**Waste Bin & Labeling Standardization Project**

Proposed Project Scope

**The Project**

This project seeks to standardize waste bins, signage, labeling and bin locations across campus. A committee comprised of students, faculty and staff determined the standards associated with these items during 2016. The signage and label standards can be found at recycle.umich.edu. Standardized bins have yet to be determined, but will be announced in early 2017.

**In Scope**

The items listed below are considered to be within the scope of the waste bin & labeling standardization project. Costs associated with these items will be covered by the project within all University facilities, including Athletics, Housing, Hospital and other auxiliary units.

- Relabeling of all permanently-located interior existing and new waste bins.
- Relabeling of cabinets, countertops & other furniture used to house waste bins.
- The addition of signage attached to all new waste bins and existing, retrofitted bins.
- The addition of new lids on retrofitted bins where no lid exists or where existing lid does not meet new standard.
- The addition of one or more mobile waste stations, per the discretion of OCS staff.
- The removal of non-standard waste bins from facilities, per the discretion of OCS staff.
- The addition of new interior standard waste bins, per the discretion of OCS staff.
- Movement of waste bins to centralized areas, per the discretion of OCS staff.
- The addition of permanently-installed exterior recycling bins, per the discretion of OCS staff.
- Department-specific signage needs (e.g. Housing’s waste closet posters).

**Out of Scope**

The items listed below are considered to be out of the scope of the waste bin & labeling standardization project and, therefore, the project will not cover the associated costs. Compliance, however, with the standardization project (including, but not limited to, waste bin openings, labeling and signage) is still required and will involve partnership with individual schools and departments to ensure that these items meet the standard. Note that items not specifically covered below will be considered out of scope.

- The provision of bins, signs or labels that do not meet the standard.
- The provision of new cabinets, countertops or other furniture used to house waste bins.
- The modification of existing cabinets, countertops or other furniture used to house waste bins.
- The addition of stand-alone waste signage.
- The provision of event-specific waste bins.
- The provision of labeling and signage for existing, event-specific waste bins.
- Waste bins found in restrooms.
- Exterior waste bins.

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