



An informative and inspirational bi-monthly newsletter from the Working Group Recycling Committee to MIT Recycling Ambassadors, colleagues, and the MIT community.

# the bale

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## spotlight on

# Recycling Ambassadors

It takes little time to make a big impact on our community's environment!

MIT's Recycling Ambassadors make a very positive impact on the MIT environment by leading the way as role models for sustainable behaviors and by influencing the way the MIT infrastructure responds to the challenges of supporting a 'Green' environment. There are 100 Recycling Ambassadors across MIT's campus who contribute to the greening of MIT's departments, labs, and centers (DLC's). Each department may have one or more staff ambassadors depending on department size and recycling needs. The ambassador's primary role is to be a liaison between the WGR and the ambassador's DLC. These staff members perform various functions to help green MIT's ecological footprint, such as: checking to make sure there are adequate recycling bins and corresponding signage in their respective buildings, serving as a resource for recycling and green purchasing in their DLC, communicating recycling issues back to the WGR, and more.

Three years ago, the Environmental Programs Office (EPO) compiled a mailing list of faculty, staff and students who volunteered to be Recycling Ambassadors. The list has been used to inform the community about special events such as seminars, Earth Day activities, as well as updates on recycling statistics. The Recycling Ambassadors PLUS Program is for staff on the Recycling Ambassadors list as well as for others who would like to have greater involvement in and impact on recycling programs and their outcome.

In order to inspire and inform our readers, many of them Recycling Ambassadors themselves, we thought we would share some hints and tips from some of their fellow ambassadors. These people are well-versed in reducing, reusing, and recycling and serve as resources for their individual areas as well as for the WGR.

This past spring, Sheila Fay, Recycling Ambassador to Civil and Environmental Engineering, invited members of the WGR and the Dept. of Facilities to give a presentation on Reducing, Reusing, and Recycling. Sheila wrote; "I asked our AO if we could do a support staff group meeting on recycling since I thought it would show people more information about what we recycle and how. Those who attended said they learned something new: i.e. that plastic could be recycled, or that all paper could be recycled. I think it helped spread the word a bit more." These presentations are about 45 minutes to 1 hour long and are available free of charge to any department, lab or center. Email [staffrecycles@mit.edu](mailto:staffrecycles@mit.edu) if you are interested in setting up a presentation.

Sally Chapman, Recycling Ambassador to Aero/Astro, invited members of the WGR and the Dept. of Facilities to give a talk this summer at an Aero/Astro meeting. Chapman said she wanted to bring this presentation to her department "to create more awareness and answer questions. My involvement with recycling has taught me just how much can be recycled at MIT and how

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### DOWNLOAD NOW!

The Working Group Recycling Committee's Monthly Desktop Wallpaper Calendar!  
[web.mit.edu/wgrecycling/calendars.shtml](http://web.mit.edu/wgrecycling/calendars.shtml)

## RECYCLING AMBASSADORS continued ▼

many various programs are available.” This seminar was well attended and the speakers gave a lively and thorough presentation covering all aspects of recycling at MIT.

Other recycling related efforts which Chapman performs include; emailing [recycling@mit.edu](mailto:recycling@mit.edu) or calling 3-6360 when the toner barrel in her mailroom is full, buying paper and supplies which are made from recycled materials, encouraging other purchasers to do the same, and volunteering for the Recycling Ambassador's table at Earth Day 2005. She feels strongly that by being an example of “working green at MIT,” other people will also get caught up in the patterns of recycling.

Another ambassador who practices green purchasing is Genevieve Paratore of the MIT Alumni Association. She writes; “I purchase office supplies for the Information Systems Department of the Alumni Association. When purchasing supplies, I generally purchase copy paper that is recycled and toner cartridges for printers (if possible) from Office Depot which are ‘remanufactured’ and have been recycled.

Also, purchasing other items through Office Depot, I check the Office Depot ‘Green Book’ first for a recycled version of an item I need to purchase.” Don’t have a Green Book? Order an environmental products Green Catalog via Office Depot’s MIT ECAT site, item #321-464.

Liz McGrath, Recycling Ambassador for the Department of Chemistry, is a model Recycling Ambassador. Her signature move is picking up packing peanuts from any lab in the Department; they contact her when they have a full bag. She then labels it “Packing Peanuts Reuse Program, WW15” and brings it to her Mail Room so it can be picked up and brought to Mail Services for reuse. She also checks to see that cardboard boxes are being flattened. Every so often she emails every lab in the department to remind them to break them down; this way they are sure to be recycled. And efforts like hers are paying off; see the recent MIT News Office article on rising recycling rates at: [web.mit.edu/newsoffice/2005/recycling-campus.html](http://web.mit.edu/newsoffice/2005/recycling-campus.html)

Reducing paper waste is a topic close to many ambassadors’ hearts. Anna Piccolo, Sloan School of Management Recycling Ambassador writes; “we recently purchased a

new printer, which does double-sided printing. Two-sided copying was the main feature that I looked for when we started to do the research for a new printer. It is used by professors and students, and I am happy to report that everyone is delighted with this feature.” Anne Lafleur of Human Resources keeps a stack of paper that has been printed on one side, and reuses it in the printer whenever possible. She also uses it for scrap paper and tries to minimize what she prints to begin with.

MIT faculty members also care about reducing the waste we create. Professor Henry Smith of EECS writes; “Every Monday we have a departmental lunch in the Grier Room, 4th floor of Bldg 34. The plates are plastic, as is the table cloth and the ‘silverware.’ At every lunch I bring my own ceramic plate and metallic silverware and wash them afterwards. It takes little effort to bring one’s own plate.”

If you are reading this and saying “Hey, I do all of those things!” why not make it official and become a Recycling Ambassador? For more information on the MIT Staff Recycling Ambassadors Plus Program, please visit: [web.mit.edu/wgrecycling/ambassadors\\_plus.shtml](http://web.mit.edu/wgrecycling/ambassadors_plus.shtml) ♻️

## Recycling Computer Equipment is Easy at MIT!

**M**IT produces a steady stream of unwanted or outdated monitors, computers, printers, fax machines, keyboards, and other equipment. The first step to unload this unwanted office or lab equipment should be one of the many reuse outlets on campus and in the community. For a complete listing of reuse options, see our June/July issue: [web.mit.edu/wgrecycling/monthly\\_bale.shtml](http://web.mit.edu/wgrecycling/monthly_bale.shtml), or consider using the MIT reuse lists: [web.mit.edu/reuse/](http://web.mit.edu/reuse/). Remember, before discarding MIT equipment that has a Property Office sticker, you must first get the sticker deactivated: contact Michael McCarthy, Property Disposal Officer, at x 3-2779 or [mmccarth@mit.edu](mailto:mmccarth@mit.edu).

When there is no other use for an existing piece of office equipment, it is easy to recycle it at MIT. All of these items are recycled at a domestic facility which provides a certificate of recycling/destruction. You can rest assured that your unwanted office equipment is being properly recycled; this company enforces a strict “No Landfill Policy” along its recycling stream. There are 2 major avenues to recycle computer equipment at MIT:

**1. Monitors:** Massachusetts recently became the first state to mandate that cathode ray tubes (CRTs,) like those in computer monitors and TV sets, be recycled instead

of trashed. The major reason for making this electronic trash illegal is to prevent the toxic metals that the devices contain from leaching through landfills into ground water or being released into the air when trash is burned.

Since the cost for monitor removal and recycling has decreased due to a rise in vendors, the Department of Facilities has reduced its cost to its customers and simplified the removal process. So now, instead of bringing a monitor to a recycling location on campus, Facilities will pick it up at your office for just the cost of labor. The change in rates means you can now recycle up to four monitors for approximately the previous price of one, and up to 8-10 monitors for approximately the previous cost of two. MIT offices, labs and centers should submit a requisition through SAPweb for the pickup and disposal. \*Please note: the charge for this service will show up as a labor charge on the DTR of the monthly account statement. Any questions about this process may be directed to the Recycling Coordinator at x 3-6360 or [recycling@mit.edu](mailto:recycling@mit.edu).

Items such as computers, printers, fax machines, keyboards, mice, and equipment can be added to the monitor pick up above by simply indicating the addition on the

SAPweb requisition. There is no charge for the recycling of these items.

**2.** If you do not have a monitor to recycle you can still recycle **unwanted computers, printers, fax machines, keyboards, mice, and other equipment.** MIT movers will pick up and recycle these items with the same domestic facility described above. Submit an Internal Provider requisition through SAPweb for vendor “Dept. of Facilities Services,” indicating MIT Movers, the amount of materials to recycle, and an account #. All you pay is labor time. If you are concerned about cost you could compile your recycling and share costs with another DLC. For more information: [web.mit.edu/facilities/services/moving.html](http://web.mit.edu/facilities/services/moving.html)

Questions? Email [dof-grounds@mit.edu](mailto:dof-grounds@mit.edu) or call 3-6350.

For items such as computer media, cell phones, PDA’s, rechargeable batteries, rechargers, and more, use one of MIT’s cardboard **Techno-trash Recycling Containers.**

**The following items are accepted for recycling in the Techno-trash 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

Please DO NOT put anything else in the bins! Encourage others to respect the bins and the efforts of our Facilities crews by not contaminating the bins with trash or other unacceptable materials.

**Techno-trash bins are located at:**

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

## NEWS

# Clean Out Your Files Month increased mixed paper recycling by 12 tons

We are pleased to report that the Clean Out Your Files Month paper recycling drive was a smashing success! This July, the Working Group Recycling Committee, in partnership with the Department of Facilities and the Environmental Programs Office (EPO), expanded our annual paper recycling drive to an entire month, and the results speak for themselves. During Clean Out Your Files Month in July 2005 the mixed paper recycling total was 70.3 tons, the highest tonnage ever, and a 12 ton jump from June's total of 58.3 tons. The average for mixed paper recycling from January through June 2005 was 53.7 tons. These totals raise the percentage of materials recycled in July to 37%, which brings us very close to our goal of 40% recycling rates in 2005. MIT and other large Cambridge institutions and businesses have joined the City of Cambridge in a challenge to achieve a recycling rate of 40% in 2005.

It is important to note that the mixed paper rates have increased dramatically in the past year. In 2004 the average mixed paper recycling tonnage was 32.49. Compare that with the 2005 year-to-date average of 56.12 tons and you will see that we are making great progress in recycling paper. Thank You to those who participated in Clean Out Your Files, as well as our readers, Recycling Ambassadors, and the MIT community for making paper recycling a success!

For more information on this event, including listings of acceptable materials

## Other Computer Recycling Resources

**Recent MIT Graduate seeks computer donations for learning center in Kenya** Eston Kimani, a 2005 MIT graduate, is starting a learning center in Nairobi, Kenya that will use the MIT OCW concept to enable the students there to have access to high quality educational materials. He is looking for about 40 computers to begin the center. He prefers to have Pentium III machines that are relatively new so that they can be used for quite a period of time. These computers will make a huge difference for students in Kenya and will be put to good use. He would be happy to collect the computers from your office or lab. For more information please contact him at [estonkm@alum.mit.edu](mailto:estonkm@alum.mit.edu).

**Harvest Co-Op: Shop and Drop (off your recyclables)** Have you been to Harvest Co-Op Market in Central Square recently? Over the past year, the entire store has been redesigned and updated to great effect: the selection, organic choices, store layout, and incredible produce section of this community-owned market are sure to please. Editor's favorite: Too many shampoo bottles? Have your reused bottles and jars weighed at the register and then refill them in Harvest's extensive Health and Beauty bulk section. Harvest recycles cell phones, non-alkaline batteries (Not AA, AAA, AAAA, D cell), and eyeglasses. For more information on their programs: [www.harvestcoop.com/](http://www.harvestcoop.com/) [www.neweyesfortheneedy.org/index.html](http://www.neweyesfortheneedy.org/index.html) - for eyeglasses

[www.call2recycle.org](http://www.call2recycle.org) - for cellphone and non-alkaline battery recycling

**iPod Recycling Program** Bring any used iPod, iPod mini or iPod photo to any Apple Store in the US for free environmentally friendly recycling and get a 10% discount on the purchase of a new iPod that same day. See your store for details. [www.apple.com/retail/cambridgeside/week/20050724.html](http://www.apple.com/retail/cambridgeside/week/20050724.html)

### Computer Recycling Links

[web.mit.edu/facilities/environmental/reuse.html](http://web.mit.edu/facilities/environmental/reuse.html)

Check out your town's recycling resources: Most Massachusetts towns have comprehensive websites which list town recycling guidelines as well as local computer and electronics recycling resources. [www.state.ma.us/cc](http://www.state.ma.us/cc)

Massachusetts Dept. of Environmental Protection's computer recycling page: [www.mass.gov/dep/recycle/crt/crthome.htm](http://www.mass.gov/dep/recycle/crt/crthome.htm)

New Hampshire Department of Environmental Services: [www.des.state.nh.us/](http://www.des.state.nh.us/)

National Recycling Coalition's Electronics Recycling Initiative: [www.nrc-recycle.org/resources/electronics/index.htm](http://www.nrc-recycle.org/resources/electronics/index.htm)

Cell phone recycling: [www.massrecycle.org/cell-phone-donation.html](http://www.massrecycle.org/cell-phone-donation.html)

for paper bins, please visit [web.mit.edu/wgrecycling/cleanoutyourfiles.shtml](http://web.mit.edu/wgrecycling/cleanoutyourfiles.shtml)

If your office or DLC is planning a large clean out due to office relocation or re-

claiming of file space please email [recycling@mit.edu](mailto:recycling@mit.edu) with your request, including an account number to pay for the delivery, use, and removal of their 96 gallon blue totes (2 totes would be about \$72.00.)

## ASK THE EXPERTS

Kevin Healy, Recycling Coordinator, Facilities, and Ruth Davis, Manager of Communications, Facilities, will answer your questions about recycling at MIT. Please send your questions to the editor: [staffrecycles@mit.edu](mailto:staffrecycles@mit.edu). Your question may be publicized in the next Bale!

**Q. Does MIT provide a service for shredding paper which then gets recycled? If they do, how can I set this up and how much does it cost?** -Kay Walsh

A. In addition to the other recycling tasks that Grounds Services performs, they also provide a shredding service. In order to request the service, go to SAPweb and create an internal requisition. There, you'll put in the number of boxes of paper you would like shredded, your contact info, and the cost object to charge. Grounds Services charges \$38.42 per hour for the labor, which includes the actual shredding. Once shredded, the material gets recycled with mixed paper. ♣

## WGR debuts Environmental Writing Contest

The Working Group Recycling Committee is proud to announce its first ever writing contest. The WGR invites the entire MIT community - staff, students and faculty -- to share its ideas and solutions, its ingenuity, its grassroots and "local" response to the global goals and concerns described in the 2005 UN Millennium Report. ([www.unmillenniumproject.org/reports/](http://www.unmillenniumproject.org/reports/)) The full contest details will be announced in the Nov/Dec Bale, but below is a preview.

### Submission specifications:

- Submission by email beginning November 15, 2005
- Deadline for submissions: January 30, 2006
- With writer's consent, edited for publication in national / international journal(s)
- Suggested topics, drawn from the 2005 UN Report are outlined below:

### Topics

Developing MIT specific solutions to energy, environment, and campus ecology

- create an ecological footprint of a building, dorm, lab and develop solutions for such a space
- department-specific invitations
- urban garden for campus waste
- stewardship / sustainability on campus

Health and Population

- reducing the threat of new and re-emerging toxins
- working on issues of overpopulation

Building a New Ethic of Stewardship and Sustainable Development

- green accounting, green budgeting (creating business solutions for greening of American business)
- governance
- urban/university ecosystems
- finding ways to reduce demands, recycling old technologies into new solutions, reusing and regenerating old to new
- ways of increasing personal responsibility for issues
- finding ways to involve people (such as youth / elderly) more in governance / public service (act locally, think globally)(consume responsibly)

Exploring Solutions for Worldwide Energy

- conservation
- consider our individual and social responsibility as energy consumers
- energy consumption
- researching and promoting alternative energy solutions

Preserving Ecosystems, Water and Biodiversity

- forests
- fisheries and aqua life
- soil and farming practices
- technical as well as non-technical solutions for increasing demand, usage
- conservation
- ensuring clean water for all

Coping with Climate

- climate change
- pollution
- weather-related disasters

## Guide to Moving and Renovating in Cambridge

The Department of Public Works announces the release of a new "Guide to Moving and Renovating in Cambridge", a terrific resource for residents and students. If you are planning a move or renovation in Cambridge, get the information you need on a range of topics including how to handle waste from home renovations, how to recycle packing materials and properly dispose of hazardous waste, where to donate unwanted items, and ideas for living green. The Guide also includes the City's "Recycling and Trash Guidelines" and a map of Cambridge.

The Guide can be viewed online at [www.cambridgema.gov/theworks](http://www.cambridgema.gov/theworks). Full-color copies are available by calling 617-349-4800 or by visiting Public Works (147 Hampshire St.) or City Hall (795 Mass Ave.). Additionally, copies will be available from supportive partners including realtors, moving companies and university housing offices and at a number of popular Cambridge venues.

## Recycling Volunteers needed for Oktoberfest in Cambridge!

Volunteering for recycling at Cambridge festivals is a lot of fun because you get to enjoy the festival, talk to people about doing the right thing and make sure that recycling is happening. Contact Randi Mail, Recycling Director at [rmail@cambridgema.gov](mailto:rmail@cambridgema.gov) if you can volunteer for a 2-3 hour shift at Oktoberfest: Sunday October 2, Noon-6pm in Harvard Square.

## Office Depot Introduces Seventh Generation cleaning supplies!



Earlier this spring, the Working Group Recycling Committee met with national and local Office Depot representatives to encourage them to green their cleaning supply offerings. We are proud to report that Seventh Generation cleaning supplies will be available soon via Office Depot's MIT

ECAT site!

Seventh Generation derives their name from the Iroquois belief that "In our every deliberation, we must consider the impact of our decisions on the next seven generations." Every time you use a Seventh Generation product you are making a dif-

ference by saving natural resources, reducing pollution, keeping toxic chemicals out of the environment and making the world a safer place for this and the next seven generations. Seventh Generation offers a complete line of non-toxic household/office cleaning products. All of their products are designed to work as well as their traditional counterparts, but use renewable, non-toxic, phosphate free and biodegradable ingredients, and are never tested on animals. They are as gentle on the planet as they are on people and they don't create fumes or leave residues that may affect the health of your family or your pets. The above from: [www.seventhgeneration.com](http://www.seventhgeneration.com)

The following are Office Depot item #'s for

Seventh Generation products. Since these may not yet have a web listing, go to the "Order by Item Number" page on Office Depot's ECAT site and enter in the item # of the desired product. For more information on any of these products, please go to [www.seventhgeneration.com](http://www.seventhgeneration.com) and click on "our products," then "Household Cleaners."

309480 - Cleaner, All Purpose, Free & Clr, 32OZ: \$4.85

309464 - Cleaner, Carpet, Citrus, 32OZ: \$4.85

309504 - Cleaner, Toilet Bowl, 32OZ: \$4.85

309512 - Cleaner, Glass/Surface, 32OZ: \$4.85

Happy Green Cleaning!