

# Waste and Recycling Bin Standardization

University of Michigan

General Guidelines

Amended March 1, 2018

**Purpose:**

This document provides general guidelines for University community members to implement a building waste collection & separation program per the standard of the University of Michigan. These guidelines are meant to support the University's sustainability goal of reducing the amount of waste sent to landfills by 40% from FY 2006 levels by FY 2025.

## Bin Guidelines:

### 1. Waste Streams

- a. All waste bins at the University will be designated for one of the following purposes:
  - i. Landfill: for items not acceptable for recycling, composting or other handling.
  - ii. Recycling: for items accepted by the appropriate recycling facility.
    1. "Recycling mixed" will be used on campus.
    2. "Recycling containers" will be used within the Hospitals & Health Centers.
    3. "Recycling paper" will be used within the Hospitals & Health Centers.
  - iii. Compost: for items accepted by the appropriate composting facility.

### 2. Colors

- a. Landfill bins will feature a black lid, with labels and signs also utilizing a black background.
- b. Recycling bins will feature a blue lid, with labels and signs also utilizing a blue background.
- c. Compost bins will feature a brown lid, with labels and signs also utilizing a brown background.

### 3. Placement

- a. All landfill bins should be paired with a recycle and/or compost bin.
- b. All paired/grouped bins should be attached to one another, where possible.
- c. Recycle bins can stand alone in areas that produce primarily recycling (e.g. copy rooms, near printers, etc.).

### 4. Openings: See Designer and Basic Bin Standards

### 5. Signage

- a. Eye-level signage will be attached to every bin with corresponding stream (See Figure A - Recycling, Landfill, Compost signs).
- b. Signs are 8.5"X11" decals that will be updated as necessary as acceptability of items into various streams change.
- c. When it is not possible to attach the sign directly to the bin, the sign should be located on the wall at eye level above the bin.

Figure A - Recycling, Landfill, Compost Signs



6. Labeling

- d. Existing bins will have new standard labeling applied over the existing labeling. Special sizes will be ordered as necessary.
- e. New and existing basic bins will have labeling on the lids (See Figure B- Labels).

Figure B - Labels



## 7. Bin Standards

### a. Designer Standard

#### i. Bins

1. Spectrum Cube by Busch Systems
2. <http://www.buschsystems.com/recycling-waste-bin-products/spectrum-series/> (Figure C).
  - a. Exterior material: 18 gauge steel powder coated
  - b. Rigid plastic liners
  - c. Finish color: Grey
  - d. Capacity: 24 Gallons
  - e. Dimensions: 15.75" X 15.75" X 30.375"
  - f. Weight: 32.35 lbs
  - g. For Landfill:
    - i. Item # 90720 Spectrum Body Cube, 24 Gallon, Grey
    - ii. Item # 90721 Spectrum Lid cube, full opening option, Black
  - h. For Recycling:
    - i. Item # 90720 Spectrum Body Cube, 24 Gallon, Grey
    - ii. Item # 90722 Spectrum Lid cube, Mixed opening, Blue
  - i. For Compost:
    - i. Item # 90720 Spectrum Body Cube, 24 Gallon, Grey
    - ii. Item # 90721 Spectrum Lid cube, full opening option,, Brown

#### ii. Signs

1. Signs must meet the bin specs and the sign standard. They will be mounted on acrylic sign holder with magnets that will adhere to the back of Spectrum bin (Figure C).
2. Signs will be provided by the Office of Campus Sustainability. Note that large orders may be delayed due to required order lead times.

Figure C - Spectrum bins with magnetic signs



b. Basic Standard

i. Bins

1. Waste Watcher interior bins by Busch Systems (Figure D).
  - a. Capacity: 20 gallons
  - b. Material: High density polyethylene
  - c. Finish color: neutral
  - d. Bins will be secured to one another and flexible in the configuration and number of bins.

Figure D - Waste Watcher bins with lids and attached signs



- e. For Landfill:
  - i. WW30-44 Waste Watcher DRILLED FOR THE OLD CONNECTORS - Blank pre-drilled on 2 sides and 1 end, executive grey
  - ii. WWLOW-23 LID FOR WASTE WATCHER - RECTANGLE OPENING, BLACK
- f. For Recycling:
  - i. WW30-44 Waste Watcher DRILLED FOR THE OLD CONNECTORS - Blank pre-drilled on 2 sides and 1 end, executive grey
  - ii. WWLOM-02 LID FOR WASTE WATCHER - SLOT W/CIRCLE (MIXED), ROYAL BLUE
- g. For Compost:
  - i. WW30-44 Waste Watcher DRILLED FOR THE OLD CONNECTORS - Blank pre-drilled on 2 sides and 1 end, executive grey
  - ii. Lids are custom-ordered, minimum 200 pieces. Item # TBA.
- h. Connector:

i. **SHREDCKIT-44 CONNECTOR KIT FOR WASTE WATCHER SERIES W/HARDWARE, EXECUTIVE GREY**

ii. Sign

1. For Landfill:
  - a. Item # WWSF-23 Clip-in Frame for Waste Watcher, black.
  - b. Printed 8.5" x 11" Landfill sign (available on [recycle.umich.edu](http://recycle.umich.edu))
2. For Recycle:
  - a. Item # WWSF-02 Clip-in Frame for Waste Watcher, royal blue
  - b. Printed 8.5" x 11" Mixed Recycling sign (available on [recycle.umich.edu](http://recycle.umich.edu))
3. All signs must follow part 5 of this standard.

iii. Labels

1. Located on lid

c. Existing bins

i. Slim Jims (Rubbermaid)

1. Paired landfill and recycling. Composting will be added to the pair where applicable.
2. Bins will be connected to each other.
3. Lids (Figure E)
  - a. Blue - recycle
  - b. Black - landfill

Figure E - New lids for existing Rubbermaid bins



4. Sign holder will be attached to either the side or the end of bin depending on orientation of the bin.

ii. Other

1. Paired landfill and recycling. Composting will be added to the pair where applicable.

2. If possible, bins will be connected. When not connected, the bins will be placed next to one another.
  3. Sign holder attached to bin.
  4. Labeling on bin will be placed over old labeling.
- d. Mobile waste stations
- i. Mobile system of landfill, recycle and compost bins designed to facilitate maximum diversion from landfill from catered and special events.
  - ii. Consist of 3 designer standard bins with signage and labeling as well as a cart.
  - iii. Buildings with high use of public events should have access to stations during events.

Placement Guidelines: All fire codes, standards and guidelines for the University of Michigan must be met. Facility managers should work with the University's Office of Campus Sustainability for guidance on placement.

1. Lobby and entryways
  - a. At least 1 set of paired landfill and recycle bins in visible locations near entry.
  - b. Primary and highly used entries to buildings should utilize designer bin standard.
  - c. At secondary entrances, retrofitted or basic bins should be used.
2. Hallways
  - a. All landfill bins must be paired with a recycle bin.
  - b. Remove single landfill bins.
  - c. Location of hallway will determine style of bins.
    - i. Hallways located near large public event areas should use new designer standard.
    - ii. All other hallways must use basic standard or retrofitted existing bins.
3. Auditoriums
  - a. Paired landfill and recycle bins must be placed outside of auditoriums.
  - b. At least one pair should be outside auditorium.
  - c. Signage should be posted in auditoriums educating users to bring recyclables and trash to the hallway and disposed of in the correct bin.
  - d. Mobile waste stations should be used for catered events, as necessary.
4. Classrooms
  - a. Remove all bins from classrooms.
  - b. Paired landfill and recycling bins should be placed in centralized locations in the corridors outside of classrooms.
  - c. Signage should be posted in auditoriums educating users to bring recyclables and trash to the hallway and disposed of in the correct bin.
  - d. Bins can be placed in classroom when there is not enough room outside the classroom.
  - e. Mobile waste stations should be brought in for catered events.
5. Conference/Seminar Rooms
  - a. Remove all bins from conference rooms and place in hallways.



- b. Mobile waste stations should be brought in for catered events.
  - c. Signage should be posted in auditoriums educating users to bring recyclables and trash to the hallway and disposed of in the correct bin.
  - d. If the building's facility manager deems the room high use and requests that bins are placed inside, an exception can be made.
6. Office Suites
- a. At least one pair of basic recycle and landfill bins should be present in each suite.
  - b. Signage and labeling guidelines apply.
  - c. Remove all single landfill bins.
  - d. Individual offices should continue to use desk-side waste bins.
7. Copy and mail rooms
- a. Recycling bins should be placed by all printers and copy machines
  - b. Signage and labeling guidelines apply.
8. Break rooms, kitchenettes, lounges
- a. All must have a pair of landfill and recycle bins.
  - b. Non-standard bins are allowed in these areas if space constraints are present (e.g. under counters).
  - c. If bins can not fit in room, bins should be located in visible location outside the room.
  - d. Signage and labeling guidelines apply.
9. Laboratories - Wet
- a. Existing metal landfill bins should be placed at the end of each lab bench and retrofitted with a Laboratory Landfill label. New landfill bins purchased for lab space must meet all OSHA requirements.
  - b. No recycle bins should be in labs with the exception of side saddles at individual desks.
  - c. One pair of recycle and landfill bins should be located at doors to laboratories from hallways, if the required space is available. When space not available, a stand alone recycle bin is allowed.
10. Computer labs
- a. Paired bins should be located near printers, entries and highly utilized spaces.
  - b. Signage and labeling guidelines apply. If visual clutter is a concern, an exception can be made for some bins if the appropriate signage is within sight.
  - c. Additional recycle bins may be added without landfill bins near printers and copiers.
11. Dining Halls
- a. Only landfill and compost bins (with Office of Campus Sustainability approval) can be placed in dining halls.
12. Other Lab Spaces
- a. Must meet OSHA requirements.
13. Studio Spaces

## Obtaining Bins

In order to obtain bins for your space, please contact [recycle@umich.edu](mailto:recycle@umich.edu) with all requests. Please include the number of bins, style and description of where bins will be placed. Due to Fire Safety concerns, all requests must be vetted and may be denied if the proposed locations do not meet the standards described in this document.