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.

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Brian Moroney</td>
<td>Signature on file</td>
<td>Director, EHSRM</td>
<td>8/19/2011</td>
</tr>
<tr>
<td>Richard M. Garza</td>
<td>Signature on file</td>
<td>Environmental &amp; Construction Safety Manager</td>
<td>8/19/2011</td>
</tr>
</tbody>
</table>

Original: 11/01/2007
This plan was reviewed/revised on 8/19/2011 and replaces the 11/13/2008 version. The following changes in “gray” have been incorporated in this revision:
Revised: 8/19/2011

iii. Emergency Contact Personnel; Steve Barrera
IV. B.3. Add GreenStar
VI. B. Commingled responsibilities changed
VII. A. Add GreenStar
VII. B. Change pick up time, size and date
VII. Cardboard responsibilities changed
VIII. Add GreenStar
VIII. Recycling Pick Up Protocol changes
X. B. Add payment information for scrap metal
ii. Table of Contents

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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:

**Steve Barrera**, Director of Public Safety/Chief of Police  458-4242
Brian Moroney, Director Environmental Health, Safety and Risk Management  458-5250
Richard Garza, Environmental and Construction 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 at least every 5 years. 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 Aramark.
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 Greenstar 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 GreenStar.
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 7 gallon paper recyclable container to the 54 gallon 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 is any paper product which no longer serves its intended use. This includes office paper, computer paper, magazines, periodicals, books or maps.

B. Responsibilities

UTSA faculty, staff or students are responsible for placing all paper products into their 7 gallon office recycle containers or into the large 54 gallons recycle bins located in the hallway. After the small 7 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 6 cubic yard GreenStar recycle bins located outside each campus building.

EHSRM is responsible for ensuring that the 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 distributed throughout campus for this 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 inside buildings on campus for commingled are 32 and 48-gallon receptacles. Barrels are used outside in the Sombrilla area, by parking lots, etc., and are designated for single stream – all recyclable materials (paper, commingled (aluminum, plastic, glass, metal)).

The recyclables are collected frequently throughout the day. The location of the recycling bins can be found on our website at the link below:


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 compact cardboard material.

B. Responsibilities

Cardboard is collected by Housekeeping and placed at a central location at a designated building (MH, BSE, AET, EB, MB or ART). EHSRM staff pick up the cardboard from these locations on a regular basis. Additionally a trailer located near the JPL loading dock is used to store cardboard from the JPL and BB. Cardboard from the UC Bookstore is delivered straight to the compactor.

The only exception to this collection method is the cardboard generated by the RoadRunner Café. This cardboard is stored in four (4) 6 cubic yard containers behind the RRC building and collected by GreenStar every week when the other bins, both paper and single stream, are emptied around campus.

VIII. Recycling Pick-up Protocol

Greenstar comes to each campus once a week to pick up approximately 38 - 6 cubic yard bins which contain either single stream or paper recyclables. They
are also the company to contact when the compactor pressure gauge reads blue (approximately ~2000lbs) as this indicates that the compactor is full. 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 GreenStar must be contacted to collect the compactor.

IX. Ink Toner Recycling

A. Definition

Ink Toner Recycling refers to the empty toner cartridges 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 are transferred by EHSRM staff to BSB 1.03.50, where they will be kept on a pallet until there are enough to contact New Life Toner for a pick up. 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. Scrap Metal Recycling

A. Definition

Scrap metal refers to steel, aluminum, brass, copper, iron, silver, nickel, etc. generated during construction and or renovation projects, or repair/replacement of building equipment, that is no longer deemed useful in quality and /or quantity for further projects or surplus. It does not include items excluded in (B)(d) listed below.

B. Responsibilities

All scrap metal generated on campus by Facilities personnel and/or Contractors must be recycled through the 30 cubic yard bin located behind Central Receiving. The only exception for the Contractor is if the contract specifies otherwise.

Personnel placing scrap metals from small projects such as replacing electrical wiring or plumbing which generates precious
metals (copper, brass, aluminum) must be segregated into the labeled storage drums located in the EHSRM Waste Storage Compound.

Larger scrap metal items such as air-conditioning unit condensing coils, heating elements, generator wire coils, etc. removed from unit repair jobs, and with no core value** from supplier, must be placed in the secured storage bin inside the EHSRM Waste Storage Compound.

**Example: an alternator or starter motor removed for replacement often has a monetary core value. This value amount is credited to the purchaser’s price paid for the new or rebuilt unit upon return of the old replaced unit to the supplier where the unit was purchased.

Complete air conditioning, refrigeration, boiler, shelving, motor and other similar inventory tagged equipment/units removed for replacement or no longer needed must be turned over to the Surplus Property Department on 1604 West Campus (458-6272) for processing to determine suitability for reuse, auction or salvage.

When EHSRM determines that there is sufficient scrap metal accumulated, a delivery will be either scheduled with C-6 or made with a UTSA vehicle to the C-6 campus. Generally the payment received for scrap metal is split 50/50 with Facilities after costs are deducted. Occasionally, if EHSRM is totally responsible for the scrap metal, the payment will not be split with Facilities.

XI. 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

C. Accumulation Time Limits

UTSA, as a small quantity 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 one of 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).

XIII. 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.
## ATTACHMENT 1  Battery Type/ Disposal Method

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