

# 2016 Best Practices Proposal Form



**CACUBO**  
Central Association of College  
& University Business Officers

Completed proposals are to be submitted to [bestpractices@cacubo.org](mailto:bestpractices@cacubo.org) or by contacting Donna Rohlfer, Director, CACUBO Best Practices Awards, [rohlfedm@miamioh.edu](mailto:rohlfedm@miamioh.edu).  
The deadline is April 30, 2016.

## Best Practices Program Submission:

**Title:** *Engaging Employees In Workplace Sustainability: Desk-Side Recycling In A University Setting*

## Primary\* Contact Information:

*The primary contact must be a CACUBO member institution of higher education.*

Institution: Indiana University-Purdue University Indianapolis (IUPUI)

Address1: 420 University Blvd

Address2: LV 4408

City: Indianapolis State/Prov: IN Zip Code: 46202

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name: Jessica Middle Name/Initial: G

Last Name: Davis Suffix (Jr, III, etc.)

Professional Title: Director, IUPUI Office of Sustainability

Email : [davisjg@iupui.edu](mailto:davisjg@iupui.edu)

Phone: 317-278-1308 Fax:

\*Additional team contacts may be listed at the bottom of this form.

## Institution Information:

Institution:  Research  Comprehensive/Doctorate  Small Institutions  Community College

Year Founded: 1969

Geographical Location: Midwest - Indianapolis, IN

Number of Students: 30,105

Website: <https://www.iupui.edu/>

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## **Statement of the Problem:**

*Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.*

Indiana University-Purdue University Indianapolis' (IUPUI) recycle rate is currently 12%. Compared to the national average recycling rate of 30% and Coalition of Urban Serving Universities' rate ranging from 25-65%, IUPUI's recycling performance is far below what is expected. Additionally, the culture of Indiana is not one that is generally supportive of sustainability, and it can be a challenge to engage university faculty and staff in this topic.

## **Identify the Solution (250-words maximum):**

*Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.*

To address IUPUI's recycle rate, as well as engage faculty and staff in the topic of sustainability, a desk-side recycling program was developed and launched in the newly-built University Hall. The IUPUI Office of Sustainability and IUPUI Campus Facility Services partnered to change waste operations in the facility and offer individual education sessions on recycling.

Desk-side bin set up was chosen based on the results of a national study conducted by Keep America Beautiful, a non-profit that "provides the expertise, programs, and resources to help people end littering in America, increase recycling in America, and beautify America's communities." This new desk-side set up provided each participant with a blue, 3.5 gallon recycle bin and a black, 2 quart waste bin that hung off the recycle bin (recycle bin + mini waste bin). Two participant surveys (pre and post) were developed to mimic a national office recycling survey that was published by Keep America Beautiful. These surveys measured four dimensions: participant (1) knowledge, (2) attitude (3) behavior and (4) perception of recycling difficulty in the office.

Program results indicated that University Hall's recycle rate was significantly higher (58% average) than nearly every other building on campus, and the program significantly improved participant's recycling knowledge, attitude, and behavior. Additionally, participants perceived difficulty of recycling in their office decreased significantly. Financial analysis indicated that if this program were to expand to other buildings on campus and perform similarly, there would be an annual financial savings of approximately \$12,800 resulting from increase recycling rebates.

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## Implementation Timeline:

*Provide a bulleted list of the steps and implementation timeline of your best practice solution.*

1. Proposal and Adoption (Varies): IUPUI Office of Sustainability (SUST) and IUPUI Campus Facility Services (CFS) draft proposal for review by the Chancellor's Cabinet
2. Pre-Assessment (2 weeks): Initial recycling knowledge, attitude, and behavior of those participating in the program
3. Education and Awareness (1 month): Individual education sessions were offered to each office in University Hall.
4. Implementation (1 day): SUST and CFS staff switch all desk-side trash bins to the new, recycle bin + mini waste bin model, providing each person with an educational flyer as a resource
5. Monitor and Communicate (3 months): SUST provides bi-weekly updates to University Hall regarding their recycling performance to date, comparison to other campus buildings, and additional educational information
6. Education and Awareness (1 day): SUST and CFS host a dumpster dive for University Hall to educate tenants on the items they are still throwing away instead of recycling, and to confirm recycling performance numbers
7. Post-Assessment (2 weeks): Recycling knowledge, attitude, and behavior of those participating in the program is measured again
8. Overall Project Assessment (Varies): SUST and CFS work to draft an overall program assessment of the program. Areas addressed include: operational changes, recycling performance, results of participant surveys, and financial impact

## Benefits & Retrospect:

*Provide a brief statement of the benefits achieved by implementing the best practice solution.*

### Operational benefits:

- Increased recycling performance of the building targeted
- Financial rebates from increased recycle weight, and decreased cost from trash weight
- Better understanding of how often waste should be picked up
- Heightened awareness of the impact campus procurement has on waste generation

### Cultural benefits:

- Decreased perception of recycling difficulty by program participants
- Increase recycling knowledge of program participants
- Increased recycling attitudes of program participants
- Improved recycling behavior of program participants
- Increased interest in sustainability from program participants

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## Additional Team Contact Information:

### Additional Contact #2: Jim Walsh, Building Operations Manager, IUPUI Campus Facility Services

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Institution:  Research  Comprehensive/Doctorate  Small Institutions  Community College

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### Additional Contact #3: Phil Warren, Recycling Manager, IUPUI Campus Facility Services

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## **Additional Contact #4: Alec Cooley, Director of Recycling Programs, Keep America Beautiful**

Institution: Keep America Beautiful

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Institution:  Research  Comprehensive/Doctorate  Small Institutions  Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

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*updated Feb 2016*