

Waste diversion involves looking beyond recycling to preventing waste before it is generated in your everyday job and activities. Check out these ideas on how to contribute to PSC's sustainability effort.

## Reduce

- Print or copy double-sided.
- Send electronic copies of documents, flyers, and memos whenever possible.
- Buy in bulk to reduce packaging waste.
- Pack your lunch in reusable containers and carry a reusable bag or lunchbox.

*If you use five fewer sheets of paper per day, you save 1,250 sheets per year. That's more than two reams per year!*

We invite all PSC employees, students, and alumni to join this important effort.



## Reuse



- Save singled-sided paper; do not throw it away! Bring these sheets to Institutional Support Services to make scratch paper pads.
- Use a reusable mug or water bottle whenever possible.
- If you get takeout, use your own reusable utensils.

*If you use a reusable mug or cup three days a week, you save 150 disposable cups per year.*

## Get Involved!

Want to get involved with the PSC Sustainability Task Force? Visit **Get Involved** on the PSC Sustainability Web site: [prairiestate.edu/sustainability](http://prairiestate.edu/sustainability). Find more waste reduction and other green tips in the **Green Tips** section. Questions or ideas, contact Beth Koprowski at ext. 7950 or [ekoprowski@prairiestate.edu](mailto:ekoprowski@prairiestate.edu).

## Waste Diversion at Prairie State College



# Be the solution.



## How Much Waste Does PSC Generate?

The most recent audit revealed that the College generates 73.2 tons of waste per year; only 18.2 tons of this waste is recycled. This equals a waste diversion rate of 25%, which we can improve. Paper makes up a significant portion of our waste.

## PSC's Recycling Statement

In compliance with Illinois Public Act 86-1363, the Board of Trustees supports a waste reduction program for PSC, which includes source reduction, recycling, and the purchasing of products with recycled content. Faculty, staff, and students of the College are expected to comply with this program.

## A small change makes a big impact.

Small actions everyday add up. Learn simple steps you can take to assist PSC's sustainability effort:

- Reduce
- Reuse
- Recycle!



# Recycle

## How Do I Recycle at PSC?

The College has a two-bin system for recycling, allowing for the commingling of all recyclable items. Bins are located around campus. Desk-sized bins are available to staff; please submit a work order to request one. **Employees can put all acceptable materials listed below in their deskside bins, making it simple to recycle!**



### Acceptable

#### Paper/Other Fibers

- white/colored paper\*
- glossy paper
- envelopes
- newspaper
- cardboard\*
- boxboard\*
- magazines
- junk mail
- post-it notes
- paper bags
- telephone books
- file folders

#### Plastic Containers through and

- water bottles
- pop bottles
- milk and juice jugs
- yogurt cups
- ketchup bottles
- margarine/butter tubs
- household cleaner bottles
- trays from frozen meals, as long as they are rinsed clean

#### Tin and Aluminum Cans

- pop cans
- soup cans

#### Glass Bottles and Jars

- clear and colored glass bottles and jars

**\*Please note:** Staples are acceptable. Cardboard can be commingled with the rest of the recyclables or placed beside a recycling bin. Boxes should be broken down.

**Confidential papers** can be recycled in the paper shredder in the Mail Room and the Shark Shredding bins. The shredder is self-serve—confidential documents such as tests, student records, and personnel information should be shredded.

### Not Acceptable

#### Paper/Other Fibers

- carbon paper
- self-stick labels
- gum/candy wrappers
- tissue paper
- waxed paper
- paper cups
- paper towels

#### Plastic Containers

- take-out containers
- styrofoam
- packing peanuts
- CD/DVD covers, etc.

#### Tin and Aluminum Cans

- aerosol cans
- foil

#### Glass Bottles and Jars

- flat glass
- light bulbs
- dinnerware
- ceramics
- Pyrex

- film plastic such as plastic bags, Saran Wrap, etc.
- plastic silverware

