



- e. selection, distribution and maintenance of recycling containers;
  - f. collection, storage and shipment of materials to recycling centers;
  - g. mechanisms for monitoring and tracking progress of the program;
  - h. training of Environmental Services and other staff, as appropriate, regarding waste source reduction/recycling procedures; and,
  - i. submission of reports to governmental agencies as required by law.
4. Waste source audits will be conducted annually by Physical Plant Operations to identify opportunities for waste source reduction and recycling in order to take appropriate action in conjunction with waste generators.
5. In order to promote waste source reduction and recycling:
- a. reusable products should be substituted for disposable products when appropriate;
  - b. recycled and recyclable products should be used to help create recyclable markets;
  - c. two-sided printing on recycled paper of all publications, documents, and photocopying, where feasible, and;
  - d. products should be purchased in reusable or recyclable containers or packaging when appropriate, to reduce packaging waste.
6. All UMDNJ departments shall adhere to the following recycling guidelines:
- a. Physical Plant shall use recycled materials such as soil, compost and mulch made from organic materials for landscaping and construction projects.
  - b. Physical Plant and Facilities Planning Management and Construction shall ensure procurement compliance for non-paper finished materials such as concrete, glassphalt, asphalt, plastic lumber, fencing and sign posts.
  - c. Physical Plant and Logistical Services shall comply with the recovery of refrigerants (CFCs) from UMDNJ vehicles, automobile service equipment, and cooling and air conditioning systems.
  - d. Logistical Services shall use a state contract DEP approved recycling vendor to remove all used vehicle fluids.
  - e. The University's total purchases of all recycled paper goods should not be less than:  
  
80% by December 31, 2013
- Note: If the cost of recycled paper is 15% more than non-recycled paper, the Manager of Purchasing Services, upon consultation with the end user, may recommend not to purchase recycled paper because of the cost.
7. Purchasing Services and the end user shall collaborate on the development of specifications to buy products of recycled glass, metal and plastic, paper, etc.

8. Purchasing Services shall specify photocopiers for procurement that can utilize recycled paper.

B. Responsibilities:

1. Under the direction of the Executive Director of Physical Plant Operations and the Vice President of Supply Chain Management, the Environmental Services Management Staff and Supply Chain Management Staff are responsible for the requirements listed under Section IV.A.1-4 above.
2. The Deans and Vice Presidents are responsible for items listed under Section IV.A.5-6 above, and for ensuring that all faculty and staff cooperate with the waste source reduction and recycling program.
3. Purchasing Services shall appoint a coordinator to ensure compliance with procurement responsibilities Section IV A.6-8 above.

By Direction of the President:

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Senior Vice President for Administration