

# UNIVERSITY OF FLORIDA

## Campus Waste Reduction and Recycling Directive

The University of Florida's award-winning recycling program was inaugurated in 1989 under the auspices of the Physical Plant's Solid Waste Management Office. Over the past 15 years, the program has recovered and recycled over **200 million** pounds of paper, cans, glass, plastic, scrap metal, concrete, and other materials generated through university operations.

The recycling program significantly reduces the university's environmental footprint. It has also benefited our local economy and has helped expand recycling opportunities for local residents and businesses. The program has received numerous awards and recognition at the local, state and national levels and continues to grow as new markets develop for recovered materials.

### **Purpose**

The purpose of this directive is to support campus sustainability at the University of Florida and to provide guidelines, information, and resources to reduce the amount of refuse transported to the landfill. The university's goal is to maximize waste reduction incrementally and ultimately to decrease the amount of waste going to the landfill to near zero by 2015.

### **Responsibilities of Departments**

- A. Develop and maintain information about waste reduction and recycling opportunities at the University of Florida. Departments can use the list of recyclable materials in this document as a guideline.
- B. Inform employees of their responsibilities under this policy and provide them with information about waste reduction and recycling opportunities. Check the [Grounds webpage](#) for maps indicating recycling collection locations and updates on service opportunities.
- C. Inform employees of their responsibilities under the university's Sustainable Purchasing Directive for information about reducing waste through responsible purchasing.
- D. Submit new ideas, problems, or concerns to the Solid Waste Coordinator: 352-392-1148 x301.

### **Waste Reduction and Recycling Strategies**

#### **1. Reduce waste at the point of purchase.**

Faculty, staff, and students can help achieve the university's waste reduction goals by practicing the three R's: reducing, reusing, and recycling. Priority should be given to reducing waste upstream by choosing products made from *recycled* material and/or items that can be remanufactured, recycled, or composted.

Many products made from recycled materials are available and are being included in the University of Florida contracts. Current contracts include:

- Letterhead stationery, envelopes, and business cards made from recycled paper
- Office supplies
- Recycled toner cartridges

Contract information is available from the [Purchasing website](#) under contracts and UF Pricing.

## 2. Specify product and packaging take-back.

- Increasingly, product vendors are offering to take back the products they sell when they become obsolete. By utilizing vendors who offer an Extended Product Responsibility (EPR) program, especially take-back, recycle, and disposal programs, departments are ensured equipment and products are disposed of properly whether recycled, donated, refurbished or disposed of without the added cost.
- Other vendors will take back used items—such as carpeting and toner cartridges—when purchasers buy new products. For example, several carpet manufacturers have invested in sophisticated recycling facilities that turn old carpet into new carpet. Other goods, like toner cartridges, can be returned for proper disposal or sent to be recharged.
- Departments should require vendors to assume responsibility for some of their shipping materials, such as wooden pallets and excess packaging materials. When ordering large furniture or computer shipments, request that products ship blanket-wrapped or with reduced packing material.

## 3. Make usable supplies available for re-use.

When culling unwanted office supplies, donate re-usable items to local non-profit organizations such as Alachua County's [Tools for Schools](#).

Departments should utilize Asset Management Services for disposing of unwanted, out-dated **property**. Asset Management will effectively redistribute, recycle, or dispose of surplus property by bidding it out over the Internet through surplus on-line bids, police auctions, property warehouse, or federal warehouse. For more information see [Asset Management's Services website](#).

## 4. Reduce paper use.

- Set all printers and copiers to the default duplex (double-sided) mode.
- Send and store information electronically, rather than printing copies.

## 5. Recycle clean office paper, corrugated cardboard, and newspaper.

UF currently has over 1200 paper recycling drop-off bins inside major academic, administrative and research buildings; there are an additional 60 bins in the Health Center and Shands complex. Outdoor collection bins have been placed on the North Lawn, adjacent to the Hub, and near the information kiosk on Turlington Plaza. For larger loads, reference the [map](#) of UF's exterior paper *dumpster* sites.

The following paper products are recyclable:

- White and colored bond paper
- Notebook and copier/computer paper
- Manila folders and tab cards
- Index cards and note cards
- Envelopes and junk mails
- Newspaper
- Magazines and soft cover books
- Clean, corrugated cardboard boxes

## 6. Recycle clean cans and bottles.

Clean cans and bottles can be deposited in any of the marked outdoor bins located [around campus](#). Beginning in summer 2007, cans and bottles will be collected in select administrative buildings. The indoor collection program will be expanded incrementally as resources permit.

- Aluminum cans
- Glass bottles
- Plastic bottles with a #1 or #2 in the “chasing arrows” triangle imprinted on the bottom
- Pliable plastic bottles, tubs, and jugs with other numbers imprinted on the bottom may also be recycled, though markets for these materials are not well developed. When in doubt, throw it out.

## 7. Take care not to contaminate the recycling stream with non-recyclable materials.

The following products should **NOT** be disposed of in paper or can/bottle recycling bins:

- Pizza boxes
- Pasteboard (cracker, cereal, toothpaste, etc. boxes)
- Paper cups and plates
- Paper towels and tissues
- Presentation folders and binders
- Carbon paper
- Waxed or plastic-coated papers
- Paper contaminated with food, oil, grease or solvents
- Hardcover books (unless covers are removed)
- Hanging file folders
- Plastic “Solo” cups
- Styrofoam

## 8. Properly dispose of electronic equipment.

Most electronic equipment contains levels of lead and other hazardous materials that are harmful to the environment and people when disposed of improperly. University personnel *must* follow Asset Management’s [directive](#) regarding the reduction and elimination of electronic waste (e-waste).

### **Current Guidelines in Place**

The University of Florida has a number of guidelines and directives in place to help facilitate the reduction, re-use and recycling of materials on campus. Below are the programs and policies currently in place. For more information, please visit the [Grounds Refuse and Recycling webpage](#).

- The University of Florida “repurposes” all yard waste (leaves, clippings, prunings, dead trees and street sweepings) as mulch. Yard waste is currently repurposed by [Wood Resource Recovery](#).
- University of Florida contracts require the recycling of at least 85% of all deconstruction materials, including concrete, wiring, and scrap metal.

- The University of Florida collects scrap metal for recycling at its centralized recycling facility. For information on scrap metal materials, please check the [refuse website](#).
- The University of Florida Asset Management Services is responsible for accountability and control of state-owned and government-owned equipment worth more than \$1000, and books worth more than \$250, which are entrusted to the care of university employees. For more information on policies and services, visit the Asset Management [website](#).
- The University of Florida discourages the unnecessary purchase of new electronic equipment, and encourages the re-use of available equipment suitable for other purposes, by offering a list of surplus electronic items that are available at the Surplus Warehouse. For more information regarding electronic equipment, please review the Electronic Equipment [directive](#).
- The University of Florida Environmental Health & Safety (EH&S) department provides campus laboratories and support services with EPA and NRC-approved methods for disposing of hazardous and chemical waste. University personnel should contact the HMM program to determine if their waste is hazardous. For specific university policies on hazardous waste, please visit the [EH&S website](#).
- The university's Building Services division will provide biomedical waste pick up for clinics and research laboratories. Service staff will deliver biomedical boxes (30 gallon) to labs and pick up boxes that are placed outside of labs on pick up day. For procedures, visit <http://www.ppd.ufl.edu/bshscbiowaste.htm>. There is also a guide to bio-medical waste available on the [UF Recycling website](#).

## **Resources**

- Alachua County's Tools for Schools program website:  
<http://www.toolsforschools.alachua.fl.us/>
- Asset Management Services website:  
<http://fa.ufl.edu/am/surplus/>
- Asset Management Electronic Equipment Directive:  
<http://www.fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.9.17>
- Physical Plant Division Grounds-Refuse/Recycling website:  
<http://www.ppd.ufl.edu/grndrr.htm>
- Solid Waste Coordinator, Dale Morris:  
352-392-1148 x301 or e-mail [damorris@ufl.edu](mailto:damorris@ufl.edu)
- Sustainable Purchasing Directive:  
<http://www.purchasing.ufl.edu/>