



GUAM COMMUNITY COLLEGE PLANNING AND DEVELOPMENT SUSTAINABILITY OFFICE 2016

CAMPUS RECYCLING GUIDELINES



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ALUMINUM

Aluminum is the third most abundant element, and the most abundant metal, in the Earth's crust. Aluminum is used to make a variety of things such as food trays, beverage cans, shipping containers, and so much more. Although initially found to be very abundant, it is a finite resource that luckily can be recycled.



There are several aluminum recycling bins throughout the campus that you can dispose your aluminum cans and other aluminum materials in. The bins vary in color, shape and size. Labels are placed on the bin stating "Aluminum Can Recycling" or "Cans". You may dispose of aluminum food trays and other aluminum materials in these bins if they are clean and do not have stuck-on food waste and other non-aluminum materials. Avoid disposing of other types of metals in the aluminum recycling bins. One can easily differentiate aluminum from other metals by conducting the simple squeeze test. If it crumbles or can be easily squeezed (modifying its shape) then it is most likely aluminum.

Once a week, custodial services transports all aluminum material (from each bin) to the main I-Recycle Aluminum Bin located between building 500 and 900. When the bin is full, GCC contacts I-Recycles Program Administrator whom will schedule a pick-up of the filled bin.

PLASTIC #1 AND #2

Plastic is a material consisting of any of a wide range of synthetic or semi-synthetic organics that are malleable and can be molded into solid objects of diverse shapes. There are various types of plastic materials available, types 1 through 7. However, only two types of plastics are accepted as recyclable on Guam, that is, plastics #1 polyethylene terephthalate (PETE) and #2 high-density polyethylene (HDPE).



You can easily identify type #1 and #2 plastics from other types by simply locating the recycling Mobius on the plastic material (usually on the product label) and locating the number type right next to it (or inside the Mobius).

There are several plastic (#1 and #2) recycling bins throughout the campus that you can dispose of your recyclable plastic materials in and they are usually alongside aluminum and regular trash bins. The bins vary in color, shape and size. Labels are placed on the bin indicating "Plastic Recycling". Note that only type #1 (PETE) and #2 (HDPE) should be disposed in the plastic recycling bins.

Once a week, custodial services transports all aluminum materials (from each bin) to the main Plastic bottle bin located between building 500 and building 900 (next to the main aluminum can bin). Every three (3) months or so, GCC EcoWarriors conduct a "Clean Our House Day" event in which the volunteers assist with the sorting and transport of recyclable plastic material to the appropriate recycling facility.

CORRUGATED CARDBOARD

Corrugated cardboard is a paper-based material consisting of a [fluted](#) corrugated sheet and one or two flat linerboards. It is made on "flute lamination machines" or "corrugators" and is used in the manufacture of [shipping containers](#) and [corrugated boxes](#).

Corrugated cardboard is typically brown in color with layer(s) consisting of at least two flat linerboards sandwiching a fluted corrugated sheet. Packing boxes are the most common type of corrugated cardboard utilized on campus.



Although designated corrugated cardboard bins are present on campus, they are found only in specified areas including Northeast of the Culinary Arts (Building 400) building, Southwest of the Administration parking and between building 500 and 900 near the main plastic bottle and aluminum can containers. Before recycling your corrugated cardboard, ensure that the boxes are flattened before placing them inside the corrugated cardboard bins. Corrugated cardboard bins are painted orange and have "corrugated cardboard" printed/painted on the front of the bin. Do not throw other types of paper material in these bins.

A contracted vendor is responsible for picking-up recyclable corrugated cardboard a few times a month and transporting these recyclable materials to the appropriate recycling facility.

MIXED PAPER

Mixed paper consists of all other types of paper material except corrugated cardboard. Mixed paper is utilized for various printing material and packing material. It is easily one of the most utilized

This includes printer paper, colored paper, construction paper, magazines, catalogs, newspapers and cardboard (not corrugated). Although shredded paper is considered mixed paper, it should not be included in your mixed paper collection as recycling facilities will not accept it. However, shredded paper will be collected together with your mixed paper during GCC's scheduled monthly mixed paper collection. (see 2016 Mixed Paper Pick-up Schedule for your respective building).



Each building must have a designated person of contact and identified location for building occupants to drop-off their collected mixed paper recyclables. The POC is responsible with notifying building occupants about drop-off sites and scheduled pick-up dates for their respective building. Certain buildings, such as the Administration building, Building 200 (E) and Student Center have existing Mixed Paper Bins located throughout the building labeled "Paper" or "Mixed Paper".

If the designated mixed paper bins are full, please place your recyclables in secured boxes. Although a schedule is provided for mixed paper pick-up at your building, you may request for pick-up at any time you feel that it is necessary. Otherwise, we ask that you properly store your building's collected mixed paper until your scheduled pick-up date.

Things to remember before you drop-off mixed paper.

1. Before disposing of any GCC records, ensure to follow the appropriate guidelines and policies on GCC's Records Management Program-Policy Handbook.
2. Confidential documents, containing personal information (e.g., name and personal information of faculty/administrators/students) should be shredded. Shredded paper should be bagged properly and stored along-side collected mixed paper for scheduled pick-up and transport.
3. Books, magazines, and catalogs purchased through GCC must be surveyed through the Inventory Management Officer (IMO). Your Department/building must complete a Report of Survey Form for all books, magazines, and catalogues purchased by federal or local funds. Submit completed forms to the IMO, at Materials and Management. The IMO will review, process and inform you of when to proceed. Only then can you place these materials at the Drop-Off site. This form can be downloaded from MYGCC's Work Life tab under Inventory Management Forms.
4. Ensure that all mixed paper recyclables are secured in either bags or boxes for safe transport to the appropriate recycling facility. Reusing boxes is preferred.
5. DO NOT place cardboard (aside from boxes used to secure mixed paper recyclables) at your drop-off locations.

Collected mixed paper and bagged shredded paper will be collected at your building by the Maintenance Team based on the annual mixed paper pick-up schedule for your respective building (see Annual schedule). Collected mixed paper will be transported to the appropriate mixed paper recycling facility. Bagged shredded paper will be transported to the Foundation Recycling room (1st floor) where it will later be donated to local farmers for livestock or mulch. If you are interested in obtaining shredded paper contact Kiko Palacios for availability.

INK TONERS, CARTRIDGES AND DRUMS

Printer ink toners, cartridges and drums are items that are regularly consumed by printers to produce both black and gray and colored print jobs. It can be easily considered as one of the most utilized resources by any institution.

Only specified printer ink toners, cartridges and drums are accepted under the GCC's recycling program. This includes original HP ink toners and cartridges, all Cartridge World purchased ink products and all original Xerox Ink products.

Each building should have a designated POC regarding the collection, sorting, appropriate packing and temporary storing of all used printer ink products accepted under GCC's recycling program.

Recycling Printer Ink Products

Original HP Ink Cartridges, Print-heads, Laser Jet Cartridges and Drums

1. Package each original HP Laser Jet toner cartridge/drum/print-heads **in its' original bag and box**
 - Option 1: Bulk- Tape up to 8 boxes together using strapping or packing tape (up to 70 pounds) – See image below for sample on option 1 packing.
 - Option 2: Use your own suitable box, or request a free bulk collection box from www.hp.com/recycle or 1-800-340-2445 (up to 70 pounds)
 - Ensure that each bulk contains the same type of ink product from HP. **DO NOT mix HP laser and HP Ink in your bulks**



2. Each bulk must have its unique shipping label number
3. Determine how many shipping labels you will need
4. Contact Kiko Palacios via email to request shipping labels for your bulk(s)

5. Adhere shipping label to package with tape or glue. DO NOT tape over barcodes or where postage and fee information is to be recorded
6. Pick-up will be scheduled quarterly campus-wide. See yearly Ink Recycling Schedule. If you feel the need to recycle used ink products right away, contact Kiko Palacios.

Cartridge World Guam Ink Products

- If your ink products were purchased at **Cartridge World Guam**, place each ink cartridge/toner in its' original Cartridge World box and place in a semi-secure location at your building. Cartridge World ink boxes are color yellow and has the company name printed on the box. Label used ink products as "used". Place these used ink products in a convenient location for quarterly pick-up. See Ink Recycling Schedule.



Xerox Brand Ink Cartridges, Toners and Drums

1. As part of the Nature Conservancy Alliance, Xerox recycles all its original ink toners, cartridges and drums. Never throw used Xerox ink products in the trash. Instead, place each used ink product in its original box and label it as "used". Place the box at a convenient location ideally in the same room as the Xerox machine. When you have accumulated a minimum of 10 used Xerox ink products, contact the local Xerox Company to schedule a pick-up at your specific site.



FOOD WASTE

Food waste or food loss is food that is discarded or lost or uneaten. The causes of food waste or loss are numerous, and occur at the stages of production, processing, retailing and consumption. As of 2013, half of all food is wasted worldwide, according to the British Institution of Mechanical Engineers (IME). Loss and wastage occurs at all stages of the food supply chain or value chain. In low-income countries, most loss occurs during production, while in developed countries much food – about 100 kilograms (220 lb) per person per year – is wasted at the consumption stage.



Valuable food waste collected by the GCC Culinary Arts program

Food waste collection is limited to Food Vendors and the GCC Culinary Arts Program. Among collected food waste include fruit and vegetable scraps, cooked/canned/dried/dehydrated meat, coffee grinds, breads, pastries, and all other (cooked) left over food. No raw meat or dairy products should be included in food waste collection bins.

Below is our Scope of Procedure for collection of food waste on campus:

1. Food vendor shall have buckets (preferred 5 gallon buckets with proper top covers) strictly designated for collected food waste. 5 buckets minimal should suffice.
2. Vendor shall have additional refrigerator space to store collected food waste temporarily to prevent spoiling.
3. Collected food waste must be stored in refrigerator space prior to pick-up. Buckets must be properly closed before storing in refrigerator space.
4. Separate food and vegetable scraps from mixed food waste to the best of your ability. Each should have its designated bucket. Label buckets to prevent mixing of fruits and vegetable scraps from mixed food waste. Separation allows food waste to be used in various waste.
5. Do not include raw or uncooked meat in your food waste collection.
6. Vendor shall have designated recycling bins (i.e. aluminum, plastic #1 and #2), regular trash bin, and designated food waste bin with appropriate labels for customer use placed at a convenient location within your food establishment. There should be **NO RECYCLES OR REGULAR TRASH IN THE FOOD WASTE BIN.**
7. Vendor shall contact GCC's Sustainability Coordinator to schedule pick-up of food waste buckets at least 2 days in advance. Pick-up of food waste should not take more than 2 days after being notified by the vendor.

8. Food waste buckets shall be washed and returned to the vendor by the collector themselves; i.e. local pig farmer or UOG EcoFeeds Program.

Collected food waste is donated directly to either UOG's EcoFeeds Program where it is converted to livestock pellet feed for research purposes or local pig farmer.

OTHER RECYCABLES

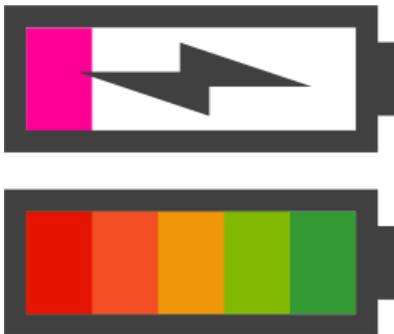
Recycling Metal Cans

Quite often metal cans get mistaken for aluminum cans. To determine that the can is metal, simply squeeze it. If it is hard to squeeze, chances are that it is not aluminum, just like the Mr. Brown coffee cans. Unfortunately, metals are not recycled on campus, however, you should take it home and dispose of it in your curbside recycling bin. Other metal cans include empty can foods, loose metal parts from equipment, etc...



Batteries and other hazardous materials

Batteries from your various electronic devices and other hazardous materials **SHOULD NEVER** be thrown in the trash. Your used batteries can be properly disposed at Guam Solid Waste Authority's Hazardous Waste Facility located in Harmon.



For more information on GCC's recycling initiatives please contact

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