



November 14, 2003

Ms. Tanya McCoy-Caretti  
Executive Director  
Cambria County Solid Waste Authority  
P.O. Box 445, 507 Manor Drive  
Ebensburg, PA 15931

**Subject:** Recycling Education for University of Pittsburgh—Johnstown (UPJ) Students, Staff, and Faculty; Evaluating UPJ's Recycling Program

Dear Tanya:

Cambria County/the University of Pittsburgh—Johnstown has requested assistance to: (1) develop appropriate educational materials to prepare students, staff and faculty to respond to changes in UPJ's campus recycling program; and (2) assess the overall program at UPJ to determine whether or not there are additional waste reduction and recycling opportunities and to identify changes that might improve the quality of the program. This letter is to provide the County with educational materials for use on the UPJ campus, as well as the results of R.W. Beck's evaluation of the University's overall recycling program.

## **UNIVERSITY OF PITTSBURGH—JOHNSTOWN'S RECYCLING PROGRAM**

This report is broken down into three sections that discuss:

- Educational materials that reflect changes in the recycling program;
- Recycling in student residence areas; and
- Recycling in classroom and administrative buildings.

The following issues are considered:

- Developing materials that clearly identify the changes to the campus recycling program and instruct users concerning what to do in response to the changes that have been made;
- Identifying areas where recycling is not working as well as it could throughout the UPJ campus and considering methods for addressing the problems identified;
- Identifying additional recycling opportunities on the UPJ campus; and
- Identifying where additional educational efforts might boost participation, increase materials collected, and improve the quality of the materials.

## **EDUCATING STUDENTS, STAFF AND FACULTY TO RESPOND TO CHANGES IN THE PROGRAM**

UPJ has operated a comprehensive recycling program for over ten years. Students have been able to recycle aluminum cans; #1 and #2 plastic bottles, jugs and jars; and clear and colored glass in the residence facilities by placing them in the storage area of each facility for pick up. There have also been convenience stations for recycling these materials, as well as office paper, newspaper, and corrugated cardboard located throughout classroom and administrative buildings and common areas. Participation has been good, and collection efforts have yielded generally clean materials.

Early in the program, UPJ used Total Recycling to pick up, process, and market its recyclables. This worked well for some time, but quality eventually began to falter. The University decided to seek bids from other contractors, and Waste Management won the most recent contract for the UPJ recycling program.

After operating a county-wide collection effort for several years, the Cambria County Solid Waste Authority worked with UPJ Physical Plant staff to expand its collection program to include the UPJ campus. The County ordered VQuip/Haul-All containers for bulk storage of materials collected on campus, and these containers are located at the end of Highfield Avenue. In addition, containers for corrugated cardboard are now stationed at the Student Union and at the Living and Learning Center, and four sets of smaller "Hid-A-Bag" units are placed strategically throughout the townhouse and lodge areas of the campus for recycling of materials from student residences. UPJ Physical Plant staff is still responsible for moving materials from stations throughout the classroom and administrative buildings and student residence areas to the central storage points, but now Cambria County crews will pick up materials with the vehicle used for collection from depots throughout the County.

### **STUDENTS**

The changes had the greatest effect on resident students. Instead of just being able to take materials to the storage area located in each housing unit, students will now need to take materials to one of the four "Recycling Stations" and place them in the proper sections of clearly labeled bins. The materials collected remain the same, with the exception that the program will no longer accept colored glass because of the lack of markets for this material (more on this in a box on the following page). Re-education needs to focus not only on getting students to change habits with regard to placement of materials, but also to dispose of a material that was previously recycled. An inspection of bins around the residence areas during the first week of classes indicated that students were continuing to include colored glass with clear glass—even though the bins are clearly labeled for clear glass only. Other than that, the materials were relatively clean and located in the proper containers—even though no education had yet been done.

### **WHY GREEN GLASS IS NO LONGER PART OF THE UPJ PROGRAM**

Cambria County has been operating its program using VQuip/Haul-All containers for several years. When the County selected the materials to be collected in its County-wide drop-off effort, green and brown glass were not included based on the results of a 30-day, 15 household study done in 1995 that showed this material made up less than two percent by weight and by volume of total material collected. In addition, marketing colored glass has always been problematic because of a lack of markets for this material.

If Cambria County were to add green and brown glass to its overall collection program, the County would need to add two collection days per month to its schedule, which would add approximately \$1,000 per month to collection costs (with collection expenses at about \$500 per day). The County would also need to add two collection containers to each drop-off site at a cost of \$5,000 per container. There are currently 16 collection sites, so at \$5,000 per container (\$10,000 per site), the capital investment cost would be \$160,000.

The County would consider collecting all colors of glass if a market could be found that accepts mixed glass, as this would not entail additional capital cost or reconfiguration of collection vehicles.

The fact that the County cannot collect green and brown glass does not preclude the University from collecting it. The University could contract separately with a private hauler and/or market to take the glass, but given the worth of this material, it is unlikely that a market could be found. The University could, however, encourage students not to purchase products packaged in colored glass.

Because of the timing of changes, there is a rush to get information to the students as quickly as possible—before they get too far into the semester and learn bad habits with regard to recycling. The County requested development of a letter that would go to all resident students, along with a flyer about the recycling program. Both the letter and the flyer describe changes to the program. They explain why colored glass can no longer be accepted. They also encourage students to recycle other materials using containers located elsewhere on campus, and provide some information on waste reduction and reuse. The letter to students and the brochure are included with this report as Attachments 1 and 2.

Something else that may prove to be helpful is for Physical Plant to train the Resident Advisors (RAs) to work with the students in the Townhouses and Lodges. Ideally, an initial meeting could be scheduled for students to learn about the changes to the program, with examples of exactly what materials are and are not acceptable, how they are to be prepared, and where they are to be placed. No letter or brochure could replace a visual demonstration of how and what to recycle. Once initial training has taken place, the RAs could be asked to monitor the quality of the materials, notify Physical Plant of problems, and work with Physical Plant to find ways to remedy the problems.

## **STAFF AND FACULTY**

The changes for staff and faculty—other than Physical Plant staff responsible for collecting and moving recyclables—are less dramatic. The only changes were to add bins for the collection of magazines and catalogs to the stations already located throughout the classroom and administrative buildings, and to re-label glass collection bins to indicate clear glass only. The County requested that a letter and brochure be developed for distribution to staff and faculty to educate them on the changes. While both pieces include an explanation of why colored glass has been eliminated from the program, this is considered to be a minor issue because there is little glass generated in non-residential campus buildings since vending machines dispense only plastic bottles. Like the student brochures, the staff and faculty brochure includes information on reduction and reuse. The letter and brochure to staff and faculty are included as Attachments 3 and 4.

The greater changes involve the Physical Plant staff, though the changes are relatively minor. Physical Plant staff now need to move magazines and catalogs, along with the other materials already collected, to the central storage containers. They need to “police” the glass collection bins to ensure that they are not contaminated by colored glass. They also need to flatten corrugated cardboard before storing the material in the containers located at the loading docks of both the Student Union and the Living and Learning Center. This may be the greatest educational challenge because cardboard was previously just stacked for collection in the dock areas of these buildings. However, an inspection of the new corrugated storage containers indicated that materials were being properly flattened and stored in them. There were still boxes stored separately in each of the dock areas, but it was believed that these were left from the previous week, before the changes took effect, and that once they are cleaned out most of the cardboard would be managed properly. The letter and brochure for Physical Plant staff and other staff in the Student Union and Living and Learning Center are included as Attachments 5 and 6.

## **EVALUATING RECYCLING IN STUDENT RESIDENCE AREAS**

### **RECYCLING AT NEW RECYCLING STATIONS**

As noted earlier, an inspection of bins located at the four new “Recycling Stations” indicated that students are already doing a relatively good job of placing materials in the proper locations, even though it was the beginning of a new school year and changes to the system had just taken effect. The greatest problem appeared to be that students were including colored glass with the clear glass—even though the bins are clearly labeled for clear glass only. This isn’t surprising, given that students had been used to recycling this material in the past. The problem will probably be remedied somewhat once educational materials are distributed to students. However, a “one shot” approach will probably not yield ongoing success. Letters and brochures tend to disappear over time—or they may never even make it from the student mailboxes to the residences.

Some simple changes at each of the Recycling Stations might help to remedy the problem. For example, it might help to “enhance” the signage on the clear glass bin so that the message emphasizes that clear is the only acceptable glass. An example might just be

additional stickers that picture a clear bottle with “Yes” and green and brown bottles inside a circle with a slash (the universally understood “No” symbol). This might be augmented with a further message that clear glass other than food and beverage containers is also unacceptable (using an array of artwork such as light bulbs, mirrors, Pyrex, etc. inside the circle with a slash).

Another potential problem noted upon checking the containers is that there was some—though not a large volume—of waste mixed in with recyclables. It is possible—in fact, probably quite likely—that rather than littering, students used these containers for their waste. While there were certainly waste containers located throughout the living areas as well, they were not located next to the Recycling Stations, which may have been more convenient for persons passing through an area. Another suggestion is to place waste containers alongside the recycling bins. If this is done, they should be clearly labeled, and should be a different color so that it is obvious that they are different from the recycling containers. They might also be labeled to indicate that green and brown glass should be disposed of in the waste containers. Signage on the clear glass bins could direct students to place their green and brown glass in the waste containers by simply saying “Place Green and Brown Glass in Brown (or whatever color might be used) Waste Container.”

A more permanent means of providing recycling information to students is to provide something that stays posted within the residence units. This could be something like a refrigerator magnet that remains on the refrigerator and visible at all times. Another possibility is some kind of signage that gets posted somewhere readily visible within the residence unit. Refrigerator magnets would be more durable and could easily be replaced if they are taken out of the units by students at the end of each school year. They would need to be simple, visually pleasing, and designed to capture attention so that students notice and pay attention to them. A possible design is included as Attachment 7.

As noted earlier in this report, RAs could be trained to train and assist students so that they learn how and what to recycle, and they could monitor the program on an ongoing basis.

## **RECYCLING OTHER MATERIALS**

The letter and flyer (Attachments 1 and 2) encourage students to recycle newspaper, corrugated cardboard, office paper and magazines and catalogs at the recycling containers located at the end of Highfield Avenue. The design for the refrigerator magnet (Attachment 7) suggests this as well. It might also be helpful to include signage at the Recycling Stations that indicates that these other materials can be recycled at the Highfield Avenue location as a constant, visible reminder to students.

## **RECYCLING DURING “MOVE IN” AND “MOVE OUT” PERIODS**

**Move-In.** One obvious recycling opportunity was apparent during a walk through the residence areas of the campus. Because it was during the first week of classes, most students had just moved onto campus and were in the process of unpacking. There were dozens of boxes stacked outside of the townhouses and lodges for disposal.

Because of the volume of boxes generated during the move in period, the UPJ Physical Plant should consider collecting these boxes for recycling. This does not need to be a

complicated procedure, and could be accomplished with a minimum level of effort compared to ongoing recycling efforts. A very simple way to do this would be to distribute flyers to each of the residences to notify students to flatten and place their boxes at specific locations for collection—possibly specifying days or a period during which this can be done. Each of the locations could be designated by simple signs (“Recycle your cardboard here”) specifying each of the cardboard collection locations. Students could also be encouraged to flatten and take their boxes to the collection containers at the end of Highfield Avenue. A sample flyer is included in Attachment 8.

**Move-Out.** A discussion with Bob Blaschak, director of the Physical Plant, indicated that his staff encounters a significant problem with unwanted furniture at the time students move off campus at the end of each year. UPJ has a policy that does not permit students to move furniture into the campus residences, but it is difficult, if not impossible, to monitor this kind of activity. One suggestion that might remedy the problem to a degree is to monitor move-in activities during the heaviest period when students are moving on campus at the beginning of the year, but this would not prevent students from bringing in furniture at other times.

Given that students will continue to bring furniture from home for use on campus and that they will continue to dispose of this furniture at the end of the academic year, it might be helpful to encourage students to donate furniture to local organizations for resale. Unfortunately, Goodwill and other organizations do not always accept furniture, especially if it needs repair or reupholstering before resale. However, UPJ staff might consider working with a local organization that might be able to accept furniture for redistribution to non-profit groups and/or families that are in need of furniture. Two other options would be to: (1) sponsor a furniture exchange that would give students an opportunity to pass on unwanted furniture to students who might be able to use it in the future—including graduating students who might be trying to establish their own residences for the first time; or (2) implement a materials sale program, similar to one operated successfully by Penn State University’s Physical Plant Department, with the proceeds going to local charities.

## **EVALUATING RECYCLING IN CLASSROOM AND ADMINISTRATIVE BUILDINGS**

As noted earlier, recycling procedures have changed little for UPJ staff and faculty. The two things that have changed are: (1) bins are now available for magazines and catalogs; and (2) colored glass has been eliminated from the program. Bins will still be available for clear glass. This is less of an issue for recycling in classroom and administrative buildings because all vending machines only dispense #1 (PET) plastic bottles.

A cursory walk-through to look at materials that had been deposited in containers around campus showed that there was little contamination—in other words, those who were using the recycling containers were recycling the proper materials in the proper bins, and there was minimal trash.

For the most part, the bins are located in well-traveled areas and are easy to find and use. They are mostly clearly labeled.

Even though the current system seems to be working well, Physical Plant might want to consider some of the following suggestions that might help to make the program work even better:

- Ensure that there are bins for each material at each of the main stations—some appeared to be missing bins for one or two materials. If someone has a specific item to be recycled and doesn't find a container for that material at one of the central locations, that item is more likely to be discarded.
- Have main stations with bins for each material at major “crossroads” that students/staff/faculty must pass through in every building. Locations to consider include entrance/foyer areas, points where students ascend/descend from floor to floor (steps and elevators), and gathering points such as lounge/seating areas. Not only does this make recycling more convenient, but it also provides an ongoing visual reminder to recycle and that recycling is important on the UPJ campus.
- Add more signage and develop more attractive signage—such signage would also increase the visibility of stations and guide students and staff to existing stations. Signs on individual containers could be “personalized” for the material being collected. Each major station would benefit from having an attractive sign that labels the area as a recycling station, because it would help draw attention to the area. Finally, simple signs with arrows posted in hallways could direct students/staff/faculty to recycling stations throughout the buildings. It might also help to have a sign near the entrance that specifies recycling locations throughout each building.
- Ensure that there are appropriate containers in certain “high generation” areas. This may already be true, but this is provided as a reminder. For example, office paper bins should be placed beside every copier. Bins for plastic bottles should be placed in all vending areas. NOTE: One vending area had a bin labeled for aluminum cans, which are no longer sold in vending machines. A Physical Plant employee in the building said that it was generally understood that plastic bottles were to be placed in this bin anyway. While this may be the case, some may decide not to use them for plastic bottles because they are labeled differently. It would be best to ensure that labels reflect what is really to be placed in each container.

## **EDUCATION**

There is currently no specific education on recycling that is made available to students/staff/faculty at UPJ. Implementing an education program might help to improve recycling on campus.

For example, there is no information on recycling included either with student or new employee orientation materials. While this is material that would be among all the other materials received during an orientation—and therefore has the potential of becoming lost—it is at least made available. These materials could also include information on reduction and reuse. The availability of recycling and its basics can be mentioned at the time of orientation and the materials can be provided at minimal cost. This kind of effort

might be compared to training provided when learning how to use new software on a computer. Very few people will remember how to do everything the software is capable of doing, but they will usually remember that certain uses are possible and know that they can review a manual or instructions to refresh their memories on how to use it for the intended purpose. Examples of materials that might be considered are included as Attachments 9 and 10.

Meetings can be used as an opportunity to remind students/staff/faculty about recycling. It is unlikely that anything as formal as “training” is necessary. Regular reminders that UPJ takes recycling seriously, along with what materials are acceptable and how convenient recycling is should suffice. It also may be helpful to designate one person in each department/office as a “recycling coordinator” to assist others in the department and answer any questions that might arise. This person can serve as the contact for the campus recycling coordinator in the Physical Plant department.

Campus events could be used as another opportunity to provide information/reminders about recycling at UPJ. Recycling containers for the materials that will be generated at a specific event and appropriate signage could be provided in prominent locations, and announcements could include reminders that recycling is being provided at the event. Event packets (if provided) could include a sheet with recycling information for participants.

A recognition program could help to increase visibility and generate interest as well. Such a program could include recognition of student efforts, staff, faculty, and Physical Plant. This could be kept reasonably low key—there is probably no need to have any kind of formal awards program. For example, a student group that organizes a successful recycling effort at a campus event could receive formal recognition in a widely distributed campus publication (campus newspaper, for example) and a certificate if that would be appropriate. The same could be true for a department that is doing an exemplary job.

Finally, students/staff/faculty should be kept informed about program successes and shortcomings. Again, this could be done in a widely distributed publication. Physical Plant could submit data on the amount of material being recycled, as well as the recycling rate (that is, the percent of diversion). Such a submission could also include problem areas and concerns, asking for student/staff/faculty help to remedy the problems, and could include other recycling, reduction and reuse hints.

It is important to note that there is greater likelihood that such efforts will be successful if they are endorsed by the UPJ administration.

#### **ADDITIONAL OPPORTUNITIES**

While it appears that students, staff, and faculty are generally doing a good job, this may not be the case with contractors working on campus. A campus walk-through revealed that a rolloff box used by a contractor was heavily loaded with corrugated cardboard and wood. While wood is not one of the materials included for recycling at UPJ, wood can easily be separated, chipped, and used for mulch or as bulking agent for composting operations. Contractors may also be generating large amounts of other materials that could be recycled



as well, such as scrap metals. UPJ may want to consider including a clause in its contracts for services that specifies that contractors must recycle to the greatest extent possible.

While noting that contractors may be generating large amounts of specific materials such as wood or metals that are potentially recyclable, the same is probably true for certain activities carried out by campus employees. If it has not been done, Physical Plant should consider conducting a thorough waste assessment to determine what, if any, other recycling opportunities may exist on campus. There may be specific materials generated in such volume that they could be successfully marketed for recycling—possibly resulting in some revenue, but more likely reducing disposal, and therefore, reducing disposal costs. This may include the materials already mentioned, or might include specific materials generated in specific locations. Physical Plant could enlist help from the County or seek materials to guide them in such an effort from the Professional Recyclers of Pennsylvania (PROP).

Another opportunity to boost recycling might exist during periods that involve moving or office clean-ups. Sometimes large volumes of specific materials are generated during these kinds of activities, and Physical Plant could offer its services to ensure that materials are properly recycled. Those preparing to move or conduct office clean-ups could be instructed to contact Physical Plant for assistance in assessing the materials that will be generated to determine what can be recycled, and Physical Plant could help by providing containers to be used for materials to be recycled during these activities and moving materials as necessary to facilitate the process. Alternatively, UPJ might want to consider a special “Clean Out Your Files Day,” a tool used by some institutions/businesses, when staff are encouraged to clear their files of materials that are no longer needed. Physical Plant could plan for such an event and place containers at locations throughout the campus to facilitate the program. Again, recycling is more likely to occur if it is made convenient.

It was not clear that there was any composting taking place on campus. It seems that a campus like UPJ would generate a large volume of leaf and yard waste, and composting these materials would reduce the amount of waste to be disposed. Such composting could provide valuable material that could be reused on campus. The composting could be done on campus, or if campus staff does not wish to manage its own composting operation, UPJ could enter into an agreement with a municipal or commercial composting site to manage its material. This agreement could include language that would make it possible for UPJ to receive processed material for use on campus in exchange for contributing its leaf and yard waste for composting.

Finally, UPJ may want to consider starting a food waste composting program. Such a program could, in fact, be combined with leaf and yard waste composting. This report will not undertake a thorough evaluation of the feasibility of starting such a program, but it should be noted that there are small in-vessel units that could be used for composting food waste that could be sited conveniently near food generation points and used only for the management of food waste. There are also larger units, such as the system manufactured by Wright Environmental Management that is now being used at Allegheny College in Meadville. This unit can be used to manage both food waste and other compostable materials that are generated on campus.

Cambria County is of course already aware of the availability of Section 902 funding to assist with its efforts at UPJ. However, that funding could also be available to start additional efforts, such as food waste composting, similar to what has been done at Allegheny College.

## **CONCLUSIONS**

- The UPJ recycling program has recently undergone changes and needs assistance to inform students, staff, and faculty about these changes.
- Current recycling efforts appear to be working well, though UPJ could benefit from educational efforts to designed to improve the program.
- There are additional recycling opportunities that may be available and beneficial to UPJ.

## **RECOMMENDATIONS**

- UPJ should distribute letters, brochures, and other appropriate informational materials to students, staff, and faculty as soon as possible to inform them of changes to the program and encourage them to participate.
- Physical Plant should consider some additional changes that might improve the success of the program in the Townhouse and Lodge areas, including:
  - Enhanced signage at Recycling Stations to reduce likelihood of contamination, particularly mixing of colored glass with clear glass;
  - Waste containers of a different color located alongside recycling containers, with appropriate labels, to reduce use of recycling containers for waste and colored glass;
  - Providing information in a more permanent form that remains visible to students, such as refrigerator magnets or some other signage posted in student living quarters; and
  - Identifying and training Resident Advisors (RAs) to assist with the recycling program in residence areas.
- Physical Plant should also consider changes that might improve the success of recycling in classroom and administrative buildings, including:
  - Evaluating placement of containers to ensure that they are available at major “crossroads” in academic and administrative buildings, and that there are containers for each material being collected on campus;
  - Ensuring that there are appropriate containers available in areas of high generation for specific materials, such as office paper containers located next to copiers;
  - Enhancing signage at existing stations, and providing additional signage to guide students/staff/faculty to the stations; and
  - Identifying departmental “recycling coordinators” to assist with recycling efforts and work closely with the Physical Plant’s recycling coordinator.

Ms. Tanya McCoy-Caretti

November 14, 2003

- UPJ may want to consider how it could undertake additional recycling opportunities, including:
  - Corrugated cardboard collection at student move-in time;
  - Efforts to promote the recycling or exchange of furniture brought onto campus by students;
  - Leaf and yard waste composting;
  - Food waste composting;
  - Placing a clause in contracts for outside services requiring contractors to recycle materials generated in large volume for which there is a market; and
  - Conducting a thorough waste assessment to determine if there are additional materials generated in sufficient volume that can be recycled.
- Physical Plant should track the types and quantities of materials recycled on campus, and report this information to students, staff, and faculty (see final bullet under the next point).
- Physical Plant should consider engaging in additional educational efforts, with support from the UPJ administration if possible, including:
  - Providing educational materials in orientation packets provided to students, new staff, and faculty;
  - Including recycling “training” at meetings;
  - Providing recycling opportunities and recycling information at campus events;
  - Instituting a recycling recognition program for efforts by students, staff and faculty; and
  - Including information on recycling successes, problems, and recycling, reduction and reuse hints in regularly and widely distributed campus publications.

The University of Pittsburgh-Johnstown program is already an exceptional program. The campus, and particularly Physical Plant, is dedicated to the program. This report is not meant to portray the program as inadequate in any way, but simply to provide “food for thought” for ways the program could be made even better.

Sincerely,  
R.W. BECK, INC.

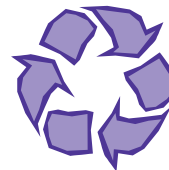
Sandra L. Strauss  
Environmental Analyst

cc: Carl Hursh, DEP  
Robert Blaschak, UPJ Physical Plant  
Sharon Svitek, DEP Southwest Region

## Attachment 1

---

University of Pittsburgh-Johnstown logo/information to go here



September, 2003

The University of Pittsburgh at Johnstown and the Cambria County Solid Waste Authority are excited to announce new and innovative changes to the recycling program at UPJ.

As a resident of the University, you will be able to recycle most of the materials you recycled before--#1 and #2 plastic bottles, jugs, and jars, aluminum and tin cans, and clear glass. We are sorry to say that we have been forced to eliminate colored glass from the program because we are unable to find markets to buy and use the material. We ask that you honor our request not to include these bottles with the materials you recycle.

The real change is in how you will recycle the materials. Instead of storing recyclables within your Townhouse or Lodge for pickup, you will now need to deliver your materials to one of four "Recycling Stations" conveniently located throughout the Lodge and Townhouse area of the campus. These stations are easily recognizable, with attractive blue containers to hold your materials. One bin has two sections for #1 and #2 plastic bottles, jugs and jars. A second bin has one side for metal cans (tin and aluminum) and the other side for **clear glass bottles only**. Please remove caps and lids from all bottles, jugs and jars before recycling, and please do not include colored glass with your materials.

We strongly encourage you to consider recycling office paper, corrugated cardboard and magazines as well. Additional recycling containers are located at the end of Highfield Avenue for recycling these materials. We also remind you to look for containers for office paper, newspaper, magazines, clear glass, plastic containers and metal cans located conveniently throughout all the buildings on campus.

A step-by-step guide to recycling is attached to this letter. If you have any other questions concerning the changes to the University's recycling program please do not hesitate to call the physical plant at 269-7130.

Thank you again for your continued commitment to the recycling program at UPJ. Together we can all make a difference.

Sincerely,

Bob Blaschak,  
Director  
Physical Plant

Sincerely,

Tanya McCoy-Caretti,  
Executive Director  
Cambria County SWA

**REDUCE, REUSE, RECYCLE**

## Attachment 2

---

## Do Even More— Reduce & Reuse

**Reduce** the amount of garbage created in your home...

- Avoid wasteful packaging.
- Buy in bulk or larger packages to reduce packaging.
- Avoid disposable items such as picnic plates.
- Carry your own cloth shopping bag.
- Look for durable products that can be easily repaired.

**Reuse** as many items as possible...

- Pack your lunch using reusable containers instead of baggies.
- Carry a reusable lunch bag instead of a paper bag.
- Avoid single serving packages. Instead buy large packages and use small reusable containers.



Recycling Station for Townhouses and Lodges

## University of Pittsburgh— Johnstown

Recycling on campus is a joint effort by the University of Pittsburgh—Johnstown and the Cambria County Solid Waste Authority.

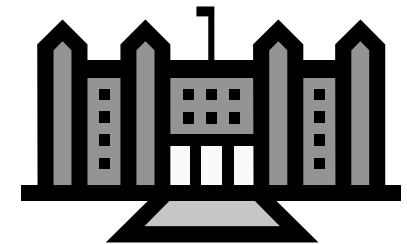


University of  
Pittsburgh—  
Johnstown

## Recycling for Residents of Townhouses and Lodges

*Reduce...Reuse...Re  
cycle*

*You can make a  
difference!*



# Recycling in Townhouses and Lodges



Campus Recycling Station for Townhouses and Lodges

The University of Pittsburgh at Johnstown and the Cambria County Solid Waste Authority have teamed up to offer a new and innovative way to recycle for residents of the townhouses and lodges at UPJ.

As a resident of the University, you will be able to recycle #1 and #2 plastic bottles, jugs, and jars, aluminum and tin cans, and clear glass. Many of you may have been accustomed to recycling colored glass in the past—but we are sorry to say that we have been forced to eliminate colored glass from the program. The reason for its elimination is because we are unable to find markets to buy and use the material. We ask that you honor our request not to include these bottles with the materials you recycle.

## Here's How It Works

It's easy! There are four "Recycling Stations" conveniently located throughout the Lodge and Townhouse area of the campus. You will need to deliver your materials to one of these stations. They are easily recognizable, with attractive blue containers to hold your materials. One bin has two sections for #1 and #2 plastic bottles, jugs and jars. A second bin has one side for metal cans (tin and aluminum) and the other side for **clear glass bottles only**. Caps and lids should be removed from all bottles, jugs and jars before recycling. Colored glass (green, brown and blue) bottles should be disposed of with your garbage. Please do not include colored glass with your materials—when it gets mixed with clear glass, it means the clear glass cannot be recycled and must be disposed.



#1 & #2 plastic bottles, jugs and Jars may be placed in either section of the container  
*Please rinse and remove and dispose of lids*



Clear glass food and drink containers only (no colored glass) in left container  
*Please rinse and remove and dispose of lids*  
Tin and aluminum food and drink cans in right container  
*Please rinse*

## Other Recycling Opportunities

While it is not required, we strongly encourage you to consider recycling office paper, corrugated cardboard and magazines as well. Additional recycling containers are located at the end of Highfield Avenue for recycling these materials.

Also, be sure to look for containers for office paper, newspaper, magazines, clear glass, plastic containers, and metal cans located conveniently throughout all the buildings on campus.



University of Pittsburgh—  
Johnstown

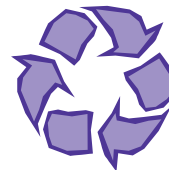
**For questions, contact:**  
**Bob Blaschak**  
**Director of Physical Plant**  
**Phone: (814) 269-7130**



## Attachment 3

---

University of Pittsburgh-Johnstown logo/information to go here



September 2003

The University of Pittsburgh at Johnstown and the Cambria County Solid Waste Authority are excited to announce new and innovative changes to the recycling program at UPJ.

For you, as a member of the University staff, not much will change. We ask that you continue to recycle your white paper, newspaper, metal cans and plastic bottles in the recycling bins already provided by the University. There are, however, two changes that you should be aware of: 1) we can accept **clear glass only**—we have been forced to eliminate colored glass from the program because we are unable to find markets to buy and use the material; and 2) we will provide bins to recycle magazines and catalogues. These bins will be clearly marked and located near the newspaper recycling bins.

A step-by-step guide to recycling is attached to this letter. If you have any other questions concerning the changes to the University's recycling program please do not hesitate to call the physical plant at 269-7130.

Thank you again for your continued commitment to the recycling program at UPJ. Together we can all make a difference.

Sincerely,

Sincerely,

Bob Blaschak,  
Or whoever you would  
like to put here

Tanya McCoy-Caretti,  
Executive Director  
Cambria County SWA

**REDUCE, REUSE, RECYCLE**

## Attachment 4

---

## Do Even More— Reduce & Reuse

**Reduce** the amount of garbage created in your home...

- Avoid wasteful packaging.
- Buy in bulk or larger packages to reduce packaging.
- Avoid disposable items such as picnic plates.
- Carry your own cloth shopping bag.
- Look for durable products that can be easily repaired.

**Reuse** as many items as possible...

- Pack your lunch using reusable containers instead of baggies.
- Carry a reusable lunch bag instead of a paper bag.
- Avoid single serving packages. Instead buy large packages and use small reusable containers.

Don't forget to look for the convenient recycling locations on campus.

You can make a difference!

University of Pittsburgh—  
Johnstown

Recycling on campus is a joint effort by the University of Pittsburgh—Johnstown and the Cambria County Solid Waste Authority.

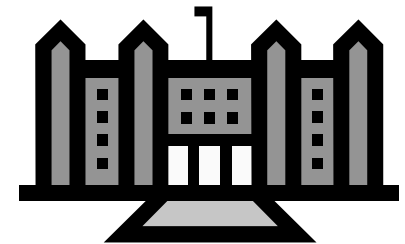


University of  
Pittsburgh—  
Johnstown

## Recycling for Staff and Faculty

*Reduce...Reuse...Recycle*

*You can make a difference!*



# Recycling for Staff and Faculty



Recycling Station  
located in campus  
academic building

Recycling at UPJ is convenient and easy, just as it has always been! You will still be able to recycle office paper, corrugated cardboard, newspaper, #1 and #2 plastic bottles, jugs, and jars, and aluminum and tin cans. There are, however, two changes of which you should take note:

1. The most notable change is that you will now be able to recycle **clear glass only** because we are unable to find markets to buy and use colored glass. **We ask that you honor our request not to include colored glass bottles with the materials you recycle—when colored glass gets mixed with clear glass, it means the clear glass cannot be recycled and must be disposed.**
2. UPJ now provides containers for magazines and catalogs.

## Here's How It Works

Recycling at UPJ is easy! Look for the "Recycling Stations" conveniently located throughout all of the buildings on campus. Most stations include containers for each material that can be recycled, but you will also find containers for plastic bottles/jugs and aluminum cans near vending machines, and containers for office paper in classrooms, near copiers, or in other places where waste paper is generated. You will need to deliver your materials to one of these stations. They are easily recognizable, with clearly labeled containers to hold your materials.

Some preparation hints to note:

- Remove caps and lids from all bottles, jugs and jars before recycling
- Dispose of colored glass (green, brown and blue) bottles with your garbage



*Highfield Avenue bulk recycling containers*

- Flatten cardboard to minimize space required for storage, and to facilitate collection by physical plant staff
- Do not include carbon paper, tissue or paper products used for food with office paper, cardboard, or magazines
- If you have large amounts of material to be recycled (from moving, cleaning out an office, etc.) please call Physical Plant staff for assistance in moving the materials directly to bulk collection points

Bulk recycling containers for all materials collected on campus are located at the end of Highfield Avenue.

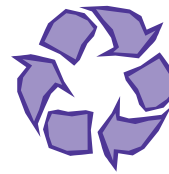
University of Pittsburgh—  
Johnstown

**For questions, contact:**  
**Bob Blaschak**  
**Director of Physical Plant**  
**Phone: (814) 269-7130**

## Attachment 5

---

University of Pittsburgh-Johnstown logo/information to go here



September 2003

The University of Pittsburgh at Johnstown and the Cambria County Solid Waste Authority are excited to announce new and innovative changes to the recycling program at UPJ.

For you, as a member of the University staff, not much will change. We ask that you continue to recycle your white paper, newspaper, metal cans and plastic bottles in the recycling bins already provided by the University. There are, however, two changes that you should be aware of: 1) we can accept **clear glass only**—we have been forced to eliminate colored glass from the program because we are unable to find markets to buy and use the material; 2) we will provide bins to recycle magazines and catalogues. These bins will be clearly marked and located near the newspaper recycling bins; and, finally, 3) you will now need to flatten corrugated cardboard containers before placing them in the blue recycling bins located off of the loading dock at the Student Union and the Living and Learning Center.

A step-by-step guide to recycling is attached to this letter. If you have any other questions concerning the changes to the University's recycling program please do not hesitate to call the physical plant at 269-7130.

Thank you again for your continued commitment to the recycling program at UPJ. Together we can all make a difference.

Sincerely,

Sincerely,

Bob Blaschak,  
Or whoever you would  
like to put here

Tanya McCoy-Caretti,  
Executive Director  
Cambria County SWA

**REDUCE, REUSE, RECYCLE**

## Attachment 6

---



## Do Even More— Reduce & Reuse

Things that you can do personally to help:

**Reduce** the amount of garbage created in your home...

- Avoid wasteful packaging.
- Buy in bulk or larger packages to reduce packaging.
- Avoid disposable items such as picnic plates.
- Carry your own cloth shopping bag.
- Look for durable products that can be easily repaired.

**Reuse** as many items as possible...

- Pack your lunch using reusable containers instead of baggies.
- Carry a reusable lunch bag instead of a paper bag.
- Avoid single serving packages. Instead buy large packages and use small reusable containers.



Recycling Station for Townhouses and Lodges

## University of Pittsburgh— Johnstown

Recycling on campus is a joint effort by the University of Pittsburgh—Johnstown and the Cambria County Solid Waste Authority.

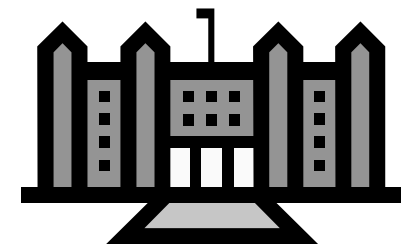


University of  
Pittsburgh—  
Johnstown

## Recycling for Physical Plant Staff

*Reduce...Reuse...Re  
cycle*

*You can make a  
difference!*



# Recycling for Physical Plant Staff



Highfield Avenue bulk collection containers for storage of materials collected on campus

Recycling at UPJ is convenient and easy, just as it has always been! Faculty, staff and students will still be able to recycle office paper, corrugated cardboard, newspaper, #1 and #2 plastic bottles, jugs, and jars, and aluminum and tin cans. There are, however, three changes of which you should take note:

1. UPJ will recycle **clear glass only** because we are unable to find markets to buy and use colored glass. **You will need to monitor materials in the containers to ensure that the clear glass is not contaminated with colored glass.**
2. UPJ now provides containers for magazines and catalogs.
3. You will need to flatten corrugated cardboard containers. For your convenience, there are now blue bulk storage bins located at the loading docks at the Student Union and the Living and Learning Center.

## Here's How It Works

For you as a member of the Physical Plant team, nothing much will change. Materials will still be collected from the "Recycling Stations" conveniently located throughout all of the buildings and living areas on campus. The only differences are that these stations will now have bins for **clear glass only** and for **magazines and catalogs**.

To assist you in your collection efforts, recyclers are asked to do the following:

- Remove caps and lids from all bottles, jugs and jars before recycling
- Dispose of colored glass (green, brown and blue) bottles with garbage
- Flatten cardboard to minimize space required for storage, and to facilitate collection by physical plant staff



Corrugated cardboard container located at the loading dock of the Living and Learning Center



Corrugated cardboard containers located at the loading dock of the Student Union

- To not include carbon paper, tissue or paper products used for food with office paper, cardboard, or magazines
- If there are large amounts of material to be recycled (from moving, cleaning out an office, etc.), recyclers are asked to call Physical Plant staff for assistance in moving the materials directly to bulk collection points

You will be moving all materials, with the exception of cardboard, to bulk recycling containers located at the end of Highfield Avenue. Cardboard will need to be flattened and can be taken to the Highfield Avenue location or to the blue bulk storage bins at the loading docks at the Student Union and the Living and Learning Center.

University of Pittsburgh—  
Johnstown

**For questions, contact:**  
**Bob Blaschak**  
**Director of Physical Plant**  
**Phone: (814) 269-7130**

## Attachment 7

---

University of Pittsburgh—  
Johnstown  
Recycling for Residents of  
Townhouses and Lodges



Recycling on campus is easy!

Please do your part by recycling:

Steel and aluminum food and beverage cans

CLEAR glass beverage and food containers

(Please, no colored glass—  
dispose with your waste)

#1 and #2 plastic bottles, jugs, and jars

Look for one of the four Recycling Stations  
with blue containers located throughout the  
Townhouse and Lodge areas and place your  
materials in the appropriate containers.

Do even more by recycling your newspaper, magazines,  
corrugated cardboard and office paper at the  
Highfield Road recycling station.

Information: 269-7130

## Attachment 8

---

University of Pittsburgh–  
Johnstown

Recycling Cardboard  
at Move-In Time



*Do your part—  
Reduce, Reuse,  
Recycle*

Don't dump those boxes!

Recycling your boxes is easy. Simply flatten them and stack them at one of the collection stations located throughout the student residence areas on (list dates) or before (provide date). Look for the sign that says “Recycle Your Cardboard Here.” If you prefer, you can flatten your boxes and take them to the recycling containers at the end of Highfield Road. To recycle boxes after the move-in period, you can always take them to the Highfield Road collection station.



University of  
Pittsburgh–Johnstown

For more information, call the  
Physical Plant at 269-7130

## Attachment 9

---

# Recycling for Students— University of Pittsburgh at Johnstown

---

Recycling at UPJ is convenient and easy! As a student living in UPJ's campus housing, you will be able to recycle #1 and #2 plastic bottles, jugs, and jars, aluminum and tin cans, and clear glass.

## Here's How It Works

There are four "Recycling Stations" conveniently located throughout the Lodge and Townhouse areas of the campus. You will need to deliver your materials to one of these stations. They are easily recognizable, with attractive blue containers to hold your materials. One bin has two sections for #1 and #2 plastic bottles, jugs and jars. A second bin has one side for metal cans (tin and aluminum) and the other side for clear glass bottles only. Caps and lids should be removed from all bottles, jugs and jars before recycling. Colored glass (green, brown and blue) bottles should be disposed of with your garbage. Please do not include colored glass with your materials—when it gets mixed with clear glass, it means the clear glass cannot be recycled and must be disposed.



## Other Recycling Opportunities

While it is not required, we strongly encourage you to consider recycling office paper, corrugated cardboard and magazines as well. Additional recycling containers are located at the end of Highfield Avenue for recycling these materials.

Also, be sure to look for containers for office paper, newspaper, magazines, clear glass, plastic containers, and metal cans located conveniently throughout all the buildings on campus.



## Do Even More—Reduce & Reuse

**Reduce** the amount of garbage created in your home...

- Avoid wasteful packaging.
- Buy in bulk or larger packages to reduce packaging.
- Avoid disposable items such as picnic plates.
- Carry your own cloth shopping bag.
- Look for durable products that can be easily repaired.

**Reuse** as many items as possible...

- Pack your lunch using reusable containers instead of baggies.
- Carry a reusable lunch bag instead of a paper bag.
- Avoid single serving packages. Instead buy large packages and use small reusable containers.



---

## University of Pittsburgh— Johnstown

**For questions, contact:**

**Bob Blaschak**

**Director of Physical Plant**

**Phone: (814) 269-7130**





## Attachment 10

---

# Recycling for Staff & Faculty— University of Pittsburgh at Johnstown

---

Recycling at UPJ is convenient and easy! As a member of the faculty or staff, you will be able to recycle office paper, corrugated cardboard, newspaper, magazines and catalogs, #1 and #2 plastic bottles, jugs, and jars, clear glass bottles and jars, and aluminum and tin cans.



## Here's How It Works

Look for the "Recycling Stations" conveniently located throughout all of the buildings on campus. Most stations include containers for each material that can be recycled, but you will also find containers for plastic bottles/jugs and aluminum cans near vending machines, and containers for office paper in classrooms, near copiers, or in other places where waste paper is generated. You will need to deliver your materials to one of these stations. They are easily recognizable, with clearly labeled containers to hold your materials.

Some preparation hints to note:

- Remove caps and lids from all plastic and glass bottles, jugs and jars before recycling; empty containers of foods and liquids
- Dispose of colored glass (green, brown and blue) bottles with your garbage
- Flatten cardboard to minimize space required for storage, and to facilitate collection by physical plant staff
- Do not include carbon paper, tissue or paper products used for food with office paper, cardboard, or magazines
- If you have large amounts of material to be recycled (from moving, cleaning out an office, etc.) please call Physical Plant staff for assistance in moving the materials directly to bulk collection points

Bulk recycling containers for all materials collected on campus are located at the end of Highfield Avenue.



## Do Even More—Reduce & Reuse

**Reduce** the amount of garbage created in your home...

- Avoid wasteful packaging.
- Buy in bulk or larger packages to reduce packaging.
- Avoid disposable items such as picnic plates.
- Carry your own cloth shopping bag.
- Look for durable products that can be easily repaired.

**Reuse** as many items as possible...

- Pack your lunch using reusable containers instead of baggies.
- Carry a reusable lunch bag instead of a paper bag.
- Avoid single serving packages. Instead buy large packages and use small reusable containers.

---

## University of Pittsburgh— Johnstown

**For questions, contact:**

**Bob Blaschak**

**Director of Physical Plant**

**Phone: (814) 269-7130**

