



Operating Standard

Title: Recycling & Waste Reduction

Number: A7200.15

Type: Administrative

Responsible: Vice President of Administrative Services/CFO

Related Policies: A7200

Linked Operating Standards:

Related Laws: [415 ILCS/15](#); [Consumer Electronics Recycling Act \(CERA\)](#); [EPA](#);

Related External Standards: Illinois College Assistance Program for Recycling (I-CAP)

HLC Criterion:

Statement

In compliance with the Recycling Act of Illinois, Shawnee Community College is committed to reducing its environmental impact through waste reduction and recycling initiatives. The College will maintain a comprehensive approach to environmental responsibility, ensuring that sustainable practices are embedded in campus operations, procurement, and waste management.

This standard applies to all students, faculty, staff, contractors, and visitors at the College across all Campus facilities, operations, and events.

1. Waste Reduction and Recycling Targets

A goal of forty percent (40%) of all campus solid waste must be recycled annually.

The College will maintain a comprehensive waste reduction and recycling plan, which will be reviewed annually to assess progress and identify areas for improvement.

The waste reduction plan will report on the following waste reduction activities:

- A. General materials recycling (fibers, plastics, metals, and glass) including the capture, collection and processing;
- B. Special recycling (plastic bags, ink/toner cartridges, cooking oil, light bulbs, and batteries) including the capture, collection and processing;
- C. Electronics recycling (obsolete, unwanted, or nonfunctional electronic devices);
- D. Composting (in the form of grass clippings and leaves);
- E. Materials not recycled or composted (certain types of glass);
- F. Other activities which include water bottle filling stations, automated hand dryers, use of real table coverings and procurement of hybrid fleet vehicles

2. Recycling Infrastructure, Education, & Outreach

Adequate and strategically placed recycling bins will be available throughout the campus to ensure easy access for students, staff, and visitors to deposit recyclables. Bins located within the hallways are clearly labeled for various recyclable materials, including mixed paper, plastics, and aluminum cans, to promote correct sorting of waste. Bins for recycled metals are located by the CTE building.

- A. Campus digital media and marketing materials highlight segments, announcements, and infographics related to recycling.
- B. Collaboration with academic departments, student clubs, and local organization enhance community involvement.
- C. Seasonal campus clean-up days are organized, providing volunteer opportunities and team-building experiences.
- D. Earth Day and other sustainability-themed events will highlight campus goals and progress.

These outreach strategies are designed not only to inform but also to engage the College community to take active ownership in sustainability efforts.

3. Recycling Program Administration

The recycling program will be managed and overseen by the office of the Chief Financial Officer (CFO).

The CFO will coordinate with campus departments to ensure the efficient collection, sorting, and processing of recyclables and manage the disposal of non-recyclable waste.

All campus community members are expected to actively participate in the recycling program by properly sorting waste and encouraging sustainable practices.

4. Procurement of Recycled-Content Products

Recycled-content products will be purchased whenever possible, provided that they meet required specifications, quality standards, and are available at comparable costs to non-recycled alternatives.

In an effort to help reduce waste and minimize excess office supplies, the College maintains an in-house surplus supply cabinet for departments to share and reuse materials and office/desk supplies. Departments are encouraged to contribute and retrieve excess or unused office materials, promoting reuse and reducing unnecessary purchases.

5. Plan Review

In conjunction with the Illinois College Assistance Program (I-CAP) for Recycling, the College's comprehensive five-year waste reduction and recycling plan will be reviewed annually by the CFO and sustainability officers to assess performance, identify challenges, and recommend necessary policy changes.

This operating standard ensures the College remains committed to promoting environmental responsibility by the establishment of clear guidelines for reducing, reusing, and recycling waste on campus.

By minimizing landfill contributions, supporting sustainable purchasing, and engaging the college community in creating a cleaner, more sustainable campus environment, the College aims to reduce its environmental footprint, promote long-term sustainability, and foster a culture of responsibility and stewardship among students, faculty, and staff.

Change Log		Governance Unit: Admin Services Council
Date	Description of Change	
2016	Original Recycling Procedure Approved	
04.29.25	Revised-incorporating A7200.25	
06.26.25	Executive Council Approved	