

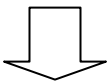
ALUMINUM CAN RECYCLING AT U OF L



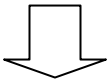
Getting your department or group started:

Applicability: This fact sheet is intended for all non-food service departments within U of L. Departments that wish to participate in this program can obtain collection containers from Physical Plant, contact 852-8181. Moreover, empty aluminum cans and plastic bottles can be commingled in this program.

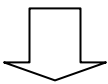
Step 1: Designate a central area within the department where personnel can place their aluminum cans and plastic bottles for recycling (i.e. the copier room).



Step 2: Select a plastic container (i.e. a 30-gallon trash can) to collect your aluminum cans. Be sure to mark the outside of the container “Empty Aluminum Cans & Plastic Bottles for Recycling Only”. It is imperative that your department or group adhere to placing only empty cans and bottles into the recycle bin. Partially full containers of soda can lead to spillage and consequently, a pest problem (ants, flies, etc.).



Step 3: Announce to your department via e-mail that your department has an aluminum can & plastic bottle central recycling area and provide its location information.



Step 4: If your department or group has decided to collect aluminum cans to raise money for a specific charitable group that is fine. However, be sure to contact the Physical Plant-Grounds Department at 852-8181 with the number of pounds you recycled at U of L, so this quantity can be included in the University’s Annual Recycling Report.

OR

If not, be sure to let your building’s Custodian or Zone Maintenance person know so s/he will periodically check the central accumulation area and remove cans and bottles as needed. However, if your collection location becomes full, and needs to be emptied promptly, have your UBM contact Physical Plant Work Control Belknap/Shelby Campus at 852-6241.

Questions or comments about this program can be directed to U of L – Physical Plant Grounds Department at 852-8181.