

Recycling and Waste Management Update
Environmental Advisory Committee
October 30, 2002

- 1) Hiring of Additional Staff
 - a) Supervisory- hired full time supervisor to oversee daily collections
 - b) Front line- hired 3 additional staff and have one vacancy
 - c) Litter partnership- Babcock Center most likely will have their Industrial Services department empty trashcans and pickup litter from garages and parking lots. We are working on contract costs with them.

- 2) Geographic Areas for Recycling Collection
 - a) Each area will have two employees who are responsible for all recycling collection in the buildings located within their area
 - b) Employees will empty all recycling bins EXCEPT for recycling bins located in individual offices.
 - c) Improved accountability on my staff & better customer service should result from this change in operating procedures.

- 3) Waste Pad (locked space for cardboard, pallets, scrap metal, yard waste and oversized trash)
 - a) Procedures-
 - i) created procedures outlining how to dispose of various types of waste and what materials go into each container
 - ii) staff must sign out a key and are explained proper procedures at this time
 - b) Guidelines- we have created a draft set of guidelines for the campus regarding disposal of trash. Once final draft is completed it will be distributed to all departmental contacts.
 - c) Recycling rolloffs have been repainted and have new signage on them along with our logo.

- 4) New Logo & PR Materials
 - a) Logo- University Publications has designed a new logo for our office, which will be used on all publications and PR materials.
 - b) Labels- We have had labels professionally made for our recycling bins
 - c) Brochures- New brochures are being designed by a student volunteer. We are looking into perhaps making doorknockers for students who live on campus.
 - d) Website- The newly updated website should be online by Thanksgiving. It will be incorporated with the new Facility Services website.

- 5) Student Projects
 - a) Brochures- new brochures are being developed to educate the campus about recycling and waste management issues and programs. A student volunteer is working on this.

- b) Re-labeling containers- all recycling bins will have new labels on them by the end of this semester. Student volunteers and staff are doing this.
- c) EMCH 529 class with Dr. Odom- a team of students is looking at the process of collecting recycling on campus. A report will be created to explore feasibility of adding new items and making changes to the existing program

6) Materials

- a) Wood pallets- we are once again recycling pallets now that we have adequate and secure space for them.
- b) Toner cartridges (Facilitator Program)- all cartridges will be collected from departments in a specially designated box. Boxes will be checked when the departmental recycling is emptied each week.
- c) Telephone books- almost all telephone directories will be delivered and used electronically this year via CD Rom. Only 200 paper copies will be distributed this year.
- d) Scrap metal- working with Consolidated Services to improve the program. The metal is now located in the waste pad area. We are looking to get a rolloff container for storage for these materials.
- e) Earth Tub food waste composting- system was taken offline last month due to issues with system. A meeting is scheduled next week to discuss feasibility of resuming this program with improved operations.

7) Waste Management In-house Plans

- a) The timeline has been pushed back to the summer of 2002 but plans are still underway to bring this service in-house

8) Football/Arena Recycling and Litter Program Issues

- a) We ran into some problems with implementation for this program during the current football season.
- b) Palmetto Pride, DHEC, Athletics and my office are still meeting to discuss options for the upcoming 2003 season.