

Entering Recycling Bins as Equipment

As of November 2009, Recycling & Sustainability began distributing 20"x20"x34" perforated steel recycling bins to select indoor locations on campus. The bins are manufactured by Rubbermaid and have specialized hinged tops for receiving various types of waste. The bins are typically deployed in sets of two, three or four, featuring separate compartments for aluminum, plastic, paper, and trash collection. Recycling & Sustainability is responsible for trouble calls, inspections and other service requests pertaining to these recycling bins.

What you need to know:

- a. Recycling & Sustainability receives, distributes and maintains the bins. Equipment records for the bins are manually created in FAMIS or programmatically loaded by Information Management (IM). Adding bins to the FAMIS equipment inventory and tagging them is an ongoing procedure and should not impede bin deployment. The spreadsheet mentioned below can be created and sent to IM after the bins are distributed.

PROCEDURE

1. Upon receipt of a bin shipment, the Indoor Recycling Program Coordinator completes the [EQUIPMENT_FORM_TEMPLATE.xlsx](#) and emails it to worqs@austin.utexas.edu for entry into FAMIS.

Figure 1 – Example EQUIPMENT_FORM_TEMPLATE

	A	B	C	D	E	F	G
1	Table Column	E.EQUIPMENT_NO	E.NOMENCLATURE	E.PARENT	E.MFR	E.MFR_PART_NO	E.MODEL
2	Data Type	TEXT		LOVs	LOVs	TEXT	TEXT
3	Required?	Yes		No	No	No	No
5	Field Name	Nomenclature		Parent	Manufacturer	Mfr. Part No.	Model
6	Sample Entry	FAN SUPPLY 003 AHU-3B		EQ100003	ARMSTRONG	AH-0897456	BRG036024

- a) Once the records are uploaded or manually entered into FAMIS, the WORQS Manager returns the spreadsheet to the Indoor Recycling Program Coordinator with the FAMIS equipment numbers included.
- b) After receiving the updated spreadsheet, the Recycling Program Coordinator orders equipment labels for the bins that have been added to inventory.
- c) The Recycling Program Coordinator works with the Recycling & Sustainability crew to label the bins in the field. Equipment labels are placed on the wall-facing side of the bins, at the top where the number may be read when the bin is pulled slightly away from wall.
- d) Once deployed and labeled, the bins are monitored for cleanliness and good condition by the Recycling & Sustainability staff.
 - i) If needed, the Indoor Recycling Program Coordinator creates trouble tickets in WORQS to be assigned to the Recycling & Sustainability Crew.