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Policy Name

5.5050 Recycling

Purpose and Scope

In order for the University to be more environmentally conscious, recycling is required across campus.

Responsibilities

Title or Role	Definition and What They are Responsible For
Director of Operations	Receives exceptions to the policy.
Director of Environmental Health, Safety and Risk	Receives exceptions to the policy.
Senior Vice President and Chief Operating Officer	Maintains and enforces this policy. Reviews exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Containers have been placed in key areas on campus. The first type of recycling is paper, which includes all clean paper products, magazines, newspapers, cardboard, computer paper, books, and mail. The second type is co-mingling, which includes glass items, all plastics, and any type of metal.

Policy Procedure

Individuals or departments requesting additional recycling container(s) for their area must contact the Campus Operations Office at 610-769-8243 or place a work order.

For questions on recyclable items or specialty items to be recycled or disposed of such as batteries, individuals or departments must contact facilities at 610-796-8243, put in a work order, or email the Environmental Health, Safety & Risk Office at ehs@alvernia.edu.

Approved versions of this policy will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Campus Operations policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
07/25/2024		Initial Draft
11/06/2024		SLT Approved