

# Queen's University

# WASTE WATCHER'S GUIDE

## to Recycling and Waste Disposal

**BATTERIES:** Battery disposal boxes are available in buildings across campus. Check the Sustainability Office website for a list of locations: [queensu.ca/sustainability](http://queensu.ca/sustainability) or if you have a large quantity you can fill out a hazardous waste form on the Environmental Health and Safety website: [www.safety.queensu.ca](http://www.safety.queensu.ca)

**BOOK REUSE:** Textbooks For Change drop boxes are available in buildings across campus. Check the Sustainability Office website for a list of locations.

**BUILDING MATERIALS (ie. wood, metal/steel, drywall, rocks, bricks, etc.):** Contact the Sustainability Office to arrange for a bin for disposal. For more information contact the Sustainability Office.

**CANS, GLASS AND PLASTIC:** Clear and coloured jars and bottles, food and pop cans, #1 – #7 plastics, coffee cups and lids, and Styrofoam can be disposed of in containers labeled "Cans, Glass and Plastic". Look on bottom of plastic container for item's plastic content number.

**CARDBOARD:** Small pieces of cardboard and boxboard can be recycled with paper. Larger pieces of cardboard can be flattened and placed at your building's cardboard pick up location.

**DECOMMISSIONING:** Fridges, freezers, air conditioners, compressors, vacuum pumps, incubators, centrifuges, photocopiers, and any furniture or equipment that has been in contact with or may contain hazardous, biohazardous or radioactive substances must be decommissioned prior to disposal. Fill out a decommissioning form on the Environmental Health and Safety website [www.safety.queensu.ca](http://www.safety.queensu.ca)

**DOCUMENT SHREDDING:** Departments are responsible for making arrangements for destruction of confidential documents. The preferred vendor is Iron Mountain: **1.800.327.8345**. More information is available on the Procurement website: [queensu.ca/procurement/preferred-suppliers](http://queensu.ca/procurement/preferred-suppliers)

**ELECTRONIC WASTE:** To dispose of ewaste items (ie. computers, monitors, keyboards, TVs, phones, mice, scanners, printers) fill out a pick up request form on the Physical Plant Services website [queensu.ca/pps/waste-and-furniture-pickup-request-forms](http://queensu.ca/pps/waste-and-furniture-pickup-request-forms)

**FURNITURE/EQUIPMENT:** Unwanted furniture/equipment can be posted on [reuseit.queensu.ca/](http://reuseit.queensu.ca/) for reuse by other departments. To dispose of broken furniture/equipment, fill out a form on the Physical Plant Services website [queensu.ca/pps/waste-and-furniture-pickup-request-forms](http://queensu.ca/pps/waste-and-furniture-pickup-request-forms)

**HAZARDOUS WASTE:** For disposal of hazardous materials (ie. paint, oil, batteries, chemicals, radioactive isotopes), fill out a hazardous waste disposal form on the Environmental Health and Safety website [www.safety.queensu.ca](http://www.safety.queensu.ca)

**PAPER:** White and coloured paper, cardboard, box board, file folders, post-it notes, newspaper, soft cover books, envelopes, shredded paper, brown lunch bags can be disposed of in your office blue box and other containers labeled "Mixed Paper". Contact the Sustainability Office to make recycling arrangements for large quantities of paper items such as booklets, brochures or newspapers.

**OFFICE ORGANICS:** Public organics collection is available in most campus buildings on the main floor. Individual departments can also join the Office Organics Program by filling out a request on the Physical Plant Services website: [queensu.ca/pps/organic-program-request](http://queensu.ca/pps/organic-program-request)

**OFFICE SUPPLIES:** Pick up or drop off surplus office supplies at the "Room of Requirement" in the JDUC, RM 238. Hours of operation are Monday – Friday, 8 am – 4 pm.

**PRINTER/TONER CARTRIDGES:** Printer and photocopier toner cartridges can be placed in a box marked "recycle" and placed in your outgoing mailbag.

**RECYCLING FOR SPECIAL EVENTS:** Contact the Sustainability Office to arrange for recycling or organics containers for your event: [sustain@queensu.ca](mailto:sustain@queensu.ca)

**TIRES:** Contact the Sustainability Office to arrange for a bin for disposal.

**WASTE/RECYCLING CONTAINERS:** Contact the Sustainability Office to request office recycling containers or if you have questions about campus recycling programs and/or facilities: [sustain@queensu.ca](mailto:sustain@queensu.ca)



# BUNDLE IT!

## CORRUGATED CARDBOARD

- Building users are responsible for flattening their own boxes.
- Flattened boxboard and cardboard boxes can be left in your building's designated pick up area.
- Custodial staff will pick up and place in outside dumpsters labelled for cardboard and paper.
- Please no wax coated boxes or soiled pizza boxes.

# BOX IT!

## MIXED PAPER PRODUCTS

- White, coloured and glossy paper, fax paper
- Glue or staple bound soft covered books, catalogues, journals
- Newspaper and magazines
- Boxboard – cereal/cracker boxes
- Carbonless copies (NCR)
- Post-it Notes
- Paper with staples, labels, tape, highlighter and magic marker
- Envelopes (includes window and brown), file folders
- Kraft paper
- Shredded paper
- Clean brown lunch bags
- Hardcover books (covers off)

# RECYCLE IT!

## CANS, GLASS AND PLASTIC



- #1, #2, #3, #4, #5, #6 and #7 plastic containers
- Plastic cups, utensils and bags
- Glass bottles and jars
- Cans
- Tetra packs, Milk Cartons
- Clean Styrofoam
- Empty coffee cups and lids (separated)

Note: items should be clean

# ORGANICS

- Meat, poultry, fish, shellfish and bones
- Egg and dairy
- Fruit and vegetables
- Paper food wrappers
- Bread, dough, pasta, grains
- Coffee grounds, filters and tea bags
- Kitchen paper towels, facial tissue
- Uncoated paper take-out containers
- Pizza delivery boxes
- Paper napkins
- Brown lunch bags
- Waxed cardboard and paper
- Uncoated plates

# NON-RECYCLABLES

- Courier envelopes
  - Carbon paper
  - Food packaging
  - Bathroom tissue
  - Blue prints
  - Detergent and chemical containers
  - Floppy discs, VHS tapes, cassette tapes
- Dispose of as garbage.



[queensu.ca/sustainability](http://queensu.ca/sustainability)

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