**DOs**
- CDs, VHS tapes
- External drives, cables
- Floppy disks, Zip disks
- Mice, keyboards
- PDAs, phones, Blackberries
- CRTs, CPUs
- Fax machines, copiers
- Laptops, printers
- Microwaves
- Televisions, stereos
- VCRs, DVD players
- Toner cartridges

**DON'Ts**
- Do not abandon electronics

**HOW TOs**
- Request pickup of eWaste or large amounts of TechnoCycle through Atlas¹
- TechnoCycle bins are located in Distributed Mail Centers (DMCs)
- Place toner cartridges in their box and next to Technocycle bins
- Erase data from your hard drive and deactivate hardware before recycling them

**DOs**
- All batteries

**DON'Ts**
- State and federal laws prohibit the disposal of mercury-containing batteries in the trash

**HOW TOs**
- Tape battery terminals
- Battery disposal bins are located in DMCs, all residence halls, 32-first floor, NE49-2100, E19-107, 56-068, N52-496, and W20-basement

**DOs**
- All light bulbs that contain mercury: Fluorescent, Compact Fluorescent (CFL), and Ultraviolet (UV)

**DON'Ts**
- Incandescent and Light Emitting Diodes (LED) light bulbs (contain no mercury)
- State and federal laws prohibit the disposal of mercury-containing light bulbs in the trash

**HOW TOs**
- To replace light bulbs or to request a light bulb pickup, submit a request through Atlas¹

**DOs**
- Corrugated and un-corrugated cardboard boxes
- Large chipboard
- Paperboard boxes
- Plastic bags, shrink wrap, bubble wrap, and clean plastic wrap

**DON'Ts**
- Wax-coated boxes
- Frozen food boxes
- Boxes that have been soaked by food waste
- Styrofoam shipping products—packing peanuts may be mailed to “Mail Services Packing Peanuts Reuse Program, WW15”

**HOW TOs**
- Flatten boxes and put with daily recycling
- Plastic bags, shrink wrap, bubble wrap, and clean plastic wrap can be placed in plastic bag bins in 32-first floor or mailed to “Plastic Bags, WW15”
- Request a special pickup through Atlas¹

**DOs**
- Clean aluminum foil
- Glass and plastic chemical bottles
- Metal cans used in shipping
- Pipette tip boxes and components (#1 thru 7)
- Cardboard
- White goods (refrigerators, air conditioners, large pieces of lab equipment)
- All light bulbs that contain mercury: Fluorescent, Compact Fluorescent (CFL), and Ultraviolet (UV)

**DON'Ts**
- Pyrex, ceramic items, and broken glass
- Ice packs—contact vendor about their take-back program
- Pipette tip boxes and components (without #1-7) should be reused through a vendor take-back program

**HOW TOs**
- Glass and plastic chemical bottles should be rinsed and odor-free. Deface the label, remove the cap and place in recycling bin.
- Decontaminate pipette items by spraying with ethanol solution
- White goods—follow the EHS Deactivating and Decommissioning Equipment SOP and work with the MIT Property Office before scheduling a pickup
- Place light bulbs in the SAA and request removal using the Hazardous Waste pickup form²

---

¹ Campus tab in Atlas: https://atlas.mit.edu/atlas
² IS&T’s recommendations for erasing data: ist.mit.edu/media-sanitizing
³ EHS Hazardous Waste Pickup Form: ehs.mit.edu/site/content/chemical-waste-collection-form
⁴ Items with an MIT sticker must be deactivated by the Property Office: 617-258-8475

---

**Why Recycle?**

When you dispose of materials properly, you support the environment and keep MIT on the path of sustainability.