

On-Campus Recycling Bin Request

(For non-hazardous, non-radioactive, or non-infectious materials)
Recycling Info – <http://nems.nih.gov/programs/WM/Pages/Recycling.aspx>

Along with room number and point of contact, provide the below information to **ESI** directly at **301.402.6349**.

*Building 10/CRC metal bins, **Cc Elsa Rivera** (elsariv@od.nih.gov).
Cc Tom Meredith (thomas.meredith@nih.gov) for metal bins in other buildings.

Small Desk-side Blue Bin (Empty contents into larger centralized recycling bin)

<u>Type</u>	<u>Number</u>
<ul style="list-style-type: none"> • Mixed Paper <p>Paper, Newspaper, Magazines, Post-Its, Envelopes, Folders, Binders, and Paperboard (i.e. microwavable food boxes); No confidential (patient) material</p>	____
<ul style="list-style-type: none"> • Commingled <p>Plastic, Glass (unbroken), Aluminum, Metal container; <i>No Styrofoam, Pyrex, or Broken glass</i></p>	____
<ul style="list-style-type: none"> • Pipette Tip Rack 	____

Large Centralized (Hallway/Corridor, Elevator Lobby, etc.) Metal Bin

<u>Type</u>	<u>Number</u>
<ul style="list-style-type: none"> • Mixed Paper 	____
<ul style="list-style-type: none"> • Commingled 	____
<ul style="list-style-type: none"> • Pipette Tip Rack 	____
<ul style="list-style-type: none"> • Toner Cartridges 	____

Important Reminders

- *Bottles and cans should be as dry as possible*
- *Plastic liners (usually there are extra in the bottom of office trash bins) may be used to keep blue bins clean*
- *Soiled paper (i.e. napkins and paper boats) can go in a compost bin in a nearby cafeteria*
- *Corrugated cardboard should be flattened and placed near the centralized recycling bins*
- *For office cleanouts, contact ESI at 301.402.6349 for a temporary hamper or tote.

Empty Chemical Bottles, Batteries, and Fluorescent Tubes—contact Chemical Waste at 301.496.4710

For government electronics, Property Custodial Officer within your division should coordinate pick-up for recycle by the Division of Personal Property Services (301.496.4247)

Anything related to general trash (emptying trash cans or requesting trash bags), consult with housekeeping.