

UTSA

Recycling Manual

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I. Statement of Purpose

UTSA has four main areas of focus in order to keep a cleaner environment. Those areas are Commingled Recycling, Corrugated Recycling, Ink Toner Recycling, Fluorescent Bulbs, and Battery Recycling. Abitibi currently provides the services in which to recycle commingled and corrugated recycling. New Life Toner provides ink toner recycling. Fluorescent bulbs are recycled by a universal waste company. See section for information on battery recycling.

II. 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 EHS&RM 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 54-gallon 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>

III. 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 dropped off at the compactor located near UC by the bookstore. The manner of collection is decided by the generating department and the housekeepers assigned to that department. The only cardboard that EHS&RM is responsible for is the cardboard generated by the L&M 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.

C. Pickup

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.

IV. 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.

V. 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 EHS&RM.

B. Used Light Bulb Waste Disposal Procedures

On reoccurring bases 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:

- A. Fluorescent lamps
- B. Mercury vapor lamps
- C. High-pressure sodium vapor lamps
- D. Low-pressure sodium vapor lamps
- E. Metal halide lamps
- F. Incandescent lamps

C. 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)”

D. 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).

VI. 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 EHS&RM 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 EHS&RM 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 EHS&RM
Button	Mercuric Oxide, Silver Oxide, Lithium, Alkaline, Zinc- Air	Sizes vary	Watches, hearing aids, toys, greeting cards, remote controls	Turn in to EHS&RM (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 EHS&RM
Lithium	Usually has "lithium" label on the battery	3V, 6V, 3V button	Cameras, calculators, computer memory back-up, tennis shoes	Turn in to EHS&RM
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 EHS&RM (Environment, Health and Safety Online)
Reusable Alkaline Manganese (Rechargeable)	Renewal	AAA, AA, C, D	Flashlights, calculators, toys, clocks, radios, remote controls	Turn in EHS&RM
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 EHS&RM
Lead Acid Vehicle Batteries	Autozone, Sears Die Hard, Yuasa	12V	Cars, trucks, motorcycles	Turn in to EHS&RM