



UNIVERSITY OF EVANSVILLE

Recycling Guide

Protecting our Environment

Introduction

The University of Evansville's recycling program has been in operation since 1990 and serves all areas of the campus community, providing an effective method to reduce solid waste in our landfills and provide material that can later be used in the production of recycled goods.

Our goal is to have an efficient operation while 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 for us and for future generations.

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1. WHAT TO RECYCLE

ALUMINUM	Paper	Plastic (#1 – 7)	Other
Empty Aluminum cans	Empty cereal boxes Office paper Magazines Newspaper Telephone books	Empty Drink bottles Shampoo bottles	Batteries Books Cardboard Electronics Printer cartridges Toner cartridges

- ✓ Place aluminum, paper and plastics in the appropriate recycling bin.
- ✓ Place cardboard in recycle boxes if available, or behind other recycle bins.
- ✓ Batteries, books, printer and toner cartridges may be placed next to any recycle bins.
- ✓ For UE owned obsolete electronics:
 - Be sure that any stored data on devices such as hard drives has been removed. For assistance with this, please contact the OTS Help Desk.
 - Fill out a “Property Disposal Form” from the Accounting and Audit area on Acelink, obtain the required authorizations, and send the completed form to the Office of Administrative Services. Central Receiving will arrange for the items to be picked up and disposed of as instructed by Administrative Services.
- ✓ At the end of the semester students and employees (faculty, administrators and staff) have the opportunity to bring their personal, obsolete electronic equipment to be recycled at no cost.

2. WHERE TO RECYCLE

Click to go to recycle locations within a building	
• Advancement Services	• Lincoln Apartments
• Bower-Suhrheinrich Library	• McCutchan Stadium
• Carson Center	• Moore Hall
• Center for Adult Education	• Morton Hall
• Clifford Library	• Neu Chapel
• Fitness Center	• North Hall
• General Services Building	• Olmsted Administration Bldg.
• Graves Hall	• Powell Hall
• Hale Hall	• Ramona Apts.
• Crayton E. and Ellen Mann Health Center	• Ridgway
• Hughes Hall	• Sampson Hall
• Hyde Hall	• Schroeder Hall
• Igleheart	• Schroeder Family School of Business and McCurdy Wing
• Koch Center	• Weinbach Apts.
• Krannert	•

Off-Campus Housing: Students living in houses may participate in Evansville’s recycling program by placing recyclables in the bins provided by the city for pick up on the appropriate day. Click on this link to the City of Evansville’s trash and recycling pick site for more information: <http://evansville.in.gov/index.aspx?page=2896>

3. HOW TO RECYCLE – THINGS HAVE CHANGED!

Single Stream Recycling

Previously, we had to sort our recyclables before taking them to Tri-State Resource Recovery. Due to new equipment, they are now able to do “single stream recycling”, which means that many of our recyclables can be combined in the same container. They are sorted by Tri-State when they are received.

What does this mean to UE’s recycling program? We can combine some materials, but we still want to keep some materials separate.

What recyclables can be combined?

- Newspaper and magazines can now be combined with other mixed paper such as cereal boxes, office paper and envelopes.

What recyclables are kept separate (and why?)

- Aluminum cans, because we get a small amount of revenue from them.
- Plastic containers, because they are not always emptied out, and can leak.
- Cardboard, because we generate so much of it. Cardboard is baled by SODEXO.

What else has changed?

- Our recycle signs and areas have a new look to make it easier to recycle properly:
 - New signs for aluminum (yellow), paper (blue) and plastic (red)
 - Communication boards show benefits of recycling, issues in an area

Resources:

Students in the work-study program operate the campus-wide recycle effort. The students are assigned to Administrative Services through the work study program.

Containers are emptied routinely. Pickup schedules vary due to class loads, holidays and breaks.

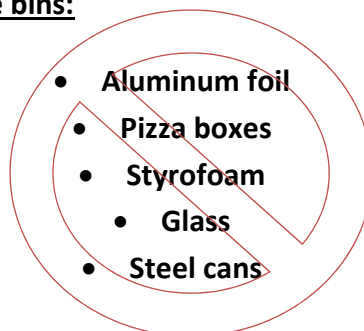
If your recycle container is full, call 2697 or email js652.

4. RECYCLING DO’S AND DON’TS

DO:

- **Empty excess liquid** from aluminum cans and plastic containers
- **Recycle cardboard** in Keep Evansville Beautiful bins, if provided.
 - If KEB boxes are not provided, place cardboard behind the nearest paper recycle container
- **Fold and flatten cardboard** and cereal boxes, soda boxes, etc.
- **Use recycled products** whenever possible
- **Place Batteries, Books, Cardboard, Printer and Toner Cartridges** next to any recycle bins for pick up.

DO NOT – put the following in the recycle bins:



5. REASONS TO RECYCLE

From: <http://recyclingfacts.org/content/fun-recycling-facts>

- It takes 80-100 years for an aluminum can to decompose (break down) in a landfill.
- Aluminum cans may be recycled into: soda cans, pie plates, license plates, thumbtacks, aluminum foil, and many other items.
- Recycling one aluminum can saves enough energy to power a TV for up to three hours.
- It can take up to 700 years for plastic to decompose (break down) in a landfill.
- PET plastic can be recycled into: clothing, fiberfill for sleeping bags, toys, stuffed animals, rulers and more.
- Around 1 billion trees worth of paper are thrown away every year in the U.S.
- It takes 24 trees to make 1 ton of newspaper.
- Paper plus cardboard combined make up 73% of the materials in the landfill

6. CONTACT US

For information, questions, or suggestions, please call 2697 or email js652

Thank you for recycling!

Building	Room	Recyclable bins for:		
Advancement Services	2004 Lincoln Avenue	Aluminum	Paper	Plastic
Bower-Suhrheinrich Library	1st floor by copier-in front door on left		Paper	
	2nd floor by vending machines near room 207		Paper	Plastic
	2nd floor acquisitions room - books			
	2nd floor room 262C : kitchen	Aluminum		Plastic
	OTS main office	Aluminum	Paper	Plastic
	OTS print room 251		Paper	
	OTS Help Desk		Paper	
Carson Center	Ticket office	Aluminum	Paper	Plastic
	Men's Basketball office		Paper	
	Lobby	Aluminum	Paper	Plastic
	Beeler Family Athletic Center, room 112		Paper	
5/3 rd Practice Facility	Men's and Women's Practice Facilities			Plastic
Center for Adult Ed	525 Rotherwood		Paper	
Clifford Library	2nd floor room 253 (Writing Center)		Paper	
Fitness Center	lobby by vending machines	Aluminum		Plastic
	main office		Paper	
General Services Bldg	1st floor security office		Paper	
	1st floor mail room		Paper	
	1st floor print shop		Paper	
	1st floor break room	Aluminum		Plastic
	2nd floor purchasing		Paper	
	2nd floor facilities dept. by main office copier		Paper	
	1st floor facilities dept. break room	Aluminum		
Graves Hall	1st floor vending area	Aluminum		Plastic
	1st floor room 105 (Nursing Lab)	Aluminum		Plastic
	2nd floor room 236		Paper	
	2nd floor hallway by room 240	Aluminum	Paper	
	3rd floor near room 314	Aluminum	Paper	Plastic
Hale Hall	1 st floor kitchen area	Aluminum	Paper	Plastic
Crayton E. and Ellen Mann Health Center	Conference room	Aluminum	Paper	Plastic
Hughes Hall	lobby	Aluminum	Paper	Plastic
Hyde Hall	Basement vending area (Olmsted side)	Aluminum		Plastic

	Basement vending area (Krannert side)	Aluminum		Plastic
	2nd floor by copier		Paper	
	Room 227 computer lab		Paper	
	2nd floor (Olmsted side)		Paper	Plastic
	Room 201 computer lab		Paper	
Igleheart	basement at bottom of stairs		Paper	
	basement in break room	Aluminum		Plastic
Koch Center	Lobby outside lecture hall 100. Lincoln side of bldg.	Aluminum		Plastic
	Inside lecture hall 100 - left side	Aluminum		Plastic
	1st floor vending area, near rm. 130, middle of building	Aluminum	Paper	Plastic
	2nd floor by elevator on Lincoln side	Aluminum		
	2nd floor hallway by room 270	Aluminum		Plastic
	2nd floor room 265, computer lab	Aluminum	Paper	
	2nd floor room 271 Engineering lab.		Paper	
	2nd floor stairwell across from room 231	Aluminum	Paper	Plastic
	2nd floor hallway by copy machine near rm. 244		Paper	
	3rd floor back stairwell, across rm. 330, Lincoln side	Aluminum		
	3rd floor stairwell across room 307	Aluminum	Paper	Plastic
Krannert	lower stairway landing	Aluminum	Paper	Plastic
	Room 126		Paper	
	Room 212		Paper	
	room 213 Mac lab in small room by printer		Paper	
	room 204 by south window wall		Paper	
	Wheeler hallway across room 107	Aluminum	Paper	Plastic
Lincoln Apts.	laundry room	Aluminum	Paper	Plastic
McCutchan Stadium	Second floor offices		Paper	
Moore Hall	Lobby by mailboxes		Paper	
	1st floor north wing recycle room	Aluminum	Paper	Plastic
	2nd floor north wing recycle room	Aluminum	Paper	Plastic
	3rd floor north wing recycle room	Aluminum	Paper	Plastic
Morton Hall	Recycle room 1st floor	Aluminum	Paper	Plastic
Neu Chapel	main office behind the door		Paper	
North Hall	lobby by vending machines	Aluminum	Paper	Plastic
Olmsted	4th floor hall - midway down hall	Aluminum	Paper	

Administration Hall	Room 301 C, copier room		Paper	
	3rd floor hall by water fountain	Aluminum		Plastic
	room 350-Foreign language		Paper	Plastic
	room 213 Accounting & Audit		Paper	
	Room 227 copy machine room		Paper	
	1st floor vending area	Aluminum	Paper	Plastic
	Room 105-Student Accounts		Paper	
	Room 104-Admissions		Paper	
	Room 116-Financial Aid		Paper	
Powell Hall	Lobby		Paper	
	basement (elevator side)	Aluminum	Paper	Plastic
	1st floor (elevator side)	Aluminum	Paper	Plastic
	2nd floor (elevator side)	Aluminum	Paper	Plastic
	3rd floor (elevator side)	Aluminum	Paper	Plastic
Ramona Apts. C	Basement laundry room	Aluminum	Paper	Plastic
Ridgway University Center	1st floor by doors to dining hall	Aluminum		Plastic
	1st floor kitchen area near room 105.		Paper	
	1st floor Bookstore		Paper	
	2nd floor Residence Life, room 225		Paper	Plastic
	2nd floor, by men's bathroom near radio station		Paper	Plastic
	2nd floor across ATM, by men's bathroom	Aluminum	Paper	
	2nd floor Student Publications: production room and morgue rm272		Paper	Plastic
Sampson Hall	Publications, in back room		Paper	
Schroeder Hall	Basement (elevator side)	Aluminum		Plastic
	2nd floor (elevator side)	Aluminum	Paper	Plastic
	3rd floor (elevator side)	Aluminum		
	4th floor (elevator side)	Aluminum	Paper	Plastic
Schroeder Family School of Business	Front entry	Aluminum	Paper	Plastic
	Second floor bathrooms	Aluminum	Paper	Plastic
McCurdy wing of SOBA	room 128		Paper	
	Basement stairwell by Law, Politics, Society	Aluminum	Paper	Plastic
Weinbach Apts	ground floor laundry room	Aluminum	Paper	Plastic