

Do's, Don'ts, and How To's of Recycling



Newspapers



File folders



Phonebooks



Magazines



Junk mail



Sticky notes

All Paper



Glossy paper



White paper



Colored paper

Do

- » Newspaper (inserts OK)
- » Shredded paper
- » Brochures
- » Catalogues
- » Phonebooks
- » Hanging file folders
- » Manila envelopes
- » Brown paper bags
- » Chipboard/paperboard (like a cereal box)

Don't

- » Plastic coated papers
- » Food/candy wrappers
- » Wax coated cups

How to

- » No need to remove staples, clips or tape before recycling
- » Use desk-side or hallway bins
- » Request complimentary desk-side bins through SAPweb*



Desk-side bin



Aluminum and steel cans



Glass bottles

Commingles



All plastic food containers numbered 1-7

Do

- » Steel cans
- » Plastics #1 thru #7
- » Aluminum cans
- » Glass bottles (any color)

Don't

- » Plastic bags
- » Food/candy wrappers
- » Styrofoam

How to

- » Containers should be empty and have no food residue
- » Request bins and pickup for events through SAPweb*



Slim-jim bin

TechnoCycle



Audio and video tapes



Small electronics



Toner cartridges



CDs and diskettes



Cell phones, pagers, PDAs



Rechargeable batteries

Do

- » Toner cartridges
- » Mice, keyboards
- » External drives
- » Floppy disks
- » CDs, VHS tapes
- » Cables
- » PDAs
- » Phones
- » Blackberries
- » CRTs
- » CPUs
- » Laptops
- » Printers
- » Fax machines
- » Copiers
- » Microwaves
- » Stereos
- » VCRs
- » DVD players
- » Televisions

Don't

- » Abandon electronics

How to

- » Toner cartridge bins and TechnoCycle bins are located in every Distributed Mail Center (DMC)
- » Large eWaste must be removed by the MIT Movers
- » Request pickup of eWaste or large amounts of TechnoCycle through SAPweb*—pickup of items under 50 lbs. is free



TechnoCycle bin

eWaste



Computer equipment



Monitors



Televisions

Cardboard



Broken down cardboard

Do

- » Corrugated cardboard
- » Un-corrugated cardboard
- » Large chipboard or paperboard boxes

Don't

- » Packing materials
- » Boxes covered in tape
- » Wax-coated boxes
- » Boxes that have been soaked by food waste

How to

- » Daily recycling—remove packing materials, place next to paper recycling bins
- » Request a special pickup through SAPweb*

