

## HOW TO DISPOSE OF ITEMS ON CAMPUS

**COMPOST:** What can be put into compost containers at dining facilities?

- Food scraps only
- **NO paper napkins or compostable plates or cups**

**TRASH:** What can be put in waste containers, regular office waste?

- Napkins
- Tissues
- Plastic bags
- Containers with food or food residue
- Food wrappers
- Shredded paper
- Plastic that is not 1-7, including strapping and plastic utensils
- Compostable plastics and paper products
- Hot/cold cups
- K-cup coffee pods
- Boxes or paper products with plastic coating
- Styrofoam
- **NO LED or CFL lightbulbs, electronics, batteries, oversized materials or clean Zero-Sort**

**ZERO-SORT:** What can be put into Zero-Sort recycling containers?

- Aluminum and tin cans (empty only)
- Plastic bottles (1-7 beverage, laundry and personal care products, empty only, cap can be screwed on or dispose of cap in trash)
- Plastic containers (1-7, empty only)
- Paper (newspaper, office paper but **NO shredded paper**)
- Uncoated paper products and small cardboard items (non-greasy and without food).
- **NO plastic bags, napkins, paper towels, plastic food wrap, food scraps**

## HOW TO DISPOSE OF:

**Batteries:**

- Each building has one or more battery bins for collection of spent batteries. Call 646-2050 or email: [Facilities.Operations.and.Management@Dartmouth.edu](mailto:Facilities.Operations.and.Management@Dartmouth.edu) to find the battery bin nearest you. Batteries are periodically collected and disposed of by our Universal Waste vendor.

**Bicycles:**

- To recycle a bicycle contact: [Dartmouth.bikes@dartmouth.edu](mailto:Dartmouth.bikes@dartmouth.edu)

**Cardboard/Pizza Boxes:**

- Empty and non/greasy cardboard boxes should be broken down/flattened and placed in the appropriate collection area in your building.

### **Clothing and Shoes:**

- Personal clothing and shoes should not be placed in the trash but should be recycled off-campus. Individuals who have clothing, shoes or bedding in good shape can take them to the Listen Center (603-448-2510), the Upper Valley Haven (802-295-6500), or deposit them in the Planet Aid clothing bins (603-594-4175) located throughout the Upper Valley. Dartmouth uniforms do get recycled; see below. Items can also be brought to the Lebanon Landfill, where there are collection bins from Apparel Impact, a New Hampshire textile recycling company. <https://www.apparelimpact.com/>

### **Compost:**

- Currently, composting is only available in a few locations on campus, including the dining facilities. Only food scraps may be placed in compost bins. Paper towels and compostable plates, cups and utensils should not be placed in compost bins even though they are technically compostable. Such materials end up confusing other users who then place non-compostable materials in the bins, thereby contaminating all the compost.

### **Confidential Documents and Materials:**

- Records Management orchestrates the free shredding of confidential documents by a third-party vendor on the first Wednesday of every month. The shredded material is then taken off-site and recycled. In order to arrange pickup contact: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu). For more information about this process, contact Records Management at 646-1875 or go to: <https://www.dartmouth.edu/~library/recmgmt/forms/ShredPickup.pdf>

### **Electronics/Appliances:**

- Electronics must never be put in waste bins, nor can they be put in the Zero Sort recycling bins. Electronics are considered E-Waste, and there are specific procedures for recycling them. Do not leave them in hallways, waste collection areas or entry ways. Leave them in place or secure location for appropriate pickup and disposal. This is especially critical for computer or other electronics that may have data on them and need to be held securely until our E-Waste vendor can pick up and wipe/destroy hard drives.
  - **Computers:** For Computers that are part of the Dartmouth Standards Program, please contact the computer store at: [the.computer.store@dartmouth.edu](mailto:the.computer.store@dartmouth.edu).
  - **Computers:** For all other computers contact: [materials.management@dartmouth.edu](mailto:materials.management@dartmouth.edu).
  - **Computer monitors, televisions, tablets and phones:** Contact [materials.management@dartmouth.edu](mailto:materials.management@dartmouth.edu)
  - **Printers:** For working non-leased printers contact [materials.management@dartmouth.edu](mailto:materials.management@dartmouth.edu)
  - **Appliances:** For full-sized refrigerators and working small appliances contact [materials.management@dartmouth.edu](mailto:materials.management@dartmouth.edu)
  - **Appliances:** for non-working small appliances contact: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu)
  - **Miscellaneous Electronics:** For miscellaneous small electronics such as keyboards, mice pin drives, and cords, contact: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu).

When arranging pickup, please make sure to include the following information:

- Item(s) description
- Location (building and room number)
- Asset tag # and/or serial #, if applicable
- Chart string, if available, to charge for removal

**Furniture:**

- To dispose of unwanted or broken furniture, email: [materials.management@dartmouth.edu](mailto:materials.management@dartmouth.edu).

Include the following information:

- Item(s) description
- Location (building and room number)
- Asset tag # and/or serial #, if applicable
- Chart string, if available, to charge for removal

**K-Cups:**

- K-Cup/Coffee Pods cannot currently be disposed of in our Zero-Sort Recycling, as they cannot be processed by Casella's sorting machinery. Allan's Vending Service has recently implemented a recycling program specifically for K-Cups. They provide a specialty box with a prepaid shipping label that K-Cups are deposited in. When the boxes are full the department then calls to have the boxes picked up. To get set up for this service contact Joann Allan at:

- Joann Allan – 802-296-7770
- [jannallan@allansvending.com](mailto:jannallan@allansvending.com)

**Lightbulbs:**

- Custodians are responsible for changing lightbulbs for overhead lights in buildings. They deposit spent bulbs in a central collection area where they are periodically picked up and disposed of by our Universal Waste vendor. When individuals need to dispose of old lightbulbs from their personal lamps please do the following:
  - **Incandescent and Halogen lightbulbs:** dispose of bulbs in the landfill/trash waste cans
  - **LED and CFL (compact florescent):** notify the custodial staff in your building so they can recycle the bulbs with our Universal Waste vendor.

**Oversized Waste:**

- Items that cannot be fully placed in waste containers should be kept inside offices/suites/department space until they can be picked up by the labor crew. Under no circumstances should such items be placed in hallways, entryways or in centralized waste collection areas. To have items picked up from your office or suite, a work order must be submitted to: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu). Be sure to include the following information:
  - Items(s) description
  - Location (building and room number)
  - Asset tag # and/or serial #, if applicable
  - Chart string, if available, to charge for removal

**Plastic Shopping Bags, Plastic Food Wrap, Bubble Wrap, Shrink Wrap:**

- Even though plastic bags and other plastic wraps often have a recycling symbol on them, they are not recyclable in Zero Sort bins. They are too light and clog up the machinery at the Zero Sort facility. Often plastic shopping bags can be recycled by returning them to the store where you got them. Otherwise, please place such items in the waste containers.

#### **Scrap Metal:**

- Scrap metal can be recycled, but cannot be put in the Zero Sort bins. Please leave the item in your office/suite/department space and submit a work order to Work Control to arrange a pickup. Contact: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu).
  - Item(s) description
  - Location (building and room number)
  - Chart string, if available, to charge for removal

#### **Shredded Paper:**

- Shredded paper is too small to go through Casella's Zero-Sort recycling process as it gets caught in the machinery. Shredded paper in offices is picked up by Custodial and Labor staff and eventually taken to the landfill. Records Management does orchestrate the shredding of confidential documents by a third party vendor who takes the shredded material offsite for recycling.

#### **Toner Cartridges:**

- Dartmouth participates in the Konica Minolta Clean Planet Program. To recycle your toner cartridges go to: <https://www.cleanplanetprogram.com/> to register. They offer two different programs depending upon the volume of cartridges your department disposes of. For help with this process, call 855-453-2784.

#### **Uniforms:**

- Uniforms are recycled through Casella. To arrange a pickup of uniforms, email: [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu).
  - Item(s) description
  - Location (building and room number)
  - Chart string, if available, to charge for removal

#### **Other Items:**

- If you have questions regarding the disposal of other items not listed contact:
  - [work.control.office@dartmouth.edu](mailto:work.control.office@dartmouth.edu)
  - [sustainable.dartmouth@dartmouth.edu](mailto:sustainable.dartmouth@dartmouth.edu)