

## University Recycling CO-CE-PR2

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Office of Sustainability

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Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

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### PROCEDURE OBJECTIVE

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Procedure 10-4 provides guidelines and goals for implementing and maintaining a successful recycling program at The University of Texas at Arlington. This procedure states that waste and recycling management are part of UT Arlington's broader mission to sustainability.

Procedures for the placement of recycle bins and trash bins are described in this procedure.

Moreover, this procedure describes how paper, cardboard, plastic bottles/aluminum cans, batteries, printer cartridges and techno trash may be collected for recycling.

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### SCOPE

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This procedure applies to all members of the University community.

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### RESPONSIBILITIES

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## **The Office of Sustainability (OOS)**

- Works in collaborative efforts through every campus department, especially the Office of Facilities Management (OFM), in providing recycling bins and receptacles for the University, monitoring, collecting, sorting, and then recycle the material.
- Supplies the University with recycle bins and receptacles for the recycling of material
- Processes requests for recycling bins for University events

## **The Office of Facilities Management (OFM)**

- Empties recycling bins, trash bins and other receptacles

## **UT Arlington Students, Faculty and Staff**

- Pay attention to the University's recycling efforts
- Refrain from placing trash in the recycle bins and refrain from placing recyclable materials in the trash bins

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## **PROCEDURES**

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### **Section I. Implementation**

This procedure provides the following guidelines and goals for implementing a successful recycling program.

- A. Sustainability, in collaboration with other departments, will train and educate the students, faculty and staff on the benefits of recycling. The Office of Human Resources will provide information about the University's sustainability efforts in their presentation for new employees at the monthly orientation sessions for new employees. In addition, a CD will be provided to employees notifying them about the University's recycling efforts.
- B. The Office of Sustainability (OOS) and the Office of Facilities Management (OFM) will provide recycling bins and receptacles outdoors and indoors across campus to include dining facilities, residential halls and apartments, departments, schools, colleges, laboratories, offices, etc.
- C. The recycling materials collected will include:
  1. Paper and paper products
  2. Aluminum cans
  3. Plastics and techno trash
  4. Food waste, grass, leaves and other compostable materials

5. For the first time glass will be collected by the University for recycling. All glass that is to be recycled by the University will be collected at the Engineering Research Building (ERB).
- D. The Office of Sustainability will collect and review recycling operational data and diversion rate. OOS will use this data and recommendations from students, faculty and staff to continue to enhance and improve the program and to increase the University's recycling numbers.
- E. OOS will obtain volunteers to help support special events, operation of the compost site and day-to-day recycling activities that improve the program.
- F. The University's designated contact person for the University Recycling procedure is Becky Valentich at 2-0199.

## Section II. Recycle Bins/Trash Bins

All events on campus should provide recycle bins along with trash bins. A compost bin can be made available on request. To request a trash bin or recycle bin, please call Facilities Management, Service Call Center at (817) 272-2000 or on campus ext. 2-2000 or submit a work order at [www.uta.edu/fixit](http://www.uta.edu/fixit).

## Section III. Paper

- A. All students, faculty and staff should recycle paper when possible.
- B. Employees have been provided a blue desk side container for their paper. Employees are responsible for emptying their container into the larger blue container, which will be emptied by OFM. OFM is responsible for emptying the large blue containers when needed.

**Please note:** Please do not place any papers with confidential or restricted information in the recycle bins. Papers with confidential or restricted information should be destroyed (i.e. shredded).

## Section IV. Cardboard

- A. If you have small boxes, these should be broken down and placed in the large blue container with your paper.
- B. If you have large boxes, these should be broken down and placed next to the large blue container for pick up by Facilities Management. If you have a quantity of large boxes, these should be broken down and please call Facilities Management, Service Call Center at (817) 272-2000 or on campus at ext. 2-2000 or submit a work order at [www.uta.edu/fixit](http://www.uta.edu/fixit).

## Section V. Plastic Bottles/Aluminum Cans

Each building on campus should have containers to collect plastic soda bottles or aluminum cans. If additional containers are required or need to be relocated, please call the Office of Sustainability at ext. 2-0199 for service.

## Section VI. Batteries

Both alkaline and rechargeable batteries are collected for recycling. Please call the Office of Sustainability at ext. 2-0199 and request a pick up.

## Section VII. Printer Cartridges

OOS will no longer pick up printer cartridges for recycling. Please work with your office supply supplier and recycle through their program. Please visit the Office of Sustainability's webpage at <http://www.uta.edu/sustainability/what/recycling-on-campus.php> for a listing of various office supply companies and their policy on cartridges recycling.

## Section VIII. Techno Trash

Beginning June 2011 there will be scheduled dates to drop off techno trash on campus to be recycled. Please contact OOS for these scheduled dates and the campus drop off locations. The vendor used for the recycling of techno trash will erase all equipment data in accordance with the Environmental Protection Agency (EPA) standards.

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## FORMS AND TOOLS/ONLINE PROCESSES

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N/A

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## DEFINITIONS

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**Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Techno Trash:** Small computer ware such as CDs, DVDs, diskettes, audio/video tapes, and small computer components such as motherboards, hard drives, disk drives, etc.

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## RATIONALE

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The University of Texas at Arlington has been proactive in developing policies and procedures that encourage waste reduction, recycling and general environmental stewardship. Procedure implementation involves notification and follow-through, but ultimately it takes education and making conservation the practice not the exception. UT Arlington's broad commitment to recycling accommodates plastic, aluminum, printer cartridges, ink jet cartridges, scrap metal, oil, oil filters, photo fixer, fluorescent lamps, ballasts, batteries, alkaline batteries, techno trash and glass (when applicable). Recycling also includes food waste, grass, leaves and other compostable materials. All members of the University should comply with the recycling requirements in this procedure.

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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UT System Administration Policies and Standards	Other Policies and Standards
<a href="#">UTS169, Sustainability Practices</a>	<i>Sustainability Policy</i> ( <a href="#">HOP ADM 5-305</a> )

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## APPENDICES

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N/A

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## CONTACTS

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If you have any questions about UT Arlington Procedure 10-4, *University Recycling*, please contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in Procedure	Office of Sustainability	(817) 272-0199	<a href="mailto:mtare@uta.edu">mtare@uta.edu</a> <a href="http://www.uta.edu/sustainability">http://www.uta.edu/sustainability</a>
Website access	Administrative Information Management	(817) 272-0222	<a href="mailto:aim@uta.edu">aim@uta.edu</a> <a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a>

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## WEBSITE ADDRESS FOR THIS PROCEDURE

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<http://www.uta.edu/policy/procedure/10-4>