



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director of Facilities Services

Responsible Office: Facilities Services

Last Revised Date: October 13, 2016

RECYCLING

Policy Statement

The university is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper, cardboard, plastic/glass containers, and aluminum/tin/steel cans (referred to as the “Commingled-Single Stream System”), scrap metals, hazardous materials such as batteries, electronic equipment, mercury-containing lamps, and motor/cooking oil. All members of the university must comply with the recycling requirements in this policy.

Reason for Policy

The university recycles not only because it is sound policy, easy to do, and helps the environment, but also because it reduces disposal cost and demonstrates GW’s commitment to sustainable practices. Furthermore, the university is required to have a recycling program pursuant to regulations issued by both the D.C. Government and Loudoun County, Virginia. The university also must dispose of hazardous materials in accordance with U.S. Environmental Protection Agency regulations.

Who is Governed by this Policy

Faculty, staff and students

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1

Table of Contents	1
Policy	2
Definitions	4
Related Information	4
Contacts	4
Document History	5
Who Approved This Policy	5
Appendix A	6

Policy

I. Recycling Collection

Recyclables produced on GW campuses are recycled in accordance with local and federal regulations. Photographs of common collection stations are shown in Appendix A. GW provides and maintains containers throughout GW-owned buildings and on the streets within campus boundaries. Commingled-Single Stream recyclables are collected in transparent bags while trash is collected in black, opaque trash bags. Food waste, where applicable, is collected in light green compostable liners. This distinction in bag color helps the GW community differentiate between recycling and trash.

II. Commingled-Single Stream Recycling

Mixed papers (including white office paper, colored paper, post-it notes, newspaper, phone books, magazines, and glossy or highly-inked papers), Cardboard, Plastic/Glass Containers, and Aluminum/Tin/Steel Cans must be placed in the appropriately designated recycling containers (see Appendix A), and must be free of residual food and other contaminants (i.e., no paper/Cardboard soiled with oil or any other liquids). At staff or faculty desks and offices, commingled materials are collected in a small blue bin (see Appendix A for a photo). If phone books or cardboard do not fit in receptacles, or if there is a large quantity, submit a FIX-It request online at <http://facilities.gwu.edu/> (using the link in the upper left hand corner) to request that Facilities Services pick-up of your items.

III. Other Metals

Metal products (e.g. tools, cooking utensils, furniture, toys, etc.) and scrap metal (e.g. pipes, pumps, duct work and appliances no longer containing

refrigerants) **must not** be placed in recycling containers. Departments should collect scrap metal and metal products in a central location and submit a FIX-It request online at <http://facilities.gwu.edu/> (using the link in the upper left hand corner) to request a pick-up of your items.

IV. Toner Cartridges, Electronic Equipment and Batteries

Printer and copier toner cartridges should be returned to the manufacturer for recycling in the original packing, where possible. If returning it directly to the manufacturer is not possible, submit a FIX-It request online at <http://facilities.gwu.edu/> (using the link in the upper left hand corner) to request a pick-up of your items. Electronic equipment (e.g. computers, monitors, printers, faxes, copiers, televisions, cell phones, etc.) and batteries containing hazardous materials must be recycled in accordance with the [Electronic Equipment Recycling Policy](#) the [Battery Recycling and Disposal Program](#) as appropriate.

In addition, GW provides e-cycling towers throughout all three campuses where students, faculty, and staff can deposit batteries, small ink print cartridges, cell phones, and CFL bulbs. These e-cycling towers (see appendix A) can be found at the following buildings:

- Marvin Center (Ground Floor next to elevator).
- Science and Engineering Hall (1st Floor West).
- Gelman Library (Basement Level 2).
- Shenkman Hall (1st Floor Elevators).
- Thurston Hall (Mail Boxes).
- West Hall (Lower Level 1).
- Strong Hall (Lobby).
- District House (Location TBD).
- Enterprise Hall (Loading Dock).

For Computers (CPUs, Laptops, Mice, Keyboards, Printers, and cables), and Toner cartridges, students and faculty/staff should dispose of items at the following locations:

- Support Building Loading Dock.
- Academic Center-DIT.
- Enterprise Hall Loading Dock.

V. Cooking Grease/Oil and Used Motor Oil

Used Cooking grease/oil must be disposed of by putting it into a designated receptacle with lid. Lid to be closed at all times when not in use. Any refined, petroleum-based or synthetic motor oil that has been used and is no longer useful (i.e. "used oil") must be recycled in accordance with the Used Oil Program administered by the Office of Health and Safety.

Definitions

Common Recyclable Material Recyclable materials include: mixed papers and cardboard, plastic bottles, glass bottles (clear, brown, and green), aluminum/tin/steel cans, electronic equipment, toner cartridges, and cooking grease/oil.

Hazardous Material Hazardous materials include: motor oil, rechargeable batteries, mercury containing bulbs and computer

Related Information

[GW Roadmap to Zero Waste](#)
[Battery Recycling and Disposal Program](#)
[Electronic Equipment Recycling Policy](#)
[Hazardous Waste Management Policy](#)
[Mercury Containing Lamp Policy](#)

Chapter 1086: The Loudoun County Solid Waste Reduction and Recycling Ordinance. D.C. Municipal Regulation (DCMR) Chapter 20, Title 21

[Environmental Protection Agency Standards for Universal Waste Management, 40 CFR Part 273](#)

Appendix A Photographs of University Waste and Recycling Receptacles

Contacts

Contact	Telephone	Email
Facilities Services	(202) 994-2430	talktogw@gwu.edu
Health and Safety	(202) 994-1382	safety@gwu.edu

Document History

- **Last Reviewed Date:** April 4, 2017
- **Last Revised Date:** October 13, 2016
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.

Appendix A

Photographs of University Recycling Receptacles



Typical array of three indoor recycling station.



Desk-side for Commingled (Single Stream) material.



e-cycling
Tower

Typical
with a
outdoors.



pairing of a trash can
recycling container



Electronic equipment waiting to be recycled.



Grease recycling receptacle behind student cafeteria.