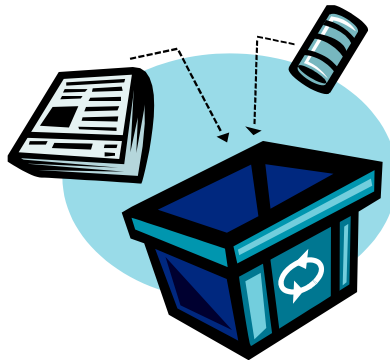


Shepherd University Recycles



Items Recycled by Shepherd

Glass

Plastics

Aluminum

Paper

Cardboard

Light bulbs

Ballasts

Batteries

Steel

Toner Cartridges

Electronics

Carpet

Furniture

Automotive batteries

Tires

Oil and solvents

Air conditioning refrigerant

Glass Containers – All colors of glass are accepted. Containers should be empty, preferably rinsed and without caps. No dishes, drinking glasses, mirrors or window or auto glass. Waste Management picks up the recyclable glass weekly.

Plastic - Hard plastic containers (number 1 - 7) should be empty, preferably rinsed out and caps should be removed. Waste Management picks up the recyclable plastics weekly. Plastic shopping and dry cleaning bags, etc. may be recycled off campus at Wal-Mart, Food Lion or other locations that collect the bags.

Aluminum - Cans should be empty and preferably rinsed out and crushed. Pie tins and foil (balled up) may also be recycled after food is removed and rinsed off.

Mixed Paper – magazines, all office paper, newspaper, cereal boxes, phone books, unsolicited junk mail. Food contaminated paper, such as pizza boxes, are not permitted to be recycled.

Cardboard - Corrugated cardboard (boxes) – please break down the boxes and deposit them in the cardboard/paper dumpsters which are located by the Facilities Management office, Student Center and the Dining Hall. The dumpsters are emptied by Waste Management weekly.

Light Bulbs and Ballasts - Fluorescent light bulbs and C.F.L. bulbs contain toxic mercury. Fluorescent bulbs and ballasts are processed by FM staff and recycled by Safety Kleen.

Batteries - Non rechargeable batteries from soap and paper towel dispensers, flashlights and other battery powered equipment are collected by FM staff for recycling.

Steel - Metals of all types, including small appliances, wire and pipe, is collected by the FM staff and sent to Conservit for recycling. The money collected for the recycling of the metal is returned to the budget.

Toner Cartridges – Cartridges can be recycled by shipping the used ones back to the manufacturer in the packaging provided.

Electronics – The IT Department is responsible for recycling electronics on campus. Any usable equipment is refurbished and used on campus; an item that cannot be used on campus is donated to school systems in the state. If you have an electronic item that needs to be recycled, please contact the Procurement Department at extension 5216. If the item is a tagged asset, Procurement will complete the necessary paperwork and submit a work order to have the item moved to the IT recycling area for processing.

Carpet – When possible, carpet that is removed from an area is given to the installer to be recycled.

Furniture – Any furniture that is in usable condition is used in other departments on campus. Class room furniture is recycled to other state agencies, when possible.

Automotive Batteries – The Facilities Management Department recycles old batteries at the local auto parts store.

Tires – The Facilities Management Department recycles tires from fleet vehicles at the local tire dealership.

Oil and Solvents – Used fleet motor oil is recycled by Spirit Services. Cleaning solvents are picked up by Safety Kleen for recycling.

Air Conditioning Refrigerant – FM staff reclaims refrigerant from units and recycles the refrigerant through EPA approved reclamation equipment and then reused in other areas on campus.

Recycling programs at Shepherd University are managed by the Facilities Management Department. To address any questions not answered here, please call extension 5236. The Facilities Management Department fully encourages everyone to participate in the University's campus wide recycling effort. Not only does recycling effect the environment, it affects the costs of goods and services.

Everyone can participate in recycling by utilizing the container system shown below. These containers have been strategically placed inside of buildings across campus and have a section for mixed paper, glass, plastic and cans (steel or aluminum).

Facilities is servicing these containers daily.

Please join us in a combined effort to make our campus **green!**

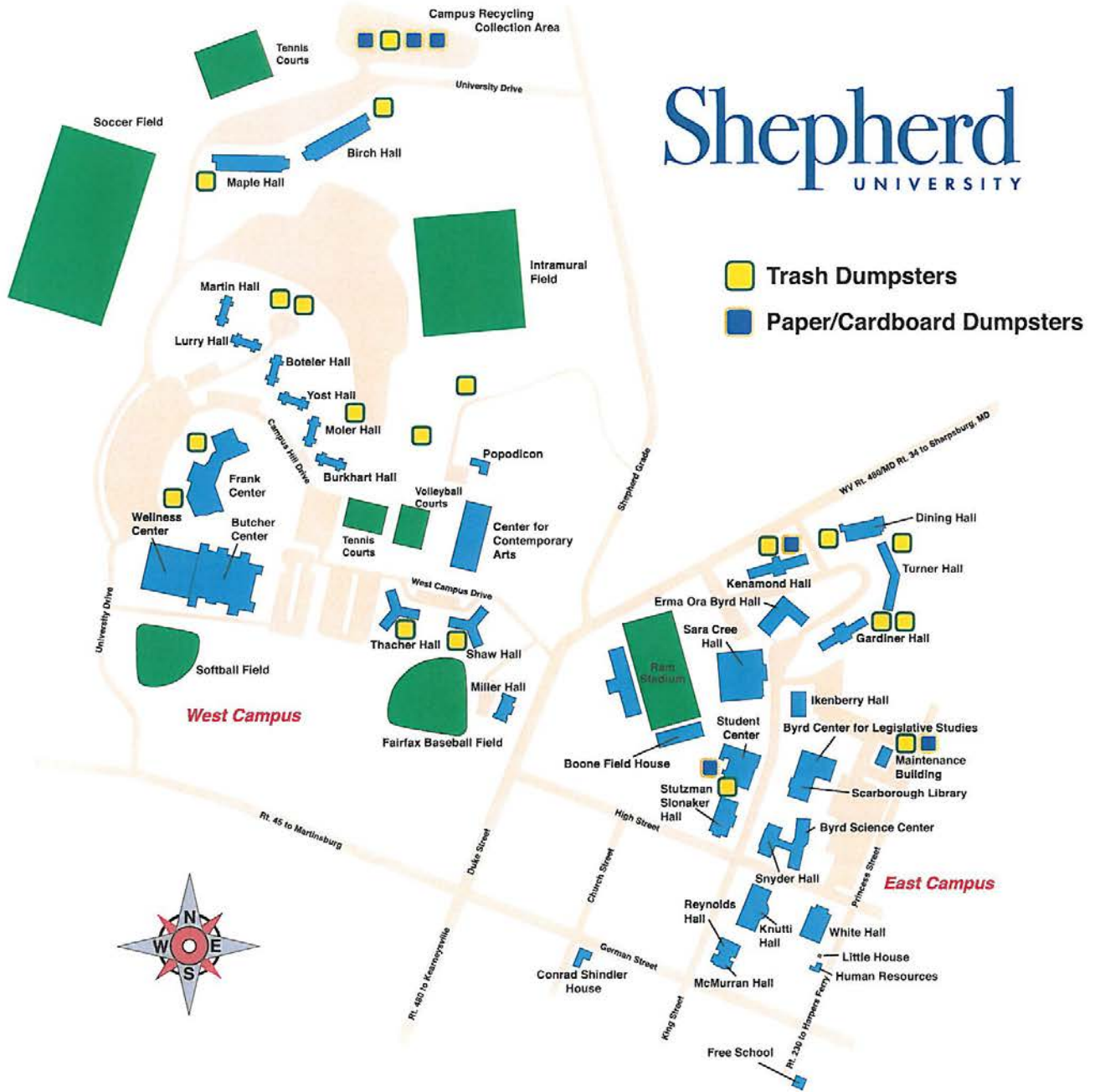
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for the recycling containers in campus buildings to deposit the following items:



The map on the following page shows the locations of the trash and cardboard/paper dumpsters on campus. There are cardboard/paper dumpsters located at the *Student Center*, *Facilities Management* and the *Dining Hall*. These dumpsters are available to accept Shepherd University waste stream items. Feel free to deposit broken down cardboard boxes, all clean paper (shredded paper in clear bags) and phone books, etc. in these dumpsters. If you have a large amount of recycling, please enter a work order to have the items removed.

Shepherd UNIVERSITY



Recycling FAQs

Q: Where do I recycle?

A: Recycling stations are strategically placed in all buildings on campus. In dorms, the stations are placed in the lobby of the building. In academic buildings, the stations are placed near the vending machines or in central locations on each floor.

Q: What can I recycle in the blue recycling stations?

A: Glass, plastics, cans and clean mixed paper can be deposited in the recycling stations.

Q: What is mixed paper?

A: “Clean mixed paper” includes: computer and copier paper, hard and soft back books, junk mail (including window envelopes), newspapers, magazines and “slick” printed material. Staples, tape and an occasional paperclip are permitted. Please deposit paper that is contaminated by food, plastic or metal bound material, food containers (pizza boxes) in general trash receptacles.

Q: Why do we have to empty and rinse out cans and bottles?

A: Empty cans and bottles are lighter and also create less mess. They attract fewer insects and are less likely to smell. Cans and bottles that contain liquid or food contaminate the contents of the recycling container which disqualifies them as a recyclable item. The entire content becomes trash instead of recycling.

Q: When is recycling picked up on campus?

A: Recycling is removed from all buildings daily, as needed. If you have a large amount of material to be recycled, please submit a work order to have it picked up.

Q: Who handles the recycling on campus?

A: Recycling is removed from the buildings by the custodial staff assigned to the area. Once the recycling has been removed from the building, the Grounds Crew is responsible for delivering the items to the collection area for pick up by Waste Management.

Q: How is recycling differentiated from regular trash?

A: Recycling is collected in clear bags and regular trash is collected in black bags.

Q: I need a paper recycling bin for my office. Where can I get one?

A: Please call the Facilities Management office at extension 5236 to request a recycling bin. The bins that are currently available are made of cardboard and can be used for desk side paper recycling.

Q: Why do the same trucks pick up trash and recycling?

A: Picking up trash and recycling at the same time is an efficient and sustainable use of resources. All trash is bagged so separating the clear bagged recycling materials from the black bagged trash is quick and efficient.

Q: Where does the recycling go?

A: Waste Management picks up the recycling from campus and transports it to Recycle America in Howard County, Maryland. The company processes, bales and markets to the end user. Recycle America a sister company to Waste Management and is the largest recycler in North America.