



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management

AREA: Campus Support Services & Custodial Services

Refuse and Trash Removal

MAPP 04.03.05

I. POLICY

- A. Lamar University's (LU) Office of Facilities Management manages the removal of refuse and trash from LU property to help the University maintain a clean, attractive, and safe campus.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

III. SERVICES PROVIDED

- A. LU Custodial Services staff empty waste receptacles inside University buildings and facilities. (Custodial Services is a department within Facilities Management.)
- B. LU Campus Support Services' Grounds staff empty waste receptacles located outside University buildings and facilities. Additionally, Grounds staff remove waste generated in the larger trash receptacles located in the Commons buildings within Cardinal Village, the University's Student Housing complex. The Grounds section also picks up blowing debris and removes other litter scattered throughout the campus, to include the removal of dead animals. (Campus Support Services is a department within Facilities Management.)
- C. LU participates in the recycling programs listed below. Information, including locations, is current as of the date of this policy. These programs are not coordinated through a single University office (i.e., Facilities Management) but managed by various offices, often in collaboration with other offices and/or third-party contractors, vendors, or nonprofit groups.

Note. As important as knowing what to throw away as refuse or trash is knowing what **not** to throw away in University receptacles or other locations. Disposal of improper items can cause unnecessary waste or cause harmful or toxic materials to enter the waste stream. The LU community should use the following list of recycling programs to determine which items should not be thrown away as refuse or trash but recycled. Those with questions should contact the Office of Facilities Management.

1. Books can be donated at the University/Barnes & Noble Bookstore. Book donations are voluntary, and any LU community member is welcome to donate.
 2. Electronic waste (e.g., computers and computer equipment, small batteries, earbuds, CDs, and other small electronic waste items) can be deposited in bins located at the University Library and Setzer Student Center. Participation is voluntary, and any LU community member is welcome to participate.
 3. Confidential documents are securely disposed of through the University's contract with a third-party document control company. Certain LU departments are required to participate in this program due to the confidential nature of their documents.
 4. Toner and print cartridges can be placed in designated bins located at the University Post Office. Participation is voluntary, and any LU community member is welcome to participate.
- D. Before disposing of University furniture, equipment, or other large, costly, or specialized items, LU faculty, staff, and students must contact the LU Property Management Department to determine if these items are included on LU's Inventory or Equipment lists and, thus, subject to LU's policies on property management, inventory, and surplus. Property Management keeps updated lists of the LU property that is inventoried or regarded as University equipment. LU faculty, staff, and students should contact Property Management if they have questions about University property and how it must be disposed of. If Facilities Management staff notice that University property may have been disposed of improperly, they will notify Property Management, which will investigate the matter.
- E. All waste collected by Custodial and Grounds staff is placed into one of the dumpsters located across campus. LU has partnered with a refuse contractor that supplies and empties dumpsters on a regular basis.
- F. Contractors performing construction work for LU provide their own dumpsters when necessary and are responsible for servicing the dumpsters as part of the project on which they are working.

IV. COST AND PAYMENT

- A. Payment for refuse and trash removal is arranged according to Facilities Management's Fee Structure Policy.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VI. APPROVAL

Dr. Robert H. Wagner 07/19/2022
 Chief Operations Officer Date

Dr. Jaime R. Taylor 07/20/2022
 President Date

REVISION LOG

Revision Number	Date	Description of Changes
1	07/07/2022	Version created.
	07/20/2022	Version approved by President.