



**CANS, BOTTLES AND  
PLASTIC ONLY**

# Cleaning Trash Cans and Recycle Bins

## **Always wear the proper PPE!**

### **Trash Cans**

1. Remove all trash and place in trash cart.
2. Never push down with your hands or feet
3. Check for leaks from the bag, remove any soiled bags.
4. Wash out trash can if needed.
5. Replace bags with at least 3 bags.
6. Replace /clean the lid and outside of trash can.
7. Mop area around the trash can and check for leakage on the floor or ground.

### **Recycle Bins**

1. Check the bins for contamination. Contaminated must trash.
2. Remove bag with contents and dispose of accordingly.
3. Clean inside/outside of the recycle bin.
4. Replace all bags.

Never leave soiled or ripped bags in trash can/recycle bin. Always check the area around the trash can and recycle bin for spills, drips, or food particles that have projected onto the wall. We must wipe those areas daily.





**Witt, Fiala**

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**From:** Meyer, Tammy [TMeyer1@wm.com]  
**Sent:** Tuesday, October 15, 2013 3:51 PM  
**To:** Magadan III, Jose M.  
**Cc:** Witt, Fiala ; Hunter, Kambi  
**Subject:** Embry Riddle

Jose,

Kambi and I toured the campus with Chris from Facilities. We were able to meet with Vicki afterwards unfortunately Alex did not attend the Waste Audit. It was very informative we found that the training first and foremost needs to start with the students. The additional containers on site will not fix the immediate goal of increasing awareness. First and foremost the students need to understand what can be recycled and how to recycle it on campus.

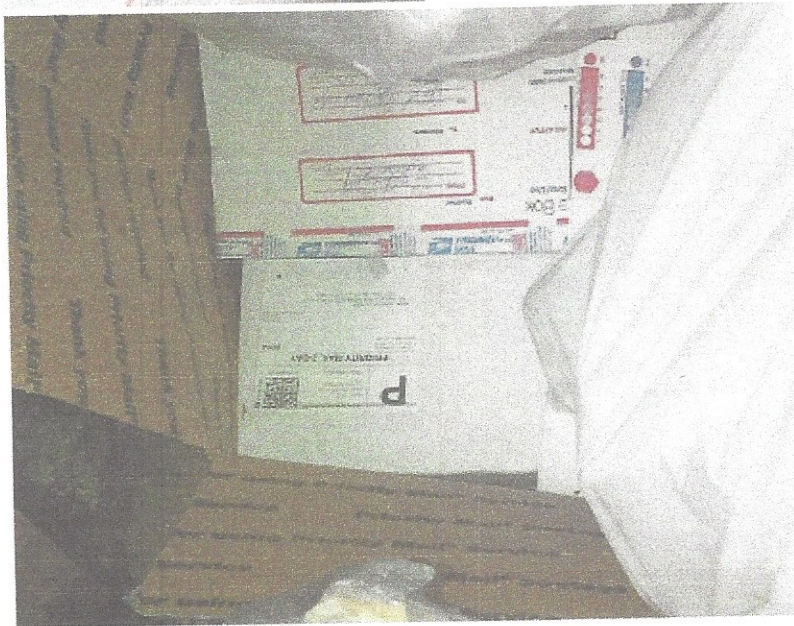
We have several additional pictures that we would like to share with you. It is very important to understand that the best laid Recycling Program is one that involves the students. The Facilities Team is on-board and managing the current recyclable material correctly.

We would like to attend the Homecoming Vendor Fair or the Open House. We will reach out to Amy Diehl in Student Activities to set up a booth. In this arena, we will provide handouts to the students and faculty explaining "Recycle Material". We will also provide 10 event boxes and 20 bags that will be placed on campus.



Single Stream Recycling Starts from conception. Plastic and paper contamination in the MSW bags.

Cardboard in MSW Compactor – According to Faculty Student Dorms and they are placing in compactors of walking over to the 8YD RCY.







This was the ONLY Recycl in the Dorm. It was a goo representation but the or one.



Student Village Compactor—MSW Trash B filled with recyclable material—Paper, Car and bottles (plastic).





Dorm – Vending Machine Area: Recommendation would be to put two receptacles in this room, one for RCY. This prevents cardboard, plastic and other recyclables in the one trash container.





Dorm Area: Recycling in the MSW (Trash) bags along with th

Please call to discuss in more detail.

**Tammy Meyer**

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Recycling is a good thing. Please recycle any printed emails.

# WFF Facility Services Recycle Program @ ERAU



Recycling is done daily. It is a comingled program, no need to separate. Location of bins vary throughout campus. Building: Hallways, Classrooms, Offices, and Breakrooms. Dorms: Hallways(Doolittle), Trash Rooms (all others). Locations of Waste Management Recycle Containers: O'Conner parking lot, IT, Student Center, McKay, and large recycle between Mod 5 and ROTC.

General Cleaner Responsibility: Recycling will be removed from each recycle bin and then transported to designated pick up areas for each building i.e. back door or next to outdoor trash container.

Utility Staff Responsibility: Recycling will be pick up from every building and transported to one of the 5 recycle locations.

If the recycling becomes contaminated with food or liquid, it then must be thrown away. We do not separate the items; it is co-mingled recycling.

We do recycle!!!!!!



## Recyclable Material

PAPER: Office Paper, Newspaper, Brown Paper Bags, Magazines, Junk mail and Phone books.

PLASTIC: Plastic Bottles and Containers (#1 - #7)

1 PET: Soda bottles, Oven-Ready meal trays and Water bottles, etc...

2 HDPE: Milk bottles, Detergent bottles and Spray Bottles, etc...

3 PVC: Loose-leaf binders and plastic pipes, etc...

4 LDPE: Dry cleaning bags, Produce bags and Squeezable bottles, etc.

5 PP: Medicine bottles, Drinking straws and Food containers: ketchup bottles, sour cream/butter/hummus tubs.

6 PS: Compact disc jackets and plastic tableware, etc

7 other: Reusable water bottles, certain kinds of food containers and Tupperware

ALUMINUM: Aluminum Cans,

Aluminum Foil, Pie tins, Tin Cans, Steel cans

CARDBOARD: Flattened Cardboard Paper Board (Cereal Boxes and Snack Boxes), Paper Cardboard (Dairy and Juice Containers), Toilet Paper and Paper Towel Rolls

GLASS: Glass Bottles and Jars

All colors of Glass accepted: Clear, Blue, Green and Brown



# Non-Recyclable Material list

**PAPER:** Wax paper, soiled paper, soiled napkins and paper towels, pet food bags and dryer sheets



TIP: If bringing shredded paper, keep the shredded paper in a separate bag. This keeps it all together and it's easier to give to those who can reuse it.

**PLASTIC:** Any type of plastic that has NO number for recycling (e.g. Trash bags, Ziplock bags, inside cereal box plastic, bubble wrap, clear plastic wrap, some department store bags, potato chip bags, single cheese wrappers, 6-pack plastic and candy wrappers.) Soiled plastic bottles and bags.



TIP: Always look for a number #1– #7 when recycling plastic.

**ALL STYROFOAM-** Although some Styrofoam will have the number #6, it is still considered not recyclable because there is not enough material left after breaking it down to make new products. (e.g. To-Go boxes and cups, Styrofoam dinnerware, Styrofoam packaging, and coolers)



TIP: Bring your own To-Go box to restaurants, to avoid using Styrofoam. If you have purchased a product that used Styrofoam for packaging, use it for insulation or reuse it to pack up your breakables for storage.

**ALUMINUM:** Soiled aluminum foil, soiled tin cans

**CARDBOARD:** Soiled pizza boxes and soiled cardboard (e.g. grease, mold and paint cluttered cardboard)

- Definition of **SOILED**: *to make unclean, dirty, or filthy, esp. on the surface*  
A spot, mark or stain, dirty. Dictionary.com

If enough soiled material makes its way into a recycling container the load is considered to be contaminated and will be discarded and sent to the landfill. Taking a few moments to make sure material is unsoiled and dry ensures that all material will be able to be recycled.

**GLASS:** Windowpane glass (e.g. tempered glass)



## MORE TIPS

If you have extra material that did not fit in your bag, bring the extra material in a reusable bucket or box, as trash bags are not recyclable.

Keep materials loose inside your bag. When materials are put into other bags or inside other plastic they cannot be sorted properly and are usually thrown away.

Notes:

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