



## UT Zero Waste Interior Bin Performance Standards & Placing

*Updated June 2023*

Our goal is to standardize interior bins to reflect UT Austin's commitment to Zero Waste and make it as easy to divert as it is to throw something away. This guide identifies interior bin standards related to placement and labeling. The corresponding UT Bin Standards Guide designates brand and type of bins.

Please contact Resource Recovery to schedule a walk-through of your space to provide personalized guidance. Visit our website for downloadable resources <http://facilitieservices.utexas.edu/zerowaste>

A major visual change of the Zero Waste Workplace program consists of updating interior bin infrastructure. Our goal is to standardize interior bins to reflect UT Austin's commitment to Zero Waste and make it as easy to divert as it is to throw something away.

Bin optimization streamlines Custodial Services servicing, saving cleaning time and expense on liners.

### **Bin Requirements:**

- A. **Create a collection "station" - Landfill Trash bins and Recycle bins must always be paired<sup>1</sup>,** meaning no farther than 2 feet apart from each other.
  - a. Recycle volume capacity must be equal to or greater than the Landfill Trash volume capacity.
  - b. In food production areas, a compost bin equal to or greater than the capacity volume of the other bins in the station must be added.
  - c. Unless otherwise noted, the standard volume capacity for bins in interior public spaces and corridors is 23 gallons.
  - d. Bin Station Exception: In rare circumstances, you may encounter a situation where a specific use or function occurs where you want to target collection of that specific stream being produced, you may choose to limit your bin options.
  - e. Tip:
    - i. Custodial Services empties office and cubicle bins approximately every 20 days and public space bins are serviced nightly. See your schedule [https://facilitieservices.utexas.edu/divisions/custodial/cleaning\\_services/](https://facilitieservices.utexas.edu/divisions/custodial/cleaning_services/)

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<sup>1</sup> Bin Station Exception: In rare circumstances, you may encounter a situation where a specific use or function occurs where you want to target collection of that specific stream being produced, you may choose to limit your bin options. For example, capturing paper for recycling at a copy machine. We want to make it easy for copier users to select the recycling option for their paper and therefore only provide a recycle bin. Having a landfill trash bin also present results in paper getting divided between the bins and therefore less getting properly recycled.



- B. Maintain handicapped accessibility and fire code clearances.** Ensure that bins do not impede on required space clearances. If you have any questions, contact UT Fire Prevention Services for assistance.
- a. All aisles and pathways to materials and services should be at least 36 inches wide for accessibility.
  - b. Primary exit access corridors must be free of any obstructions that might impede the prompt evacuation of building occupants in times of emergency.
- C. Standard labels, colors, and signage.**
- a. Recycling collection is “single stream” meaning that there should only be one Recycle bin per station.
  - b. Bins and labels will be color coded as follows:
    - i. Recycle – blue
    - ii. Compost – green
    - iii. Landfill Trash – black
  - c. Bins and labels will have the following terminology:
    - i. Recycle – “Recycle”
    - ii. Compost – “Compost”
    - iii. Trash – “Landfill Trash”
  - d. Labels and signs will have the following icons, contact Resource Recovery for standard signage:
    - i. Recycle – chasing arrows
    - ii. Compost – bitten apple
    - iii. Landfill Trash – trash can

Replace existing bin labels with campus standard stickers to provide consistency in naming, iconography, and color coding material streams and to ensure all recycling is clearly single-stream collection.





In 2021, standard bin posters providing correct disposal guidance were created by a collaborative group of multiple campus units and approved by University Communications. These are available for download on our website or by IDT for professional prints. For Auxiliary spaces, contact Resource Recovery to receive the poster template in order to customize signage images to the specific products found in your auxiliary space.

Placing posters at eye-level is most ideal for viewing the information. If posters are unable to go on the wall, utilize an integrated sign display. Some bins in the Bin Standards document have this option. It's possible to create a sign holder that can be attached to bins, for example with magnets to metal bins. See the magnetic sign option below, made of a flat piece of plastic with heavy duty magnets at the bottom and the sign applied as a decal to the top.



<Posters on the wall, labels on the bins

A sign with magnets that affixes to the back of the bin >



< Posters on the bins are less ideal because they are harder to reference

Whenever possible, use bins and/or lids that adhere to the color standards as well. Note the liner standard that Custodial Services follows based on the waste stream.



**BLACK OR GREY BIN/  
LABEL, BLACK OR  
GREY LINER BAG**



**BLUE BIN/LABEL,  
WHITE OR NO  
LINER BAG**

Note: Recycle bins should not have a liner whenever possible in order to reduce the amount of film plastic which causes problems during recycling. Ideal locations include deskside bins, copy rooms and other places where liquid or food contamination is low.



**Bin Placement by Space Use Type:**

- Utilize the principals above to optimize the bins in your department’s area based on the recommendations on the chart below.
- Look for opportunities for bins to be shared between space use types to minimize bin needs if volume allows. For example: A bin pair visible within a circulation area may also be visible from and used by a low-material generating/low-use small seating area.
- Remove unneeded bins and contact Surplus Property to take them off your hands.

| Bin Placement   | Description  | Notes   |
|---|--|---|
| <b>Office/Desk Workspaces</b>                                 |  |   |
| 1. Deskside pair per desk with permanently assigned occupancy | These bins will not have bag liners  | Bin types:<br>(1) 3-5 gallon deskside recycle bin<br>(1) mini bin for landfill trash  |
| 2. 1 station per 6 or more desks                              | If shared/open office space with more than 6 desks, a station setup should be deployed. Bins can be shared with another space, such as a breakroom, corridor, or lab | Stations are emptied nightly by custodial   |
| <b>Breakroom</b>  |  |   |
| 1. 1 station  | Provide equal volumes of Landfill Trash and Recycle  |   |
| 2. Compost<br>a. Countertop bin<br>b. Paper Towel bin         | Is your building a Zero Waste Workplace? Opt into breakroom composting!  | See the UT Bins Standards Guide for specifics   |
| <b>Copy/Print rooms</b>                                       |  |   |
| 1. 1 Recycle bin  | Place adjacent to all copy machines to capture paper products. Zero Waste tip: collect scrap paper for reuse within your office                                      | A large 23 gallon blue Recycle bin  |
| <b>Shredder</b>   |  |   |
| 1. Shredded paper must be bagged separately                   | Bag shreds separately in clear/white liner and place <u>next to</u> the recycle bin for collection.  |  |
| <b>Meeting/Conference Rooms</b>                               |  |   |
| Option 1: No bins (All in the Hall)                           | For meeting rooms with <20 occupant capacity, all bins should be removed and items carried out to the hall.  | Tip: Post our “All in the Hall” sign to provide guidance                              |
| Option 2: 1 pair  | For meeting rooms with >20 occupant capacity, you may decide to keep a bin pair or remove them completely based on typical room use                                  |   |



| Classrooms/Lecture Halls  |  |  |
|---|--|--|
| 1. No bins  | In typical classrooms there should not be any bins, with students utilizing stations located in corridors.   | Tip: Post our “All in the Hall” sign to provide guidance   |
| 2. Bin station(s)   | Where classroom activities generate waste (i.e. an art or architecture studio)   | Consider the typical material dimensions and amount generated to select appropriate bins (i.e. architecture material sheets).  |
| Hallways/Corridors  |  |  |
| Station(s)  | Place stations to optimize visibility so that from most locations in the space a bin is visible. However, optimize placement so as few stations as possible are needed overall.<br>Locate stations near to or at least visible from seating areas. | Do not place pairs closer than 200 linear feet.<br>Stations may be needed to provide central depositories for desk-side materials, especially if mini bins are being used. |
| Lobbies   |  |  |
| Option 1: No bins   | Gathering spaces often require a bin pair to capture the food and drink scraps generated as people hang out in the space. For lightly used spaces, consider bins that can be shared between spaces, such as a hallway                              |  |
| Option 2: 1 pair per entry/exit point   |  |  |
| Labs  |  |  |
| Station(s) for standard Landfill Trash & Recycle  | Assess your lab space and talk to lab members about what’s going to work best for them.  | Consult the Green Labs Manual for more information about waste minimization and recycling.   |
| Specialty Recycling Programs: Expanded polystyrene (a.k.a. Styrofoam), plastic film, cold packs, nitrile gloves, single-use batteries.    | Check with Green Labs for more information.  |  |
| Broken lab glass<br>Empty chemical bottles  | Note: Verify all practices with Facilities Service Center  | Collection containers provided by Custodial Services   |
| Chemicals of any kind (including Clorox, Pledge)<br>Partially full paint cans<br>Aerosol cans, partially full or empty<br>Hazardous waste | Note: Verify all practices with EHS  | Collection/collection containers provided by EHS   |



|   |  |   |
|---|--|---|
| Biologically contaminated materials<br>Radioactive materials<br>Liquids<br>Light bulbs (HID, UV, Florescent, Compact Fluorescent)<br>Rechargeable Batteries |  |   |
| <b>Restrooms</b>  |  |   |
| 1. All bins compost only  | New buildings open set up for paper towel composting. In existing buildings, Resource Recovery and Custodial Services will convert landfill trash bins for compost collection. Signage will instruct that other items be carried out to hallway bins for proper disposal. (“All in the Hall”). | In Women’s, Gender Neutral, or single-occupancy restrooms, sanitary disposal Landfill Trash bins should be provided in the stalls.<br><br>Contact Resource Recovery for standard restroom paper towel compost labels. |
| <b>Merchandising facilities, i.e. Sales, Food service</b>   |  |   |
| Bin Station(s)  | Once composting is more widely available across campus, Resource Recovery will work with food service locations to compost   | Customize signage to products served to reduce confusion.   |
| <b>Other, i.e. Healthcare Treatment, Healthcare Waiting Room</b>  |  |   |
| All bins in pairs.  | Assess the room needs and workflow. Are there opportunities to remove bins from individual rooms and utilize a central station in the hall instead?  |   |
| <b>Workrooms</b>  |  |   |
|   | Asses the room needs and workflow. Match bin types to waste streams.   |   |
| <b>Lounge Areas, Study Rooms</b>  |  |   |
|   | See “Lobbies” above.   | Bin capacity needs may be higher since people spend extended amounts of time in the space.  |
| <b>Exterior</b>   |  |   |
| Stations  | Create “walkway recycling” with bin pairs accessible along high traffic routes.  | Remove from door entrances as bins are available inside.<br>A station should be convenient from seating areas.<br>Respect campus architecture.  |



**RESOURCE RECOVERY**  
The University of Texas at Austin



Mini Bins: For deskside Landfill Trash collection. Hang on your deskside recycle bin. Proven to increase recycling capture and saves space at your desk. Empty as needed into public area collection. Find out more about mini bins:

<https://utexas.box.com/s/db1mkcikfrjx88vh06hron6d1zvwjz4v>

Bins are available to Zero Waste Workplace program participants. Contact Resource Recovery to schedule a mini bin swap.