

# ESC RECYCLING TIPS

## RECYCLE

- ☐ **PLASTIC, GLASS, ALUMINUM:** Recycling containers are available in all kitchen/breakroom areas. (Rinse and clean the empty containers.)
- ☐ **BATTERIES AND TRANSPARENCIES (overheads):** Recycling containers are available in each printer/copier room.
- ☐ **WHITE AND COLOR PAPER:** are to be collected separately. Assorted size recycling containers are available upon request to keep at your work station, desk, or laboratory area. These are emptied routinely by the janitorial staff. Larger containers are maintained in the printer/copier areas. White paper **newspaper, catalogs, file folders and magazines** (as determined below) can be recycled in the ESC white paper bins. Otherwise they go into the color bins. REMOVE HARD COVERS from catalogs.  
  
***TO DETERMINE COLOR: tear the paper and look at the color of the paper threads white threads indicate it is white paper.***
- ☐ PACKAGING around the ream of paper is NOT recyclable.
- ☐ **CARDBOARD** (both corrugated and non-corrugated): is collected by the janitorial staff. Leave it outside your office or lab and mark for trash/recycle.
- ☐ **CDs:** can be collected for recycling by sending them to Mary Price thru the internal mail system (A132).
- ☐ **PRINTER CARTRIDGES:** Swap new ones for old when you get your new one from the computer staff.
- ☐ **COAT HANGERS:** Place hangers on the stand found by each lab coat or uniform rack.

## REDUCE and REUSE

- ☐ Order a minimum number of catalogs for sharing instead of one for everyone.
- ☐ Reuse paper, boxes, packaging peanuts, bubble wrap.
- ☐ Reuse binders, binder/paper clips, folders, envelopes, dividers.
- ☐ Purchase office products with recycled content.
- ☐ Use a coffee mug instead of a single-use paper cup.
- ☐ Reuse paper that has only been printed on one side. Use for notepaper or place in the printer to use the other side.