

WM/P2: Non-hazardous Waste Recycling Guidelines

Department: Environmental Protection

Program: Waste Minimization and Pollution Prevention

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Authority: ES&H Manual, Chapter 22, Waste Minimization and Pollution Prevention

Introduction

SLAC has a recycling program in place to send commonly recyclable materials to qualified off-site subcontractors or users, who then collect these materials for reprocessing into new products.

Table 1 provides an items/categories list of materials recycled, specifications, and guidelines on the materials recycled, and information on how to recycle them. Examples of recyclable materials include

- Aluminum, glass, and plastic food/beverage cans and bottles and aluminum foil
- Cardboard and paperboard (for example, cereal boxes and manila folders)
- Corrugated cardboard
- Mixed paper or various paper types (white, glossy, and colored papers, including soft- and hard-covered books, magazines, newspaper, telephone books, junk mail, computer printouts)
- Styrofoam packing beads
- Computer floppy disks and compact disks
- Laser and inkjet printer toner cartridges
- Scrap metals
- Transparencies
- Wooden pallets, spools, and scrap wood

Note All of the items listed above qualify as non-hazardous items when properly managed. Two items/categories are classified as hazardous waste if not properly managed: 1) laser or inkjet toner cartridges and 2) scrap metals or equipment containing chemicals or oils. Follow relevant procedures to avoid hazardous waste disposal issues. If there is a hazardous waste concern with an item, contact the Waste Management Group (Ext. 2399).

If uncertain about what to do, please consult your administrative assistant, the Conventional and Experimental Facilities (CEF) Department (Ext. 8901) or the waste minimization and pollution prevention (WM/P2) program manager (Ext. 3401).

Additional information on recycling is provided on the web.¹

SLAC subcontracts with the Stanford University Recycling Program. Information on how the materials are recycled to make new products is provided on the web.²

1 "SLAC Recycling Program", <https://www-internal.slac.stanford.edu/cef/recycling/recycle.html>

2 "Stanford Recycling Center", <http://recycling.stanford.edu/5r/>

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Note Some of the recycling guidelines used at SLAC are different from those of the Stanford University Program because of differences in the types of facilities and nature of the operations at SLAC. Please use the guidelines in the table below for recycling at SLAC.

Table 1 SLAC Recycling Guidelines

Items/Categories	Material Specification	Requirement	How to Recycle
Aluminum, tin, and other metal cans, and aluminum foil	<ul style="list-style-type: none"> ▪ All types of metal cans used for food/beverages ▪ Aluminum foil used for food 	<ul style="list-style-type: none"> ▪ Empty cans completely and rinse ▪ Rinse aluminum foil ▪ No aerosol cans ▪ No scrap metal or aluminum oil used in work areas (see Scrap Metals) 	Place in appropriate green recycling bin labeled "Bottles & Cans"
Aseptic containers	Aseptic containers (drink boxes) that hold primarily beverages such as milk, fruit juice and wine. Usually made with high quality paper, polyethylene and a small percentage of aluminum.	Empty as much as you can	Place in appropriate green recycling labeled "Bottles and Can"
Computer floppy disks and Compact disks	<p>3.5" floppy disks</p> <p>Compact disks</p> <p><i>(standard and small)</i></p>	<ul style="list-style-type: none"> ▪ No 5.25" floppy disks 	Drop off at Salvage (Building 28) or mail small quantities (12 or less per envelope) to Salvage (MS 85A)
Corrugated cardboard	Corrugated cardboard (large pieces greater than 6"x6"x6" boxes)	<ul style="list-style-type: none"> ▪ Recycle contents of cardboard boxes per this table and throw other non-hazardous contents in trash ▪ No paperboard or cardboard spools (See Paper Various Types) ▪ If the corrugated cardboard is in the form of a box containing Styrofoam packing beads (i.e., "peanuts"), close box with tape or by interlocking box flaps, and leave near trash dumpster or "Corrugated Cardboard Only" dumpster. 	<ul style="list-style-type: none"> ▪ Place corrugated cardboard in dumpsters labeled "Corrugated Cardboard Only" ▪ Flatten and leave stacked for pickup by CEF. Set up pickup point in coordination with the building or area manager.

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Items/Categories	Material Specification	Requirement	How to Recycle
Glass bottles/jars	<ul style="list-style-type: none"> ▪ All glass bottles and jars (any color) used for food/beverages ▪ Jar caps acceptable (metal or plastic 1 or 2) 	<ul style="list-style-type: none"> ▪ Empty completely and rinse ▪ No auto glass ▪ No ceramics ▪ No drinking glass ▪ No light bulbs ▪ No mirrors ▪ No plate or frosted glass 	Place in appropriate green recycling bins labeled "Bottles & Cans"
Laser and inkjet printer toner cartridges	Toner cartridges supplied by the SLAC office product supplier	No liquid toner materials	Consult with office support staff to arrange for pickup by product supplier or designated recycler <ul style="list-style-type: none"> ▪ See website for recycling program description and guidance³ ▪ If cartridges cannot be recycled, they must be managed by the Waste Management Group (Ext. 2399)
Mixed paper or various paper types	<ul style="list-style-type: none"> ▪ Blue-and-white striped computer paper ▪ Paper bags ▪ Corrugated cardboard (6"x6"x6" boxes or smaller) ▪ Glossy paper and bright neon-colored paper ▪ Hardbound and paperbound book ▪ Junk mail ▪ Magazines ▪ Mixed files ▪ Newspaper (including glossy inserts) ▪ Newsprint paper ▪ Notebook paper ▪ NRC (No-carbon-required) paper ▪ Paper bags ▪ Paperboard (e.g., cereal box, manila folders, cardboard spools) ▪ Telephone books 	<ul style="list-style-type: none"> ▪ No blueprint paper ▪ No food-contaminated paper (e.g., pizza boxes, doughnut boxes, cartons with foods in contact with the paper). Foods and oils can cause recycle paper loads to be rejected by recycling vendors. ▪ No napkins or tissues ▪ No paper shredded as confetti (Place in plastic bag and throw in trash.) ▪ No plastic- or wax-coated paper ▪ No plastic wrapping (e.g., plastic wrapped mail, plastic envelopes) ▪ No photographs or negatives ▪ No rubber bands ▪ Staples and small metal clips are acceptable 	Place in appropriate green recycling bin labeled "Mixed Paper"

3 "Corporate Express E-way", <https://www.eway.com/ce/eway/ui> [access available to personnel authorized to purchase office products]

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Items/Categories	Material Specification	Requirement	How to Recycle
	<ul style="list-style-type: none"> ▪ White or colored ledger paper ▪ White or colored envelopes, with or without plastic windows or labels ▪ Any color ink 		
Plastic bottles containers	Plastic containers for food/beverages (numbers 1 and 2 only. The number is usually found on the bottom of the container)	<ul style="list-style-type: none"> ▪ Empty completely and rinse ▪ No plastic bags ▪ No styrofoam blocks or beads ("peanuts") ▪ No 3, 4, 5, 6, and 7 plastics 	Place in appropriate green recycling labeled "Bottles & Cans"
Scrap metal and metal equipment	Metal from wire, pipe, sheet metal, rod, etc. – aluminum, brass, copper, ferrous, non-ferrous, and other)	<ul style="list-style-type: none"> ▪ Arrange to drain oil from the equipment ▪ No lead 	Contact Property Group (Ext. 2329)
Styrofoam packing beads	Styrofoam packing beads or "peanuts"	<ul style="list-style-type: none"> ▪ No bulk styrofoam or plastic ▪ No starch packing beads ▪ Leave in original container ▪ Close container flaps or tape shut 	Leave peanuts in the original box. Keep box closed and store in an indoor location and contact CEF (Ext. 8901) for container pickup
Transparencies	Overhead projector transparencies	<ul style="list-style-type: none"> ▪ Transparencies only ▪ No paper or plastic wrapping 	Place 50 sheets or less per interoffice envelop and mail to "Waste Management MS 36"
Wood	<ul style="list-style-type: none"> ▪ Scrap wood ▪ Wood pallets (that are broken or no longer usable) ▪ Wood spools (for wire or cable) 	No wood that is treated with coal tar, or other chemicals (e.g., chromated copper arsenate, other chemicals). This wood is handled by the Waste Management Group (Ext. 2399)	Contact CEF (Ext. 8901) for pickup. Set up pickup point with building manager

Additional Guidance on Recycling and Disposal

- For the most commonly recyclable materials (paper, corrugated cardboard, beverage cans/bottles), "green" recycling bins marked "Mixed Paper" and "Beverage Cans/Bottles" and dumpsters marked "Corrugated Cardboard Only" are distributed throughout the site in offices and work areas. Check with your administrative assistant or building manager for those recycling bins and dumpsters near you.
- Place only the appropriate recyclable material in recycling bins. Segregate food and wet waste from recyclable material.

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- To save trips to the recycling containers, use a desktop collection box for your recyclable material. Desktop collection boxes are available from the WM/P2 program manager (Ext. 3401).
- To facilitate safe working conditions, proper handling of recyclables, and timely pickup of recyclables, employees need to consult with their building or area managers when requesting a recycling bin in a new area or when trying to use a new area to collect recyclable materials. Requests to obtain additional recycling bins, to replace old bins, to obtain extra pickups of recyclables or trash, to change the frequency of recycle or trash pickup are placed with CEF (Ext. 8901).

Information to Facilitate Recycling Items from Home

If you need information about minimizing non-hazardous waste for items from home, see a recycling information display or contact your local recycling center. Recycling information displays are posted in the following locations:

- Stores (Building 81)
- Near the Medical Department (Building 41, first floor)
- Opposite the Petty Cash Window (Building 41, second floor)
- SSRL (Building 137, second floor)