

Name: Recycling and Waste Reduction Plan	Effective Date: 1/1/09
Areas Affected: All Campus areas	Reviewed/Revised: 12/1/2010

1.0 Purpose, Applicability, and Scope

- 1.1 Purpose (Include regulatory requirements) - The purpose of this procedure is to provide guidance for recycling and waste reduction.
- 1.2 Applicability – This shall apply to all students, staff and faculty on the main campus of the University of Tennessee, Knoxville. This plan also applies, where applicable, to operational aspects in facilities leased by UT.

2.0 Abbreviations, Acronyms, and Definitions

2.1 Abbreviations/Acronyms

EHS- Environmental Health and Safety

2.2 Definitions

Orphaned chemicals – chemicals that are deemed surplus, generated mostly by research activities, still have value, and may be transferred to another researcher.

Techno Trash - diskettes, CD's, DVD's, cell phones, PDAs, pagers, digital cameras, handheld games, CD players, and MP3 players

3.0 Roles and Responsibilities

Employees and students shall:

- a. Identify item under their control that can be recycled
- b. Participate in the recycling program
- c. Make suggestions for process improvements to the recycling coordinator
- d. Actively seek to reduce waste generation

Recycling Coordinator shall:

- a. Make recycling containers available to university facilities
- b. Serve as the point of contact for contractors who remove recycled materials
- c. Encourage recycling and waste reduction in departments
- d. Disseminate information regarding recycling and waste reduction opportunities and outcomes to the university community

- e. Collect and tabulate data regarding recycling and waste reduction

4.0 Procedure

Materials that are recycled include:

- a. Lamps and ballasts (including fluorescent, HID of various types, LED, compact fluorescent, and others) – by Facilities Services
- b. Rechargeable batteries– by Facilities Services
- c. Metals (lead, copper, cast iron, etc) generated by construction and renovation projects – by Facilities Services
- d. Orphaned laboratory chemicals– by EHS
- e. Cardboard– by Facilities Services
- f. Aluminum cans– by Facilities Services
- g. Steel cans (food cans)- by Facilities Services
- h. Steel aerosol containers – by Facilities Services and EHS
- i. Waste motor oil- by EHS through Safety Kleen and Motor Pool burns it to heat their building
- j. Waste cooking oil – by Aramark
- k. Parts cleaner solvent – by EHS through Safety Kleen
- l. Tires – by Motor Pool
- m. Anti-freeze – by Motor Pool/Knox County
- n. Electronic waste– by Facilities Services
- o. Printer cartridges – by Facilities Services
- p. Plastic containers – numbered 1-7 by Facilities Services
- q. Mixed Paper of all types by Facilities Services
- r. Techno-trash – by Facilities Services
- s. Green waste – by Facilities Services
- t. Shrink Wrap – by Facilities Services
- u. Pre-consumer food waste and coffee grounds- by Facilities Services
- v. Wooden pallets- by Facilities Services
- w. Carpet- by Housing and Facilities Services
- x. Clothing and Household Items- by Facilities Services/Goodwill Industries
- y. Non-perishable food- by Facilities Services/ 2nd Harvest Food Bank

The recycling coordinator shall work with departments on campus to recycle materials that fall under the purview of Facilities Services that are listed above.

5.0 Recordkeeping and Data Analysis

Records shall be kept on the amount of waste that is recycled by Facilities Services on an annual basis.

Other departments that conduct recycling activities are encouraged to submit data to the Facilities Services recycling coordinator.

Summary data of recycling efforts is submitted to:

- a. The Vice Chancellor for Finance and Administration

6.0 Training and Information Requirements

Information regarding recycling is disseminated to the university community periodically via UT media include the Beacon, UT Today and others.

Information regarding recycling is available at:

<http://www.pp.utk.edu/Recycle/default.asp>
<http://environment.utk.edu>

7.0 Attachments

None

8.0 Associated Standards

None