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## ROSEMONT COLLEGE POLICIES AND PROCEDURES

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<b>Effective Date: 1/28/08</b>	<b>Date Revised:</b>	
<b>Climate Committee Approval: Yes 1/16/08</b>		

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### **POLICY:**

Rosemont College works to minimize our community's lasting impression on the planet by supporting the recycling process, through the avenues of separating and properly disposing mixed recyclables along with paper products, as well as purchasing items produced from recyclable materials to promote the use of previously recycled items, assuming cost-effective markets for recyclables exist. We aim to minimize or eliminate waste, seek economies and efficiencies, and reduce the consumption of energy.

### **GENERAL INFORMATION:**

Rosemont plans to work through several processes and programs to ultimately make a permanent reduction in the amount of waste that leaves the campus. Along with these processes we plan to implement programs that will raise awareness about ways that community members are able to participate in recycling. Our initial objective is to achieve a minimum level of 50% recycling of our solid waste stream.

### **Why recycle?**

#### **RECYCLING ... CONSERVES VALUABLE RESOURCES**



Recycling paper reduces tree cutting and spares our forests.



Recycling metal, plastic and glass reduces resource extraction for raw materials and the ecosystem destruction associated with mining and drilling.

#### **RECYCLING ... CONSERVES ENERGY**



It generally takes much less energy to produce new products from recycled materials than from virgin materials. For example, making a new aluminum can from recycled aluminum saves 95% of the energy required to make a new can from virgin aluminum (bauxite).

#### **RECYCLING...REDUCES AIR AND WATER POLLUTION**



Recycling reduces mining and drilling, both of which cause air and water pollution.



By saving energy, recycling reduces the air pollution associated with burning fossil fuels – which means less smog, acid rain and global warming.



Recycling is also an alternative to incinerating waste, a procedure which can produce emissions containing heavy metals and dioxins as well as also contribute to acid rain and global warming. The toxic ash produced by incinerating may also end up polluting ground water after being placed in a landfill.

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### RECYCLING ...AVOIDS LANDFILLS



Existing landfills are filling up. By recycling we can slow that process down.



Reducing reliance on landfills is desirable because they tend to leak, polluting ground water.



Landfills also produce methane gas, which is a powerful greenhouse gas which contributes to global warming

### RECYCLING ...SAVES MONEY AND CREATE JOBS



As the market for products containing recycled materials grows, the market for recyclable waste materials will increase. Providers of these recyclables may be able to sell them or at least dispose of them for less cost than land-filling or incinerating.



Recycling is labor intensive, thus creating local jobs.

### PROCEDURE:



College Facilities will develop guidelines and mechanisms for campus recycling.



Faculty and staff in all offices and departments will participate in the recycling effort by following instructions regarding the separation of recyclable and non-recyclable materials and by placing recyclable materials in appropriately marked recycling containers. Resident and commuter students are also expected to participate in campus recycling efforts.



College Facilities will monitor progress; lack of participation will be addressed on a case-by-case basis.



Members of the College community are expected to work together to optimize the recycling process consistent with work productivity. Our goal is 100% involvement.



In order to "close the loop," all College offices and departments are strongly encouraged to purchase and maximize the use of products made of recycled materials, especially recycled paper, preferably made with minimum chlorine bleaching and with high post-consumer waste paper content.



Recognizing that waste reduction is preferable to recycling, all College offices and departments are also strongly encouraged to utilize waste reduction techniques including the use of double-sided copying and electronic mail. Many paper saving techniques are appropriate to College office activities and should be employed as a matter of daily routine.

### Recycling in Residence Halls

- ☞ Develop a written Residence Life Recycling Policy that aims to increase reduction, reuse, and recycling and thereby reduce the amount of waste going to landfills. Include target dates and quantities.
- ☞ Introduce the Residence Life Recycling Policy into the daily lives of residents by having RA's include it at hall events.

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- ☞ Minimize waste in Residence Hall offices and work towards paperless offices.
- ☞ Minimize commercial postings to designated areas only.
- ☞ After establishing a successful reduction in waste, reduce the number of trashcans available.

### **Recycling in Academic Buildings**

All building occupants in Rosemont College should be aware that academic buildings have several recycling containers scattered throughout the buildings. The recycling container is for waste office paper which is clean and uncontaminated by food waste, tissues, trash, etc.

Recycling bins should be emptied on a regular basis by the Rosemont Cleaning Staff who are obliged to keep these waste streams separate. If you see staff mixing waste streams, please contact Matt Ferry (610 527 0200 X 2153) or the [ROSEMONT COLLEGE Facilities Office](#) (X 2152). If you wish to recommend a location for an additional public area recycling station or if you see a public area recycling station which is either missing bins or in need of emptying, cleaning, or repair, again please call Matt Ferry (610 527 0200 X 2153) or the [ROSEMONT COLLEGE Facilities Office](#) (X 2152).

### **CLEANING YOUR OFFICE?**

If you need a larger recycling bin for a major office cleaning, please call Matt Ferry (610 527 0200 X 2153). Let us temporarily provide you with a larger bin. Do not remove a bin from a public area recycling station.

### **RECYCLING BOOKS**

Recycle paperback books, including phone books, by simply placing them in any paper recycling bin.

### **CONFIDENTIAL DOCUMENTS**

Confidential documents can be recycled while maintaining confidentiality. For more info call Matt Ferry (610 527 0200 X 2153). If you shred office paper, please note that shredded paper is recyclable + should be placed in recycling bins.

### **CARDBOARD**

Recycling cardboard in academic buildings, please flatten it and place next to the recycling bins of your building.

### **COMPUTER EQUIPMENT**

Recycling computers, monitors, and printers please call Dan Mason at Media Services at ext. 2976 or e-mail [dmason@rosemont.edu](mailto:dmason@rosemont.edu)

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Printer cartridges can be recycled in Mayfield & Heffernan entrance lobby, Cardinal Hall Facilities office & Good Counsel 1<sup>st</sup> floor. Some new cartridges come with a recycle envelope for your use.

### **CD & DISK RECYCLING**

CDs and 3 1/2" floppy diskettes can now be recycled! Recycling containers can be found in Science Computer Lab, Library Computer Lab & the Conwell Multimedia Center.

### **WHO TO CALL**

If you need a recycling bin or special recycling service, or have a complaint or suggestion, call Matt Ferry (610 527 0200 X 2153) or the [ROSEMONT COLLEGE Facilities Office](#) (X 2152).

### **So, what CAN be recycled?**

You can recycle all paper, all glass, all plastic marked with the # 1 or # 2, metals, cardboard and batteries. Glass, plastic, and metals are referred to as "Co-mingles". They need NOT be separated, mix together. Always remember to:

- Wipe out and rinse all food containers such as glass jars, plastic containers and aluminum cans.
- Empty out any liquids in sink before recycling co-mingles
- Keep paper and co-mingles separate to avoid food contamination.
- Flatten down cardboard boxes/packaging and stack up or fit inside each other.

### **What CANNOT be recycled?**

This lists items not accepted for recycling:

- Milk Cartons, Wax Paper, Dirty tin foil (quickly rinse off tin foil and recycle it)
- Tissues, Candy Wrappers, Plastic Bags, Pizza Boxes

### **Battery Recycling**

All batteries are accepted for recycling. Boxes for battery recycling will be placed on the main floor of each building next to the other recycling bins. Please do not throw old batteries in with the trash, they contain toxic chemicals and are to be disposed of properly. Consider the many benefits of rechargeable batteries: longer lifetime, less money spent, less toxic waste to landfill, and environmentally friendliness.

### **Clothing Donation**

Pants too small or too big? Shirt too tight or too loose? Donate it! Take your used clothing and accessories to the collection site nearest you.