

# DOs, DON'Ts and HOW TOs of RECYCLING

## SINGLE STREAM RECYCLING

### EXAMPLES



### DOs

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

### DON'Ts

- » Pizza boxes (oil residue contaminates paper recycling)
- » 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<sup>1</sup>
- » Request bins and pickup for events through SAPweb



Desk-side bin



Slim-jim bin

## TECHNOCYCLE, EWASTE, BATTERIES, AND LIGHT BULBS

### EXAMPLES



### DOs

- » Toner cartridges
- TechnoCycle:**
- » CDs, VHS tapes
  - » External drives, cables
  - » Floppy disks, Zip disks
  - » Mice, keyboards
  - » PDAs, 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** or large amounts of **TechnoCycle** through SAPweb<sup>1</sup>—pickup of items under 50 lbs. is free
- » **Battery** disposal bins are located in DMCs, all residence halls, Stratton Student Center, 1st floor; Stata Center, 1st floor; Facilities, NE49-2100; Facilities Stockroom, E19-107; VWR Stockroom, 56-068; and the EHS Office, N52-496. Tape battery terminals.
- » To replace **light bulbs** or to request pickup of light bulbs, submit a request through SAPweb<sup>1</sup> under the section Repairs



TechnoCycle bins are located in DMCs.

## 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

- » Boxes covered in tape
- » 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<sup>1</sup>



Plastic bags bin are located in lobbies of Buildings W20 and 32.

## 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<sup>1</sup>
- » Place light bulbs in the SAA and request removal using the Hazardous Waste pickup form<sup>2</sup>

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

**MIT** Department of FACILITIES



<sup>1</sup> Building Services tab in SAPweb [http://web.mit.edu/sapweb/PS1/facilities\\_home.shtml](http://web.mit.edu/sapweb/PS1/facilities_home.shtml)  
<sup>2</sup> EHS Hazardous Waste Pickup Form [http://web.mit.edu/environment/ehs/chem\\_collection.html](http://web.mit.edu/environment/ehs/chem_collection.html)