



ASUB Standard Operating Procedure – 2405

Standard Operating Procedure Synopsis

Title: **Recycling**

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Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Physical Plant

A. Purpose and Scope

This standard operating procedure outlines the process for the recycling of materials. Recycled materials are collected, processed at the recycle center, and later processed for reuse. This method is standardized across Arkansas State University-Beebe's three campuses.

B. Definitions

Recycled cardboard - any materials that are stiffened pasteboard materials, e.g., boxes, shipping envelopes, file folders, poster board, etc.

Recycled aluminum cans, plastic containers and bottles - defined as containers, when emptied, become an item to be repurposed and reused.

Shredded sensitive paper - paper documents that contain sensitive information, especially when it contains private information and data. Sensitive papers must be shredded.

Recycled paper products - paper media of all types that does not contain sensitive information. Recycled paper products are not shredded and are placed in a recycle bin.

Recycled metal waste materials (scrap metal) - bits and pieces of metal leftover from the welding program projects.

C. Procedures

Recycling of cardboard materials on all campuses:

1. Employees will remove all packing material and trash from boxes.
2. Departments do not have to break down boxes prior to pick up.
3. Department staff relocates the cardboard materials to an area with other recycling items.
4. The maintenance department on each campus will pick up all recyclable materials.
5. Department staff composes an email to maintenance@asub.edu. Describe materials to be picked up and include campus, building, room number or location and the person to contact.
6. The physical plant and the maintenance departments on each campus will ensure these items reach a recycling center.

Recycling of aluminum and plastic materials on all campuses:

1. All three campuses will have recycling bins to collect aluminum and plastic materials (bottles, cans, containers, etc.).
2. Recycling bins will be located in each building on all three campuses.
3. Students and ASU-Beebe employees are encouraged to use these recycling bins for recycling aluminum and plastic.
 - a. Ensure the containers are empty of liquids when placed in the recycling bins.
 - b. These materials do not have to be sorted into separate bins.
4. The maintenance department on each campus will pick up all recyclable materials.
5. Department staff composes an email to maintenance@asub.edu. Describe materials to be picked up and include campus, building, room number or location and the person to contact.
6. The physical plant and the maintenance departments on each campus will ensure these items reach a recycling center.

Recycling of paper on all campuses:

Extra attention is needed to get paper products ready for disposal.

1. Sensitive Shredded Paper

- a. Only paper with sensitive information is shredded.
- b. Sort paper products between what contains sensitive information and other forms of recyclable paper.
- c. Department staff will shred sensitive information and place the bags in the recycling area for pick up.
- d. The maintenance department on each campus will pick up all recyclable materials.
- e. Department staff composes an email to maintenance@asub.edu. Describe materials to be picked up and include campus, building, room number or location, and the person to contact.
- f. The physical plant and maintenance departments on each campus will ensure these items reach a recycling center.

2. Recyclable Paper

- a. This type of paper does not contain sensitive information and therefore is not shredded.
- b. Each building will have an area to place all recyclable materials for pickup.
- c. Building occupants will place their recyclable paper in the bin provided.
- d. The maintenance department on each campus will pick up all recyclable materials.
- e. Department staff composes an email to maintenance@asub.edu. Describe materials to be picked up and include campus, building, room number or location, and the person to contact.
- f. The physical plant and maintenance departments on each campus will ensure these items reach a recycling center.

3. Large Volume Purge of Sensitive Shredded Paper

- a. Several departments on the campuses are required to maintain documents for a designated period of time.
- b. These departments purge their files based on this requirement.
- c. Files are purged and sensitive shredded paper is removed from other recyclable paper.
- d. Due to the sheer volume of the purge, the physical plant will pick up
- e. Department staff composes an email to maintenance@asub.edu. Describe materials to be picked up and include campus, building, room number or location, and the person to contact.
- f. The physical plant and maintenance departments on each campus will ensure these items reach a recycling center.

Recycling for metal waste materials (scrap metal) on the Heber Springs and Searcy campuses:

1. Employees will place metal waste materials (scrap metal) in the recycle bins provided.
2. Once recycle bins are nearly full, contact the procurement department for disposal at (501) 882-4548.
 - a. The procurement department must obtain approval to dispose of metal waste materials.
 - b. The procurement department will contact the physical plant to schedule removal.

D. Related Information
