



### Cline Library

Northern Arizona University  
PO Box 6022  
Flagstaff, AZ 86011-6022

928.523.6802 phone  
928.523.3770 fax  
nau.edu/library

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#### 1.0 Purpose

To reduce the amount of waste and toxins hauled to and disposed of in landfills or incineration facilities.

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#### 2.0 Scope

This policy encompasses the waste management of ongoing consumables, durable goods, and hazardous waste as described below.

##### **Ongoing Consumables:**

“Ongoing consumables” refer to low-cost-per-unit materials that are regularly used and replaced throughout the course of daily business operations. For the Cline Library, these products include, but are not limited to: paper, toner cartridges, pens, notepads, envelopes, file boxes, paper clips, desk accessories and batteries.

##### **Durable Goods:**

“Durable goods” refers to high-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (computers, monitors, printers, copiers, and fax machines), appliances (refrigerators, dishwashers, and water coolers), external power adaptors, televisions, and furniture.

##### **Hazardous Waste:**

For the purposes of this policy, “hazardous waste” for Cline Library includes: portable dry-cell batteries, single-use and rechargeable batteries used in radios, phones, cameras, and computers; and indoor or outdoor, hard-wired or portable lamp fixtures within the interior of the building.

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#### 3.0 Performance Metric

To determine compliance with this policy, documentation of all waste streams under the scope of this policy must be kept. The performance calculation for consumable goods will be based on the weight of these goods that are diverted from landfills. Durable goods and hazardous waste can be tracked either by weight or their replacement values, in dollars and units.

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#### 4.0 Goals

This intent of this policy is to encourage visitors and regular building occupants of the Cline Library to reuse or recycle materials, whenever it is feasible; and to reduce the amount of waste and toxins hauled to landfills and incineration facilities.

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#### 5.0 Procedures and Strategies

In order to ensure compliance with this waste management strategy, mandatory procedures set forth by this policy must be utilized:

1. A waste stream audit will be conducted for the ongoing consumables waste stream at least once every five years.



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## Solid Waste Management Policy

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2. Baselines, metrics, and targets will be adjusted and evaluated periodically for each of the three waste streams covered by this policy.
3. At least one recycling bin must be located near the entrance of the building in order to serve visitors, and in each staff common areas to serve the regular building occupants.
4. A storage bin for portable dry-cell batteries must be located within the staff area on the 1st floor in order to serve regular building occupants. When the bin is nearing its full capacity, NAU Facility Services should be called to perform a pickup.
5. Durable goods must be sent to Campus Surplus for reuse, sale, and donations of items no longer suitable for use within the building.
6. Mercury-containing lamps must be disposed of by NAU Facility Services and should be stored at Shipping and Receiving for pickup.
7. Expired toner cartridges are to be collected for pickup by NAU Facility Services for re-use.

In addition, a combination of the following suggested strategies may be implemented in order to further reduce the waste streams within Cline Library:

1. Waste-minimization education will be conducted in order to encourage the reuse and recycling of eligible products.
2. At least one full-time employee of Cline Library from each department should receive training and act as an Energy Mentor for the building. Training is provided by the Green NAU Energy Initiative (GNEI), an office located within the Facility Services Department of Northern Arizona University.
3. Request to be added to the Campus-Wide recycling pilot. This pilot program provides a total revamping of interior trash/recycling collection and would allow for more efficient management of waste stream in the building.
4. As the dumpster used by the library is commingled, periodically request diversion rate information from waste vendor.

### 6.0 Responsible Parties

The Office of the Dean shall implement this policy within Cline Library in coordination with other appropriate organization personnel, including but not limited to, Technology Services for Cline Library, Cline Library Purchasing Officer, Cline Library employees, parties purchasing and/or disposing of materials on Cline Library's behalf.

The responsible parties within the Office of the Dean should ensure that the Sustainable Purchasing Policy is adapted accordingly and that contract vendors and building employees are aware of the specifics outlined in this policy. Contact information for the responsible parties is provided below:

Contact Information for Responsible Party:	
Department:	Office of the Dean
Name:	Jill Friedmann (Assistant Dean)



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Phone:	928-523-3253
Email:	Jill.Friedmann@nau.edu

Contact Information for Responsible Party:	
Department:	Office of the Dean
Name:	Lauri Budzinski (Building Coordinator)
Phone:	928-523-5887
Email:	Lauri.Budzinski@nau.edu

**7.0 Time Period**

This policy shall take effect on April 1, 2014 and shall continue indefinitely or until amended and/or replaced by subsequent sustainable purchasing policy.