



Recycling & Solid Waste Guidelines

For Dining and Vendor Facilities in the Stratton Student Center

Commingled Containers and Paper Recycling Procedures

1. Tie off bags—this prevents littering and keeps the totes clean
2. Place bags in totes on the loading dock

Cardboard Box Recycling Procedures

1. Remove any packing materials or plastic covering
Packing materials and plastic must be placed in the trash compactor
2. Break down boxes
3. Place flattened boxes in the baler
4. When the baler hopper is full, close the front gate
5. Press the green button
6. If there is a full bale, tie off with baling wire and eject the bale

Trash Procedures

1. Tie off bags
2. If bag is leaking, double bag
This prevents the dock surface from becoming smelly and slippery
3. Place bags in the compactor hopper
4. No cardboard boxes in the trash! Not only are you required to recycle as part of MIT, it prevents the trash compactor from overflowing
5. Compact your trash after every trip to the compactor
6. Press the green button on the compactor electrical panel
7. The compactor is full when the dial reads 2000psi

Recycling Contamination Guidelines

Cardboard Boxes

- » If a cardboard box is wet from food waste, it is considered contaminated.
- » If a cardboard box has trash in it, the cardboard box is not considered contaminated. Dump the trash out into a bag or into the compactor and flatten the box for recycling.

For more ways you can **recycle**, **reduce**, **reuse**, **repurchase**, and **rethink** visit our website: <http://web.mit.edu/facilities/environmental/recycling.html> or contact us at X3-6360, or recycling@mit.edu.