

**UMCES Appalachian Laboratory  
301 Braddock Road  
Frostburg, Maryland, 21532**

**Agency Recycling Plan**

*History*

Effective since 1988, Environment Article § 9-1706 (a) of the Annotated Code of Maryland states that, “The Office of Recycling, in cooperation with the Department of General Services and other State agencies, shall develop a recycling plan that reduces by recycling the amount of the solid waste stream generated for disposal by the State government by at least 20 percent or to an amount that is determined practical and economically feasible, but in no case may the amount to be recycled be less than 10 percent.”

Amended in 2009, Environment Article § 9-1706 (b) and (c) of the Annotated Code of Maryland state that, “By July 1, 2010, the recycling plan under subsection (a) of this section shall include a system for recycling aluminum, glass, paper, and plastic generated for disposal by the State government, including the placement of collection bins in State-owned or State-operated office buildings in locations in the State where it is determined to be practical and economically feasible. By January 1, 2012, each State agency and unit of State government shall implement the recycling plan required under this section.”

*Summary*

- 1) The Appalachian Laboratory’s plan has been in place and developing since 2002; prior to that our recyclable materials were combined with Frostburg State University.
- 2) Our program makes provisions for recycling the required glass, plastic (1&2), aluminum and paper to be in compliance with Article§ 9-1706 (b) and (c). Additionally our program also includes mixed cans, cardboard, batteries, lamps, books, toner, white goods, and electronics.
- 3) Bins were purchased and are in place in multiple locations throughout the facility for easy and obvious collection of recyclable materials.
- 4) The Appalachian Laboratory reports recycling activities and totals annually to MDE’s Recycling Coordinator via the All StAR Recycling Report Form. Additionally, AL reports these totals to the Allegany County Government as part of their reporting requirements.
- 5) Recycling at the lab is promoted through signage, online postings, dedicated information boards, Bi-annual Open Houses and other public events.
- 6) The plan is updated as necessary to keep with State and County Policies regarding recycling.

*Implementation*

Following are the details of the current Recycling Program that has been implemented at the University of Maryland Center For Environmental Science Appalachian Laboratory. This program serves to educate and promote recycling throughout the facility.

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**Recycling Program**  
**Recycling Coordinators: Barbara Jenkins & Kristen Harper**

Here are some general reminders for recycling to keep our program working efficiently. Thanks for your cooperation in making the program a success. If you have any questions, please contact Barb at x7115 or Kristen at x7104.

- 1) To avoid odors and critters, **please rinse the cans, glass bottles and plastic bottles** before placing them in the bins.
- 2) Please do not mix recyclables or place trash in the bins. This is very important, as these must be sorted before they can be taken to the recycling center or they have to be discarded, as they will contaminate the entire bin.
- 3) Blue bins **are not GARBAGE CANS!**
- 4) Recyclable material bins (blue bins) are located on each floor of the lab and in the Administration area for the most common recyclables – paper, magazines, plastics 1 & 2, cans, cardboard/paperboard, and batteries.
- 5) These bins are for recyclables that are created or used in the lab. Although we encourage recycling at home as well as at work, we cannot be a drop-off site for home recyclables. This skews our recycling rate and increases the manpower needed to take items to the recycling center.

**The following materials at AL have recycling bins located on each floor of the lab for easy placement of recyclables:**

### **Plastics 1 and 2**

*Please remove the lids from all bottles and jugs and discard before placing in the recycling bin - the lids are not recyclable.* [Allegany County](#) accepts all plastic identified as either 1 or 2.

1 and 2 plastics are deposited into different recycling bins—keep them separate!

Examples of Plastics accepted: Consumable Plastics: juice, soda, and water bottles, condiment bottles, cooking oil jugs; Personal Care Plastics: shampoo, conditioner, mouthwash, body wash, lotion Household Plastics: bleach, detergents, fabric softener, household cleaners

Plastics not accepted: Do not include plastic containers manufactured to hold poisonous or toxic substances; plastic containers identified by #3, #4, #5, #6, or #7.

### **Aluminum Cans**

These should be rinsed before placing in the bins. Aluminum cans are recycled separately from mixed metal cans. These are collected on a regular basis and taken to the [Allegany County](#) recycling center.

### **Batteries**

Bins are available for both alkaline and rechargeable batteries. These are collected and shipped as necessary for recycling. Rechargeables are recycled through the [Call2Recycle](#) Program and Alkalines are recycled through the [At Battery Company](#) or the [Allegany County](#) recycling center.

## Cardboard and Paperboard

**Corrugated cardboard** is two heavy layers of cardboard with a ribbed middle section/waffle layer: pizza boxes, cardboard shipping cases, etc. Labels, staples, and tape are acceptable on corrugated cardboard. Cardboard is collected on a regular basis and taken to the [Allegany County](#) recycling center.

**Paperboard** is flat, i.e. cereal boxes, 6 pack beverage cartons, tablet backs, cardboard tubes, etc. Kraft envelopes include the goldenrod or brown literature envelopes usually 8 1/5 x 11 or 9 x 12 sizes and CAN be recycled with the cardboard/paperboard through the [Allegany County](#) Recycling Program.

**Kraft Envelopes, Market Bags, brown shipping wrap, manila file folders** - [Allegany County](#) has a new market for cardboard that now allows all Kraft envelopes (brown and goldenrod), brown paper market bags, brown shipping paper/wrap and manila file folders to be recycled with the cardboard and paperboard. No padded or bubble wrap envelopes.

**Do not recycle cardboard or paperboard with a waxy finish or food residues.** Remove all packing materials from cardboard/paperboard boxes – no bubble wrap, no plastic wrap, no Styrofoam, no Styrofoam peanuts, no wax paper, etc

## Magazines and Catalogs

Magazines are to be deposited in recycling bins marked magazines. Glossy paper catalogs are considered magazines and can be placed in the magazine recycling bins. These are collected on a regular basis and taken to the [Allegany County](#) recycling center.

**Mixed Office Paper** - DO recycle with office paper: Notebook paper, Photocopy paper (white & color), Memos, Computer paper (white & color), Envelopes (window/non window), Post –it notes, Letterhead, Green bar paper, Tablet Paper, Junk Mail No need to remove staples - Paper may be shredded or in sheets-Bags of shredded paper may be placed in this bin.

DO NOT recycle with office paper: Manila Folders, Kraft Envelopes, Construction Paper, Magazines, Glossy Paper, Glossy Inserts, Cardboard/Paperboard, Newspaper, Food/candy wrappers, Paper plates, Paper cups, Paper towels, Carbon paper. Mixed paper is collected on a regular basis and taken to the [Allegany County](#) recycling center.

**The following materials have recycling bins located in specific areas for convenience rinsing or for special collections:**

### **Glass – Kitchen Only** - *Special Note for glass.*

Clear, brown or green, glass bottles and jars can be recycled. Any recyclable glass generated or used at the lab **should be rinsed** and placed in the glass-recycling container located on the first floor – in the kitchen. All glass is collected and taken to the [Allegany County](#) Recycling Center.

Do not place drinking glasses, window glass, blue or yellow glass, automobile glass, plate glass, light bulbs, or any ceramics in the glass bin.

Laboratory glassware is non-recyclable and is currently collected in safety - lined containers and properly disposed of.

### **Steel and Mixed Metal Food Cans – Kitchen Only**

Labels and lids are acceptable on metal cans. Any recyclable cans generated or used at the lab **should be rinsed** and placed in the mixed can recycling container located on the first floor – in the kitchen. EMPTY aerosol cans may be included with the mixed cans. These are collected on a regular basis and taken to the [Allegany County](#) recycling center.

### **Telephone Books – Admin Suite**

[Allegany County](#) has a special collection of telephone books each spring or a few may be recycled with the newspaper. Many schools participate in the annual contest to recycle telephone books. We have a special collection for office phone books and a bin/box is located in the Admin Suite to collect them.

**The following items are also recycled from the Lab, however individual bins are not available for these due to the special nature of the items. These are collected separately when replaced and recycled as necessary Please see the Barb Jenkins or Stacy Cutter with any questions on the following recyclables:**

### **Toner and Ink Jet Cartridges**

These are collected separately and shipped out as necessary for recycling through Xerox or Office Products Stores that accept used cartridges for recycling.

### **Fluorescent light tubes and Compact fluorescent lamps**

These recycled through [Air Cycle Corporation](#). For safety reasons, the lamp recycling boxes are kept in the Maintenance area and filled by maintenance personnel as the lamps are replaced. Full boxes are shipped to the company for recycling as needed.

### **Appliances / white goods**

These are collected separately taken to the [Allegany County](#) Recycling Center as necessary.

### **Electronic equipment**

Computers, monitors, telephones, televisions, cell phones, etc. – these are collected and recycled at special collection events each year hosted by the [Allegany County](#) Recycling Center. This is usually based on a cost per pound but varies from year to year which items are subject to the cost.