

College of Health & Human Services Waste Reduction Plan

In an effort to meet one of the goals of the university mission statement, “to advance responsible environmental stewardship” and to reduce costs and the environmental footprint at the university, all departments and staff are expected to participate in the university-sponsored recycling and waste reduction programs.

- Bins will be provided to offices and departments for the collection of office paper, glass bottles, metal cans, caps and foil, #1-#7 plastic bottles, jugs and tubs. Bins are emptied by recycling/waste reduction services.
- Cardboard is to be flattened and placed near the bin for office paper. Removed by recycling/waste reduction services.
- Used batteries (alkaline, lead/acid, NiCad, button cell, etc.) are to be recycled. At CHHS the collection site is in the IT office. Removed by emergency management and environmental safety.
- Fluorescent bulbs are to be recycled by building custodial staff as spent bulbs are replaced, or by personnel completing the assignment.
- Cell phones, overhead transparencies, tyvek envelopes, inkjet cartridges and laser toner cartridges shall be forwarded to recycling/waste reduction services for recycling.
- Electronics are to be recycled through freight/delivery.
- Other materials shall be recycled as markets are found.

In addition to recycling, all staff shall strive to reduce waste. It is more efficient and cost-effective to reduce waste rather than handle it as waste or recycling. Suggestions include:

- Edit documents on screen
- Double-side copy all documents
- Store documents on the computer rather than as a hard copy
- Reuse the back of cover sheets and other documents for drafts and notes
- Turn off the lights when leaving the room
- Turn off computer, or at least the monitor, when not in use
- Use a coffee mug rather than a paper or polystyrene disposable cup
- Limit bottled water use to occasions requiring portability or safety
- Pack lunch in reusable containers and bags
- Reuse packing materials such as foam peanuts and bags of air
- Read the *Western Herald* and then place it back in the stand for someone else or read it on-line
- Cancel unwanted subscriptions
- Remove your name from unnecessary mailing lists
- Use 1 paper towel or napkin
- Do not contaminate the recycling as it becomes waste when contaminated
- Walk, ride a bike, take the bus or carpool to work
- Use the campus bus system to travel on campus
- Use an energy-efficient vehicle