

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
Kristee Phelps	Signature on file	Interim Director, EHSRM	4/30/2018
Richard M. Garza	Signature on file	Environmental & Construction Safety Manager	4/30/2018

Original: 11/01/2007

This plan was reviewed/revised on 4/30/2018 and replaces the 8/19/2011 version.

III. Emergency Contact Personnel; Chief Gerald Lewis

IV. B.3. Add Republic Services

VI. B. Commingled responsibilities changed

VII. A. Add Republic Services

VII. B. Change pick up time, size and date

VII. Cardboard responsibilities changed

VIII. Add Republic Services

VIII. Recycling Pick up Protocol changes

X. B. Add payment information for scrap metal

II. Table of Contents

i.	Signature Page.....	2
ii.	Table of Contents.....	3
iii.	Emergency Procedures & Contacts.....	4
I.	Overview & Purpose.....	5
II.	Scope.....	5
III.	Periodic Review.....	5
IV.	Responsibilities.....	5
V.	Paper Recycling.....	6
VI.	Commingled Recycling.....	6
VII.	Corrugated Recycling.....	7
VIII.	Recycling Pick-up Protocol.....	7
IX.	Ink Toner Recycling.....	8
X.	Scrap Metal Recycling.....	8
XI.	Fluorescent Light Recycling.....	9
XII.	Battery Recycling.....	11
	Attachment 1	
	Battery Type/Disposal Method.....	12

iii. Emergency Procedures & Contacts

Our recycling team is composed of full-time staff, work-study, and green funded personnel in daily duties they are exposed on a regular basis to various weather element conditions. It is essential 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 warm weather so precautionary measures should always be observed. As per 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: <https://www.utsa.edu/safety/Workplace/WorkersComp/index.cfm>

Emergency Contact Personnel include:

Chief Gerald Lewis Director of Public Safety/Chief of Police 458-4242

Kristee Phelps, Interim 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 in our local landfill. This recycling program focuses on paper, corrugated cardboard and commingled aluminum, plastic and glass. Toner ink cartridges and metals are also recycled.

II. Scope

This program was established to assist faculty, staff and students to 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 blue for recycling.

III. Periodic Review

This program of solid waste and recycling will be reviewed periodically or at least every 5 years. Any proposed changes to the waste contract must be agreed upon by both UTSA and the Contract Vendor.

IV. Single Stream Definition

Single-stream recycling is a system in which all recyclables, including newspaper, cardboard, plastic, aluminum, junk mail, and others are placed in a single bin or cart for recycling. These recyclables are collected by a single truck and taken to a Materials Recovery Facility

V. Responsibilities

a. EHSRM

- i. Responsible for overseeing the program and maintaining all documents associated with the recycling program.
- ii. Responsible for providing the necessary outdoor containers throughout all campuses
- iii. Responsible for arranging the pick-up of recyclable material by a contractor
- iv. Recycle all cardboard generated throughout campus
- v. Operate the cardboard recycling baler.
- vi. Operate the compactors for paper.
- vii. Ensure routine training and education has provided to faculty, staff and students.

b. Facilities

- i. Responsible for transferring all recycling material from indoor facilities to the recycle bins located outside each facility.
- ii. Responsible for removing all cardboard boxes generated by campus personnel, transferring them to the cardboard collection point outside each building.
- iii. Downtown campus and the Institute of Texan Culture collect all cardboard and place in a designated location for pick-up by Republic Services.

c. Faculty, Staff and Students

- i. Responsible for using the recycling bins to collect all single stream recyclable material.
- ii. Responsible for transferring all contents of the 7 gallon single stream office recyclable container to the 54 gallon recycling bins within each facility.
- iii. Use stream recycle bins during special events.
- iv. Segregate cardboard and place near the large indoor recycle bins for pick-up by Housekeeping.
- v. Recycle all ink toner cartridges by placing them in the designated bin at the Mailrooms.

VI. 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

- a. UTSA faculty, staff or students are responsible for placing all paper products into their 7 gallon office recycle containers or into the large 54 gallon recycle bins located in the hallway. After the small 7 gallon recycle container in the office is full, it's the responsibility of the generator to empty into the large 54 gallon recycle bin located in the hallway.
- b. Housekeeping is responsible for transporting the 54 gallon paper recycle bins located in the hallway to the 6 cubic yard recycle bins located outside each campus building.
- c. 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.

- d. 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 Single-stream 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)).

VII. Corrugated Recycling

a. Definition

Corrugated Recycling refers to the process of collecting discarded cardboard containers for recycling. Cardboard metal stations are located outside each building next to the trash and recycling dumpsters.

b. Responsibilities

Cardboard is collected by Housekeeping and placed at a central location at a designated building (MH, BSE, AET, EB, NPB, MB or ART). EHSRM staff normally picks 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.

- c. Axillary Services vendors remove all cardboard from their food service areas and place them in the metal stations or trailers located outdoors.

VIII. Recycling Pickup Protocol

- a. Recycling vendor are managed by EHSRM and are required to service each campus once a week. This entails picking up all 6 cubic yard recycle bins, which contain single stream material from different campus buildings.
- b. EHSRM will contact the vendor if further service is required or no service was provide.
- c. Recycling Vendor has 24 hours to respond if service was not performed.

IX. Ink Toner Recycling

a. What is recycled

Ink toner recycling refers to the empty toner cartridges generated by printers, fax machines, and copiers.

b. Responsibilities

Empty ink toners can be recycled at the Mail Room (1604 and Downtown) in hampers located in the tunnel area of the MS and Durango building. EHSRM staff will collect and recycle. Special collection by EHSRM can be arranged by a department who generates large volumes of ink toner. They must be boxed or bagged before collection.

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.

Procedures

The following procedures shall be adhered to by all employees as applicable in the performance of their daily tasks regarding salvageable materials during in-house or contract work.

All Scrap Metal shall be deposited by the Employee on the same day it is generated into the appropriate scrap metal container located on West Campus. Precious scrap metal (copper, brass, stainless steel and aluminum) shall be deposited in the appropriate storage drum located in the EHSRM Waste Storage Compound. Other scrap metals shall be deposited in the Scrap Metal Dumpster located behind the Central Receiving Warehouse.

All other potentially salvageable materials shall be returned to the shop by the employee and the immediate supervisor shall make the determination as to what has salvage value and what does not. The employee shall then dispose of materials determined by the supervisor as non-salvageable in the nearest appropriate UTSA Dumpster.

Disassembly of apparatus' is typically not cost-effective and shall not be performed by UTSA Facilities' staff unless it is part of the prescribed Work. EHSRM staff receiving equipment for scrap metal recycling may partially or completely disassemble equipment as approved by their immediate supervisor to maximize scrap metal value.

When EHSRM determines that there is sufficient scrap metal accumulated, a delivery we will be either scheduled pickup with Recycling vendor or made trip with a UTSA vehicle to Recycling vendor. Generally the payment received for scrap metal is split 50/50 with Facilities after costs transportation cost are deducted. Occasionally, if EHSRM is get from OIT Surplus Department of total 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 the 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 prohigit 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).

XII. Battery Recycling

Typically UTSA generates very few batteries. All batteries listed below must be recycled including the alkaline batteries. If batteries are small enough to be placed in the mail, submit to EHSRM through the mail room, 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 pick up and dispose of those batteries.

Attachment 1 Battery Type/Disposal Method

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
Carbon Zinc	“Classic”, Heavery Duty, General	AAA, AA, C, D, 6V, 9V	Flashlights, calculators, toys, clocks,	Turn in to EHSRM

	Purpose, All Purpose, Power Clean		smoke alarms, remote controls, transistor radios, garage door openers	
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
Reusable Alkaline Manganese (Rechargeable)	Renewal	AAA, AA, C, D	Flashlights, calculators, toys, clocks, radios, remote controls	Turn in to EHSRM
Sealed Lead Acid (Rechargeable)	"Gel," VRB, AGM, Cyclone, El 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