

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: Recycling
NUMBER: 6:10

Office: Facilities Services

Sources: [SDCL 1-40-41](#); [SDBOR Policy 5:4](#); BOA Administrative Rules [10:02:05:01](#) through [10:02:05:15](#); [United States Environmental Protection Agency Comprehensive Procurement Guidelines](#); [ASHRAE Standard 90.1-2007](#)

1. Purpose

This policy sets forth the guidelines and requirements for recycling at Black Hills State University (BHSU) to ensure compliance with SDBOR policy and applicable federal and state law and administrative rules.

2. Definition

- a. Recycling includes the act of setting waste material aside to be recycled.
- b. Reuse means using an object or resource material multiple times for either the same purpose or repurposing it for another purpose by changing the item's structure or composition in a significant way.
- c. Reduce means to purposefully using less than usual in order to avoid waste and to conservatively use natural resources.

3. Policy

- a. South Dakota Codified Law (1-40-41) requires each state agency to establish a recycling program that includes office and computer paper, old newspaper, magazines, telephone books, corrugated cardboard, other marketable paper products, containers made from plastic, aluminum, and steel, and other municipal solid waste materials.
- b. Bureau of Administration Administrative Rules 10:02:05:01 through 10:02:05:15 and South Dakota Board of Regents policy 5:4 on purchasing require each state

agency to procure environmentally preferable products whenever practicable.

This includes:

- i. Green Seal certified or Ecologo certified paper, printing, cleaning and maintenance products
 - ii. Energy Star, Green Seal certified, or Ecologo certified energy consuming products including appliances and air conditioners
 - iii. WaterSense qualified or Ecologo certified water consuming products including irrigation and plumbing equipment
- c. BHSU is committed to recycling the materials it uses and to minimizing non-hazardous waste. It is the responsibility of every member of the campus community to support these efforts to protect our environment by conserving resources and preserving rapidly diminishing landfill space. The entire campus community is expected to actively participate in BHSU's recycling and waste reduction program.
 - d. All departments are encouraged to reduce printing as much as possible, but when printing is required, it should be done on a double-sided basis whenever possible.
 - e. Electronic waste such as unwanted or unused computers, monitors, televisions, audio equipment, printers, laptops, fax machines, telephones or any other electronic equipment must be properly disposed or recycled. No electronic equipment should be placed in the trash.
 - f. A recycling fee may be assessed to departments requesting pickup and disposal of certain items if a fee is assessed to the university for recycling or disposal.
 - g. Facilities Services department is responsible for the management of the recycling program and coordination of waste reduction efforts on campus.

4. Procedures

- a. The BHSU recycling and waste reduction program involves four distinct activities.
 - i. Recycling
 1. Every workstation will be issued a desk-sized trash buddy and a recycling container. These should be emptied by employees into the closest larger recycling bins/containers/quads that are located

in departments and buildings throughout the campus.

2. The custodial staff will empty these large centrally located recycling bins. The frequency of the larger bin pickups will vary from 1 to 5 days per week according to demand.
3. Departments needing to dispose of e-waste, refrigerators, microwaves, computers, TVs, printers, and air conditioners should submit a facilities services [work order](#) requesting these items be recycled, reused or disposed a minimum seven (7) days in advance of the desired pickup time.
 - ii. Reuse - This includes but is not limited to reuse or resale of surplus furniture or computer equipment.
 - iii. Reduce – This includes but is not limited to making double-sided copies and increasing use of electronic mail and DocuSign.
 - iv. Purchasing environmentally friendly products. All departments should purchase recycled products wherever economically feasible.
- b. Contact the Facilities Services office at 605-642-6244 if you have any recycling questions.

5. Responsible Administrator

The Associate Vice President for Facilities Services, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 10/11/2021; revised 2023.03.06