

Welcome to the November 2004 issue of The Monthly Bale. This month the Working Group Recycling Committee offers methods to reduce waste by Reusing paper and other goods. The MIT community has numerous Reuse channels in place; we explore these and suggest ways to incorporate reusing into our daily lives.

To be a responsible consumer in today's convenience-driven society, one simply should remember the 3 R's: Reduce consumption, which we discussed in our [October issue](#). Reuse existing goods instead of disposing of them, which we discuss here, and lastly, if there is no opportunity to Reuse the item, Recycle it! See our [September issue](#) for a more in depth discussion of recycling.

America Recycles Day is Monday November 15. This national initiative is a day to re-commit to our recycling efforts and to ascertain where we need more effort, where we deserve a pat on the back, and where we can increase our knowledge of recycling resources and guidelines. On the [America Recycles Day website](#), Americans are encouraged to take a pledge:

- To buy more recycled content products (like recycled office paper)
- To increase recycling efforts at home, school and work
- To participate in some other recycling-related effort (like attending an ARD event)

See our news section below to find out more about local America Recycles Day events.

MIT and other large Cambridge institutions and businesses have joined the City of Cambridge in a challenge to achieve a recycling rate of 40% by 2005. MIT is working hard toward compliance with those goals: In September of this year, MIT recycled more than 140 tons of recyclable materials, 23% of the total waste it generated.

In this issue we offer an easy first step toward the recycling goals of the nation, the City, and MIT: we have included a bonus poster from the Department of Facilities, entitled "Recycle What?" Please print this document on recycled paper, post, and email it to help MIT reach its goal of 40% in 2005.

Building with Books

During IAP 2004, a "Book Build" was held with collaboration from the EHS Office, MIT Libraries, the Department of Architecture and CSAIL. 1,600 donated books were used to build furniture out of books to raise awareness and encourage reduced book consumption and promote reuse and recycling of the books.

This IAP the group will again be collaborating for a class called "The Art of Recycling." Generally the artist will hold a lecture about their experiences of turning trash into treasures. The artist will create a work of art with participants to be displayed on the MIT campus. At the conclusion of the initiative we will hold a



reception to show the artist's work and invite the MIT community and the local public for an unveiling.

MIT Reuses Paper!

Here's how you can pitch in:

Use your library!

Libraries are the ultimate resource for reusable materials. Save yourself money, and save the earth's resources by borrowing materials instead of buying them. At MIT there are 5 major libraries and 5 specialized libraries existing to meet the educational and recreational needs of the MIT community. The Libraries have an extensive collection of mystery novels and popular fiction titles, as well as many cookbooks and audiobooks. You can browse the very latest fiction and non-fiction books via the Virtual Browsersy at <http://libraries.mit.edu/humanities/browsersy/index.html>.

As you may know, hardcover books are not accepted for recycling @ MIT because of the glue and the binding. With limited options for recycling, how can you reuse books and other materials that you own, but no longer need? MIT Libraries accepts donations of scholarly materials that would enhance their collections. To find out if your materials qualify for the book donation program, contact the Libraries Gift Office at: gifts-lib@mit.edu. What about that unscholarly yet riveting novel you bought

to read on the train? Trade it for a different book at the Community Book Swap in the Information Intersection (the Libraries new space in the Stata Center).



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

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MIT Reuse Lists

Reuse is a group email list for exchanging free and for-sale items located @ MIT or within the Greater Boston area. Reuse consists of a series of mailing lists to which items get posted:

reuse@mit.edu - to post availability of *free* items or items for interdepartmental transfer. Please make sure items are deactivated. Contact the Property Office at 3-2776.

reuse-ask@mit.edu - to ask for items

reuse-sell@mit.edu - to sell items

reuse-housing@mit.edu - to ask for or offer housing.

To post, you need only send an email to the list but be sure to read through the rules of use before posting: <http://web.mit.edu/reuse/www/rules.txt>. If you want to be added to any of the reuse lists, send mail from your MIT account to listname-request with the word "subscribe" or send mail to reuse-owner@mit.edu to reach the list administrators who will be happy to add you or answer any questions.

SAVE's Athena header notebooks

SAVE (Student group: Share A Vital Earth) members collect

Athena header pages from "cluster pets" (specially-designated boxes) and recycling bins in student Athena clusters all around campus. SAVE members sort the one-sided paper and bind it at



Copy Tech into 100-page notebooks which include colorful covers with directions for how to set up Athena printing preferences so that a header page is not automatically printed with each print job. It's easy: type setup save at the Athena prompt. If you want to make your own notebook, you can bring your paper to Copy Tech and bind it for a small fee. [Another idea is to simply use a 3-hole punch to make holes in the pages and put them into a 3 ring binder or hold them together with binder rings, available at a school-supply or crafts store.] SAVE will be selling their Athena header notebooks for \$1 on America Recycles Day (Nov. 15)

in Lobby 10. Volunteers are needed to help make notebooks during the first week of November: please email jalee@mit.edu.

Each volunteer would collect a quota of one-sided pages and then join other volunteers at Copy Tech to bind the pages into notebooks. It takes 2 hours for 3 people at a time to make 100-200 notebooks.

Copy Tech's Really Cool Note Pad

The Really Cool Note Pads are usually made up of a number of reused stocks: overruns from special orders, discontinued stocks in both colors and weights that can not be obtained anymore, paper that has become unusable



to run through the copiers because of curl or damage to them, leftovers from cutting and trimming jobs, and occasionally, stocks that customers provide to Copy Tech knowing that they will put them into the Really Cool Note Pads.

Another Copy Tech innovation is reusing outdated letterhead to make custom scratch pads. They trim off the old information, cut the paper to a desired size, and bind it into a small notebook. A number of departments have taken advantage of this program. The departments then reuse the original stock they paid for to have a supply of scratch/note pads

for a fraction of the cost of buying them.

Tips for Reusing Paper

Reuse one-sided paper:

- Collect paper that has been used on one side in a small bin next to printers and copiers. It's easy to fashion a bin from reused materials: take the bottom of a box that file folders came in and write on the side with marker "Please put your reusable one-sided paper in this box." If you would like a colorful printed sign to attach to your reused

paper box, go to: <http://www.ciwmb.ca.gov/BizWaste/Posters/Paper.htm>. There are other postable signs on this site that say things like; "Be Wise. Use Both Sides."

Use this one-sided paper again by:

- Making copies or print outs for personal or reference use
- Stapling or binding [see above under SAVE] bunches of this one-sided paper together for use as note books for home or office use, or use by the phone or computer for scrap paper. Use this reused paper before using Post-It notes!
- Give to kids, schools, etc. for drawing and coloring.

Note: Don't reuse paper with sensitive, confidential, or personal content. You may recycle shredded paper in clear plastic bags in any of MIT's paper recycling bins.

Reusing other paper resources:

- To save money and cut down on subscriptions and multiple copies of catalogs, magazines, newspapers, and other publications, get one subscription and circulate it to various departments/offices or have a central location or library for people to borrow publications from.
- Post unwanted or surplus books, magazines, catalogs, or newspapers to reuse@mit.edu, or donate to a library or school.
- Instead of making multiple copies, use one copy passed along via interdepartmental mail or post in a public space the following: memos, newsletters (this one included!), departmental reports and information, general procedures, news items, etc.
- Reuse mailing envelopes, file folders, cardboard boxes, etc. by using labels to cover up the addressee portion of an envelope, or cross out with marker and reuse for personal or home use. Interdepartmental mailers are the perfect example of reuse; keep them going!

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.

EVENING

Libraries Fall 2004 Book Sale - 'Books you can't find anywhere else!'

Thursday, November 4
2pm-4pm
Friday, November 5, 2004
10am-3:30pm
Bush Room (10-105)

Includes books from the library collections and the donations program as well as limited new stock. Subjects cover engineering, history, art, math, and music, among others. All proceeds benefit the MIT Libraries Preservation Fund. Open to the MIT Community only. Shop early and often!

Questions? Contact:
MIT Libraries' Gifts Office
gifts-lib@mit.edu 617.253.5693

4th Annual MA & New England GRASSROOTS CLIMATE ACTION CONFERENCE

Sunday, November 14
9am - 5:30 pm
MIT Stata Center
32 Vassar St, Cambridge, MA
Full Program & Registration Info at <http://www.massclimateaction.org/>

Working Group Recycling Committee's events to celebrate America Recycles Day on 11/15

Recycling Booth

Monday, Nov. 15
11am-2pm

WGR will sponsor a Lobby 10 booth where we'll be selling our reusable tote bags and our new bookmarks. Get info. on recycling and the WGR.

"Escape from Affluenza"

Thursday, November 18
12pm-1pm
Grier Room (34-401A)

[url]

Video presentation. Lunch will be provided. Please RSVP to: staffrecycles@mit.edu

Cambridge America Recycles Day Events

(FOR CAMBRIDGE RESIDENTS ONLY):

Open House at the City of Cambridge Recycling Drop Off Center

Saturday, November 13
9am-4pm
147 Hampshire Street.

Tote bags made from recycled materials will be distributed to encourage grocery shoppers to bring their own Reusable bag and to raise awareness about buying recycled goods.

Worm Composting Workshop

Tuesday, Nov 16
6pm



Harvest Co-op Market in Central Square
581 Mass.Ave.
Community Meeting Room, 2nd Floor

Taught by Randi Mail, Director, Recycling Division, City of Cambridge.

Introducing the Packing Peanuts Reuse Program!

Donate reused packing peanuts in clean and usable condition to Mail Services for Reuse in their new packing service program. Mail Services will store a quantity sufficient to their needs; surplus packing peanuts are available to the MIT community by calling x3-6000. Interdepartmental mail is the best method to get the reused materials to Mail Services. Sealed bags should be placed on or next to an interdepartmental mailbox and addressed to:

Packing Peanuts Reuse Program
WW15

Please see: <http://web.mit.edu/facilities/services/mail/wrapping.html> for more information on this new packing service.

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, will 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. How can I get rid of my old computer monitor? Isn't there a new rule that says it has to be recycled?

A. Recently, Massachusetts became the first state to mandate that cathode ray tubes, like those in computer monitors and TV sets, be reused or recycled. 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.

MIT hires an outside contractor to remove the monitors from campus. Since the cost for removal 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. Any questions about this process may be directed to the Recycling Coordinator at x 3-6360 or recycling@mit.edu. *Please note: the charge for this service will show up as a labor charge on the DTR of the monthly account statement.

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.

What can you recycle at MIT?

All Paper

in desk side and blue-top bins



Newspapers



File Folders



Magazines



Catalogs



Phonebooks



Post-It-Notes



Memos



Carbonless Forms



Broken Down
Cardboard



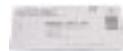
Glossy Paper



Colored Paper



White Paper



Junk Mail

Bottles, Cans and Containers

in green-top bins. Must be empty, but do not need to be cleaned.



Aluminum cans
& foil



Glass Bottles



All Plastics

Computer Monitors / Electronics

contact recycling@mit.edu



Computer Monitors



Electronic Equipment



Televisions

Toner Cartridges

place in designated containers in the
Distributed Mail Centers (DMC's) on campus



For more information:

Working Group Recycling Committee at <http://web.mit.edu/wgrecycling>

Department of Facilities at <http://web.mit.edu/facilities>

Environment, Health and Safety Office at <http://web.mit.edu/environment>