Business and Administration.

Conference Rooms

Large conference rooms, with 25 seats or more, may have the five standard bins located within the conference space; if not they will be conveniently located outside the room. Signage will be placed to direct occupants to the bins location. The five standard bins will be provided by Campus Services, or upgraded bins if requested by the building, which will be serviced.

Small conference rooms, with fewer than 25 seats, will have signage directing occupants to designated collection area where the five standard bins are located. Building facilities representatives may have the five standard bins located in one or two conference rooms, which are consistently used for events or luncheons. The five standard bins will be provided by Campus Services, or upgraded bins if requested by the building, which will be serviced.

Emory University Waste Management Policy 10-24-17

Support

A new dedicated team of Emory employees will begin servicing the recycling and compost collection bins primarily during day-shift hours. Emory employees are encouraged to welcome these new staff and see them as vital team members in our common effort to further Emory's sustainability.

III. Related Links

None

IV. Contact Information

| Subject | Contact | Phone | Email |
|---------------------------------|--------------------------------------|--------------|--|
| Bins and Operational Issues | Auxiliary Services | 404.727.9275 | deena.keeler@emory.edu |
| Education and Outreach Services | Office of Sustainability Initiatives | 404.727.9916 | emorysustainability@emory.edu |
| Campus Services | Customer Service | 404.727.7463 | cscsc@emory.edu |