

SECTION 01 74 19

CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 – GENERAL

1.1 PURPOSE

- A. This guideline is intended to provide useful information to the Professional Service Provider (PSP) to establish a basis of design. PSP is to apply the principles of this section such that the University of Texas at Arlington (UT Arlington) may achieve a level of quality and consistency in the design and construction of their facilities. Deviations from these guidelines must be approved by UT Arlington and may require justification through Life Cycle Cost (LCC) analysis and submitted to UT Arlington for approval.
- B. The intent of this Design Criteria is to provide minimum requirements for construction waste management and disposal in order to:
 - 1. Salvage non-hazardous demolition and construction waste.
 - 2. Recycle non-hazardous demolition and construction waste.
 - 3. Dispose of non-hazardous demolition and construction waste.
- C. This Design Criteria provides minimum requirements for all new building construction and renovation projects at UT Arlington and is not solely for projects that seek a United States Green Building Council (USGBC) LEED (Leadership in Energy and Environmental Design) building rating.

1.2 LESSONS LEARNED AND DESIGN CONSIDERATIONS

- A. **Unless the project has been specifically designated as a LEED Certified building, all references to LEED are intended to promote best practices for sustainable design and construction. The use of LEED scorecards may be requested to help identify sustainable opportunities and guide sustainable project initiatives, however there will be no requirement to complete or submit any LEED documentation to the USGBC for certification.**
- B. **This document is intended for Capital and large-scale JOC projects, either in square footage or in monetary terms. JOC and in-house projects shall refer to Appendix D.**

1.3 GENERAL REQUIREMENTS

- A. This Design Criteria is not a substitute for code requirements, and the Professional Service Provider (PSP) is responsible for ensuring all requirements of applicable codes and regulations are met.
- B. Refer to the Owner’s Project Requirements (OPR) or Project’s Scope of Work for:
 - 1. Code requirements.
 - 2. Specific performance goals for any individual building systems.
- C. In addition to the requirements listed in this “General Requirements” section, additional Design Criteria requirements are defined by a project’s scope. Based on scope, a project is defined to be in one of four categories and must follow the additional Design Criteria associated with its defined scope category. The four project scope categories (and the sections within this document that define the additional required Design Criteria for each) are:
 - 1. Category 1: New Construction and Major Building Renovation, Interior & Exterior (Section 1.6)
 - 2. Category 2: Partial Renovation and/or Multiple Major System Replacement within Existing Building (Section 1.7)
 - 3. Category 3: Projects that impact only Building Infrastructure and Utilities (Section 1.8)
 - 4. Category 4: Projects with no impact to Building Exterior, Building Infrastructure, and Utilities (Section 1.9)
- D. Definitions
 - 1. Construction Waste: Building, structure, and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
 - 2. Demolition Waste: Building, structure, and site improvement materials resulting from demolition operations.
 - 3. Disposal: Removal of demolition or construction waste and subsequent salvage, sale, recycling, or deposit in landfill.
 - 4. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
 - 5. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.
 - 6. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.
- E. Reference Specifications
 - 1. UTA Design and Construction Standards, Section 01 31 00 Project Administration.
- F. Reference Publications/ Guides/ Tools

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1. Recycling Receivers and Processors – Refer to https://www.arlingtontx.gov/city_hall/departments/garbage_recycling/garbage_disposal/commercial_collection for available recycling receivers and processors within the City of Arlington.

1.4 MATERIALS OWNERSHIP

- A. When establishing the scope of work, the Owner’s Designated Representative (ODR) and PSP shall contact UT Arlington Surplus Property and UT Arlington Shops to identify material ownership. Upon contact, ODR and PSP shall:
 1. Review UT Arlington Policies in relation to UT Arlington Surplus Property.
 2. Identify historic items, relics, antiques, light fixture components, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition.
 3. Contact UT Arlington Stakeholders in the following order, once items have been identified:
 - a. UT Arlington Surplus Property.
 - b. UT Arlington Facilities Management (including when utility coordination is required).
 4. Include a budget for third party movers and/or UT Arlington Surplus Property to remove items (if applicable to the scope of work).
- B. PSP shall include the following requirements for the contractor:
 1. Provide documentation (i.e.: word document or spreadsheet) of all identified items to be salvaged.
 2. Confirm with UT Arlington Surplus Property and UT Arlington Facilities Management prior to removal of identified items.
 3. Carefully salvage in a manner to prevent damage and promptly return to its designated location.
- C. Once items have been identified and removed, demolition and construction waste become the property of Contractor unless noted otherwise.

1.5 SUBMITTALS

- A. Action Submittals – Submit a Waste Management Plan within 7 days of date established for the Notice to Proceed.
- B. Informational Submittals – Refer to each project scope category.

1.6 CATEGORY 1 – NEW CONSTRUCTION AND BUILDING RENOVATION

- A. Informational Submittals. Include the following requirements –
 1. Waste Reduction Progress Reports: Coordinate with ODR to identify project milestones and submit a report with the application for payment as required.
 2. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
 3. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
 4. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
 5. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
 6. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
 7. Qualification Data: For waste management coordinator.
 8. Refrigerant Recovery: Reference to comply with requirements per Division 02 Structure Demolition for refrigerant recovery submittals.
- B. Quality Assurance. Include the following requirements –
 1. Waste Management Coordinator Qualifications: Experienced firm or individual employed and assigned by General Contractor, with a record of successful waste management coordination of projects with similar requirements. Superintendent may serve as Waste Management Coordinator.
 2. Refrigerant Recovery Technician Qualifications: Must be certified by EPA-approved certification program.
 3. Regulatory Requirements: Comply with transportation and disposal regulations of authorities having jurisdiction.
 4. Waste Management Conference(s): Refer to Section 01 31 00 for meeting requirements. Include requirements to review waste management procedures in accordance with the following list, but not limited to:
 - a. Review and discuss waste management plan including responsibilities of each contractor and waste management coordinator.
 - b. Review requirements for documenting quantities of each type of waste and its disposition.

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- c. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
 - d. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
 - e. Review waste management requirements for each trade.
- C. Waste Management Plan Requirements
1. General: Develop a waste management plan according to requirements in this Section. Plan shall consist of waste identification and waste reduction work plan. Distinguish between demolition and construction waste. Indicate quantities by weight (pounds or tons) and use the same units of measure throughout waste management plan. For conversion from volume to weight, refer to the following:
 - a. EPA requirements: https://www.epa.gov/sites/default/files/2016-04/documents/volume_to_weight_conversion_factors_memo_04192016_508fml.pdf
 - b. USGBC: <https://www.contracosta.ca.gov/DocumentCenter/View/49316/Volume-to-Weight-Conversion-Table?bidId=>
 - c. CA.gov: <https://www.usgbc.org/resources/table-2-volumetoweight-conversion-construction-and-demolition-debris>
 2. Waste Identification: Indicate anticipated types and quantities of demolition, site-clearing, and construction waste generated by the Work. Include estimated quantities and assumptions for estimates. Exclude excavated soil and land-clearing debris from calculations.
 3. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
 - a. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
 - b. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
 - c. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
 - d. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
 - e. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill facility.
 - f. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.
 4. Cost/Revenue Analysis: PSP and ODR shall confirm if this is applicable to the project. If applicable, provide requirements to indicate total cost of waste disposal (without a waste management plan) and net additional cost or net savings resulting from implementing waste management plan per the following:
 - a. Total quantity of waste in tons.
 - b. Estimated cost of disposal (cost per unit). Include transportation and tipping fees and cost of collection containers and handling for each type of waste.
 - c. Total cost of disposal (with no waste management).
 - d. Revenue from salvaged materials.
 - e. Revenue from recycled materials.
 - f. Savings in transportation and tipping fees by donating materials.
 - g. Savings in transportation and tipping fees that are avoided.
 - h. Handling and transportation costs. Include cost of collection containers for each type of waste.
 - i. Net additional cost or net savings from waste management plan.
- D. Performance Requirements
1. General: Project shall achieve end-of-Project rates for salvage/recycling per UT Austin Design and Construction Standards Division 01 Sustainable Requirements Design Criteria (Category 1).
 - a. LEED BD+C:NC MR Credit: Construction and Demolition Waste Management, Option 1-Diversion, Path 2-Divert 75% and Four Material Streams.
 - b. LEED BD+C:NC MR Credit: Construction and Demolition Waste Management, Option 2-Reduction of Total Waste Material.
 2. Salvage/Recycle Requirements: In lieu of disposal to landfills or incineration, include requirements to facilitate recycling and salvage of materials.

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- a. General Demolition and Construction Waste Requirements – Review with ODR.
- b. Packaging: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials.
 - 1) Cardboard/ Boxes.
 - 2) Plastic sheet and film.
 - 3) Polystyrene packaging.
 - 4) Wood crates.
 - 5) Wood pallets.
 - 6) Empty Plastic pails.
- c. Construction Office Waste: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following construction office waste materials:
 - 1) Office paper, newspaper, and magazines.
 - 2) Tin, aluminum, and steel cans.
 - 3) Glass containers (bottles & jars).
 - 4) Cereal and snack Boxes.
 - 5) Cardboard.
 - 6) Rigid Plastics (plastic bottles).

1.7 CATEGORY 2 – PARTIAL RENOVATION AND/OR MULTIPLE MAJOR SYSTEM REPLACEMENT WITHIN EXISTING BUILDING

- A. Informational Submittals. Refer to Category 1 (Sub-Section 1.6) for requirements.
- B. Quality Assurance. Refer to Category 1 (Sub-Section 1.6) for requirements.
- C. Waste Management Plan. Refer to Category 1 (Sub-Section 1.6) for requirements.
- D. Performance Requirements
 1. General: Projects over 5000 ft. shall meet the requirements of a minimum of one of the following per UT Austin Design and Construction Standards Division 01 Design Criteria (Sustainable Design, Category 2).
 - a. LEED ID+C:CI MR Credit: Construction and Demolition Waste Management, Option 1 – Diversion, Path 1- Divert 50% and Three Material Streams.
 - b. LEED ID+C:CI MR Credit: Construction and Demolition Waste Management, Option 2 – Reduction of Total Waste Material.
 2. Salvage/ Recycle Requirements: In lieu of disposal to landfills or incineration, include requirements to facilitate recycling and salvage of materials.
 - a. General Demolition and Construction Waste Requirements – Review per UT Austin Design and Construction Standards Division 01 Sustainable Requirements Design Criteria (Category 2) with ODR.
 - b. Packaging: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials.
 - 1) Cardboard/ Boxes.
 - 2) Plastic sheet and film.
 - 3) Polystyrene packaging.
 - 4) Wood crates.
 - 5) Wood pallets.
 - 6) Empty Plastic pails.
 - c. Construction Office Waste: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following construction office waste materials:
 - 1) Office paper, newspaper, and magazines.
 - 2) Tin, aluminum, and steel cans.
 - 3) Glass containers (bottles & jars).
 - 4) Cereal and snack Boxes.
 - 5) Cardboard.
 - 6) Rigid Plastics (plastic bottles).

1.8 CATEGORY 3 – PROJECTS THAT IMPACT ONLY BUILDING INFRASTRUCTURE AND UTILITIES

- A. Waste Management Plan: Prior to start of work, the contractor shall submit a CWM Plan to address the following:
 1. Identify the types of construction and demolition material and solid waste expected to be generated by the Work.
 2. For each C&D material-type, identify whether the material will be salvaged, reused, recycled, disposed in a landfill and/or incinerated. Refer to 'Appendix A' for guidance.

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3. Identify the handling and transportation procedures which will be used for collecting materials including sizes of containers, container labeling, and designated location on Project site where material separation will occur.
 4. Note that UT Arlington waste facilities cannot be used as a disposal option.
 - B. Performance Requirements: Prior to Substantial Completion, the contractor shall submit a Waste Management Final Report by providing tickets or other written documentation showing where the material generated by the Work was ultimately disposed.
- 1.9 CATEGORY 3 – PROJECTS WITH NO IMPACT TO BUILDING EXTERIOR, BUILDING INFRASTRUCTURE, AND UTILITIES
- A. Waste Management Plan. Refer to Category 3 (Sub-Section 1.8) for requirements.
 - B. Performance Requirements: Prior to Substantial Completion, the contractor shall submit a Waste Management Final Report by providing tickets or other written documentation showing where the material generated by the Work was ultimately disposed.
- 1.10 PLAN IMPLEMENTATION
- A. The PSP shall coordinate with the client and ODR to confirm the appropriate waste management plan for a project. Review the following and include information where applicable as part of the construction documents (drawings and/or specifications).
 - B. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
 1. Comply with operation, termination, and removal requirements in UT Arlington EHS Department Requirements.
 2. Review plan with ODR at pre-construction meeting prior to start of work.
 - C. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. Coordinator shall be present at Project site full time for duration of Project.
 - D. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.
 1. Distribute waste management plan to everyone concerned within three days of submittal return.
 2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
 3. Provide recycling education for all workers, subcontractors and suppliers engaged in on-site activities.
 4. Distribute recycling educational material.
 5. Provide appropriate recycling signage for containers and workspaces.
 - E. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
 1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged and recycled.
 2. Comply with UT Arlington EHS Department Requirements for controlling dust and dirt, environmental protection, and noise control.
- 1.11 CONSTRUCTION RECYCLING AND DISPOSAL
- A. General Requirements
 1. General Items: Recycle office paper and beverage containers used by on-site workers.
 2. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.
 3. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.
 4. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.
 - a. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
 - 1) Inspect containers and bins for contamination and remove contaminated materials if found.
 - b. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
 - c. Stockpile materials away from construction area. Do not store within drip line of remaining trees.

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- d. Store components off the ground and protect from the weather.
 - e. Remove recyclable waste from Owner's property and transport to recycling receiver or processor as often as required to prevent overfilling bins.
- B. Recycling Demolition Waste
- 1. Asphalt Paving:
 - a. Grind asphalt to maximum size per recycling agency.
 - b. Crush asphaltic concrete paving and screen for use as general fill.
 - c. Break up and transport paving to asphalt-recycling facility.
 - 2. Concrete:
 - a. Remove reinforcement and other metals from concrete and sort with other metals.
 - b. Pulverize concrete to maximum size per recycling agency.
 - c. Crush concrete and screen for use as satisfactory soil for fill or subbase.
 - 3. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals. Deposit all masonry debris in designated container to be transported to approved aggregate recycling facility to be crushed and screened for use as satisfactory soil for general fill or sub-base. Clean and stack undamaged, whole masonry units on wood pallets.
 - 4. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
 - 5. Metals: Separate metals by type.
 - a. Structural Steel: Stack members according to size, type of member, and length.
 - b. Remove and dispose of bolts, nuts, washers, and other rough hardware.
 - 6. Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts. Remove and dispose of nails, staples, and accessories.
 - 7. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.
 - 8. Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.
 - 9. Metal Suspension System: Separate metal members, including trim and other metals from acoustical panels and tile, and sort with other metals.
 - 10. Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.
 - 11. Plumbing Fixtures: Separate by type and size.
 - 12. Piping: Reduce piping to straight lengths and store by material and size. Separate supports, hangers, valves, sprinklers, and other components by material and size.
 - 13. Lamps/ Light Fixtures: Separate lamps by type and store according to requirements in 40 CFR 273.
 - 14. Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panel boards, circuit breakers, and other devices by type.
 - 15. Conduit: Reduce conduit to straight lengths and store by material and size.
- C. Recycling Construction Waste
- 1. Packaging:
 - a. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
 - b. Polystyrene Packaging: Separate and bag materials.
 - c. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, contact UT Arlington Surplus first for re-use. Otherwise, break down pallets into component wood pieces and comply with requirements for recycling wood.
 - d. Crates: As much as possible, require deliveries using crates to remove crates from Project site. Otherwise, break down crates into component wood pieces and comply with requirements for recycling wood.
 - 2. Wood Materials:
 - a. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
 - b. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.
 - 3. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.
 - a. Clean Gypsum Board: Grind scraps of clean gypsum board using small mobile chipper or hammer mill. Screen out paper after grinding.
 - 4. Paint: Seal containers and store by type
- D. Disposal of Waste
- 1. General: Except for items or materials to be salvaged or recycled, remove waste materials from Project site and legally dispose of them in a landfill or in a manner acceptable to authorities having jurisdiction.

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- a. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
- b. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
2. General: Except for items or materials to be salvaged or recycled, remove waste materials from site. Contractor to coordinate with UT Arlington EHS Department prior to proceeding.
3. Burning: Do not burn waste materials.

1.12 ATTACHMENTS

- A. Appendix A – Performance Requirements (Salvage/ Recycle).
- B. Appendix B – Disposal Signage.
- C. Appendix C – Recycling 101 for Construction Crews.

END OF 01 74 19

APPENDIX A – PERFORMANCE REQUIREMENTS (SALAVGE/RECYCLE)

In lieu of disposal to landfills or incineration, include a list to assist the contractor to facilitate recycling and salvage. Refer to UT Austin Design and Construction Standards Division 01 Sustainable Requirements Design Criteria for guidance and include information per project's scope of work into the construction documents (drawings and/or specifications).

- A. General (Non-Disposal) Demolition & Construction Waste:

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1. Concrete – General concrete, concrete masonry (CMU), reinforcing steel.
 2. Masonry.
 3. Metal – Metal studs, structural & miscellaneous steel, metal items (i.e.: lockers, toilet partitions, etc.).
 4. Wood – Plywood, Oriented Strand Board (OSB), other sheet materials, panels, trim, lumber, pallets.
 5. Openings – Hollow metal & aluminum doors & frames, door hardware.
 6. Plumbing – Supports & hangers, sprinklers, piping, plumbing fixtures.
 7. Mechanical – Supports & hangers, valves, ductwork, mechanical equipment.
 8. Electrical – Supports & hangers, conduit, wiring (i.e.: copper), electrical devices, switchgear and panel boards.
- B. Demolition Waste (in addition to General Items):
1. Asphalt paving.
 2. Rough hardware.
 3. Roofing.
 4. Insulation.
 5. Windows.
 6. Glazing.
 7. Gypsum board.
 8. Acoustical tile and panels.
 9. Carpet.
 10. Carpet pad.
 11. Equipment.
 12. Cabinets.
 13. Lighting fixtures.
 14. Lamps.
 15. Ballasts.
 16. Transformers.
- C. Construction Waste (in addition to General Items):
1. Roofing.
 2. Insulation.
 3. Carpet and pad.
 4. Gypsum board.
- D. Construction Office Waste: Refer to Appendix C ‘Recycling 101 for Construction Crews’.

APPENDIX B – DISPOSAL SIGNAGE

Example of dumpster signage:



APPENDIX C – RECYCLING 101 FOR CONSTRUCTION CREWS

Recycling 101 for Construction Crews

Note for trainer: Each section of this training corresponds with a category from The University of Texas at Arlington standardized Recycle and Landfill Trash signage, which is available to download from the [UT Arlington Sustainable Operations Waste Management webpage](#) to display during training. Training emphasizes personal items and not project-related waste, which should go into other designated collection containers. Contact Sustainability@uta.edu with any questions.

The University requires that 100% of the “yes” items listed in this training from construction office and personal waste is recycled. We offer single-stream recycling on campus, which means that all acceptable recyclable materials are placed in the same bin. Here is a brief overview of what can and cannot be placed in UT Arlington’s single stream recycling bins. For projects that are responsible for their own waste management, the contractor should continue to follow best practices for recycling as described:

Metal & Glass	
YES	NO
Only clean & empty food-packaging items	Dirty items or construction materials
Soda and soup cans	Dirty aluminum foil (e.g. cheesy breakfast tacos)
Clean aluminum foil	Mirrors, plate glass & light bulbs
Glass beverage bottles (e.g. Topo Chico)	Scrap metal

Clean Office Paper & Cardboard	
YES	NO
High-quality paper Staples & tape are okay	Low-quality paper Items with shiny plastic linings & surfaces
Cardboard boxes (empty of packaging material)	Paper takeout boxes
Office paper	Greasy pizza boxes
Newspaper	Napkins & paper towels
Envelopes	Paper cups (e.g. fast food cups, coffee cups)
Sticky Notes	Milk and ice cream cartons

Plastic Bottles & Containers	
YES	NO
Instead of paying attention to the number, look for items that are rigid, empty, & larger than your fist	Flimsy, too small, or easily break into pieces
Water bottles (empty and cap in place)	Plastic bags & shrink wrap
Plastic cups (clean)	Styrofoam
Yogurt cups (clean)	Plastic utensils & straws
Rigid plastic clamshells (clean)	Chip bags, candy wrappers, & sauce packets
Rigid plastic containers with lids (clean)	Shipping envelopes with bubble wrap

Items with food and liquid on or in them should not be recycled! If there is enough to take a small sip or a bite, empty, scrape or wipe it off before recycling.



APPENDIX D – SITE PLAN OF COLLECTION CONTAINER LOCATIONS

