



Policy No.	20007
Effective Date	Jan. 21, 2011
Revision Date	Oct. 19, 2016 Oct. 31, 2016
Revision No.	2
Approved: Date:	Cheryl Thompson-Stacy Jan. 21, 2011

## WASTE REDUCTION POLICY

### 1.0 Purpose

This policy is intended to provide guidance on waste reduction per Executive Order 82.

### 2.0 Revision History

First Revision: Oct. 19, 2016  
Second Revision: Oct. 31, 2016

### 3.0 Applicability

This policy applies to all students, staff, and faculty of the College.

### 4.0 Policy <sup>1</sup>

Lord Fairfax Community College (LFCC) is committed to the continuous improvement of our natural environment. It is the College's policy to minimize negative impacts on the environment and promote environmental improvement by incorporating the following:

- *Environmental Compliance:* LFCC commits to meet all applicable legal and other requirements.

The College proactively recycles the following materials

- Cardboard
- Paper (white and mixed)
- Newspapers
- Magazines
- Plastic bottles
- Aluminum cans
- Batteries
- Fluorescent bulbs
- Ink Cartridges

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<sup>1</sup> [http://www.deq.state.va.us/p2/EO\\_policies\\_and\\_p2\\_examples.html](http://www.deq.state.va.us/p2/EO_policies_and_p2_examples.html)

## 5.0 Definitions

According to Executive Order 82, "No later than July 1, 2010, every executive branch agency and institution shall either have... (ii) adopted and posted on its website a suite of policies regarding energy use, water use, waste reduction and travel that will reduce the environmental impacts and costs of those activities."<sup>2</sup>

**Legal requirements** - Include federal, state and local environmental regulations; "other" requirements include additional policies, obligations and programs to which LFCC subscribes.

## 6.0 Responsibilities

It is the responsibility of all students, staff and faculty at LFCC to adhere to the guidelines in this policy.

## 7.0 Procedures

1. Cardboard
  - a. The Facilities staff and custodial contractor will recycle cardboard boxes in staff offices that are clearly marked for recycling at both Campuses.
  - b. Any boxes not marked will remain in the office.
2. Paper Recycling
  - a. All white paper, color paper, shredded paper, magazines, and newspapers can be recycled. Paper recycling containers are located in each faculty and staff office, in all of the classrooms, in the Print Services Office and in central gathering areas throughout the College. The Buildings and Grounds staff will be responsible for emptying these containers and delivering the contents to the appropriate recycling dumpster.
3. Drinking containers
  - a. All aluminum cans and plastic drinking bottles can be recycled. Recycling containers are located in central gathering areas throughout the College. The Buildings and Grounds staff will be responsible for emptying these containers and delivering the contents to the appropriate recycling dumpster.
4. Batteries
  - a. All dry cell batteries can be recycled. The battery recycling container is located in the mail room of both Campuses. All batteries must be taped on both ends prior to being put into the containers. Batteries without tape will not be recycled. The Buildings and Grounds staff will be responsible for recycling all motor batteries.
5. Fluorescent Bulbs

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<sup>2</sup> [http://www.deq.state.va.us/p2/EO\\_82.html](http://www.deq.state.va.us/p2/EO_82.html)

- a. The College uses fluorescent bulbs throughout all of the offices and classrooms. The Buildings and Grounds staff will recycle these bulbs when changing burnt out lights.
6. Ink Cartridges
    - a. The College provides shipping packages for HP Inkjet and Laser Jet cartridges. These supplies are located in the mailroom of both Campuses. Each employee is responsible for recycling their own cartridges. If an employee has an ink cartridge that is not HP, they will need to contact the manufacturer to get the appropriate recycling information.
  7. Motor Oil and Antifreeze
    - a. The Buildings and Grounds staff will be responsible for recycling any motor oil or antifreeze byproducts produced by the College's vehicles and equipment.

## **8.0 Interpretation**

Authority for interpretation of this policy rests with the Vice President of Financial and Administrative Services.

## **9.0 Authority/Reference**

- Department of Environmental Quality
- Office of the Governor