OP 11: Materials Management

Rationale

This credit recognizes institutions that have programs in place to responsibly manage and recover materials that are hazardous, repairable, or hard to recycle and to minimize the use of single-use disposable plastics.

Applicability

Applicable to all institutions.

Points available

A maximum of 4 points are available for this credit.

Criteria

11.1 Surplus and reuse programs

An institution earns 1 point for this indicator when it has A) a surplus program through which institution-owned items that are no longer needed are stored for eventual sale, donation, or reuse, and B) a reuse program through which employees and/or students can donate personal items for redistribution. Partial points are available and earned as outlined in Table I.

Table I. Points earned for indicator 11.1

Criteria	Points available	Points earned
A. Institution has a surplus program through which institution-owned items that are no longer needed are stored for eventual sale, donation, or reuse.	0.5	
B. Institution has or participates in a reuse program through which employees and/or students can donate personal items for redistribution.	0.5	
Total points earned →		

Measurement

Report on current programs and practices.

Documentation

Report the following information in the online Reporting Tool.

- Does the institution have a surplus program through which institution-owned items that are no longer needed are stored for eventual sale, donation, or reuse? (required). For example, a furniture storage and redistribution inventory program or a surplus program with periodic auctions or online sales.

    If Yes, the following field is also required:

    - Narrative and/or website URL providing an overview of the institution's surplus program

- Does the institution have or participate in a reuse program through which employees and/or students can donate personal items for redistribution? (required). For example, a free/thrift shop, pop-up exchange, or surplus program that redistributes office supplies, clothing, kitchen items, books, and/or electronics.

    If Yes, the following field is also required:

    - Narrative and/or website URL providing an overview of the institution's reuse program

11.2 Single-use disposable plastics program

An institution earns 1 point for this indicator when it A) has or participates in a composting program that accepts compostable alternatives to single-use disposable plastic, B) has or participates in a reusable container program designed to reduce the use of single-use disposable plastic, C) has eliminated the on-site use of at least one form of single-use disposable plastic, and D) has eliminated the on-site sales and distribution of all single-use disposable plastic food containers, utensils, and beverage cups. Partial points are available and earned as outlined in Table II.

Table II. Points earned for indicator 11.2

Criteria	Points available	Points earned
A. Institution has or participates in a composting program that accepts compostable alternatives to single-use disposable plastic.	0.25	
B. Institution has or participates in a reusable container program designed to reduce the use of single-use disposable plastic.	0.25	

C.	Has eliminated the on-site use of at least one form of single-use disposable plastic.	0.25	
D.	Has eliminated the on-site sales and distribution of all single-use disposable plastic food containers, utensils, and beverage cups.	0.25	
Total points earned →			

Measurement

Report on current programs, policies, and practices. Policies and directives adopted by entities of which the institution is part (e.g., government or the university system) may count for this indicator as long as the policies apply to and are followed by the institution.

Documentation

Report the following information in the online Reporting Tool.

- Does the institution have or participate in a composting program that accepts compostable alternatives to single-use disposable plastic? (required)

  If Yes, the following field is also required:

  - Narrative and/or website URL providing an overview of the institution's composting program

- Does the institution have or participate in a reusable container program designed to reduce the use of single-use disposable plastic? (required). For example, an initiative that replaces single-use plastic food takeout containers with containers that can be returned, cleaned, and used again.

  If Yes, the following field is also required:

  - Narrative and/or website URL providing an overview of the institution's reusable container program

- Has the institution eliminated the on-site use of at least one form of single-use disposable plastic? (required). For example, polystyrene (styrofoam) cups and containers, plastic shopping bags, or plastic straws.

- Has the institution eliminated the on-site sales and distribution of all single-use disposable plastic food containers, utensils, and beverage cups? (required)

  If Yes to either of the two preceding questions, the following field is also required:

  - Narrative and/or website URL providing an overview of the institution's single-use disposable plastics program

11.3 Electronic waste management

An institution earns the maximum of 1 point for this indicator when it has or participates in a program designed to collect electronic waste (e-waste) from A) employees and B) students, and C) uses an e-waste recycler that is certified to a qualifying standard. Partial points are available and earned as outlined in Table III.

Table III. Points earned for indicator 11.3

Criterion	Points available	Points earned
A. Institution has or participates in a program designed to collect **electronic waste (e-waste)** from employees for recycling and/or preparation for reuse.	0.25	
B. Institution has or participates in a program designed to collect e-waste from students for recycling and/or preparation for reuse.	0.25	
C. Institution uses an e-waste recycler that is certified to one of the following standards: • e-Stewards • Responsible Recycling (R2) • AS/NZS 5377:2013 • EU standard (EN 50625) • WEEELABEX • An equivalent standard in countries where the above are not available	0.5	
Total points earned →		

Measurement

Report on current programs and practices.

Documentation

Report the following information in the online Reporting Tool.

- Does the institution have or participate in a program designed to collect electronic waste (e-waste) from employees for recycling and/or preparation for reuse? (required)

- Does the institution have or participate in a program designed to collect e-waste from students for recycling and/or preparation for reuse? (required)

  If Yes to either of the two preceding questions, the following field is also required:

- ○ Narrative and/or website URL providing an overview of the institution's e-waste collection programs

- Does the institution use an e-waste recycler that is certified to a qualifying standard? (required)
  - ○ Yes
  - ○ No
  - ○ Unsure

  If Yes, the following field is also required:

  - ○ Standard to which the institution's e-waste recycler is certified

11.4 Hazardous waste management and disclosure

An institution earns 1 point when it A) has a **hazardous waste** management program or protocol that includes measures to minimize or reduce the use of hazardous materials and B) publishes information about the types of hazardous waste it generates and how they are disposed of, recycled, and/or prepared for reuse. Partial points are available and earned as outlined in Table IV.

Table IV. Points earned for indicator 11.4

Criterion	Points available	Points earned
A. Institution has a hazardous waste management program or protocol that includes measures to minimize or reduce the use of hazardous materials.	0.5	
B. Institution publishes information about the specific types of hazardous waste it generates and how they are disposed of, recycled, and/or prepared for reuse.	0.5	
Total points earned →		

Measurement

Report on current programs and practices.

Documentation

Report the following information in the online Reporting Tool.

- Does the institution have a hazardous waste management program or protocol that includes measures to minimize or reduce the use of hazardous materials? (required)

  If Yes, the following field is also required:

- Narrative and/or website URL providing an overview of the institution's hazardous waste management program or protocol

- Does the institution publish information about the specific types of hazardous waste it generates and how they are disposed of, recycled, and/or prepared for reuse? (required). For example, in an annual report or on a publicly accessible website.

  If Yes, at least one of the following two fields is also required:

  - Online resource that provides information about the specific types of hazardous waste managed by the institution. Website URL.

  - Document that provides information about the specific types of hazardous waste managed by the institution. Upload.

Glossary

Electronic waste (e-waste) – Any material from electronic devices and systems generated as a waste stream in a processing operation or discarded after service or that is considered to be electronic waste by state/provincial or national legislation. Include, at minimum, all materials accepted as electronics by the institution's e-waste recycler, e.g., computers, printers, ink cartridges, other office electronics, mobile phones and similar devices, televisions and displays, ancillary items such as chargers and cords, and consumer electronic batteries. [Adapted from the definition used by the United Nations Environment Programme (UNEP).]

Hazardous waste – Waste that is considered to be hazardous by state/provincial or national legislation or that possesses any of the characteristics contained in Annex III of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal. Examples include certain chemicals, batteries, pesticides, mercury-containing equipment, lamps, and light bulbs. [Adapted from the definition used by the United Nations Environment Programme (UNEP).]

Non-hazardous waste – Any substance or object which the institution discards, intends to discard, or is required to discard that is not classified as **hazardous waste**. This includes municipal solid waste (i.e., trash or rubbish) and non-hazardous recyclable and compostable materials.

Waste – Any substance or object which the institution "discards, intends to discard, or is required to discard". This includes materials that are disposed of and materials that are diverted from disposal through recovery operations. [Adapted from the definition used by the United Nations Environment Programme (UNEP).]