



# **The University of New Mexico Recycling Standards**

**Facilities Management -  
Environmental Services Division**

**Revision: 20211108**

**THE UNIVERSITY OF NEW MEXICO RECYCLING STANDARDS**  
**UNM Facilities Management – Environmental Services Division**

**OVERVIEW**

University of New Mexico (UNM) Recycling Services helps protect the environment by diverting recyclable materials from landfills and by ensuring that diverted materials are beneficially reused. We take potentially recyclable materials, such as office paper, newspaper, shredded paper, cardboard, aluminum, steel and tin cans, plastic and glass bottles, batteries, light bulbs and tubes, wooden pallets and all types of scrap metal, out of the waste stream and into the recycling stream where these materials can be sorted, processed, reused and repurposed. Many common items which were once considered waste products are now viewed as valuable resources.

UNM Recycling collects materials from the North, Central, and South campuses and other UNM locations off campus in the surrounding areas. We are committed to doing our part to help keep both the State of New Mexico and UNM beautiful. The act of recycling is also a positive way to keep our environment healthy. We encourage students, staff and faculty to participate in recycling at UNM.

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**SECTION 1 - DESIGN STANDARDS FOR CONSTRUCTION AND RENOVATION**

With many different size and shape configurations of recycling and trash stations existing across campus, service and maintenance of these becomes difficult, costly, and often impractical. These basic standards are to be used with any new construction or renovation that includes either built-in recycling centers and/or dedicated recycling rooms to ensure the most efficient and cost effective recycling service.

**Recycling Built-ins**

Given the lack of standardization and the difficulty in servicing and cleaning, built-in recycling centers are not recommended for new construction or renovation. Instead, Recycling Services recommends designers and building users opt for open plan recycling rooms or dedicated spaces (specifications below).

However, if built-in units are necessary, consultation with Recycling Services is required prior to construction to ensure accessibility for service staff and that standardized bins can be accommodated. If consultation and approval is not obtained, and final construction does not accommodate staff practices and/or standardized bins and equipment, Recycling Services may not be able to service these areas or may need to adjust fees accordingly.

NOTE: Recycling Services does not clean built-in recycling units or maintain bins and equipment not issued by Facilities Management.

**Recycling Rooms**

If adding a recycling room to an existing facility or via new construction, it is recommended recycling and office waste functions be combined in the same space. Separating these functions reduces the effectiveness of recycling programs by adding extra steps to the waste disposal process and may contribute to greater contamination of recycled materials by users leaving waste in recycling bins out of convenience.

Recycling stations should occupy a space of 84” by 48” (28 square feet) to accommodate (1) Bottle/Can Recycling Box, (1) Rolling Plastic Bin, (1) Rolling Fabric Bin, and (1) Wall Hugger Trash Bin and to allow for staff to access and maneuver bins.

**SECTION 2 – STANDARDIZED EQUIPMENT**

When setting up your recycling station, consider the following equipment and dimensions for the most effective layout.

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**Recommended for Recycling Stations**

Bottle/Can Recycling Boxes

21" D x 13" W x 36" H

Rolling Plastic Bins

23" D x 23" W x 33" H

Rolling Fabric Bins

48" D x 32" W x 37" H

Wall Hugger Trash Bin

20" D x 11" W x 30" H

Recycling Bags

Recycling Services provides 4'x 46" (45 gallon) plastic bags for bottle/can recycling boxes (see below). Individual departments are responsible for providing Recycling staff with bags of other sizes required to accommodate non-approved, non-standard built-in units.

**Other Equipment Options**

Cardboard Cages

3.5' D x 6' W x 5' H

Desk-side Bins

10" D x 15" W x 15" H

**SECTION 3 – RECYCLING GUIDE**

**Scope of Service**

**Approved Pick-Up Stations**

To receive pick-up service, bins and bin locations must be approved by Recycling Services and listed on the current UNM Recycling schedule. Contact Recycling Supervisor for the current schedule.

**Acceptable Materials**

- Plastic Bottles and Metal Cans
- Cardboard (must be flattened)
- Clean Paper
- Toner (must be re-packaged and labeled as "recycling.")

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- Batteries (box or bag separately and labeled as “recycling.”)

### **No item will be accepted if it contains food, oil or grease**

Incorporation of non-accepted materials or those containing food, oil or grease adds to processing costs and puts the entire collection of recyclable material at risk of contamination, which requires disposal in the landfill.

### **Pick-up Terms**

Recycling pick-up and payment terms are evaluated and confirmed as bins and bin locations are approved and added to the UNM Recycling schedule.

All new bins and bin locations not on the UNM Recycling schedule must be approved through a Memorandum of Understanding (MOU) between the UNM department and Facilities Management Recycling Services. The MOU will set the length of the agreement, the scope and frequency of service, as well as the fee. Any services provided outside the limited scope of the MOU may require an additional fee.

UNM Recycling staff may only pick up acceptable materials collected in approved bins at approved locations. Collection of any other material may be accommodated via submission of a work order (including an accounting index or some other billing option) by the requesting department.

In cases of a sudden increase in collected material volume, service to approved pick-up stations may also require submission of a work order (including an accounting index or some other billing option).

UNM Recycling technicians will:

- Restrict their activity to areas of public access (no cubicles, private offices, classrooms, labs or storage areas, etc.).
- Restrict their activity to the collection and removal of acceptable materials (see above).
- Restrict their activity to the collection and removal of approved recyclables as have accumulated in the normal course of daily business.

Additional collection bins must be purchased, maintained and replaced (as necessary) by the client Section 2 – Standardized Equipment

University closures will supersede pick-up schedule agreed upon in the MOU.

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**Drop-off Station**

*(Recycling Services Yard Located at 1818 Camino del Servicio – southwest corner of Tucker Ave. and Camino del Servicio, south of UNM parking lot G)*

**Acceptable Materials**

- Cardboard
- Glass bottles
- Plastic bottles
- Scrap metal
- Books
- Metal cans
- Fluorescent bulbs
- Batteries
- Toners
- Newspaper
- Office paper
- Junk mail
- Cereal board

**No item will be accepted if it contains food, oil or grease**

**Drop-off Terms**

Accepted items (listed above) may be dropped off at the Recycling Services Yard at the Service Building located at 1818 Camino del Servicio.

**There is no fee for drop-off of accepted materials.**

**Non-Standard Items**

**Fluorescent Lamps**

Individual or loose fluorescent lamps may NOT be dropped-off at the UNM Recycling Services location. Please place a work order with UNM Maintenance for removal.

Labeling

Please box and label fluorescent lamps prior to delivery or pickup. Labels are available from UNM Recycling Services at no cost. Boxes are available from UNM Recycling

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Services for a fee. Please order supplies (bins, bags, boxes and/or labels) through Work Control.

Labels should include:

- Project/Department/Area of origin
- Start date (1<sup>st</sup> bulb in box)
- Total number of bulbs in each box

**Wire and Other Scrap Metal**

Please remove any non-ferrous (not steel or iron, i.e. plastic, glass or foam insulation, lubricant or compressed gas) material prior to depositing in the designated bin located in the Recycling Services Yard.

**Glass Bottles**

Please place all glass bottles in the red collection bin (round, 40 gal) located in the Recycling Services Yard.

**Paper Shred**

Please secure paper shred with a bag prior to service.