DOs, DON'Ts and HOW TOs of RECYCLING

SINGLE STREAM RECYCLING

EXAMPLES

DOs
» Plastics (#1 thru 7)
» Steel and aluminum cans
» Aluminum foil
» Glass bottles (any color)
» Aseptic containers (e.g., soy milk container, drink boxes)
» Wax cartons
» Brown paper bags
» Catalogues, brochures
» Cereal boxes
» Manila envelopes
» Hanging file folders
» Newspaper (inserts OK)
» Phonebooks
» Shredded paper
» Pizza boxes

DON'Ts
» Napkins
» Plastic coated papers
» Candy wrappers
» Frozen food boxes
» Wax coated cups
» Plastic bags (see below)
» Styrofoam
» NO FOOD RESIDUE

HOW TOs
» Empty drink containers
» Empty and wipe food containers clean
» No need to remove staples, clips or tape before recycling
» Use desk-side or hallway bins
» Request complimentary desk-side bins through SAPweb
» Request bins and pickup for events through SAPweb
» Shred paper files with sensitive data1

TECHNOCYCLE, E WASTE, BATTERIES, AND LIGHT BULBS

EXAMPLES

DOs
» Toner cartridges
TechnoCycle:
» CDs, VHS tapes
» External drives, cables
» Floppy disks, Zip disks
» Mice, keyboards
» PDA phones, Blackberries
eWaste:
» CRTs, CPUs
» Fax machines, copiers
» Laptops, printers
» Microwaves
» Televisions, stereos
» VCRs, DVD players
Batteries:
» All batteries
Light bulbs:
» All light bulbs that contain mercury: Fluorescent, Compact Fluorescent (CFL), and Ultraviolet (UV)

DON'Ts
» Do not abandon electronics
» Incandescent and Light Emitting Diodes (LED) light bulbs (contain no mercury)
» State and federal laws prohibit the disposal of mercury-containing light bulbs and batteries in the trash

HOW TOs
» Toner cartridge bins and TechnoCycle bins are located in Distributed Mail Centers (DMCs)
» Request pickup of eWaste through SAPweb
» Erase data from your hard drive3 and deactivate hardware4 before recycling them
» Battery disposal bins are located in DMCs, all residence halls, W20-Lobby, 32-Lobby, NE49-2100, E19-107, 56-068 and NS2-496. Tape battery terminals.
» To replace light bulbs or to request a light bulb pickup, submit a request through SAPweb4 under the section Repairs

CARDBOARD, PACKAGING MATERIALS, AND PLASTIC BAGS

EXAMPLES

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 or mailed to “Plastic Bags, NW62”
» Request a special pickup through SAPweb

LAB SPECIFIC

EXAMPLES

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 or request removal using the Hazardous Waste pickup form2

For questions about lab waste disposal and recycling: Environment, Health and Safety Office 617-452-3477

1 Building Services tab in SAPweb: web.mit.edu/sapweb/PS1/facilities_home.shtml
2 EHS Hazardous Waste Pickup Form: ehs.mit.edu/site/content/chemical-waste-collection-form
3 S&Ts recommendations for erasing data: mit.edu/media-sanitizing
4 Items with an MIT sticker must be deactivated by the Property Office: 617-258-8475