

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-007.5
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<b>TITLE:</b> <b>EHS Office Green Program: Recycling and Energy Conservation</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i> Director, EHS
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### Paper Recycling

#### **Paper Recycling Includes:**

ALL paper including newspaper, glossy paper, magazines, catalogs, phonebooks, Post-It-Notes, memos, carbonless forms, broken down cardboard, file folders, colored paper, white paper, cardboard, boxboard, and junk mail.

#### **How to Recycle Paper:**

To recycle your waste paper just place it in a gray desk-side or blue top common area-recycling bin in the EHS office. Paper cannot be contaminated by food waste when recycled.

### Commingled Food and Beverage Container Recycling

#### **Commingled Recycling Includes:**

Aluminum cans, glass bottles, and all plastics (# 1-7).

#### **How to Recycle:**

To recycle your container just place it in a green-topped recycling bin in the EHS office common areas. Containers need not be clean, just empty.

### Cardboard Recycling

#### **How to recycle box board and corrugated boxes:**

Reasonably sized cardboard boxes that can fit into the blue-topped bins, when broken down and flattened, should be put into those bins. All other cardboard should be flattened and placed along the wall adjacent to the coat/mail room near the front of the EHS Office.

### Rechargeable Battery Recycling

**ALKALINE BATTERIES should be disposed of as solid waste and may be placed in the regular trash.**

#### **THE FOLLOWING RECHARGABLE BATTERIES MUST BE RECYCLED**

Nickel cadmium (Ni-Cd),  
 Nickel metal hydride (Ni-MH),  
 Lithium ion (Li-ion),  
 Small lead acid (< 2 lbs.)

#### **How to Recycle Rechargeable Batteries:**

A rechargeable battery recycling box is located across from N52-450 in the EHS Office. Please put the battery in one of the supplied bags, seal it, and place it in the box. If you are unsure about the location or how to recycle please contact someone in the EMP.

**"BUTTON" BATTERIES, LARGE LEAD ACID, AND UNKNOWN BATTERIES MUST BE RECYCLED OR DISPOSED OF PROPERLY. (Picture)**

**How to Recycle or Dispose:**

To recycle non-alkaline batteries that are not specified under the list of rechargeable batteries above, please contact someone in the EMP for information on how to recycle and store these types of batteries.

**Recycling empty toner cartridges**

Place your empty laser toner or ink cartridge into the box your new cartridge came in and write, "**Recycle**" on the box. Reuse the foil bag and/or packing inserts if available to help protect the product during shipping. Place the empty laser or ink cartridge at the front desk and notify the EHS receptionist to give to the office supply representative on the next delivery.

**Recycling empty ink cartridges**

The mail/coat room has a box that contains 400 individual pre-paid mailing envelopes. Next time you pickup your mail, take a bag, drop a used cartridge into the bag, and drop the bag into the mail.

**Energy conservation**

1. Set the energy saving devices on your computer to power down the monitor when not in use, for assistance please refer to the Computer Energy Saving Setting Instructions posted on the EHS website (<http://web.mit.edu/environment/reduce/sustainability.html>). Please turn off your computer when not in use for more that an hour.
2. Turn off unnecessary equipment at the end of the workday, especially before weekends and holidays. Some items you can turn off include office computers, copiers and printers. Encourage co-workers to do the same.
3. Adopt a last person out policy. The last person to leave the lab and meeting room, and offices should be responsible for turning off unnecessary equipment and lights.
4. Laboratory workers should keep fume hood sashes at a minimum working height after setting up experiments and keep sashes closed when not in use.
5. Turn off lights when they are not being used. Unoccupied offices, conference rooms and restrooms with lights on are opportunities for energy reduction. Check these areas as you leave the office for the day, especially before weekends and holidays.
6. Help minimize outside air getting into buildings by keeping exterior doors and windows closed in air-conditioned and heated spaces.
7. Use shading such as drapes or blinds to screen out direct sunlight during the summer. Open blinds and drapes during daylight and turn off room lighting whenever possible during the winter.
8. Dress appropriately for the seasons and the comfort level of your work area.
9. If possible, take the stairs instead of the elevator it's faster and saves energy.
10. Report uncomfortable building conditions. Controls failures can cause excessive cooling in the summer or excessive heating in the winter and can be big energy wasters. Contact the Facilities' Repair and Maintenance [http://web.mit.edu/sapweb/PS1/facilities\\_home.shtml](http://web.mit.edu/sapweb/PS1/facilities_home.shtml) for **your zone** to report a problem.

**Recommendations:**

If you have any ideas on recycling or energy conservation either in EHS or various campuses, please submit them to [be-green@mit.edu](mailto:be-green@mit.edu).