



# Waste Minimization and Pollution Prevention

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POLICY # IN-FIAD.SUS.04

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**Effective:** November 3, 2009  
**Last Updated:** November 16, 2012

**Responsible IUPUI Campus Division:**  
*Finance and Administration*

**Responsible IUPUI Campus Office:**  
*Office of Sustainability*

**Responsible IUPUI Campus Administrator:**  
*Colleen McCormick, Director, Office of Sustainability*

**Policy Contact:**  
*Colleen McCormick*

The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the [Faculty Council website](#).

This policy is in accordance with University Policy [UA-08, Establishing University Polices](#).

## Scope

As the generation of waste is an integral part of the day-to-day operations of IUPUI, and as virtually all employees produce waste as part of their daily activities, this policy applies to all personnel of the University.

Materials that are reusable are to be reused within the department generating or within the scope of the IUPUI Surplus Property Program. Materials that are recyclable are to be recycled within the scope of the current IUPUI recycling program.

This policy also, by definition, applies to all IUPUI personnel that purchase or otherwise obtain chemical products whether the material is liquid, solid, or gaseous at room temperature. The policy applies to stock chemicals most frequently associated with laboratory environments and chemical-based products utilized in the maintenance of University buildings, grounds, property, equipment and supplies.

This policy applies to instances or circumstances in which energy or other natural resources may be wasted (e.g. a leaking faucet).

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## Policy Statement

State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know what the policy is and how it extends to the university. How-to procedures can be elaborated in the Procedures section.

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## Reason for Policy

The Pollution Prevention Act of 1990, as enacted by the United States Congress, sets forth a national policy requiring that pollution to the environment be prevented or reduced at the source. Under this legislation, Congress established a hierarchy of criteria in managing wastes (58 FR 31114, May 28, 1993). These criteria, in descending order of preference, include:

- Prevention through source elimination or reduction
- Product reuse
- Environmentally-sound recycling
- Environmentally-sound treatment
- Environmentally-sound disposal.

The Administration of Indiana University-Purdue University Indianapolis (IUPUI) recognizes the principles of the Pollution Prevention Act of 1990 as a key cornerstone in the protection of both human health and the environment and a key tool in developing and maintaining a sustainable campus. IUPUI is committed to reducing the impact of the campus on Indianapolis and the surrounding community.

IUPUI, as a generator of hazardous chemical waste, has an obligation under federal and state regulation to reduce the volume and toxicity of the hazardous wastes generated to the fullest extent economically practicable ((40 CFR 262.27 (a)).

IUPUI Administration, by the adoption of this policy, shares the responsibility of practicing waste minimization and pollution prevention with all faculty, staff, students, and to the fullest extent possible, guests and vendors/contractors of the University.

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## Exceptions

Not provided - will be updated during review process.

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## Procedures

All University personnel are to objectively evaluate on a regular basis waste minimization and pollution prevention opportunities in their work area and implement those opportunities as appropriate. The waste minimization techniques specified in Attachment A are to be considered when evaluating opportunities for waste minimization.

All University personnel are to ensure that all wastes generated as part of their activities on campus are to be reused or recycled if appropriate or discarded in compliance with the provisions of the current edition of the IUPUI Waste Disposal Guidelines as published and distributed by the IUPUI Office of Environmental Health and Safety (EHS) and as found at: <http://ehs.iupui.edu/enviromental.asp?content=waste-disposal-guidelines>

Each University or department are strongly encouraged to designate a Waste Minimization Coordinator to assist employees identify and implement waste minimization/pollution prevention opportunities within their area.

Responsibilities of designated Waste Minimization Coordinators include:

- Identify waste minimization/pollution prevention opportunities within their area.
- Disseminate educational information on waste minimization/pollution prevention within their area as provided by appropriate campus entities.
- Identify activities within their area which may be contrary to the principles or provisions of this policy.
- Assist in the correction of activities found to be contrary to the principles or provisions of this policy.
- Provide feedback/data as requested on waste minimization/pollution prevention activities within their area.

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## Definitions

Not provided - will be updated during review process.

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## Sanctions

Costs incurred from the disposal of wastes generated by actions contrary to the principles of pollution prevention and waste minimization may be referred back to the producing or generating department/entity.

In the event that IUPUI is cited and fined by federal, state or local regulatory agencies for actions or activities contrary to waste minimization or pollution prevention regulations, the department(s) involved in the citation may be held accountable for payment of the issued fine.

Any person or department affected by any such cost or fine assessment may appeal the assessment provided that a written request for such a review is submitted to Vice Chancellor for Administration and Finance within thirty (30) days of issuance of the assessment. The IUPUI Office of Environmental Health and Safety will provide a written, itemized assessment of the incurred penalties to the responsible department or party(ies).

All appeals will be acted upon and reviewed in accordance with the established appeals review procedures.

In addition, the University may initiate disciplinary actions against any staff or faculty found to be knowingly in violation of this policy.

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## Additional Contact Information

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

(This section may be modified to include responsibilities if necessary.)

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## Forms

Not provided - will be updated during review process.

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## Web Addresses

<http://ehs.iupui.edu/enviromental.asp?content=waste-disposal-guidelines>

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## Related Information

Not provided - will be updated during review process.

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## Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

<i>Date</i>	<i>Contact</i>	<i>Email</i>	<i>Status</i>
11/2009	Kevin Mouser	kmouser@iupui.edu	Adopted
11/2012	Kevin Mouser	kmouser@iupui.edu	Revised
2/2014	Kati Reeves	kreeves7@iupui.edu	Converted to policy template

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## Communications

Specify population to receive communications and desired communication methods.

	✓ the desired populations & communication methods
Students	
Staff	
Faculty	
Jag News	
Faculty Council	
Staff Council	
IUPUI Facebook	
IUPUI Twitter	
Housing	