What do we throw away each day?
What do we recycle?
Mostly a mix of bottles, cans, paper plus one toner cartridge

**RECYCLING BEFORE**

15.1 lbs

**WASTE BEFORE**

50.5 lbs

Mostly garbage bags, food packaging, plates, napkins, etc.

![Image of recycling materials](image1)

![Image of waste materials](image2)
RECYCLING AFTER
6.0 lbs

WASTE AFTER
40.5 lbs

- Total weight of landfilled waste was reduced by nearly **20%!**
- The proportion of recyclables in the trash was reduced from 29% to **15%!**

Mostly garbage bags, food packaging, plates, napkins, etc.
Results from Darland Administration

Less trash. Less recycling in trash.

![Graph showing reduction in waste](attachment:graph.png)

Before transition:
- Waste removed: 50.5
- Recyclables: 15.1

After transition:
- Waste removed: 40.5
- Recyclables: 6
Existing Trash and Recycling

- User brings recycling to central location
- Custodian empties trash
New Trash and Recycling Procedures

• Custodian picks up only recycling from under desks
• User empties desktop trash to central receptacle
  – We will re-label trash containers to convert them to recycling receptacles
  – Desktop trash container optional
    • Reusable container options
      – Quart yogurt or cottage cheese
Benefits

• A centralized garbage container
  – Individual office garbage containers may not need to be emptied daily.
    • Saves plastic bag liners from going to the landfill
  – Decreases recyclables in waste stream
  – Saves on labor costs
  – Reduces pest management issues
  – It is now easy to recycle. No separation.
Color, white, ream wrappers, envelopes, folders
Make sure they are empty and clean!!

BOTTLES & CANS

All Plastics with 🔄
Aluminum Cans
Tin Cans
Plastic Bottles
Glass Bottles

UMD
SUSTAINABILITY AT UMD
www.d.umn.edu/sustain
Confidential Paper

• No changes
  – Pick up every other week
  – Bins located in central locations
  – Confidential destruction of University documents only
    • No journals, magazines or personal documents
  – File folders go in regular recycling
What about...?

**Recycle It!**

- Pressboard boxes and packaging (cereal/pop boxes, etc)
- Glossy pamphlets and brochures
- Envelopes with windows
- Paper ream wrappers

**Trash**

- Carbon paper and stencils
- Paper plates
- Cups and tissue
- Plastic wrap
- Styrofoam cups, plates, or packaging
What about...?

**Recycle It!**
- Phone books
- **Batteries**
- Soft Cover Textbooks
- Notebooks
- Cardboard (picked up by custodian)

**Trash**
- Pizza boxes
- Food
- Any boxes with food residue on them
- Film and photographs
- Hard cover textbooks (sell back or recycle first!)
Which of these can you recycle at UMD?

A. Paper coffee cup from Northern Shores
B. Ziploc bags/plastic wrap from your lunch
C. Gum/candy wrappers
D. Glass bottles
E. Ink jet cartridges, batteries
F. Pipette tip boxes
Do you need to remove staples, paper clips, or wire spiral bindings before recycling paper?

No
E-waste

• Getting rid of University equipment? Notify Inventory Services:
  
  http://process.umn.edu/groups/ppd/documents/form/propertydisposal.pdf

  ❖ iPods, other small electronics at ITSS

  ❖ Ink cartridges: drop off at lower level UMD Bookstore

  ❖ Toner cartridges: ship directly to manufacturer. Save the original box!

  ❖ Batteries- buckets located near some recycling stations

      Want a container? Contact EHSO at x7273
What can I put in MY recycling bin?

- Beverage containers (empty and clean)
- Glass (empty and clean) **lids ok**
- Metal (empty and clean)
- Paper
  - Color, white, ream wrappers, envelopes, folders
- Cardboard
  - Boxes are picked up by custodian
Remember the Three R’s

• **Reduce** waste stream
  – Purchase products with least amount of packaging
  – Reuse shopping bags
  – Reduce trash bags in waste stream
  – Increase waste consciousness

• **Reuse** containers
  – Food containers for lunch
  – Refillable coffee cups
  – Refillable water bottles

• **Recycle** all recyclables
Questions and discussion

• If you would like to know more about reducing waste- Green Your Office.
Recycling 1 ton of paper

• Saves enough energy to power the average American home for six months
• Saves 7,000 gallons of water.
• Saves 3.3 cubic yards of landfill space.
• Reduces greenhouse gas emissions by one metric ton of carbon equivalent (MTCE).

Sources:
• Municipal Solid Waste in the United States: 2006 Facts and Figures
• Abitibi Paper Retriever
• Energy Information Administration Kid’s Page
• US EPA Waste Reduction Model (WARM)
Recycling is good.
Reduction is better.

Keeping Tabs on Paper Reduction at Janus Funds
Surveys can be very effective measurement tools for widely used materials like office paper. Janus Funds, a financial services company with approximately 1,000 employees, used an electronic survey to gauge the number and performance of paper reduction activities companywide. A waste reduction team met with each department and asked for a commitment to at least one paper reduction goal. After the departments began implementing some of their paper reduction ideas, the survey team sent an e-mail asking the departments to indicate the different ways they had reduced paper and the results were acceptable.

Sample Janus Capital Paper Reduction Survey Form

<table>
<thead>
<tr>
<th>Item</th>
<th># of Pages</th>
<th>Frequency</th>
<th>Result of the Team Meeting?</th>
<th>Estimated Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly status report</td>
<td>16 pgs./wk</td>
<td>1 on avg.</td>
<td>YES</td>
<td>16 pgs./wk</td>
</tr>
<tr>
<td>Inter-department memos</td>
<td>2 on avg.</td>
<td>3.5/wk</td>
<td>YES</td>
<td>700 pgs./wk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The questions about whether the department implemented the activity before or after the meeting helped the team determine which activities were a result of their efforts. The form also included a space to suggest ideas that other departments might find helpful. The form allowed the waste reduction team to measure paper reduction companywide without a substantial amount of effort.

Although this form was developed specifically for paper reduction, organizations can use a similar tool to measure reductions of other widely used materials such as file folders and binders. Surveys also are useful for assessing the waste prevention activities of vendors and suppliers.
The power of the printer

- Print in color only when needed
- Use old paper with extra space or a blank side to print drafts or small documents
- Set default settings to print double sided

How to you get the most out of one of these?

The answer is on the back.
(paper) *Less is more*

- Keep copies of important emails, files, manuals and more on your computer

**TIP:** Email saves you time, energy and resources. The more your print out the more you have to recycle, file, fax, scan and circulate.
(paper) **Less is more**

- Think before you print
- Review and distribute documents online instead of printing them out
- Circulate memos by using a routing slip instead of making copies
(paper) **Less is more**

- Remove yourself from unwanted mailing/catalog lists
  - [http://www.youtube.com/watch?v=KDhZkMpZHXs](http://www.youtube.com/watch?v=KDhZkMpZHXs)
- Choose to have your paycheck directly deposited
- Use a cover sticker instead of cover letter for faxes