



Sisters of Charity of Leavenworth Health System

Title: Environmental Stewardship - Recycling

Section: Administrative Effective Date: 02/09

Number: 597 Last Review Date: New

Pages: 2 Next Review Date: 02/11

Contact group: Environmental Stewardship Committee

Approval: _____
VP Mission Integration

PURPOSE: Define policies for recycling at St. Vincent Healthcare

POLICY:

Our Life's Calling for Environmental Stewardship is defined by:

- Scripture
- Catholic social teachings
- St. Vincent Healthcare's mission and core value of Stewardship
- St. Vincent Healthcare's commitment to healing
- The Catholic Health Association's call to environmental responsibility

Environmental Stewardship is a commitment to enhance ecological and environmental awareness by working to return to the earth what has been given to us. Environmental stewardship is further defined as:

- A God-centered and Sacramental view of the universe, grounding human accountability for the fate of the earth
- A consistent respect for human life, extending respect for all creation
- A world view affirming the ethical significance of global interdependence and the common good
- An ethics of solidarity promoting cooperation and a just structure of sharing in the world community
- An understanding of the universal purpose of created things, requiring equitable use of the earth's resources

It is the responsibility of all employees at SVH to participate in Environmental Stewardship efforts, including but not limited to recycling and reuse.

Employees are expected to comply with procedures and protocols published by the Environmental Stewardship Committee.

GUIDELINES:

Material for Recycling / Re-use	Processes and Procedures for Collection / Recycling / Re-use
Aluminum (Cans, Scrap)	Collect in your department using provided containers.
Cardboard	Break down cardboard in your departments / clinics then place in collection bin in utility room
Cell phones	Send to Foster Grandparent Program
DVD's / CD's	Send to Foster Grandparent Program
Electronics / E-Waste	Send a service request to Clinical Engineering or contact Information Systems 237-4321
Inkjet cartridges for inkjet printers	Send to Foster Grandparent Program
Medical Supplies / Expired in Surgery	Place in Sterilmed collection container
Medical Supplies / Expired or Opened and not used - outside of Surgery	Contact Kim Rees 237-3684

Material for Recycling / Re-use	Processes and Procedures for Collection / Recycling / Re-use
Newspapers	Collect in your department using provided containers, a collection container is also located in the cafeteria
Paper <ul style="list-style-type: none"> • Office Paper • Magazines • Catalogues • Phone Books • Junk Mail (no product samples, credit cards, etc.) 	Collect in your department, then transport to the dock and place on collection cart – <u>must NOT contain any protected health information (PHI). Waste that contains PHI must be disposed of in a designated shredding container in your department / clinic or in a waste can lined w/ a black (dark gray) liner.</u>
Printer/Toner Cartridges	Deliver to Distribution Warehouse – 1 Donnelly
Re-chargeable Batteries	Send a Service Request to Environmental Services
Steel/Tin/Scrap Iron	Send a Service Request to Facility Services
Surplus furniture, medical and office supplies, etc.	Contact John DeBoo 237-3451