



MSU Recycling Guidelines

Recycling opportunities shall be provided to all facilities for all recyclable commodities. The following set of guidelines are intended to provide a framework for recycling at MSU.

- **Receptacles:** Shared spaces such as common office areas, hallways, as well as exterior spaces, shall have both trash and recycling receptacles wherever there is waste disposal. In these spaces, when new waste receptacles are purchased, they shall have both a trash and recycling bin option. As funding is available, recycling receptacles will be added in shared spaces where only a trash receptacle is present. Office space containers will function as recycling receptacles only, and trash will be disposed of in common areas. Receptacles will be marked with current signage or clearly identified by the color of the container and/or bag. Individual departments shall notify their building operator concerning trash container and recycling receptacle needs. All new construction and renovation shall make provisions for trash and recycling by incorporating receptacle locations into the facility design. Interior and exterior receptacles shall meet campus standards and shall be supplied along with the furnishings and equipment of newly constructed or renovated facilities.
- **Trash/Recycle Bags:** Different color bags will be used to distinguish between trash and recycling streams.
 - Blue bags shall be utilized for recycle receptacles.
 - Clear bags shall be utilized for trash receptacles.
- **Collection:** Recyclable materials will be collected by the designated facility personnel and deposited in a recycle dumpster. Recycle dumpsters shall be emptied and the contents transported to a recycling facility for sorting and processing.
- **Composting:** The University should make every effort to require that all pre and post-consumer waste be composted (including all packaging, and disposable dishware) in future agreements with the University's dining services vendor. University should make every effort to consider bio-digesters to produce power from the waste products
- **Communication:** The Office of Sustainability will be responsible for coordinating marketing, education and awareness for recycling programs. Communication efforts will be facilitated through building managers and building operators. Individual departments shall educate those within their department or building. Members of the campus community shall properly sort waste and recyclable materials as they dispose of them.
- **Effectiveness:** The Office of Sustainability will conduct periodic audits of the waste streams and make recommendations for improvements. Audits shall be designed to evaluate the effectiveness of the recycling effort on campus, as well as the adequacy of recycling facilities.