

Knoxville Campus Policy: SAEC020-K –Recycling and Waste Reduction	
Version 1	Effective Date: 08/28/2018

Environmental Health & Safety

Recycling and Waste Reduction

UTK Environmental Health & Safety Guide EC-020

This guide describe the program operationally managed by Recycling in Facilities Services.

Effective Date: 01/01/2009

Revision Date: 11/01/2016

Purpose, Applicability, and Scope

Purpose – The purpose of this document is to provide guidance for recycling and waste reduction.

Applicability – This shall apply to all students, staff and faculty on the main campus of the University of Tennessee, Knoxville. This plan also applies, where applicable, to operational aspects in facilities leased by UT.

Abbreviations and Definitions

Abbreviations

EHS: Environmental Health and Safety

Definitions

Orphaned chemicals – chemicals that are deemed surplus, generated mostly by research activities, still have value, and may be transferred to another researcher.

Techno Trash – diskettes, CD's, DVD's, cell phones, PDAs, pagers, digital cameras, handheld games, CD players, and MP3 players

Knoxville Campus Policy: SAEC020-K –Recycling and Waste Reduction	
Version 1	Effective Date: 08/28/2018

Roles and Responsibilities

Employees and Students shall:

- Identify item under their control that can be recycled
- Participate in the recycling program
- Make suggestions for process improvements to the Recycling Coordinator
- Actively seek to reduce waste generation Recycling Coordinator shall:

Recycling Coordinator shall:

- Make recycling containers available to university facilities
- Serve as the point of contact for contractors who remove recycled materials
- Encourage recycling and waste reduction in departments
- Disseminate information regarding recycling and waste reduction opportunities and outcomes to the university community
- Collect and tabulate data regarding recycling and waste reduction

Procedure

Materials that are recycled include:

- Lamps and ballasts (including fluorescent, HID of various types, LED, compact fluorescent, and others) by Facilities Services
- Rechargeable batteries by Facilities Services
- Metals (lead, copper, cast iron, etc) generated by construction and renovation projects by Facilities Services
- Orphaned laboratory chemicals by EHS
- Cardboard by Facilities Services
- Aluminum cans by Facilities Services
- Steel cans (food cans) by Facilities Services

Knoxville Campus Policy: SAEC020-K –Recycling and Waste Reduction	
Version 1	Effective Date: 08/28/2018

- Steel aerosol containers by Facilities Services and EHS
- Waste cooking oil by Aramark
- Tires by Motor Pool
- Anti-freeze by Motor Pool/Knox County
- Electronic waste by Facilities Services
- Printer cartridges by Facilities Services
- Plastic containers numbered 1-7 by Facilities Services
- Mixed Paper of all types by Facilities Services
- Techno-trash by Facilities Services
- Green waste by Facilities Services
- Shrink Wrap by Facilities Services
- Pre-consumer food waste and coffee grounds by Facilities Services
- Wooden pallets by Facilities Services
- Carpet by Housing and Facilities Services
- Clothing and Household Items by Facilities Services/Goodwill Industries
- Non-perishable food by Facilities Services/ 2nd Harvest Food Bank

The recycling coordinator shall work with departments on campus to recycle materials that fall under the purview of Facilities Services that are listed above.

Knoxville Campus Policy: SAEC020-K –Recycling and Waste Reduction	
Version 1	Effective Date: 08/28/2018

Record Keeping and Data Analysis

Records shall be kept on the amount of waste that is recycled by Facilities Services on an annual basis.

Other departments that conduct recycling activities are encouraged to submit data to the Facilities Services Recycling Coordinator.

Summary data of recycling efforts is submitted to: The Vice Chancellor for Finance and Administration

Training and Information

Information regarding recycling is disseminated to the university community periodically via UT media outlets.

Information regarding recycling is available at: <http://recycle.utk.edu/>

Regulatory Drivers and References

None

Disclaimer

The information provided in these guidelines is designed for educational use only and is not a substitute for specific training or experience.

The University of Tennessee Knoxville and the authors of these guidelines assume no liability for any individual's use of or reliance upon any material contained or referenced herein. The material contained in these guidelines may not be the most current.

This material may be freely distributed for nonprofit educational use. However, if included in publications, written or electronic, attributions must be made to the author. Commercial use of this material is prohibited without express written permission from the author.

Appendices

[EC-020 Recycling and Waste Reduction Program \(downloadable pdf\)](#)