

Portland Community College

Solid Waste Management Policy

Applies to: Comprehensive Campuses, Centers and Applicable Property
Updated December 9, 2020

SECTION 1: POLICY SCOPE

This policy applies to the collection, sorting, diversion, and disposal of ongoing consumables, durable goods, and building materials associated with facility alterations and additions accrued in the operations of all PCC Comprehensive Campuses (Cascade, Rock Creek, Southeast and Sylvania) and Centers, land within the building and site management's control, and other applicable property.

The Solid Waste Management Policy complements PCC's Sustainable Use of Resources Policy, adopted December 7, 2006, and the college's Climate Action Plan.

This policy will apply to, but is not limited to, the following types of materials:

- Ongoing Consumables, including but not limited to:
 - Paper
 - Cardboard
 - Glass
 - Plastic
 - Metals
 - Landscape waste
 - Batteries
 - Food
- Mercury-containing lamps
- Durable Goods, including but not limited to:
 - Electronic equipment
 - Furniture
- Building Materials used in facility alterations and additions, including but not limited to:
 - Building components and structures (wall studs, insulation, doors, windows)
 - Panels
 - Attached finishings (drywall, trim, ceiling panels)
 - Carpet and other flooring material
 - Adhesives
 - Sealants
 - Paints and coatings

SECTION 2: POLICY GOALS

To manage solid waste in a manner that will:

- protect the environment and public health
- conserve natural resources
- minimize landfilling and/or incineration and reduce toxicity

- reduce greenhouse gas (GHG) emissions associated with solid wastes, and support PCC's *Climate Action Plan (2013)* as it addresses the reduction of Scope IIIb GHG associated with Supply Chain and Solid Waste (p 26-27)

SECTION 3: PERFORMANCE METRIC

The successful implementation of this policy will be measured by the ongoing recycling rate achieved. The recycling rate is derived by comparing the amount of consumables diverted from the landfill to those consumables sent to the landfill over a given time period. The policy's initial performance metric will be to achieve the reuse, recycling and/or composting of:

- At least 75% of the ongoing consumable waste stream (by weight or volume) by 2030.
- At least 100% of discarded batteries
- At least 75% of the durable goods waste stream (by weight, volume, or replacement value
- At least 75% of waste (by volume) generated by facility alterations and additions, with a goal of 95%.
- 100% of all mercury-containing lamps within the building and site management's control

Performance will also be reported as GHG emissions due to solid waste production on a per capita basis.

SECTION 4: PERFORMANCE EVALUATION

The party(s) responsible under Section (5) shall periodically evaluate the success of this policy's implementation. This may include providing a report on an annual basis to senior management within PCC. Whenever possible, the annual reports should include an evaluation of the performance, safety, cost and environmental/public health benefits achieved through source reduction, reuse, recycling and composting.

Reports should also relate the progress in meeting the stated objectives of PCC as set forth under Sections (2) and (3). Monthly reports, including waste recycling and/or disposal receipts must be provided by the waste haulers/vendors to allow for ongoing documentation, monitoring and assessment of the program results. As identified during the request for bid process, waste haulers must comply with PCC sustainability practices as well as demonstrate sustainability in their organization's internal practices. Haulers must provide individualized reports for commingled, compost, and land-filled waste. Where regulatory barriers prevent PCC from choosing the hauler for an individual campus, averages for the campus size and scope in conjunction with the CalRecycle guidelines will be used to estimate diversion wastes.

In May 2013 a comprehensive landfill-bound waste assessment was performed for PCC's four largest locations: Sylvania, Cascade, Southeast Center, and Rock Creek. It is PCC's goal to perform similar waste assessments periodically to inform waste diversion efforts. The objectives of the four PCC waste assessments were as follows:

1. Determine the composition of the landfill-bound waste stream by conducting a waste sort on a minimum of 100 pounds of the landfill-bound material for each campus. This sample provides a snapshot of the waste composition and daily waste-generation activities of the campuses. Each waste sort includes hand sorting the waste into material categories, weighing the sorted materials, recording the data, and making quantitative and qualitative observations.
2. Provide a comprehensive combined overview of the four campuses in order to provide a larger context for PCC's waste minimization opportunities and targeted education outreach.
3. Develop recommendations regarding material waste that could be diverted or reduced based on the collective findings from the sorts

SECTION 5: RESPONSIBLE PARTY

The Sustainability Manager shall implement this policy within PCC Campuses and Centers in coordination with other appropriate organization personnel, including but not limited to, PCC’s Recycling Coordinator, PCC’s Facility Director, PCC’s custodial staff, PCC’s environmental health and safety department and any contracted waste haulers. The Sustainability Department shall coordinate training, education and outreach programs throughout the organization, with the aim of promoting and maintaining the goals of this policy.

SECTION 6: PROCEDURES AND STRATEGIES

The following table lists recyclable wastes at the building site, their disposal method and handling procedures.

Source/Consumables	Disposal Method	Handling Procedure
Plastic bottles, cans, paper, and glass (commingled and separate)	Campus and building occupants dispose of these recyclables in collection points located throughout Classrooms: Single bin that accepts commingled aluminum and tin cans, plastic bottles and tubs, cardboard, newspaper, office paper. Indoor and outdoor public spaces: Four separate bins for (1) Glass, (2) Plastic Bottles and Cans, (3) Mixed paper and Cardboard, and (4) Trash. Custodial staff sorts commingled recyclables out of the trash when able and delivers to collection points.	Amounts are tracked and taken away by hauler on a regular basis (2-5 times per week depending on campus need).
Mercury-containing Lamps	Staff from PCC Environmental Health & Safety Department collect fluorescent lamps and store the unbroken lamps for disposal.	Managed by Environmental Health & Safety for safe disposal, in accordance with local regulations on disposal of products containing mercury.
Paper/newspapers	Paper and newspapers may be disposed of in commingled classroom recycle bins or the public space mixed paper/cardboard bins. Custodial staff sorts commingled recyclables out of the trash when able and delivers to collection points.	Amounts are tracked and taken away by hauler on a regular basis (2-5 times per week depending on campus need).
Cardboard	Cardboard may be disposed of in commingled classroom recycle bins or the public space mixed paper/cardboard bins. Custodial staff sorts commingled recyclables out of the trash when able and delivers to collection points.	Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling.).
Batteries	Building occupants deliver batteries to multiple specially-designated collection points for disposal.	PCC Environmental Health & Safety collects batteries and recycles in accordance with local regulations.
Durable Goods (Electronic Waste and Furniture)	PCC provides a Surplus Supply storage facility. Durable goods that have reached the end of their life within the building but still have value are taken to Surplus Supply. When larger durables, such as furniture and filing cabinets are needed, PCC staff are required to call Surplus Storage before purchasing new goods. An online used-market is provided to the public to bid on	Central Distribution Services picks up surplus equipment, and relocates to surplus storage.

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	used-items that PCC has no use for. Campuses hold an E-goods take back at minimum of once-a-year, in convenient bins around campus (all year at Sylvania).	
Building Materials	All new and renovation construction projects require contractors to collect construction waste for reuse/recycling.	Amounts are tracked and taken away by an authorized hauler at the end of the demolition/construction period for recycling. The Contractor is responsible for implementation.
Food Scraps	<p>Depending on the location, PCC has varying degrees of composting programs.</p> <p>All four campuses have pre-consumer composting in the cafeteria. The pre-consumer food waste diversion program has been implemented for Dining Services. Five gallon buckets are used to collect food waste. Buckets are emptied as filled into outside collection carts by Custodial staff. On occasion, some food is taken to the on-campus vermicomposting bin at Sylvania and Rock Creek.</p> <p>Post-consumer food waste is collected at Sylvania and Rock Creek, composted through the hauler's food scrap collection program and overseen by the Custodial Manager and Recycling Coordinator. The Custodial staff transports the food scraps to the outside collection containers.</p> <p>Rock Creek's post-consumer food waste is collected by Dining services and sustainability staff and is primarily composted through the hauler's food scrap collection program.</p> <p>Sylvania and Rock Creek have select offices and break rooms that voluntarily collect food scraps for composting in the hauler's food scrap collection program. At Sylvania, this material is collected by a Sustainability Department intern. At Rock Creek, employees within each office take their food scraps to the learning garden compost and/or food scrap collection container.</p> <p>At Cascade, pre-consumer food waste is sorted by Dining staff and collected by Custodial staff. Post-consumer food waste is collected in the cafeteria and composted through the City's food scrap collection program.</p> <p>At Southeast, pre-consumer food waste is sorted by Dining staff and collected by Custodial staff. Post-consumer food waste is collected in the</p>	<p>On-site sustainability coordinators and recycling technicians oversee and audit composting procedures.</p> <p>Sylvania: Pre- and post-consumer food waste is taken by haulers for the City of Portland's composting program; some pre-consumer food waste is sent to the on-campus vermicomposting bin at the learning garden.</p> <p>Rock Creek: Pre- and post-consumer food waste is taken by haulers for Washington County's composting program; some pre-consumer food waste is sent to the on-campus vermicomposting bin at the learning garden.</p> <p>Cascade: Pre- and post-consumer food waste is taken by haulers for the City of Portland's composting program; some pre-consumer food waste is sent to the on-campus learning garden.</p> <p>Southeast: Pre- and post-consumer food waste is taken by haulers for the City of Portland's composting program.</p>

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Books	<p>cafeteria and composted through the City's food scrap collection program.</p> <p>PCC collects unwanted books from students in collection boxes at each of the campus bookstores for Better World Books and online bookseller of used and new books that donates books or a percentage of its profit to literacy programs around the world.</p>	<p>The bookstores and employees submit a work order for books to be collected by PCC Central Distribution Services. Then CDS sends them books to Better World Books for resale.</p>
Plastic Film	<p>PCC employees collect and store plastic film in key work areas (ex. bookstores, warehouses, dining services, print shops and others), on each campus to be eventually recycled by TREX, a major manufacturer of wood-alternative decking, railings and other outdoor items made from recycled materials.</p>	<p>Sustainability staff oversees the maintenance of the program, providing collection containers and bags. On a quarterly basis, Sustainability and Bookstore staff collect all the plastic film from all the campuses and drop it off at a local TREX drop off location (Albertsons in Lake Oswego). Then the plastic film is hauled to TREX. All of the material dropped off is tracked by Sustainability staff and reported to TREX.</p>
Construction Waste & Debris	<p>PCC's Design and Construction Standards include a customizable Construction and Demolition Waste Management Plan that is meant to guide the reuse, recycling and disposal of materials.</p>	<p>Throughout the duration of the project, the General Contractor will be the managing entity for all trash, debris and recycling disposal boxes. At minimum, four material streams must be identified for the project. These material streams must be approved by the PCC PM in consultation with PCC Sustainability. Each subcontractor will be responsible for the appropriate disposal of their waste per the below guidelines. Construction demolition and waste will be collected and managed in one of two ways at the job site: 1) waste will be hauled directly off site upon its creation; 2) waste will be disposed of on site in regularly serviced collection boxes. Demolition and waste removal to follow requirements in specification section 01 81 13 Sustainable Design Requirements and the PCC Construction and Demolition Waste Management Plan. Refer to PCC Design & Construction Standards (Division 2 - Existing Conditions) within PCC's for further information about sustainability requirements.</p>

SECTION 7: SOLID WASTE SOURCE REDUCTION

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Part of PCC's strategy to reduce solid waste is to reduce the source of the waste. In addition to waste reduction strategies addressed by PCC's Sustainable Purchasing Policy and Climate Action Plan, PCC offers a discount at all coffee and soda stands to anyone who brings their own cup. At Rock Creek Campus, the OZZI reusable To-Go container system allows students and staff to return used To-Go containers, which are then cleaned and reused. PCC has also implemented the MiniMax System, where staff are given small landfill cans for their desk and asked to empty both their minimax can and larger recycling can into central waste collection locations that are serviced by Custodial daily. This program encourages staff to be mindful of the waste they produce and studies show that such a system can improve recycling by 20%. It also reduces plastic waste by eliminating deskside plastic liners.

SECTION 8: TIME PERIOD

This policy is currently in effect and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable solid waste management policy.