



THE RECYCLE REPORT

University of Washington
Recycling Program

No. 27 Fall 2002

**From July 2001 to June 2002,
the University recycled
1,058.85 tons of paper
saving:**

18,000.45 trees

7,362,184.05 gallons of water

490,247.55 gallons of oil

621,544.95 pounds
of air pollution

3,240.081 cubic yards
of landfill space

4,316,931.45 Kilowatt hours
of energy

***Thanks for
recycling!***

Why Bother Separating Paper?

The bagit system of paper recycling is the heart of the UW Recycling Program. You've most likely seen the blue, green, and white polypropylene bags around campus. The blue bag is for newsprint; green is for mixed-paper; and white is for white paper. Bagit stations consist of one, two, or three bagits on frames. Blue and green bagits also are used to line the blue and green metal bins for newspaper and mixed-paper located in public areas on campus.

Recycling white paper generates more revenue for the University's Recycling Program than mixed-paper does. With our current resources, the staff at the Recycling Center simply can't sort all the white paper out of the mixed. We rely on you to separate the white from the mixed paper by putting it in the proper bagit.

The lists printed below illustrate what goes into each colored bagit. New signs for bagits are available at www.washington.edu/admin/recycling/bagit_signs.html. Please print and post signs over the bagits to help encourage proper sorting.

Recycling also saves money through avoided solid waste disposal costs. Last year, recycling saved the University over \$227,000 by diverting materials from the landfill.

For paper recycling to be effective and efficient everyone must avoid contamination. Eliminating contamination also protects the health and safety of Recycle Center staff. Please throw trash, tissues, napkins or coffee cups in the waste can, not in the bagits.

A bagit can become overweight quickly if too many journals, manuals, or other heavy items are discarded. Put heavy items in boxes and request pickup from www.washington.edu/admin/recycling/service.html. To recycle larger quantities of paper, request a temporary paper cleanout bin from the same web site. You can also contact the Recycling Center at 206-685-2811 or recycle@u.washington.edu to request a bin.

Fire codes prohibit bagit stations in hallways. If there is not space for a bagit station inside an office or lab, use the green metal bins for mixed-paper located in public areas of many buildings.

Thank you for your paper recycling efforts. By sorting correctly and avoiding contamination, the University's paper will be recycled effectively and generate additional recycling revenue.

White bagits for premium white paper:

white letterhead,
white bond paper
computer paper
(blue or green bar)
white notebook paper
white card stock
adding machine tape
tab cards

Green bagits for mixed paper:

all colored paper, brochures,
carbonless forms, envelopes
including white envelopes,
softcover books, magazines,
journals, card stock,
chip board, thermal fax paper,
sticky notes, file folders,
unsoiled food trays

Blue bagits for newsprint:

faculty/staff directories
all newspapers
newspaper inserts
time schedules

Tons of Phonebooks Recycled

Last May, new Qwest Dex phonebooks were delivered to campus. The Recycling Program coordinated the collection of the outdated phonebooks which totaled 12.5 tons! If you still have a few old phonebooks to recycle, place them next to a bagit station, not in the bagit, and the custodian will remove them for recycling.

Answering Your Questions

One of our co-workers believes she's heard that we are not to put any paper printed with any color in the white bagits, and that the reason all envelopes are to go in the green ones is the red ink of many postmarks. Is this true? - A conscientious recycler

White paper should go in the white bagit even if it has color printing. Only white paper that has come out of a photocopier completely covered in black should go into the green mixed-paper bagit.

All envelopes belong in a green bagit because of the glue on the flap, not because of any color printing on the envelope.

Mailing Services Has Address Change Postcards

Making sure mail gets to its intended recipient can be a headache in a large system such as the University. Eliminating unwanted mail coming to campus through the U.S. Postal Service is an additional hassle. Mailing Services has postcards to make the job easier and they are available for the asking at mailserv@u.washington.edu.

You can use the cards either to change an address or stop a mailing. For address changes, ask for the buff cards if the new address is a campus address with a box number only. Ask for the white cards if the new address is a city street.

Using the Mailing Services postcards ensures that the information needed to make changes is complete. Another advantage to using Mailing Services' cards is that Mailing Services pays the postage!

Addresses for mail sent within the University system are often generated from a database such as the Faculty/Staff Directory or the HEPPS database. Keep in mind that the department sending the mail will not be able to change addresses in these databases.

Employees can correct their campus addresses in both databases by notifying their department payroll coordinator or through the Employee Self-Service (ESS) features of MyUW. Click on the "Address" tab to change your campus address.

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- Program information and past issues of The Recycle Report are at www.washington.edu/admin/recycling.
- Direct questions to recycle@u.washington.edu or (206)685-2811.
- Our mailing list is generated through a University database. We are unable to make individual changes.
- Request name or address changes centrally through your payroll coordinator.