


POLICY AND PROCEDURE

	Policy number: 13000-009
	TCCS Recycling and Waste Disposal Policy
	Last review date: 09/18/2025
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Approved by: Vanessa Aguirre	

TCCS Recycling and Waste Disposal Policy

Purpose

The purpose of this policy is to provide clear guidance on the proper disposal, recycling, and management of waste generated on TCCS Properties. It is designed to:

- Promote environmentally responsible practices in line with sustainability goals.
- Ensure compliance with local, state, and federal waste disposal regulations.
- Protect human health and safety by correctly handling hazardous and electronic waste.
- Prevent contamination of recycling and compost streams by specifying acceptable materials.
- Support efficient waste collection and reduce landfill usage.

Scope

This policy applies to:

- All staff, faculty, students, and contractors using TCCS-managed facilities.
- All materials purchased with departmental funds and used on-campus.
- Waste Categories included:

General Waste (non-hazardous solid waste)

- Municipal solid waste (MSW): food wrappers, paper, cardboard.
- Bulky waste: broken furniture, mattresses, carpet, old office equipment.

Recyclable Waste

- Paper and cardboard: printer paper, notebooks, packaging.
- Plastics: bottles, containers, lab plastics (non-contaminated).
- Glasses and metals: beverage containers, scrap metal.

- Electronics (e-waste): computers, monitors, printers, batteries, cell phones.

Special/Regulated Waste

- Ink and Toner cartridges.
- E-waste
- Light bulbs
- Batteries
- CDs and DVDs
- Used oil and oily rags: from vehicle or equipment maintenance.

Hazardous Waste

- Chemical waste: laboratory reagents, cleaning chemicals, solvents, acids/bases.
- Paints and coatings: facilities and maintenance.
- Pesticides/herbicides: groundskeeping.
- Aerosols and compressed gas cylinders.

Biomedical/Biohazardous Waste

- Sharps: needles, scalpels, broken glass.
- Blood and bodily fluids.
- Contaminated PPE and lab consumables.

Construction and Demolition (C&D) Waste

- Wood, drywall, concrete, asphalt, scrap metal, roofing, and insulation.
- Asbestos-containing materials (ACM): in older buildings.

Organic Waste

- Yard/green waste: grass clippings, leaves, tree trimmings.
- Compostables: food waste, coffee grounds, compostable plates/utensils.

Note:

- 1) Personal waste generated by individuals is outside the scope of this policy and must be disposed of through appropriate off-campus channels.
- 2) TCCS on-campus waste disposal services are intended only for items purchased with department funding and used on campus.

Requesting Recycling and Waste Disposal Services

If you are a **student, faculty, staff member, or contractor** of TCCS and need assistance with recycling or waste disposal, you may request services from Central Facilities Services (CFS).

To request a scheduled pickup, email CFS_Admin@claremont.edu with the following information:

- Name
- Location of Pickup
- Date of Pickup
- Description of item(s) to be removed (ex. solid, liquid, type of waste, quantity)

 **Note:** Standard labor rates will apply for all scheduled pickups.

Alternatively, you may email CFS_Admin@claremont.edu to arrange a drop-off of approved items at the Administrative Campus Center (ACC), located at: 101 S. Mills Ave., Claremont, CA. A designated staff member will coordinate your drop-off.

Procedure

Use this guide to properly dispose of various types of waste on campus. If you have an item not addressed here, email CFS_Admin@claremont.edu, and we'll update the list accordingly.

General Waste (non-hazardous solid waste)

Furniture - bulky items, including but not limited to:

- Furniture (e.g., desks, chairs, bookshelves, conference room tables)
- Appliances (e.g., microwaves, refrigerators)
- Large packaging materials

Condition of Items: Items must be safe to handle, free from hazardous materials, and not infested (e.g., with pests).

Donations/Reuse: TCCS strives to divert reusable materials from landfills through donation and recycling partnerships. Whenever possible, furniture in good condition may be diverted before disposal.

Old Books

Donate to:

- The Claremont Forum www.claremontforum.org
- Friends of the Claremont Library Bookstore www.claremontlibrary.org

Recyclable Waste

Plastic

- Only plastics #1 and #2 are recyclable in Claremont.
Look for the number inside the "chasing arrows" triangle symbol.
- Common recyclable items: beverage bottles (water, soda, sports drinks), food containers.
- All containers must be clean and free of food or drink residue.
- Not accepted: plastic bags, wrappers, and plastic film.

Glasses and Metals

- Glass bottles (beer, wine, soda)
- Glass jars (food containers like pasta sauce, pickles, jam, baby food)
- Rinse them, remove lids/caps, and they're good to go.
- Recyclable metals include aluminum, tin, steel, and other common food-related packaging metals.
- Non-food metals can also be recycled if they are made entirely of metal.

Paper and Cardboard

- Must be clean, dry, and free from food, liquids, or contaminants.
- Shredded paper should be placed in the trash, not recycling.

E- Waste

Ink and Toner Cartridges

- HP cartridges come with return labels. Apply the label to the original box and:
 - Drop-off at Connection (Honnold Library), or
 - Bring to the ACC Supply Warehouse for UPS pickup.
- No label? Drop-off cartridges at Connection or email IThelp.desk@claremont.edu.

- Alternatively, bring cartridges to Staples for store credit (limit: 10/month, but they accept more).

Electronics

Includes phones, tablets, laptops, printers, hard drives, speakers, keyboards, etc.

- For disposal:
 - Drop-off at the ACC loading dock. Use the e-waste pallet.
- For college-owned devices or those with sensitive data, contact ITS for secure disposal.

CDs and DVDs

- Not recyclable. Dispose of in trash.
- Contact ITS with any data sensitivity concerns before disposal.

Special/Regulated Waste

Light Bulbs

- LED Bulbs: Not hazardous. Can go in the trash, but recycling is preferred. Contact CFS_Admin@claremont.edu to schedule pickup or drop-off (labor rates apply).
- Fluorescent Bulbs: Contain mercury. Handle with care. Email CFS_Admin@claremont.edu for pickup/drop-off (labor rates apply).
- Incandescent Bulbs: Not recyclable. Dispose in trash carefully to avoid breakage.
- Halogen Bulbs: Not easily recyclable. Place in trash.
- Other Bulbs (e.g., mercury vapor, high-pressure sodium): Email CFS_Admin@claremont.edu for pickup/drop-off.

Hazardous Waste

Chemical waste: laboratory reagents, cleaning chemicals, solvents, acids/bases.

- Never pour chemicals down the drain unless explicitly approved by local regulations.
- Collect waste in designated containers (often grouped by type: organic solvents, acids, bases, heavy metals).
- Use hazardous waste pickup services.

- Email CFS_Admin@claremont.edu to arrange pickup/drop-off. TCCS uses a licensed hazardous waste disposal service.

Pesticides/herbicides: groundskeeping

- Classified as toxic, sometimes carcinogenic, or environmentally persistent.
- Can contaminate soil, groundwater, and stormwater if poured down drains or dumped on land.
- Empty containers often still contain residues that can be dangerous.
- Keep in original, labeled containers — never transfer into unmarked bottles.
- Illegal disposal (e.g., dumping in drains or soil) can lead to fines and liability for environmental damage.
- Email CFS_Admin@claremont.edu to arrange pickup/drop-off. TCCS uses a licensed hazardous waste disposal service.

Aerosols and compressed gas cylinders

Aerosols and compressed gas cylinders can be especially tricky because they're pressurized containers. Mishandling them can cause explosions, fires, or toxic leaks.

Storage:

- Store in a cool, well-ventilated area, away from flames, sparks, or direct sunlight.
- Keep cylinders upright and secured to prevent falling or damage.
- Segregate flammable aerosols from oxidizing or toxic gases.

Disposal of Aerosol Cans

- Completely empty cans (no hissing when pressed, no liquid) may sometimes be recycled as scrap metal in some local programs — but check local rules.
- Partially full or full cans must be treated as hazardous waste because of pressure and chemicals inside.
- Send to a hazardous waste collection facility. Email CFS_Admin@claremont.edu to arrange pickup/drop-off. TCCS uses a licensed hazardous waste disposal service.

Disposal of Compressed Gas Cylinders

Return to the **supplier/manufacturer** — most cylinders are designed for refill/reuse.

If not returnable:

- Email CFS_Admin@claremont.edu to arrange pickup/drop-off. TCCS uses a licensed hazardous waste disposal service.

Paints and coatings

- Water/Latex Paint: Let it dry completely (remove lid or mix with cat litter). Once dry, dispose in trash.
- Oil-Based Paint: Email CFS_Admin@claremont.edu to arrange pickup/drop-off.

Batteries

- Batteries are hazardous and must not be thrown in the trash.
- Drop them off in the battery bins located in ACC (copy room outside kitchenette).
- For 9V batteries, tape over contacts to prevent fire risk.

Used oil and oily rags: from vehicle or equipment maintenance.

Used oil and oily rags are considered hazardous because they can pollute soil/water, cause fires, and harm health if not handled properly.

Used Oil (motor oil, lubricants, hydraulic fluids)

- Oil contains heavy metals, hydrocarbons, and other contaminants.
- One gallon of oil can contaminate **1 million gallons of water**.
- Collect in a clean, sealed container (never mix with solvents, antifreeze, or other chemicals).
- Store in a labeled, leak-proof drum or container with secondary containment.
- Do not pour down drains, onto soil, or into trash.
- Send to a licensed recycler or Email CFS_Admin@claremont.edu to arrange pickup/drop-off.

Oily Rags, Absorbents, and Wipes

- Fire hazard — oily rags can spontaneously combust if improperly stored.
- Potentially contaminated with petroleum hydrocarbons or solvents.
- Store in fireproof containers → dispose through hazardous waste services or approved laundering.
- Never dump, burn, or trash them.
- Email CFS_Admin@claremont.edu to arrange pickup/drop-off.

Note:

TCCS is in the process of developing a standardized price list for common hazardous materials items to allow departments to see costs up front and streamline billing. Once the price list is finalized, haz-mat items will be billed at the time of drop-off or pickup.

Biomedical/Biohazardous Waste

Sharps (needles, scalpels, broken glass)

- Hazards: Can puncture skin and transmit infections (HIV, Hepatitis, etc.).
 - Place directly into puncture-resistant, leak-proof sharps containers (usually red or yellow, clearly labeled with the biohazard symbol). Most Sharps containers are located in restrooms throughout campus.
 - Never recap needles or overfill containers.
 - Email EH&S if you notice a Sharps container is full. EH&S will arrange for pickup.

Contaminated PPE and Lab Consumables

- Includes gloves, gowns, masks, pipettes, culture plates, swabs, etc.
- Hazards: May carry pathogens or hazardous biological material.
 - Dispose in red biohazard bags.
 - Bags should be tied, sealed, and placed in designated biohazard bins. Contact Campus Safety for location of biohazard bins.

Blood and Bodily Fluids

- Hazards: Potentially infectious — treated as regulated medical waste.
 - Collect in red biohazard bags (leak-proof, labeled).

Construction and Demolition Waste

Before beginning any project, a Construction and Waste Management Plan must be developed and approved by the Project Manager. If you need assistance, please contact the TCCS Project Manager David.simpson@claremont.edu

Construction and Demolition waste includes debris generated during construction, renovation, and demolition activities, such as:

- Wood, drywall, asphalt, concrete, bricks
- Glass, metals, insulation

- Packaging materials
- Excavated soil, rubble
- Potential hazardous materials (e.g., asbestos, lead paint)

Objectives

- Minimize the volume of waste sent to landfill
- Maximize reuse and recycling of materials
- Comply with local regulations and environmental standards
- Ensure safe handling of all waste materials on-site

The Waste Management Plan must:

- Estimate the type and quantity of anticipated waste
- Identify opportunities for reuse and recycling (e.g., concrete crushing, reclaimed wood)
- List on-site storage procedures and waste container placements
- Designate responsible personnel
- Name approved haulers and disposal/recycling facilities
- Comply with state or local C&D recycling mandates (e.g., 65% diversion in California)

Hazardous Materials Handling

- Asbestos, lead-based paint, and other hazardous C&D materials must be identified during pre-construction assessments
- Only certified hazardous waste contractors may remove and transport these materials
- All hazardous waste must be documented with EPA Hazardous Waste Manifests

Note:

Unauthorized Dumping: Dumping in unauthorized areas (e.g., near dumpsters, or common spaces) is strictly prohibited. Violations may result in removal fees.

Waste Items Not Included in the Policy for Disposal

Organic Waste


- Yard/green waste: grass clippings, leaves, tree trimmings.
- Compostables: food waste, coffee grounds, compostable plates/utensils.

TCCS does not currently handle compost collection or processing. For compostable waste, please follow City of Claremont guidelines:

Compostable Items:

- Food and food scraps, including:
 - Produce
 - Dairy
 - Eggs
 - Meat and bones
 - Baked goods
 - Vegetable peels and seeds
- Organic waste
 - Leaves
 - Grass clippings
 - Plant pruning's
 - Flowers
 - Weeds
 - Small branches (less than 4 inches in diameter and 4 foot in length)

To request compost pickup or obtain more information, contact the City of Claremont at:

 (909) 399-5431 or visit www.claremontca.gov.

TYPES OF WASTE ON CAMPUS

GENERAL WASTE



- Municipal MSW (food wrappers, paper, plastic bottles, cans, cardboard)
- Bulky Waste (broken furniture, mattresses, carpet, old office equipment)

RECYCLABLE WASTE



- Paper and Cardboard (printer paper, notebooks, packaging)
- Plastics (bottles, containers, Lab plastics. (non-contaminated))
- Glass and Metals (beverage containers, scrap metal)
- Electronics (e-waste) (computers, monitors, printers, battery cell phones)

ORGANIC WASTE



- Food Waste (cafeterias, dining halls, catering events)
- Yard/Green Waste (grass clippings, leaves, tree trimmings)
- Compostables (coffee grounds, compostable plate/utensils)

BIOMEDICAL/ BIOHAZARDOUS WASTE



- Sharps (needles, scalpels, broken glass)
- Pathological Waste (human tissue, animal tissue)
- Blood and Bodily Fluids
- Microbiological Waste (cultures, petri dishes, lab samples)
- Contaminated PPE and Lab Consumables.

HAZARDOUS WASTE



- Chemical Waste (laboratory reagents, cleaning chemicals, solvents, acids/bases)
- Paints and Coatings (facilities, maintenance)
- Pesticides/Herbicides (groundskeeping)
- Aerosols and Compressed Gas Cylinders

SPECIAL/REGULATED WASTE



- Universal Waste (batteries, light bulbs, mercury devices)
- Toner Cartridges
- Used Oil and Greasy Rags (maintenance)