



UNIVERSITY
OF
EVANSVILLE

Civic Mission... Sacred Trust

Recycling Guide

Protecting our Environment

The University of Evansville's recycling program has been in operation since 1990. The program has grown from obscurity to one that serves all areas of the campus community, providing an effective method for reducing solid waste on campus. Recognizing the importance of reducing solid waste placed in our landfills has prompted the University to develop the best possible methods of recycling, while providing some revenue to partially offset operating costs. Our goal is to have an efficient operation while providing a suitable means for conserving our natural resources and protecting our environment.

If you have questions about the program or would like to offer support, please call our office at extension 2697. Together we can continue our effort of sound environmental practices that will help preserve our natural resources.

Lucas Brandt
Manager, Risk and Environmental Management
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Items Recycled

The following items are recycled at UE.

| | |
|----------------------------------|--|
| Aluminum | News paper |
| Plastic (No. 2 or HDPE) | Magazines and shiny-surface paper |
| Cardboard | Ink-Jet and Toner Cartridges |
| Books, including telephone books | Used Batteries |
| Mixed paper | Obsolete Computer and Electronic Equipment |

See below for recycle locations on campus and what is being collected for recycle at those locations.

Guidelines for Recycling

Aluminum

Please empty excess liquid from your beverage container prior to recycling it. This allows the bags in the recycle containers to be carried out without leakage that could damage carpets and floors. Also, aluminum foil is not recyclable in our program. It is manufactured from an alloy that is much different from that used for aluminum cans.

Aluminum cans represent a small portion of our total recycle stream. They do, however, provide some income for the recycling program. Those funds are channeled into operations by purchasing additional recycling containers and marketing tools.

Recycling aluminum is good for the environment. Every pound of aluminum recycled saves 7.5 kilowatt hours of electricity. This means we save over 30,000 kilowatt hours per year! Additionally, recycling aluminum uses 95% less energy than producing aluminum from raw materials.

Cardboard

Corrugated cardboard is recycled at the Ridgway University Center, a heavy user of cardboard. We recycle more than 15,000 pounds of cardboard per year!

Since cardboard is a bulky item to handle, simply break the boxes down and place them behind the nearest paper recycle container. This will allow us to recycle your cardboard and keep the hallways tidy.

Food waste is a problem contaminant. All food, such as pizza and garlic butter for example, should be removed from boxes prior to recycling. Cardboard contaminated with food waste cannot be recycled and should be placed with the garbage. Additionally, non-cardboard packing materials (such as Styrofoam and plastic shrink wrap) must be removed prior to recycling.

Magazines and shiny-surface paper

We do offer magazine recycling on campus, even though we do not recycle it with other types of paper. Just place your magazines in a stack beside any paper recycling container. The magazines must be separated from regular paper when recycling because of the thin layer of wax that produces the glossy look on pages.

Mixed Paper

Paper constitutes 40% to 50% of the entire recycle stream at the University of Evansville. We currently recycle more than 20 tons of paper per year! For a complete list of items acceptable as mixed paper, see the list below.

Acceptable:

White and colored paper
Letterhead
Computer paper
Notebook paper
Fax paper
Envelopes with and without windows
Index cards
Adding machine paper
Post-It notes
Manila folders
Staples and paper clips

Not Acceptable:

Magazines
Tape
Photographs
Carbon paper
Candy wrappers
Blueprints
Books

Newspaper

Newspapers can be recycled by placing them in container marked “Newspaper Only” or by placing them by a “Mixed Paper” container. Remember – newspaper should not be placed in a mixed paper container. They are two different paper grades.

Plastic

Plastic is collected in the recycle containers labeled “Plastic Only.” Please empty excess liquid from the container prior to recycling it. There are some high use plastic items that are accepted at our recycling center. We currently accept high density polyethylene (HDPE) or No. 2 plastic. This usually includes such items as plastic soft drink bottles, milk and water jugs, matte finish juice bottles, shampoo and most detergent bottles. If you are in doubt whether your plastic item is No.2 plastic, check for the No.2 inside the recycling arrows on the bottom of the container. We cannot accept plastic bags.

Books and Telephone Books

Each year we recycle more than 1,800 books and telephone books at the University. While there are many uses for the paper in the telephone books, it has become increasingly difficult to find a local paper dealer willing to take them. As long as some market exists, telephone book recycling will be available.

New telephone books are delivered by Central Receiving each spring. Place your old telephone books in a stack next to the nearest “Paper Only” container.

Ink-Jet and Toner Cartridges

UE is making a concerted effort to recycle ink-jet and toner cartridges and, thereby, keeping these out of the local landfill. In order to ensure recycling efficiency, please follow the following procedure. For both ink-jet cartridges as well as toner cartridges, place the empty cartridges by the nearest recycle location. (See below for recycling locations.) To avoid spilling remaining ink material, please return the cartridge to its original box, or place it in a plastic bag. The empty cartridges will be picked-up when the other recyclables are picked-up.

Used Batteries

Please place used batteries in a plastic bag and place the bag by the nearest recycle location. (See below for recycling locations.) The used batteries will be picked-up when the other recyclables are picked-up.

Batteries may contain cadmium, mercury, copper, zinc, lead, manganese, nickel or lithium which may create an environmental hazard when disposed incorrectly. In landfills, metals have the potential to leach slowly into soil, groundwater or surface water.

Obsolete Computer and Electronic Equipment

What is one to do with an obsolete computer or printer? Many electronic devices have toxic components, such as mercury and lead, which have no business leaking into the environment. Once such UE-owned equipment is declared 'surplus' contact the Manager, Risk and Environmental Management.

Confidential Recycling

Many campus offices (i.e. admissions, financial aid) handle confidential or other sensitive information that requires special handling. The University disposes of such records in compliance with FACTA (the Fair and Accurate Credit Transaction Act). FACTA is a federal law designed to reduce the risk of fraud and identity theft created by improper disposal of confidential or sensitive information. The University has a contract with a local firm to provide secure collection containers for temporary storage of confidential documents. The contracted firm collects and shreds all confidential documents temporarily stored in the secure containers. The shredded materials are subsequently recycled with other recycled paper.

Consider Using Recycled Products

Many of us participate in recycling projects both at work and at home. Recycling paper, plastic or aluminum cans is important, but there is so much more we can do. Post-consumer products contain material that has been recycled. You can help save environmental resources by purchasing and using such products. Currently, the University has a contract to purchase office supplies through Office Depot, which offers many products containing post-consumer materials.

Resources

Students in the work-study program operate the campus-wide recycle effort. The students are employed by Administrative Services. A van has been dedicated to the program to facilitate the pickup of recyclables. Containers are emptied routinely. Pickup schedules vary due to class loads, holidays and breaks. If your recycle container is full, call the Manager, Risk and Environmental Management at extension 2697.

Recycling Locations

Recycling containers are located at the following campus locations.

| BUILDING | LOCATION | ITEMS RECYCLED |
|---------------------------|---|----------------------------|
| Ridgway University Center | Bookstore | Crdbrd, mxpr |
| | Crescent | Cans, mxpr, plastic, news. |
| | 1 st Floor | Cans, mxpr, plastic |
| | 2 nd Floor | Cans, mxpr, plastic |
| Brentano | Lobby | Cans, mxpr, plastic |
| Carson Center | Ticket office | Mxpr |
| | Lobby | Cans |
| Fine Arts | Lower stairwell landing | Mxpr |
| | Rm 213 (room by printer) | Mxpr |
| | 1 st Floor (by room 110) | Mxpr |
| Fitness Center | Lobby vending area | Cans |
| | Main office | Mxpr |
| General Services | 1 st Floor main office | Mxpr |
| | 1 st Floor mail room | Mxpr, cans |
| | 1 st Floor print shop | Mxpr |
| | 1 st Floor break room | Cans |
| | 2 nd Floor purchasing | Mxpr |
| Graves Hall | 1 st Floor vending area | Cans, plastic |
| | 2 nd Floor E. end of hallway | Mxpr |
| | 3 rd Floor W. end of hallway | Mxpr |
| Hale Hall | Lobby | Cans, mxpr, news, plastic |
| Hughes Hall | Lobby | Cans, mxpr, news, plastic |
| | 2 nd Floor wing | Cans, mxpr, news, plastic |
| | 3 rd Floor wing | Cans, mxpr, news, plastic |
| Hyde Hall | W. basement vending area | Cans, plastic |
| | E. basement vending area | Cans, plastic |
| | 1 st Floor East Hall | Mxpr |
| | Rm 201 (comp. lab) | Mxpr |
| | Rm 206 (Business School) | Mxpr, news |
| | Rm 227 (comp. lab) | Mxpr |
| | 2 nd Floor (comp. lab) | Mxpr |
| | 2 nd Floor (E. end of hall) | Cans, mxpr, news, plastic |
| Iglehart | Basement (bottom of stairs) | Mxpr |

| BUILDING | LOCATION | ITEMS RECYCLED |
|----------------------------|--|---------------------------|
| | Basement (in break room) | Cans |
| Koch 1945 | 3 rd Floor stairwell | Cans |
| Koch 1977 | West entry (outdoors) | Cans |
| | 1 st Floor vending area | Cans, plastic |
| | 2 nd Hallway (by copier) | Mxpr |
| | 2 nd Rm 265 (computer lab) | Mxpr |
| | 2 nd Floor stairwell | Cans, mxpr |
| | 3 rd Floor stairwell | Cans, mxpr |
| Koch 2000 | Lower level vending area | Cans, plastic |
| | 1 st Floor by elevator | Cans |
| | 2 nd Floor by elevator | Cans |
| Bower-Suhrheinrich Library | 1 st Floor (periodicals desk) | Mxpr |
| | 2 nd South stairs (by copier) | Mxpr |
| | Rm 262 (technical services) | Cans |
| Clifford Memorial Library | OTS (near back copier) | Cans, mxpr |
| | OTS print room | Mxpr |
| Lincoln Park Apartments | Laundry Room | Cans, mxpr, news, plastic |
| Memorial Plaza | E. side of plaza | Cans |
| Moore Hall | Lobby | Cans, mxpr, news, plastic |
| | 2 nd Floor main hall | Cans, mxpr, news, plastic |
| | 2 nd Floor N. wing | Cans, mxpr, news, plastic |
| | 3 rd Floor N. wing | Cans, mxpr, news, plastic |
| Morton | 1 st Floor (large room) | Cans, mxpr, plastic |
| Neu Chapel | Main office (behind door) | mxpr |
| North Hall | Lobby (by vending area) | Cans, mxpr, news plastic |
| Olmsted | Rm 104 (Admissions) | Mxpr |
| | Rm 105 (Student Accounts) | Mxpr |
| | Rm 116 (Acct. & Auditing) | mxpr |
| | 1 st Floor vending area | Cans, mxpr |
| | Rm 213 (Acct. & Auditing) | Mxpr |
| | Rm 227 (copy room) | Mxpr |
| | Rm 231 (Academic Room) | Mxpr |
| | Rm 350 (Foreign Lang.) | Mxpr |
| | 3 rd Floor (near WUEV) | Mxpr |
| | 4 th Floor mid-hallway | Cans, mxpr |
| Physical Plant | Break room | Cans |
| | Main office | Mxpr |
| Powell Hall | Lobby | Cans, mxpr, news plastic |
| | 2 nd Floor | Cans, mxpr, news plastic |
| | 3 rd Floor | Cans, mxpr, news plastic |
| | Basement | Cans, mxpr, news plastic |
| Ramona Apartments | Laundry Room | Cans, mxpr, news plastic |

| BUILDING | LOCATION | ITEMS RECYCLED |
|---------------------|--|--------------------------|
| Sampson | Publications (back room) | paper |
| Schroeder Hall | Lobby | Cans, mxpr, news plastic |
| | 2 nd Floor | Cans, mxpr, news plastic |
| | 3 rd Floor | Cans, mxpr, news plastic |
| | 4 th Floor | Cans, mxpr, news plastic |
| Union | 2 nd Floor top of stairwell | Cans, mxpr |
| Weinbach Apartments | Laundry Room | Cans, mxpr, news plastic |

All Other Off-Campus Housing

All students living in houses may participate in Evansville's recycling program by collecting recyclables in bins and placing these bins on the street on the appropriate day for pickup, typically every other week on the same day the trash is picked up. Please check the local newspaper for the current cycle. Please contact Brian Conner at 488-1107 or 488-6030 for details.