

## Glass

The Sewanee Franklin County Convenience Center does not recycle glass.

### **Do not place glass at the trash revetments for recycling.**

The student organization **Waste Not** handles the recycling of glass generated by students. Please place glass in building glass recycling bins.

The drop-off point for glass recyclables is the parking lot behind the B.C. on Sundays from Noon to 2:00 p.m. There is no glass drop-off on Sundays that fall on holiday weekends or during college breaks. Call **Waste Not** for glass recycling information at 598-1214.

#### ACCEPTABLE MATERIALS:

- Clear glass
- Brown glass
- Green and blue glass

#### UNACCEPTABLE MATERIALS: (Put in trash)

- Window panes and mirrors
- Light bulbs
- Ceramics (coffee mugs)

#### SORTING TIPS:

- Please rinse out all glass bottles and remove the lids and caps (if possible)
- Drop off glass at the specified location

## Special Events Recycling

For recycling information at special University events such as athletic events, large indoor or outdoor functions and parties, please contact the University recycling manager at 598-1916.

## Other Items

The recycling of flourescent lights, computer equipment and monitors, batteries, and chemicals is handled by the University Environmental Health and Safety Office at 598-1916. This applies only to materials generated by the University on campus.

## Recycling and Shredding of Confidential Documents

All confidential documents should be stored in a secure area until a sufficient amount warrants shredding. Shredding of confidential documents is handled by the University General Services Department of PPS through the work order desk. To place a pick-up request, e-mail "PPS"

### **Reduce! Reuse! Recycle!**

- Buy products with less packaging
- Make double-sided copies
- Buy recycled products when possible
- Reuse grocery bags
- Use refillable mugs instead of paper cups
- Recycle everything that you can and eliminate solid waste
- Ask for paper bags at stores when possible. Paper bags are recyclable with cardboard.

# SEWANEE

*The University of the South*

# UNIVERSITY RECYCLING GUIDE



Compiled by the Environmental Health and Safety Office.

Frank H. Lankewicz  
Director EHS, Recycling Manager  
University of the South  
Phone: 598-1916  
Email: flankewi@sewanee.edu

## REDUCE! REUSE! RECYCLE!

# UNIVERSITY RECYCLING GUIDE

The following is a guide for recycling at the University of the South. By participating in recycling, you can help to improve our environment locally and have a positive effect on the conservation of our natural resources.

## Residence Halls

Labeled recycling bins are located in each residence hall. Students can empty their room recycling containers into those bins, placing the materials in the appropriate bin according to the label. Each residence hall will have a student volunteer serving as recycling coordinator. It will be the coordinator's responsibility to remove the building's recyclables from the bins to the designated area at the side of the outdoor wooden trash revetment. Physical Plant Services will pick up on Tuesday of each week. If you have a recycling question or need a recycling container for your room, contact your building recycling coordinator. Ask your dorm staff for the name of your dorm recycling coordinator.

## Academic and Administrative Buildings:

The Custodial staff will empty the recycling container in faculty and staff offices. On collection day, they will remove the recyclables from the bins to the collection areas inside or outside the building for pick-up by Physical Plant Services on Tuesday of each week. If you have a recycling question or need an office recycling container, please contact your building recycling coordinator. Call 598-1916 for the name of your building recycling coordinator.

University employees should not bring their residential trash or recyclable materials to the campus. Those materials should be taken to the Franklin County Convenience Center at the intersection of University Avenue and College Drive, phone 598-5805.

## Pick Up of Recyclables

The recyclable materials will be picked up on Tuesday by Physical Plant Services.

# WHAT CAN BE RECYCLED?

## Paper

ACCEPTABLE MATERIALS: (Mixed office paper)

- White and colored paper
- White notebook paper
- White and yellow legal paper
- Index cards
- Fax paper
- Recycled paper
- Paper with labels
- Post-It notes
- Envelopes
- Envelopes with plastic window

UNACCEPTABLE MATERIALS: (Put in trash)

- Carbon paper
- Tissue, paper towels, and napkins
- Rubber bands, paper clips and staples
- Plastic report covers
- Plastic and metal binders
- Peel off label backing sheets
- Copier paper ream wrappers

Please separate newspapers, magazines, brochures and books from mixed office paper. Place them in a neat pile for custodial collection or place in the appropriate building recycling bin. If there is a large amount of these materials to be picked up, please call PPS at 598-1264.

## Metals

Place aluminum cans in labeled recycling bins.

ACCEPTABLE MATERIALS:

- Aluminum cans only

UNACCEPTABLE MATERIALS: (Put in trash)

- Soup cans (tin cans)
- Cans not made of aluminum

All other metals and cans may be dropped off at the Franklin County Convenience Center for recycling.

## Cardboard

Cardboard boxes must be empty of any contents and broken down and flattened.

Place cardboard in the Franklin County cardboard bins or stack neatly in designated areas for pick up.

CARDBOARD BINS ARE LOCATED:

- Behind Library
- Behind the Bookstore
- Behind McClurg Dining Hall

ACCEPTABLE MATERIALS:

- Cardboard boxes
- Empty cereal boxes
- Empty pizza boxes
- Paper grocery bags

UNACCEPTABLE MATERIALS: (Put in trash)

- Cardboard milk or juice cartons
- Boxes with food products stuck to them
- Wax-coated cardboard
- Polystyrene pellets (peanuts)
- Styrofoam inserts

## Plastics

Most plastics are marked with a number on the bottom or side. Plastics numbered 1 (e.g. soda bottles, clear plastic bottles) and 2 (e.g. laundry detergent bottles, colored plastic bottles) are recyclable under the program. If you are not sure what number it is, put it in the trash.

ACCEPTABLE MATERIALS:

- Plastic types 1 and 2
- Plastic beverage containers
- Colored plastic, detergent and shampoo bottles

UNACCEPTABLE MATERIALS: (Put in trash)

- Plastic types marked 3-7
- Waxed beverage containers
- Polystyrene pellets (peanuts)
- Styrofoam inserts
- Plastic bags

SORTING TIPS:

- Check the bottom of the plastic container for the number
- Please completely empty and rinse containers and remove caps (if possible)