

WHY RECYCLE?

Like all state facilities, Joliet Junior College was required to reduce by 50 percent the amount of trash discarded from our campus by the end of 2004. Beyond complying with the mandate, recycling is beneficial because it conserves valuable natural resources, reduces energy consumption in the manufacturing of goods, creates jobs, stimulates business development, extends the life of landfills, reduces disposal costs, and ***is just the right thing to do...***

Facility Services is responsible for ensuring that JJC meets the diversion requirements established by law and is dedicated to making recycling and waste diversion practices on campus as easy as possible. If you have comments or suggestions on how to improve JJC's recycling efforts, we welcome your feedback.

RECYCLING

CANS & BOTTLES

The green containers placed around campus are used for aluminum cans and glass/plastic bottle recycling. These containers are located inside many building classrooms and hallways and are serviced regularly by our recycling team. To report a full container, contact Facility Services Department at Ext. 2553 or 2332.

MIXED PAPER

Facility Services provides all campus faculty and general staff with a blue desk-side recycling container for the collection of mixed office paper. Large paper recycling containers are also provided for departmental mail and copy rooms. Paper collections are made daily by the recycling staff at the same time trash is collected from offices. If your desk-side container fills up before your pickup date, we recommend emptying it in the large blue or gray container. Individuals who need a recycling container can request one from the Facility Services Department by calling Ext. 2553 or 2332.

The following paper products are accepted in the blue and gray recycling containers:

Colored paper	white paper	newspaper
Magazines	chipboard	blueprints
Cardboard	books	file folders
Shredded paper	phone books	junk mail (including envelopes)

Do **NOT** include:

Napkins	tissues	paper/plastic plates
Food	paper cups	candy wrappers
Non-recyclable trash		

The key with this program is that, if the paper is dry, it can be recycled. Staples and paper clips do not need to be removed.

Faculty and staff who are retiring, moving offices, or simply doing a major cleanout of their workspace, can request temporary cans for large volumes of paper. Special arrangements will be made to pick up these materials outside of the normal collection schedule.

**** Where Does It Go? ****

All mixed paper collected at JJC is stored in large roll-off containers which are located outside of the Wabaunsee building. These roll-offs are picked up by Abitibi-Consolidated Recycling and hauled to a processing facility. The paper is sorted into different grades, then baled and sent to mills in the US, Mexico and China. The paper is pulped and converted into a variety of new products, including building insulation, writing and copier papers, newsprint, paper towels, and bathroom tissue.

Paper is weighed by a scale on the collection truck. A monthly statement detailing the weight of paper collected for that month is accompanied by a check for the amount collected. In addition, Abitibi-Consolidated Recycling Division offers frequent contests and promotions to provide additional cash incentives. Over \$4 million was paid to participating organizations in 2006 alone. You can earn money too by starting a program at your school or church.

COMPUTERS & ELECTRONICS

Prior to discarding any computer equipment, all information must first be erased from the hard drive (*in the case of hard drives that are still operational*) or physically destroyed (*in the case of a non-operational hard drive*). Special programs that destroy the data need to be used (*for operational hard drives only*).

**** Where Does It Go? ****

Currently computers and electronics from JJC are sent to storage by IT and listed for sale on an equipment liquidation sale. The majority of electronics are purchased by various recycling companies and dismantled into separate components (circuit boards, metal, wire, plastic) and then recycled.

Did You Know?

Each computer or television display contains an average of 4 to 8 pounds of lead. Consumer electronics constitute 40% of lead found in landfills; while 70% of heavy metals (including mercury and cadmium) in landfills comes from electronic equipment discards. These hazardous substances can contaminate ground water and pose other environmental and public health risks.

TONER & INK JET CARTRIDGES

Toner cartridges should be recycled by placing used cartridges back in their boxes and returning them to Central Receiving through inter-campus mail for shipping. **Please do not put toner cartridges in with mixed paper or cardboard.**

**** Where Does It Go? ****

Toner cartridges are collected by a local vendor and returned to companies that disassemble and refurbish the parts to “like-new” condition. The cartridges are then filled with new toner and sold as remanufactured toner cartridges.

Inkjet cartridges should be placed in pre-addressed mailers and sent to our recycling company. If you need mailers, call the Facility Services Dept. at Ext. 2332 and they will be sent to you through inter-office mail. These mailers can also be used for your home ink cartridges and are postage paid. At this time we receive no money for this service.

SURPLUS PROPERTY

Surplus property consists of college-owned items that are no longer needed by a department. This includes computers, furniture and office equipment. Prior to removing or disposing of any property, a work order must be completed and sent to the Facility Services Department for processing. *Disposed property is **NOT** to be left in hallways, stairwells, or outside of buildings prior to its removal. Abandoning equipment in this manner is a violation of campus policy and can create safety hazards.*

**** Where Does It Go? ****

The type and condition of surveyed equipment determines whether the items are reused or recycled. Several options exist including: making property available to other departments on campus, donating items to local non-profit agencies and schools, sending equipment to a public auction under contract with the college, posting items on the JJC website, or dismantling property into separate components for recycling.

Business Services request Board approval to offer used surplus to district schools and their disposal sale in accordance with policy. Remaining items are disposed of via recycling methods whenever possible.

SPECIAL EVENTS

Throughout the year, JJC hosts hundreds of large and small events on campus including Commencements and College Fairs. Individuals may request recycling services for special events; however, it may not be possible to accommodate all requests.

COMPOST

All trimmings from JJC trees and shrubs are collected and stored during the season and run through a wood chipper once per year. The woodchips are then recycled back into our plant beds.

All materials to be composted from JJC’s Greenhouse, Grounds Dept. activities in the plant beds, and soon to come from Food Service, is collected, stored and turned while composting. Composted materials are anticipated to be returned to our Ag fields and plant beds.

PALLETS

Wooden shipping pallets in good condition can be brought to the Facility Services location south of Wabaunsee building where they are stored until a pickup is requested.

**** Where Does It Go? ****

Pallets are collected by a local company that reconditions them for use as pallets again. Those that are damaged are shredded offsite for use as power generation fuel, alternative daily landfill cover, and compost.

CONSTRUCTION & DEMOLITION DEBRIS

Building renovations and construction projects take place on campus year round, increasing significantly during summer months. Most of the construction activities create substantial amounts of recyclable debris, including wood, concrete, asphalt, drywall, metal, wire, cardboard, and ceiling tiles.

Contractors for JJC recycle construction and demolition (C&D) debris as part of their scope of work. In most cases, this is achieved by having the commingled waste hauled to a designated C&D recovery facility, where recovery rates of 80 percent are often achieved.

BATTERIES

Used rechargeable batteries that have exhausted their life span should **NOT** be thrown in the trash, as they contain toxic materials that can contaminate ground water when land-filled, or cause air pollution when incinerated.

**** Where Does It Go? ****

All types of dead batteries (rechargeable and non-rechargeable) are brought to the Facility Services Dept. and placed in the collection bucket located in Wabaunsee building. (WB-113: Hazardous Waste Storage) Contact Ext. 2553 or 2332 to make arrangements. Should volume increase we will have to look into other alternatives.

Did You Know?

Every year more than 3 billion batteries are used and thrown away by American households. This equates to 125,000 tons of batteries discarded every year. Placed end-to-end, discarded AA batteries would circle the earth 6 times. To stem the tide of disposable batteries, consider using rechargeable batteries instead.

TIRES & MOTOR OIL

The Facility Services Dept. is responsible for maintaining the pool of campus work vehicles. Both used tires and motor oil must be properly handled to avoid environmental hazards, such as large scale fires and contamination of water sources.

Used motor oil and other used "automotive type" fluids are taken to the Auto Shop and placed in their used oil bulk tank which is pumped out by a recycler. Other departments, such as Maintenance and Technical, have had their used fluids pumped out by recyclers in the past.

**** Where Does It Go? ****

Tires from JJC are collected by a local recycler and those that meet safety standards are resold as used tires. The majorities of tires are not suitable for reuse and are shredded into crumb rubber for use in a variety of manufacturing applications.

Motor oil is collected and picked up by a local company processed and reused. Both lubricants, *such as motor oil* and fuels, *such as heating oil*, are petroleum products. When an oil can no longer perform its original lubrication job, it may be perfectly suitable for reuse and a second life as a fuel petroleum product in, say, a power plant with little or no treatment.

If some treatment is needed, reprocessing of used motor oil removes some water and particles so that the oil can be burned and used as fuel to generate heat or electricity for commercial operations.

Up to 74% of all oil reuse/recycling in the U.S. is for burning in turbines, incinerators, power plants, cement kilns and manufacturing facilities (asphalt, steel, etc.).

An additional 11% of used motor oil is burned in specifically designed industrial space heaters. This creates a valuable form of energy, which helps our economy by avoiding the need to refine new commercial heating oil from imported crude oil.

LIGHTBULBS

Our Facility Services Department contracts with Everlights Lamp and Ballast Recycling, as they make every effort to minimize the number of mercury drops to hit our soil and water. One drop of mercury produces irreversible damage to the environment.

Founded in 1995, Everlights provides cost-effective and environmentally safe recycling services to the contractor, industrial and commercial industries. A certified woman-owned business, Everlights is committed to helping companies safely dispose of fluorescent bulbs, HID lamps, PCB and non-PCB ballasts, hazardous waste, special waste, computers and batteries.

Their recycling processes meet or exceed all state and federal regulations, limiting your liability and any financial penalties. Best of all, their innovative recycling program keeps untreated mercury out of landfills, ensuring a cleaner and healthier environment.

Everlights fluorescent lamp recycling process begins with a phone call. They pick up lamps from your company, or they can be shipped directly to Everlights using a pre-paid UPS label. Once the lamps are collected, they are processed in a machine that crushes and separates the lamp into three categories: glass, endcaps and a mercury/phosphor powder mixture. This is accomplished by injecting the lamps into a sealed crushing and sieving chamber. Upon completion, the chamber automatically removes the end products to eliminate the possibility of cross contamination. The end result of this process is a commodity grade pure end product that is reused in manufacturing.

Throughout this entire process, a negative vacuum is maintained in the system to prevent leakage of mercury vapor into the processing area. The small amount of exhausted air that is used in the process, passes through a series of particulate filters and an 800-pound carbon bed, which absorbs the mercury prior to exhausting to the environment.

Endcaps and glass are removed and sent for reuse in manufacturing. Mercury/phosphor powder is further processed to separate the mercury from the phosphor. This is accomplished by using a burner to provide a heat source in driving the mercury out of the phosphor powder. A vacuum carries the vapor to a cooling area, where the mercury is condensed to a liquid state. The mercury then passes through several other separator features prior to being decanted at the removal point. After processing, the purified retorted mercury is sent for further distilling and resold as raw material.

SCRAP METAL

Scrap metal and “automotive-type” (larger batteries) are taken to the slab located by the Facility Services Dept., and is removed and disposed of by scrap recyclers.

INTERFACE CARPET

Joliet Junior College began using InterfaceFLOR carpet in 2007 and continues to use them for the following reasons: their commitment to be environmentally responsible; for their return & recycle program; and for their renewable & recycle content. For their accomplishments to-date, visit their website FLORisgreen.com or InterfaceGlobal.com.

***** Where Does It Go? *****

We currently store used carpet in Waubensee building. To schedule a pick-up, we contact Interface - Customer Care. They send out a driver to pick up our used carpet and take it back to their plant for recycling.

WATCH YOUR WASTE

Though this information has concentrated mostly on presenting the recycling opportunities available at Joliet Junior College, we don't want to leave out waste reduction, one of the most important aspects of any effective waste management program. Waste reduction (also known as waste prevention) is the practice of minimizing or reducing waste generated from the start, in an effort to have less to discard or reduce at the end.

The key to any successful waste reduction practice is thinking ahead and determining the necessity of what you are generating. Listed below are a number of paper reduction tips to consider for the workplace:

- When preparing for a meeting where you need to provide printed information, determine in advance how many people are expected to attend and make copies based on that information.
- Remember that a sheet of paper has two sides. Most photocopiers today have convenient double-sided copying features that are easy to activate. Consistent use of this practice can cut your paper usage in half.
- When creating handout slides for a Power Point presentation, put more than one slide on each page and double side the copies.
- If you use an ink jet printer, consider using the blank side of previously used papers for printing when the document is for internal purposes or drafts. We don't recommend this technique for laser printers, as it can cause the toner cartridge to burn out faster.
- Consider whether you need to produce hard copies of information or whether you can simply distribute by e-mail. And if you're on the receiving end of digital information, ask yourself whether you need to print the document, or if it can be stored on your hard drive.
- Think carefully about those on your distribution list and consider who truly needs the information you're disseminating. A quick phone call or e-mail may reveal that the person you've been sending hard copies to is no longer on campus. And while you're at it, find out whether the information you are providing is necessary to the people who are receiving it.

THANK YOU FOR RECYCLING.....