

**The University of Texas at San Antonio
Office of Environmental Health, Safety and Risk Management**

Recycling Management Plan

i. SIGNATURE PAGE

This Recycling Management Safety Plan has been reviewed for regulatory compliance and best management practices by the undersigned individuals and is hereby adopted for use and compliance by all employees at The University of Texas at San Antonio.

PRINTED NAME	SIGNATURE	TITLE	DATE
J. Brian Moroney		Director, EHSRM	
Richard M. Garza		Environmental & Construction Safety Manager	

Reviewed: 11/01/2007

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iii. Emergency Procedures & Contacts

Our recycling team is composed of full time staff and work-study personnel who are exposed on a daily basis to various weather element conditions. It is important that all personnel receive departmental training and personal protective equipment to help cope with varying weather conditions. Insect bites could also be a problem during the warm weather so precautionary measures should always be observed. Cuts, bruises and back injuries are other physical hazards which personnel could encounter during the collection of recyclable material.

Should anyone sustain any type of injury in the course of their job, it is imperative that the supervisor be notified immediately. The first report of injury should be filled out and submitted.

You can find the first report of injury in the EHSRM website at:

<http://www.utsa.edu/safety/Workplace/WorkersComp/index.cfm>

Emergency Contact Personnel include:

David Hernandez, Director of Public Safety/Chief of Police 458-4242

Brian Moroney, Director Environmental Health, Safety and Risk Management 458-5250

Richard Garza, Safety Manager, EHSRM 458-5808

I. Overview and Purpose

EHSRM is committed to help and preserve UTSA commitment to the Environmental Protection Agency and Texas Commission on Environmental Quality recycling program. Our goal is to reduce the amount of waste which would otherwise end up on our local landfill. This recycling program focuses on paper, corrugated cardboard and commingled aluminum, plastic and glass. Toner ink cartridges are also recycled.

II. Scope

This program was established to assist faculty, staff and students become better stewards of the environment through education and training. Recycling containers have been provided by EHSRM throughout the UTSA campuses and all containers either have the universal recycling logo or have been stenciled for recycling.

III. Periodic Review

This program will be reviewed periodically or when the current contract expires. Any proposed changes to the contract must be agreed upon by the contractor.

IV. Responsibilities

A. EHSRM

1. Responsible for overseeing the program and maintaining all documents associated with the recycling program.
2. Responsible for providing the necessary containers throughout all campuses.
3. Responsible for arranging the pick-up of recyclable material by a contractor.
4. Recycle all cardboard generated by Chartwells.
5. Operate the cardboard recycling compactor.
6. Ensure routine training and education is provided to faculty, staff and students.

B. Facilities

1. Responsible for transferring all recycling paper from every facility on campus to the recycle bins located throughout the campuses.
2. Responsible for removing all cardboard boxes generated by campus personnel, transferring them to the cardboard compactor, and compacting.
3. Downtown campus and the Institute of Texan Culture collect all cardboard and place in a designated location for pick-up by EHSRM.

C. Faculty, Staff and Students

1. Responsible for using the recycling bins to collect all recyclable paper.
2. Responsible for transferring all contents of the 5 gallon paper recyclable container to the large recycle bins within each facility.
3. Use the designated aluminum, plastic and glass recycle bins for personal or UTSA activity generated recyclable material.
4. Segregate cardboard and place near large paper recycle bins for pick-up by Facilities.
5. Recycle all ink toner cartridges by placing them in the designated bin at the Mailrooms.

V. Paper Recycling

A. Definition

Recycled paper refers to paper products which no longer serve its intended use. This includes office paper, computer paper, magazines, periodicals, books or maps.

B. Responsibilities

Generators are responsible for placing all paper products into their 5 gallon office recycle containers or into the large 54 gallons recycle bins located in the hallway. After the small 5 gallon recycle container in the office is full, it is to be emptied into the large 54 gallon recycle bin located in the hallway.

Housekeeping is responsible for transporting the 54 gallon paper recycle bins located in the hallway to the large recycle bins located outside each campus building.

EHSRM is responsible to ensure our recycling contract company complies with weekly pick-up of all large bins located outside each building. EHSRM will assist Housekeeping by ensuring sufficient recycling bins are available for all UTSA facilities regardless of size and type.

VI. Commingled Recycling

A. Definition

Commingled Recycling refers to the disposal of Aluminum, Plastic, and Glass in an environmentally safe manner. There are specially designated blue recycling bins that are distributed throughout campus for their collection.

B. Responsibilities

The EHSRM office is responsible for the collection and maintenance of the blue recycling bins. The two types of bins being used are 34 and 54-gallon receptacles, respectively for the inside and outside collection of commingled recyclables. The bins need to be lined with 45-gallon bags for the 34-gallon bins and 65-gallon bags for the 54gallon bins.

The recyclables need to be collected frequently during the school semesters but can be relaxed during the summer and winter breaks. The bins should be checked twice a week during the school semester and once a week during breaks. However, the frequency may change proportionally with the overall attendance

of students. Thus, more collections may be required as UTSA continues to grow.

The location of the recycling bins can be found on our website at the link below:

<http://www.utsa.edu/safety/recycling/BinLocator.pdf>

VII. Corrugated Recycling

A. Definition

Corrugated Recycling refers to the process of collecting discarded cardboard containers for recycling. There is a Cardboard Compactor behind the bookstore which is used to bundle and deliver our corrugated recyclables to Abitibi.

B. Responsibilities

The cardboard is collected by Housekeeping and they recycle using the compactor located next to the UC by the bookstore loading dock. The manner of collection is decided by the generating department and the housekeepers assigned to that department. The only cardboard that EHSRM is responsible for is the cardboard generated by the Bookstore.

The only exception to the usual collection method is the cardboard generated by the RoadRunner Café. This cardboard is stored in a 65-gallon metal container behind the RC building and collected by Abitibi every weekend along with the paper collection.

VIII. Recycling Pick-up Protocol

Abitibi must be contacted to collect the compactor when the pressure gauge reads blue (approximately ~2000lbs). The pressure gauge should be frequently monitored as to avoid injury caused by over compacting. It is possible for the compactor to become jammed when an excessive amount of cardboard is trying to be compacted. If the jam cannot be removed by manually prying cardboard away from the metal teeth then Abitibi must be contacted to collect the compactor. All seven yard paper recycling bins are picked up weekly by Abitibi. The commingled material is collected in the forty yard bin on West Campus and picked up by Abitibi as required.

IX. Ink Toner Recycling

A. Definition

Ink Toner Recycling refers to the empty toners collected from printers, fax machines, and copiers. This toner can be collected and presented to NewLife Toner for revenue.

B. Responsibilities

The empty ink toners will be disposed of in the provided hamper located by the Mail Room in the tunnel area of the MS building. The toners must be transferred to BSB 1.03.50, where they will be retained on a pallet until it is appropriate to contact New Life Toner.

Special trips to specific departments are made to pickup toner only in large amounts, ideally 10 full-size toners or more.

Inkjet toners, smaller than full-size, must be kept in a small bag or box so they can be picked up in an organized manner.

X. Fluorescent Light Recycling

A. Definition

Fluorescent lights are generally used to light offices and are considered more energy efficient than incandescent lighting. Generators typically are housekeeping and electrician personnel. Fluorescent bulbs must be placed in its original cardboard container for storage or disposal. All fluorescent light bulbs considered non-environmental friendly must be recycled through EHSRM.

B. Used Light Bulb Waste Disposal Procedures

On recurring basis UTSA personnel generate used light bulbs. Many lamps and bulbs contain toxic substances, such as lead and mercury that pose a threat to public health. These hazardous lamps are regulated under the universal waste (UW) rule. Lamps that may qualify for handling as UW are:

1. Fluorescent lamps
2. Mercury vapor lamps
3. High-pressure sodium vapor lamps
4. Low-pressure sodium vapor lamps
5. Metal halide lamps

6. Incandescent lamps

B. Accumulation Time Limits

UTSA, as a UW handler, may accumulate UW lamps for no longer than one year from the date that the UW lamps are generated. One exemption to this rule is if we can prove that the extension is necessary to facilitate proper recovery, treatment, or disposal.

Lamps being accumulated must be clearly marked with the date that accumulation started. These containers must be marked with the following phrases:

“Universal Waste—Lamp(s)”

“Waste Lamp(s)”

“Used Lamp(s)”

C. Disposing of UW lamps

There are two options for disposing of UW lamps: permitted hazardous waste landfill or recycling. State regulations prohibit disposal of hazardous waste lamps and light bulbs in municipal solid waste landfills. One exception is for Conditionally Exempt Small Quantity Generators (i.e. Downtown Campus and The Institute of Texans Culture).

XI. Battery Recycling

Typically UTSA generates very few batteries. All batteries listed on the next page must be recycled including the alkaline batteries. If batteries are small enough to be placed in the mail, submit to EHSRM through the mail system, this assuming they are not leaking. If large volumes of batteries have accumulated in the work area or if batteries are in excess of reasonable weight to be transferred through our mail room, then EHSRM will pickup and dispose of those batteries.

Battery Type	Common Name	Size Available	Examples of Use	Proper Disposal
Alkaline Manganese	Coppertop, Alkaline	AAA, AA, C, D, 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls	Turn in to EHSRM
Button	Mercuric Oxide, Silver Oxide, Lithium, Alkaline, Zinc-Air	Sizes vary	Watches, hearing aids, toys, greeting cards, remote controls	Turn in to EHSRM (Environment, Health and Safety Online)
Carbon Zinc	"Classic", Heavy Duty, General Purpose, All Purpose, Power Cell	AAA, AA, C, D 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls, transistor radios, garage door openers	Turn in to EHSRM
Lithium	Usually has "lithium" label on the battery	3V, 6V, 3V button	Cameras, calculators, computer memory back-up, tennis shoes	Turn in to EHSRM
Nickel-Cadmium (Rechargeable)	Either unlabeled or labeled "Ni-Cd"	AAA, AA, C, D, 6V, 9V	Flashlights, toys, cellular phones, power tools, computer packs	Turn in to EHSRM (Environment, Health and Safety Online)
Reusable Alkaline Manganese (Rechargeable)	Renewal	AAA, AA, C, D	Flashlights, calculators, toys, clocks, radios, remote controls	Turn in EHSRM
Sealed Lead Acid (Rechargeable)	"Gel," VRB, AGM, Cyclone, EI Power, Dynasty, Gates, Lithonia, Saft, Panasonic, Yuasa	Multiples of 2 Volts: 2V, 6V, 12V	Video cameras, power tools, wheelchairs, ATV's, metal detectors, clocks, cameras	Turn in to EHSRM
Lead Acid Vehicle Batteries	Autozone, Sears Die Hard, Yuasa	12V	Cars, trucks, motorcycles	Turn in to EHSRM