***Division of Risk Management***

### SUSTAINABLE WASTE MANAGEMENT POLICY

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| **Effective Date:** 11/8/2022 |  |
| Supersedes: N/A |  |
| Issuing Authority: University Compliance |  |
| Responsible Officer: Chief Compliance Officer |  |

#### I. Policy Statement

The University of Tulsa is committed to enhancing the health and wellbeing of its campus community, to increasing safety practices, to reducing consumption of energy and fuels, to minimizing emissions, and to reducing solid and hazardous wastes. Members of the University community are expected to integrate into their daily operations best practices to reduce, reuse, and recycle materials, consistent with municipal, state, and federal rules and guidance.

This policy applies to the management of various types of generated solid and liquid wastes, as defined below. However, this policy does not apply to the management of domestic sewage, the mixtures of domestic sewage allowable for sanitary disposal, or the management of storm or irrigation water run-off.

**II. Application**

The University of Tulsa endeavors to adopt practices that reflect a comprehensive approach to conserving resources and reducing and managing waste. In order to minimize our environmental footprint; to provide guidance to the University community on best practices for reducing and recycling waste; and to promote adherence to environmental law, this policy establishes a sustainable, solid waste management program that communicates acceptable methods of handling, storing, recycling, and disposing of materials.

**III. Definitions**

**Electronic waste or e-waste** is electronic materials or appliances that are at the end of their useful life. Electronic equipment often contains sensitive data and hazardous materials (lead, chromium, cadmium, mercury, beryllium, nickel, zinc, brominated flame retardants, etc.) whose disposal is regulated. Common electronic appliances include computers, printers, monitors, microwaves, telephones, televisions, laboratory appliances, and refrigeration units (freezers, refrigerators, and air conditioners).

**Hazardous waste** is any material that (i) exhibits hazardous characteristics as defined by federal or state law, (ii) is unusable or unwanted in any way, and (iii) poses a potential hazard to individuals, the environment, or public health. Hazardous waste includes, but is not limited to, chemical, radioactive, or potentially infectious waste. For a list of examples of hazardous waste and detailed information on its disposal, see the Hazardous Waste Disposal Guide (aka “Purple Guide”).

**Municipal solid waste** is everyday items used and then thrown away, such as product packaging, grass clippings, furniture, clothing, bottles, food scraps, newspapers, and appliances. Municipal solid waste is commonly known as trash or garbage.

**Non-research area** is an area on University property that is not a teaching or research laboratory.

**Specially regulated waste** is a subset of hazardous waste comprising materials that are subject to specific regulations. Examples include potentially infectious medical waste (PIMW); other biological waste; sharps waste; asbestos waste; regulated polychlorinated biphenyl (PCB) waste; cutting oils and used oil; paint sludge; equipment cleanings; metallic dust sweepings; used solvents from parts cleaners; and off-specification, contaminated, or recalled wholesale or retail products.

**Universal waste** is a category of waste materials designated as hazardous but containing materials that are common or widely generated in the environment. Universal waste includes batteries, pesticides, lamps, thermostats, and other mercury-containing equipment.

#### IV. Policy and Procedures

I. Waste management requirements

Adherence to applicable law and University procedures. All members of the University community are expected to handle, store, recycle, and dispose of materials in accordance with applicable law and University procedures, including all laws, regulations, and guidance documents referenced in this policy (see “Related Information” below; unless otherwise noted, the versions of such laws, regulations, and procedures currently in effect are to be followed). Specific guidelines relating to different types of waste are identified below.

Municipal solid waste. Waste streams such as non-hazardous wastes, recyclables, food wastes, and construction and demolition debris should be handled pursuant to TU’s Recycling Guidelines.

Electronic waste. Illinois law bans most forms of electronic waste from landfills in the state. All University-owned electronic waste will be recycled through Facilities Management’s E-Cycling Program and consistent with TU’s Recycling Guidelines.

Additionally, specially regulated waste must be labeled, handled, stored, and disposed consistent with any additional applicable laws, regulations, or University guidelines applicable to the management and disposal of biological/infectious, radioactive, and sharps waste.

Universal waste. Any questions regarding the categorization of different types of waste or the guidelines applicable to their management and disposal should be directed to either compliance@utulsa.edu, or the Director of Environmental Health and Safety in the Office of Compliance.

II. Implementation responsibilities

1. Department and vendor leaders are responsible for:
2. Reviewing operations to determine where waste can be reduced at its sources of generation.
3. Acquiring, to the extent feasible and practicable, items that are durable, have minimal packaging, or are readily recyclable when discarded.
4. Assessing purchasing decisions, making every attempt to purchase items only when needed and in amounts that are not excessive.
5. Ensuring employees have access to compliant waste containers, including containers for recycling; and assuring only trained and certified employees, students, and vendors generate and label specially regulated or hazardous wastes.
6. University faculty, staff, students, and vendor personnel are responsible for:
7. Separating defined waste types and placing identified waste materials in the appropriate containers; and
8. Handling specially regulated or hazardous wastes only if trained to do so.
9. The University’s Office of Facilities Management is responsible for:
10. Establishing policies for the management of construction and demolition and executing construction and demolition contracts that include specific construction debris recycling targets.
11. Facilitating the removal of regulated refrigerants from refrigerators and freezers and maintaining the pertinent records required by law or regulation.
12. Managing collection areas for the drop-off of universal waste in each building.
13. Providing standard trash containers.
14. Maintaining contracts with custodial service providers responsible for collecting non-regulated waste.

This Policy is approved by the undersigned and effective as of the date written below.

Approved:

Matt Warren, Vice President and CCO

Date Effective:  11/8/2022

**Revision Record**

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| Date | **Version** | **Notes** |
| 11/8/2022 | Original | N/A |

*This policy is not a contract. The University of Tulsa reserves the right to modify, revise, rescind or grant exceptions to this policy.*