


# PROCEDURE

<b>Subject</b>	<b>Solid Waste and Recycling</b>	<b>Number:</b> 6.01.13
<b>Source</b>	Facilities Management	<b>Reference (Rule #)</b> 6HX14-6.01
<b>President's Approval/Date:</b>	 <b>8/14/2017</b>	

**A. PURPOSE**

The purpose of this procedure is to support financially and socially responsible disposal of the college's solid wastes. The procedure provides guidance to ensure consistency in operations and compliance with federal, state, and local regulations.

**B. FUNDAMENTALS:**

SCF produces several waste streams that have unique handling and disposal requirements. The College's solid waste streams include recycling, construction waste, scrap metal salvage, landscape waste, electronic waste, biomedical waste, hazardous waste and municipal solid waste.

**Recycling**

Recycling supports the College's position on sustainable practices by greatly reducing the amount of materials sent to the county landfill. SCF participates in single stream recycling which is the commingling of all recyclable waste streams into a single container. Sorting into individual waste streams is conducted by the contracted hauler at a processing facility. Recyclable waste streams include: mixed paper, cardboard, glass, aluminum & steel cans, plastics #1-7, and paper/juice cartons. Receptacles placed throughout campus's are collected by custodial services and brought to a central collection area. Offsite disposal of collected recyclables is scheduled by Facilities Management.

**Construction & Bulk Waste**

Construction & bulk wastes are defined as wastes which are produced through small in-house projects, remodels & renovations. Facilities Management maintains a separate dumpster for disposal of construction waste. Construction & bulk wastes by college personnel shall be approved through Facilities Management prior to disposal in abovementioned dumpster.

**Green Building Projects**

Additional requirements are imposed on construction wastes generated from a project seeking a green certification. A Waste Management Plan will be developed for each project as required by the U.S. Green Building Council or certifying body.

### **Scrap Metal Salvage**

Scrap Metal is generated from various activities including: construction activities, office furniture disposal, and equipment disposal. An SCF Disposal Form must be completed by Departments disposing of an item that has an asset tag. In alignment with the college's objective for sustainability, scrap metal is recycled. Scrap Metal is collected and maintained by Facilities Management until the Manager of Maintenance Operations determines that there is adequate material to be hauled offsite. The Manager of Maintenance Operations will arrange for a suitable sized dumpster to be delivered by SCF's contracted hauler. Personnel in Facilities Management are responsible for loading the material into the dumpster. Once the dumpster is full, the Manager of Maintenance Operations schedules a pick up by the contracted hauler. Separation and weighing of the metal is the responsibility of the contracted hauler. Metal prices are determined by market pricing and weight. Once payment [check] is received by the Manager of Maintenance Operations, a copy is made for Facilities Management and the original, as well as an email notification, is delivered to the Director of Business Services.

### **Landscape Waste**

Landscape waste is primarily generated from shrub and tree trimming although it may contain any plant refuse. The waste is collected in a landscape trailer/truck. Once the trailer or truck is full, the Manager of Maintenance Operations coordinates hauling, typically by a Grounds employee, to a solid waste management facility for disposal.

### **Electronic Waste**

Electronic waste (e-waste) is defined as any waste item powered via a cord or battery source. An SCF Disposal Form must be completed by Departments disposing of an item that has an asset tag. These forms shall be submitted to the Director of Business Services. All other items for disposal require the approval from Director of Business Services. Generators of e-waste, typically Information Technology Services or the Director of Business Services, will contact Receiving for e-waste collection. E-waste at the Lakewood Ranch and Venice campus is delivered to Receiving at the Bradenton Campus using a college courier. Receiving personnel are responsible for packaging the outgoing shipment. Smaller devices and loose materials are packaged into Gaylord boxes, larger items are palletized. Receiving personnel coordinates the pickup of this material with the predetermined vendor. Some e-waste generates revenue for the College. This revenue is managed by the Director of Business Services.

### **Biomedical Waste**

Biomedical Waste is defined as any solid or liquid waste which may present a threat of infection to humans, including non-liquid tissue, body parts, blood, blood products, and body fluids from humans and other primates, laboratory and veterinary wastes which contain human disease-causing agents, and discarded sharps. Departments that generate this type of waste include: Natural Sciences, Dental Hygiene, Nursing, Public Safety, and Athletics. This waste must not be kept onsite for more than 30 days and must be disposed of by a licensed hauler. State regulations require all generators of biomedical waste to develop a Biomedical Waste Plan. The purpose of this Biomedical Waste Operating Plan is to provide guidance and describe requirements for the proper management of biomedical waste in our facility pursuant to Chapter 64E-16, Florida Administrative Code (F.A.C.), and section 381.0098, Florida Statutes. The college's biomedical waste plan is maintained by the Manager of Operations & Environmental Health & Safety. The plan details annual training, storage, labeling, and disposal.

### **Hazardous Waste**

Hazardous waste is defined by the Environmental Protection Agency as a waste that is listed or exhibits one of the following characteristics: ignitability, corrosivity, reactivity, toxicity. Universal wastes such as spent lamps, batteries, pesticides are also considered a hazardous waste. Departments which commonly generate this type of waste include: Facilities Maintenance, Fine Art, Natural Sciences, and Dental Hygiene. This waste must not be kept onsite for more than 180 days and must be disposed of by a licensed hauler. State regulation requires generators of hazardous waste to develop and maintain a written management/contingency plan. SCFs Hazardous Waste Best Management Plan/ Contingency Plan is maintained by the Manager of Operations & Environmental Health & Safety. The plan details labeling, storage, transporting, spill response and training.

### **Municipal Solid Waste**

Municipal solid wastes, also referred to as trash or garbage, are everyday items that are discarded. Facilities Management is responsible for managing collection and disposal of municipal solid waste.