19 February 2007 (updated from original dated 11 July 2002 and 14 April 2006)

MEMORANDUM FOR:  TO WHOM IT MAY CONCERN

FROM:  Dale Morris, Solid Waste Coordinator

SUBJECT:  CONFIDENTIAL DOCUMENTS AND THE UF RECYCLING PROGRAM

Since 1989 the University as an entity (including Shands Hospital, UF Physicians, UF Foundation, the Registrar, Finance, and all other UF and tenant activities) has used our recycling program as a mechanism for assuring the economic removal and destruction of confidential documents and records. The objective was to 1) minimize potential for erroneous mis-handling, 2) to assure proper service for both large and small generators, and 3) to save approximately $200,000 + annually in the cost of owning and operating shredding devices.

In point of fact, UF’s paper recycling program is an outgrowth of our confidential document destruction program and was specifically set up to obtain economic document destruction services for all campus generating activities. Integrating document destruction with recycling reduces costs (about $0.02/lb versus $0.12-0.26/lb), reduces the chances of accidental disclosures due to improper disposal in waste baskets, and reduces our environmental footprint.

All office paper collected from within UF buildings on and near our main campus (including tenant activity facilities like Shands, the UF Foundation, UAA facilities, etc.) is contractually required to be secured from unauthorized access during collection, processing, storage, and transport until finally destroyed by pulping at a paper mill. This practice is State-approved and has been used by UF without incident since 1986.

All office paper removed from UF buildings (exclusive of newspapers, magazines, journals, phone books and packaging materials) is processed as if it were confidential. The University remains responsible for security until turned over to our contractor, after which the contractor becomes liable. In general, this means clients need to control the material prior to surrender to the recycling contractor’s crews. Depending on volume, offices handle this in various ways: 1) by having the contractor-serviced recycle bin within their own office area, under surveillance; 2) by consolidating confidential material to a central departmental bin in a secure office; 3) by using a central secure storage room or closet; or 4) by accumulating the material until it amounts to 2-3 boxes equivalent and then requesting a special direct pickup. Some large client activities use a combination of all four options (e.g., at the Health Center and Criser Building).

UF pays for collections by volume (bin or equivalent) and frequency of service. All prices are predicated on the material being processed as confidential. When an activity chooses to shred internally, it increases both internal costs and external collection costs: shredded material occupies
many times more volume (bins) than it would as stacked flat sheets. As a tax-funded activity, the Solid Waste Management Office will not knowingly pay to have pre-shredded material collected and re-shredded. Our contractor is directed to NOT COLLECT pre-shredded paper.

IF YOUR ACTIVITY DOES CHOOSE TO DO ITS OWN SHREDDING, PLEASE PUT THE RESULTING SHREDDED PAPER IN ONE OF UF’S 100+ EXTERIOR PAPER RECYCLING DUMPSTERS. THESE BULK CONTAINERS ARE FOR MATERIALS NOT REQUIRING CONFIDENTIAL HANDLING AND ARE PROCESSED AT MUCH LOWER COST BY UF STAFF COLLECTION CREWS.

A map showing the locations of our paper/cardboard recycling dumpsters is available at our web site: http://www.ppd.ufl.edu/groundsrefuserecycle.htm

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