

The MONTHLY BALE



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April/May 2005

An informative and inspirational bimonthly newsletter from the Working Group Recycling Committee to MIT Recycling Ambassadors, colleagues, and the MIT community
Bale = a compacted and bound cube of recycled materials

Welcome to the reducing waste issue of The Monthly Bale. As we “go to press,” the UN celebrates World Water Day. Imagine how much water, energy, and resources it takes to fashion virgin copy paper from a tree in the forest. This process includes logging, trucking the logs, watering down the log piles in the lumberyard daily, pulping, bleaching, manufacturing, and distribution. *Reducing the amount of goods we purchase, and therefore manufacture, as well as purchasing products made from recycled materials, saves not only natural resources but also water, environmental degradation, erosion, pollution of our water supply, and landfill space.* A commitment to buy more products made with recycled materials is a perfect Earth Day resolution. The Working Group Recycling Committee invites you to celebrate the Earth and MIT’s many environmental options at our Earth Day Celebration at the Stata Center on Thursday April 28. See page 3 for more information.

Making new products out of recycled material creates a demand for the items we recycle, keeping them out of the landfill or incinerator and reducing the overall waste we create. Purchasing remanufactured or refilled inkjet and toner cartridges, office supplies made with recycled content, and high-quality recycled copy paper has become an easy and cost effective way to reduce waste. The quality and availability of products has greatly increased in the past few years. In this issue we offer tips for green purchasing, working green @ MIT, and MIT-specific tips for reducing the amount of waste we send to the landfill.

What does it take to reduce the amount we voluntarily and involuntarily bring into our environment? Some examples of reducing are: taking responsibility for the packing materials we receive by reusing or recycling them and encouraging vendors to reuse and reduce packaging, avoiding impulse or cheap purchases, bringing our own bags to the grocery store, and reducing the amount of publications and materials we create. Imagine how much waste we could avoid if MIT editors, publishers, offices, and organizations reduced their publication volume by 10%, wrote Kyle Rohm, Manager of Custodial Services. Kyle sees firsthand how many boxes upon boxes of MIT publications get recycled instead of read or even opened each year. If we as individuals and as a community can take small steps and adopt just one greener habit today, or this week, or this shopping trip, we can gradually decrease the amount of trash headed for the incinerator or the landfill.

Environmentally Preferable Purchasing

Making every office an “Office for the Environment”

“Careful attention to the use of recycled, non-toxic, energy efficient and reusable office supplies can reduce the environmental footprint of your office.”

Likely, you’ve heard this idea before; but how many of you really believe it? How many people need “proof” or more information before they believe the saying “Think globally – Act locally” or believe that they can really make a difference in this big world?

According to customer research undertaken by Office Depot, as many as 65% of the people in businesses, government institutions, universities and colleges that are engaged in environmental issues fall into the customer segment known as “Passive Environmental Organizations.”

‘Passive Environmental Organizations’ are engaged on environmental issues and recycle, but have limited environmental awareness when it comes to office products, and frequently require proof that by acting locally, they can make a difference,” explains Tyler Elm, Office Depot’s Director of Environmental Affairs.

Passive environmental customers are often autonomous, decentralized organizations, with each department or site location structured as independently run operation. “Universities...often fall into this category,” continues Elm. “They are engaged on environmental issues, but they lack top-down guidelines to promote environmental purchasing throughout the entire institution. Furthermore, purchasing and procurement decisions are commonly invisible to executive management, and there are often no incentives for people to embrace environmentally preferable purchasing.” However, MIT is in a different category.

Indeed, approximately 19% of the office products purchased by MIT under the Office Depot contract during 2003 contained recycled materials, a leadership position according to Elm, and one that was bolstered in 2004 when the University increased its purchasing of recycled products yet again to 21% of products sold containing recycled materials.

“MIT is addressing some of the common issues faced by universities and colleges when it seeks continuous improvement in greening their supply chain”, explained Office Depot’s Elm. “For example, we are quantifying the environmental benefits of green purchases made by the

university, and distributing our Green Book Catalog of environmentally preferable office products to administrative and support staff.”

Tracking the purchase of some of the high-profile environmentally preferable office products and quantifying the environmental benefits of those purchases over time addresses the need for “proof” that acting locally can have a positive affect on the environment, and reinforces the idea that individuals can make a difference. To illustrate his point, Elm presented the environmental benefits that resulted from MIT’s purchase of recycled content copy and print paper and remanufactured ink and toner cartridges during 2004.

According to Elm, compared with the use of standard copy paper, the estimated environmental benefits of MIT’s use of recycled content paper during 2004 included the:

- Conservation of 1,837 fully grown trees
- Conservation of enough energy to power 1,286 homes for a year
- Prevention of 160,000 pounds of greenhouse gas emissions
- Prevention of 82,800 pounds of solid waste, and
- Prevention of more than 1.5 million gallons of wastewater.

“These are real, quantifiable differences that affect the air we breathe, the water we drink and the land we live on,” Elm states. “And there are similar data on the environmental benefits of using remanufactured ink and toner cartridges.

THE MONTHLY BALE

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For more information about the Working Group Recycling Committee, visit <http://web.mit.edu/wgrecycling/index.shtml>

For more information about the Recycling Ambassadors Plus Program, visit http://web.mit.edu/wgrecycling/ambassadors_plus.shtml

Did you know that each laser printer cartridge, on average, consists of approximately 2 1/2 pounds of plastic along with steel, aluminum and rubber, and that recycling and using a remanufactured cartridge conserves approximately three quarts of petroleum – the energy used to power the manufacturing process that converts oil and natural gas to plastic? Using remanufactured ink and toner cartridges keeps this stuff out of our landfills and reduces society's need for energy." During 2004, MIT's use of Office Depot brand, remanufactured ink and toner recycling program benefited the environment by:

- Conserving approximately 65,000 kilowatt-hours of electricity – enough to power 10 average homes for a year and the conservation of approximately 221 million BTUs of heat – the process energy required to manufacture the plastic cartridges, and
- Conserving the equivalent of more than a thousand gallons of oil in the form of embedded energy – the energy related to the oil and natural gas resources embedded within the cartridges' styrene resin shells themselves.

MIT's procurement staff, as well as The Working Group Recycling Committee, has actively engaged Office Depot to help communicate the opportunity to buy green, while also reducing the University's cost of office supplies. The campus-wide distribution of Office Depot's Green Book – the industry's first catalog consisting solely of environmentally preferable products that is printed on elemental chlorine free, 100 percent post consumer waste (PCW) recycled content paper – is one such initiative.

The WGR is continuing to support the efforts of 'environmentally aware' vendors such as Office Depot and the Institute's Purchasing Initiative (that encourages 'green' purchasing), in part, through distribution of the Green Book to the members of the Recycling Ambassadors Plus Program and to other members of the MIT community at our upcoming Earth Day event.

To order a copy of the Green Book Catalog or to learn more about Office Depot and the environment, visit www.officedepot.com/environment.



How to Buy Green @ MIT:

• Office Depot Recycled Products List:

1. Go to **SAPPHIRE** MIT's web interface to SAP: <http://web.mit.edu/sapweb/PS1/index.shtml>
2. Click "Purchasing", and on the drop-down menu, click on "Office Depot"
3. Click on "Place departmental order" and enter your MIT Kerberos password.
4. Enter your MIT delivery address.
5. On the next page there is a left-hand side bar. The last option listed is "My Shopping Lists"
6. The third item listed is "RECYCLED PRODUCTS"
7. Many items made from recycled content are listed here, as well as across the site. If you have a particular item in mind which is not listed on the recycled products list, try performing a search for the item with the word "recycled" after the name of the item.

• Recommended Office Depot products made from recycled materials:

1. **Envirographics** 100% Recycled 8 1/2" x 11", 20# copy paper (case) Office Depot SKU: 371031, \$33.00
2. **Pendaflex® Earthwise®** 100% Recycled Hanging File Folders, Letter Size, Natural, Box Of 25. Exceeds all EPA guidelines for recycled material. Hanging file folders feature 1/5-cut color-matched tabs and blank white inserts. Contains 100% recycled fibers with a minimum of 50% postconsumer recycled material. Office Depot SKU: 938555 \$12.02
3. **Nature Saver** Recycled Paper Clips, #1, Box Of 100. High-quality steel paper clips contain 25% postconsumer recycled metal. Packaging contains 98% postconsumer recycled paper, printed with soybean ink. Made in the U.S.A. Office Depot SKU: 424838 \$0.28
4. **3M Post-it®** Recycled Paper Notes, 3" x 3", Assorted Pastel Colors, Pack Of 12. 100% recycled paper fiber with 30% postconsumer recycled content. Office Depot SKU: 404079 \$11.25
5. **XtraLife®** Nonstick ClearVue D-Ring Binder, 3" Ring White 50% recycled. Great for the environment. Contains 50% postconsumer recycled materials. Xtralife binders are durable, archival, and will not release hazardous materials once disposed. Office Depot SKU: 462850 \$8.06

• Buy local at University Stationery:

University Stationery is an independent, family-owned business that has been serving the MIT community since 1929. Online ordering and next day delivery of over 30,000 items from their online catalog: www.biggestbook.com. They carry remanufactured toner and ink cartridges, as well as recycled paper; pencils, clipboards, even battery-less flashlights!

University Stationery Co.

311 Mass. Ave.
Cambridge, MA
02139-4151

Phone: 617-547-6650, Fax: 617-547-0113

www.britlink.com/university
universitystationery@erols.com

- **Refill (and Reuse)** your empty inkjet cartridges at InkTec Zone and save up to 50%! You read it here first—there is a brand new store in Central Square, just a hop, skip, and a jump from MIT, where one can bring in empty inkjet cartridges and refill them for 50% of the manufacturer's price. Only InkTec inks are used in their refilled and InkTec Zone remanufactured inkjet cartridges and they are 100% compatible with HP, Epson, Dell, Canon and Lexmark printers. The store also carries remanufactured toner cartridges at a fraction of the manufacturers' retail price

InkTec Zone

485 Massachusetts Avenue
Cambridge, MA 02139
617-497-1200

www.inkteczone.us
info@inkteczone.us

- **If unable** to use remanufactured toner or inkjet cartridges, purchase high volume cartridges.
- **Avoid** buying items which you do not really need, and return unwanted items or pass them on to someone else via reuse@mit.edu.
- **Request** that vendors use recycled or reused packaging materials and reuse or recycle packing materials when you receive them. Send clean surplus packing peanuts to the MIT Mail Services Packing Peanuts Reuse Program, WVV15 by placing sealed bags on any Interdepartmental Mailbox. For more information: <http://web.mit.edu/facilities/services/mail/wrapping.html>.
- **Send** retailers and manufacturers a message: buy local, buy organic, avoid impulse shopping, trendy items, and cheap plastic throwaway items. Instead, buy quality, durable goods that won't end up in the landfill in a few weeks or months. For appliance purchases, visit www.

WORKING GROUP RECYCLING COMMITTEE

The mission of the MIT Working Group Recycling Committee is to develop and deliver programs that educate administrative and support staff about recycling, reducing and reusing goods. Efforts include identifying/addressing gaps in staff understanding about recycling as well as gaps in recycling resources and creating ways to increase recycling at MIT.

energystar.gov

- **Avoid** single-serving drinks at home and in the office, save money and materials by buying a larger size and using a glass to drink from.
- **For more on Green Purchasing**, see our Reducing Paper issue at: http://web.mit.edu/wgreycling/docs/monthly_bale/monthlybale_1004.pdf

MIT-Specific Tips for reducing waste:

- Go PlanetTran and reduce emissions!

Use PlanetTran, a shuttle service based exclusively on the hybrid electric/gas Toyota Prius, the most technologically advanced vehicle on the road, for your personal or work-related commuting needs. Zero emissions while idling reduces pollution. Emailed receipts reduce paper waste. Round trips from MIT to Logan Airport are \$64 including tips and tolls, while other transport destinations provide the MIT Community a 15% discount and MIT students receive 25% discount. This reduces overpriced transport while being environmentally conscious. Payment options include cash, credit card, or monthly billing. For further information about PlanetTran, see <http://www.planettran.com/>. For MIT-specific quotes or reservations we suggest you call toll free 877-ECO-TAXI (326-8294) or visit <http://mit.planettran.com/> today.

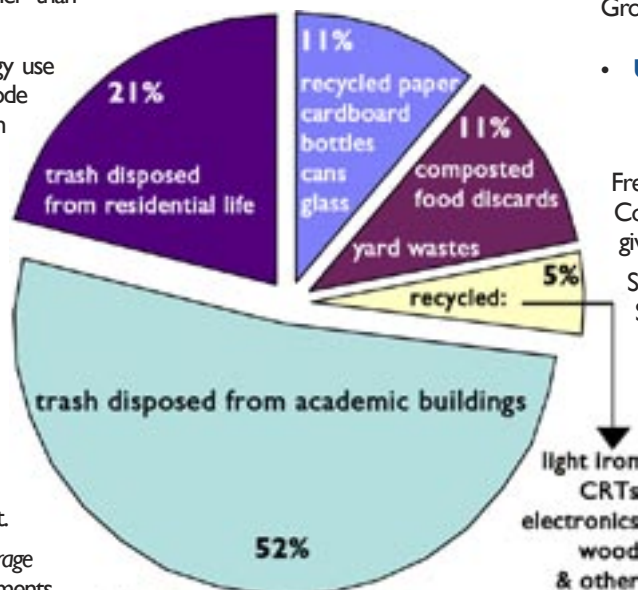
- Ask your caterer to reduce packaging, disposables, and paper products. Reuse surplus supplies rather than buying new ones.
- Green your lunchtime by reducing your use of (non-recyclable) polystyrene (Styrofoam.) When picking up take out, doggie bags, etc., ask for alternatives to polystyrene, such as biodegradable or recyclable containers, or bring a reusable container.
- Reduce waste and green your coffee break by using a reusable coffee mug rather than disposable cups.
- When leaving the office, reduce energy use by setting computers on sleep mode or shut off when possible, and turn printers, copiers, machinery and lights off. Encourage laboratory and staff members to do the same.
- Turn down your thermostat for the night time and weekend office temperatures. If you don't have control over this, don't use an under-desk heater for an office that's uncomfortably cool, use a warm desk lamp instead. It is easier on the electricity, your eyes, your fingers and arms, and it is easier to remember to turn off when you're out.
- The Equipment Exchange and Storage Warehouse offers storage to MIT Departments, and also reuses surplus lab, computer, and office furniture. There is no charge for items that are transferred back on campus. You must arrange

for your own transportation and/or moving. For more information, contact Michael F. McCarthy, Property Manager (617) 253-2779 mmccarth@mit.edu. The Property Office can also help when there is a move, relocation or major cleanup. They recently re-deployed over seventy pieces of office furniture back on campus that otherwise would have been thrown out. Contact Ken McLaughlin x8-8475 (kenmc@mit.edu) if you will have surplus office furniture resulting from a move.

- Keep MIT running efficiently. Basic repairs and maintenance are provided by local Repair and Maintenance teams grouped into five zones, each responsible for selected buildings. If you see a leaking faucet, broken window, or other operational problems, promptly request a repair and notify your local zone coach. See <http://web.mit.edu/facilities/about/operations/repair-maint.html> for the coaches' contact info and more information.



Earth Day 2005 @ MIT:
April 28
10 am to 3:30 pm
Stata Center Amphitheater
(Rain location: TSMC Lobby)



MIT: Trash & Recycling, 2004 (chart credit: Justin Adams)

Earth Day Events

• Save the Seafood Tour

In conjunction with Earth Day@MIT sponsored by Bon Appetit in partnership with MIT

April 26, 2005 at 8pm in Eastman Laboratories, 6-120

This free evening event is geared towards increasing public awareness of the critical state of our seafood supply and environmental sustainability. Topics to be addressed include over fishing, bycatch, aquaculture, ecosystem health, and pollution issues.

Features a 30 minute film called Can the Oceans Keep Up with the Hunt?, a discussion including representatives from the Monterey Bay Aquariums Seafood Watch program, Bon Appetit Management Company and a local expert. A desert reception follows.

• Stata Center Amphitheater

Rain location: TSMC Lobby

Thursday, April 28

10 am-3:30 pm

Celebrate the Earth and MIT's many environmental options!

Live Music, Free Food, Coupons for the Steam Café, WGR Flower Seed Bookmarks.

Special drawings for T-Pass, Office Depot items, Z Center Day Passes, other great gifts!

View Videos on Sustainability and the Environment (Oil on Ice, The End of Suburbia, The Politics of Food, etc.)

Sponsored by the Working Group Recycling Committee, the Environmental Programs Office, the Department of Facilities, Office Depot, Sodexo, Artists Behind the Desk, the WG Commuting Task Group, The Working Group on Support Staff Issues

• Under the Tent @ Kresge Oval

Thursday, April 28

9-4pm

Free Food, Live Music, Recycled Solar Design Contest, Bike repair workshop, free plant giveaway, and more!

Sponsored by SAVE, Students for Global Sustainability, the Environmental Programs Office

News

• MIT and the City of Cambridge Reduce Emissions

Recently, MIT and the City of Cambridge were awarded an EPA grant to install

advanced diesel pollution control devices on 34 of their fleet vehicles. By replacing existing traditional mufflers with more effective diesel oxidation catalysts or particulate matter filters, this collaborative project intends to reduce per vehicle emissions from 40% to nearly 70% for some pollutants, and will develop an outreach program to help others adopt this cutting-edge technology. Read more at: <http://web.mit.edu/newsoffice/2005/epa-grant.html>

RecycleMania Update:

Going into the final four weeks of RecycleMania, MIT is in 11th place out of 34 participating schools.

With a little extra effort from the MIT students we should break into the elite top ten. This is a great accomplishment for our first year of participation and will help to catapult us into contention next year. To help encourage the dorms to make this final push, MIT is holding a separate contest between the individual buildings. Two \$200 prizes will be awarded by MIT to the single (i.e. non-family) dormitory and the family housing dormitory with the highest pounds per student of recycling.

Residents are encouraged to fill up the recycling bins and boxes at MIT dorms and dining halls. Review the weekly charts and check out how close all of us at MIT are to winning the contest. Any ideas to bring us closer to the goal of winning RecycleMania are very welcome! For more information about the contest, up-to-date recycling information on each dormitory, and how to participate, please visit <http://web.mit.edu/recyclemania/>.

A Reminder from the Department of Facilities:

Cardboard boxes are more likely to be recycled when MIT community members break down (flatten) cardboard boxes and place in hallways. Please remove packaging materials.

Techno-trash Recycling Containers

The following items are accepted for recycling in the new Technotrash Bins:

- ~Printer cartridges (ink jets and laser)
- ~Cell phones, pagers and PDAs
- ~Diskettes, CDs, and DVDs
- ~Video, audio and computer tapes
- ~Rechargers and rechargeable batteries

Techno-trash bins are located at:

- Video Productions - bldg 9, 4th floor
- Stata Center - Dreyfoos lobby near elevators
- Campus Activities Complex (Stratton Student Center) - in lobby by Computer set-ups, near British Phone booth

Did You know? *Turn the Tide is an innovative program that Americans are using to make a difference for our environment. Turn the Tide offers nine simple actions almost anyone can take and then instantly shows the positive impact of each reported action. None of Turn the Tide's nine actions involve drastic changes in your life, yet each packs an environmental punch. In fact, every thousand participants prevent the emission of 4,000,000 pounds of climate-warming carbon dioxide every year. To learn more or participate in this excellent program, go to http://www.newdream.org/cnad/user/turn_the_tide.php*

Thank you for reading this issue of the **MONTHLY BALE**. We hope you have enjoyed it. We are grateful for the support of the Environmental Programs Office and the Dept of Facilities. Please contact us if you have comments, suggestions, or questions, at staffrecycles@mit.edu.

Ask The Experts:

Kevin Healy, Recycling Coordinator, Facilities, and Ruth Davis, Manager of Communications, Facilities, answer your questions about recycling at MIT. Please send your questions to staffrecycles@mit.edu. Your question may be publicized in our next newsletter!

Q. I discovered that despite the best efforts of (dorm) residents to put plastic bags into the recycling bins (they are marked with a 2, so this is not illogical), the janitors are forced to remove the bags and put them in the trash can because MIT does not recycle them. Do you have any suggestions? ~Mary-Irene Lang, conservation chair for New House

A. Dear Mary-Irene, Thanks for your note! We do have several suggestions and an explanation.

First, the explanation: our recycling program is a very important campus initiative and the Department of Facilities always strives to get the most material recycled at the lowest cost to the Institute. Our current vendor actually gives MIT money for its paper and cardboard recycling. This money is then fed back into the recycling program and may be used to purchase more bins for the campus, for example. Although our vendor does not accept plastic bags, we are looking into ways to get plastic bags recycled on campus.

Now for our suggestions, this issue of The Bale is dedicated to reducing. Why not try to reduce the amount of plastic bags the residents use? Don't take a bag at a store if you don't really need one. If you think you will need a bag, then save the bags and take them with you on your next shopping trip (some stores like Whole

Foods will take 5 cents off the bill for every bag you bring back to use for your groceries). Or, even better, carry a cloth bag with you that you can use wherever you shop and reduce the number of bags you generate.

If you still have plastic bags to recycle, then bring them along when you go to the grocery store and recycle them there. Star Market and other

larger grocery stores will take these bags. Unfortunately, LaVerde's Market on campus does not recycle plastic bags any longer.

Finally, the Drop-Off Center for the City of Cambridge (located off of Hampshire Street near Central Square) also accepts clean plastic bags (# 1-7). For more information, please visit this site: www.cambridgema.gov/theworks/departments/recycle. The Drop-Off center is open to Cambridge residents only.

Past and present issues of **The Monthly Bale** are located on our website at: http://web.mit.edu/wgrecycling/monthly_bale.shtml