

Michigan State University Complete Recycling Guide

May 7, 2010

-Aerosol Cans – not included in regular recycling; contact the Office of Radiation, Chemical & Biological Safety (ORCBS); empty aerosol cans with the nozzles removed are collected at residence halls and University Apartments recycling centers; Physical Plant has an Aerosolv tool that punches a hole and empties their used paint and oil cans; they then place the cans in their metal recycling roll off.

-Aluminum – rinse and wipe clean (NO FOOD WASTE), place in appropriate receptacles together with plastics #1-#7; MSU campus community can bring their metal to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Aluminum Can Tabs – not collected at MSU; our local Lansing Ronald McDonald house collects them as a fundraiser; they have a box in their front office where they can be dropped off;
<http://www.rmhc.com/how-you-can-help/other-ways-to-get-involved/pop-tab-collections/>

-Batteries – considered hazardous waste; contact ORCBS for disposal of all batteries except alkaline “household” (AA, AAA, C, D batteries) which MSU is not collecting at this time.

-Books – contact MSU Surplus Store: (517) 355-0364, or place next to dock recycling stations for MSU Recycling pick up; hard-bound books and soft-bound books should be separated; for large quantities, contact MSU Recycling hotline for a container.

-Book Jackets - place in mixed office paper container.

-Boxboard (cereal, tissue boxes, etc.) – place with mixed office paper (remove liner); MSU campus community can bring their boxboard to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Bricks and Cinder Blocks – contact MSU Surplus Store: (517) 355-0364.

-Bubble Wrap – must be in good condition; can be put in your campus mail shipping area labeled “University Stores” or contact MSU Surplus Store: (517) 355-0364.

-Cardboard - corrugated cardboard should be flattened and placed in the hallway for MSU custodial to place in appropriate cardboard container; pizza boxes and brown grocery type bags and craft paper can also be recycled with cardboard; if your building does not have MSU custodial, or if you are unsure of your building’s procedure, please call the MSU Recycling hotline.

-Cassette Tapes (Audio) – cassette tapes with sensitive material contact MSU Recycling to order a security shred container; cassette tapes with non-sensitive material contact MSU Surplus Store: (517) 355-0364.

-Catalogs – place next to dock recycling stations; for large quantities, contact MSU Recycling hotline for a container. MSU campus community can bring their phone books to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-CDs (compact disks) – for CDs with sensitive material contact MSU Recycling to order a security shred container; for CDs with non-sensitive material contact MSU Surplus Store: (517) 355-0364. CD cases and CDs can be placed in the #3-#7 recycling bin (please separate the CD from the case before recycling).

-Cell Phones – contact MSU Surplus Store: (517) 355-0364.

-Clothing – contact MSU Surplus Store: (517) 355-0364.

-Computer and Office Equipment (Departmental) – contact MSU Surplus Store: (517) 355-0364.

-Confidential Materials – Contact MSU Recycling to order a security shred container.

-Construction Debris/Demolition Recycling (Masonry, Concrete, Limestone, etc.) – contact MSU Surplus Store: (517) 355-0364; MSU Recycling can provide a roll-off container for construction debris.

-Copy Machine Toner Cartridges – place cartridge in its box, bag or envelope, label “recycling”, and place next to recycling collection station.

-Diskettes (Floppy) – for diskettes with sensitive material contact MSU Recycling to order a security shred container; for diskettes with non-sensitive material contact MSU Surplus Store: (517) 355-0364.

-DVDs – for DVDs with sensitive material contact MSU Recycling to order a security shred container; for CDs with non-sensitive material contact MSU Surplus Store: (517) 355-0364. DVD cases and DVDs can be placed in the #3-#7 recycling bin (please separate the DVD from the case before recycling).

-E-Waste (Departmental Electronics) – contact MSU Surplus Store: (517) 355-0364.

-Fabric, Old Towels, Sheets, Rags - fabric from campus locations recycled through Laundry; for home materials, contact your local waste management operation.

Fluorescent Tubes – Building occupants: contact custodial. **Custodial Staff:** All fluorescent tubes and bulbs MUST BE BOXED SEPARATELY! To request a box call Recycling: (517) (517) 355-1723. Please 1.) Properly seal box, 2.) Label "used electric lamps", 3.) Handle properly to prevent breakage, 4.) Request Recycling to pick-up FULL BOXES ONLY. Call ORCBS for questions: (517) 355-0153.

-Food Waste – not collected at MSU at this time.

-Furniture (Departmental) – contact MSU Surplus Store: (517) 355-0364.

-Glass (beverage container), Glass (other) – clear or brown glass collected at University Apartments; MSU campus community can bring their glass to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Hazardous Waste - contact ORCBS.

-Ink Cartridges – place cartridge in its box, bag or envelope, label “recycling”, and place next to recycling collection station or place them in campus mail addressed to: “MSU Recycling, 223 Surplus and Recycling Center”.

-Junk Mail – can go in mixed office paper, shred all credit cards and confidential material; to get rid of junk mail, go to: <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm>; also, see MSU Mail Processing link regarding eliminating unwanted mail: <http://mailprocessing.msu.edu/unwantedmail.htm>

-Kraft Paper (paper grocery bag like material) – can be recycled with cardboard; place in the hallway for MSU custodial to place in appropriate cardboard container at your building; if your building does not have MSU custodial, or if you are unsure of your building’s procedure, please call the MSU Recycling hotline at (517) 355-1723.

-Lab Glass – contact MSU Surplus Store: (517) 355-0364.

-Landscape Materials - leaves and yard waste are composted or ground up into mulch on MSU campus; for home materials, contact your local waste management operation.

-Laser Cartridges – place cartridge in its box, bag or envelope, label “recycling”, and place next to recycling collection station.

-Magazines – glossy paper type magazines can be recycled with mixed office paper; MSU campus community can bring their magazines to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Metal – rinse and wipe clean – NO FOOD WASTE, remove labels and flatten if possible; place in with plastics #1-#7; MSU campus community can bring their steel/tin/aluminum to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Milk/Juice Cartons – #1-#7 plastics from kitchen, residence halls and University Apartments are recycled, but not wax-coated drink box containers; MSU campus community can bring their #1-#7 plastics to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Newspaper (including inserts) - recycled in "newspaper" bins.

-Office Supplies – contact MSU Surplus Store: (517) 355-0364.

-Packing Peanuts (Styrofoam) - must be clean and not mixed with other materials; place them in your campus mail shipping area labeled "University Stores"; MSU Surplus Store also takes this material; fill out a pick up request form (PURF).

-Padded Envelopes – not recyclable, but can be re-used as interdepartmental envelopes.

-Paints and Other Solvent Liquids - contact ORCBS (517) 355-0153.

-Pallets – contact MSU Recycling hotline (517) 355-1723.

-Paper (white and colored) - recycle in appropriate recycling bins.

-Paperboard (cereal box type material) – see "Boxboard".

-Phone Books – place next to dock recycling stations; for large quantities, contact MSU Recycling hotline for a container. MSU campus community can bring their phone books to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Plastics - #1-#7 plastics are accepted; place in appropriate receptacles; this includes milk/juice bottles or jugs, medicine bottles, dish soap, detergent, spray butter, salad dressing and water bottles with the appropriate #1-#7 symbol; MSU campus community can bring their #1-#7 plastic to our drop-off center located across from the MSU Surplus Store & Recycling Center, off of Farm Lane on Green Way.

-Polystyrene – see "Styrofoam".

-Pop Tabs – not collected at MSU; our local Lansing Ronald McDonald house collects them as a fundraiser. They have a box in their front office where they can be dropped off;
<http://www.rmhc.com/how-you-can-help/other-ways-to-get-involved/pop-tab-collections/>

-Ream Wrappers - not collected at MSU at this time.

-Shredded Paper – custodians will pick up under 25 lbs of bagged shred; over 25 lbs contact MSU Recycling hotline for a container, (517) 355-1723.

-Styrofoam (Block) – not collected at MSU at this time; Dart Container has a drop-off location at 3120 W. Howell Road, Mason.

-Styrofoam Peanuts – see "Packing Peanuts".

-Telephone Directories/Catalogs – place next to dock recycling stations; for large amounts contact Recycling hotline for a collection container.

-Tennis Ball Cans – place with household metals, place plastic lid in plastic recycling container.

-Toner Cartridges - place cartridge in its box, bag or envelope, label “recycling”, and place next to recycling collection station.

-Transparencies – ship transparencies to 3M Recycle Program in PA with shipping label; see MSU Recycling website for more information;
http://solutions.3m.com/wps/portal/3M/en_US/Meetings/Home/ProductsAndServices/Product_Catalog/Transparency_Film/RecProg/

-Tyvek Envelopes - not collected at MSU at this time; also see the following with respect to recycling Tyvek envelopes: http://www2.dupont.com/Tyvek_Envelopes/en_US/tech_info/tech_environ.html

-Vehicle Materials – tires, motor oil, anti-freeze, used oil filters, car batteries from MSU vehicles are recycled through Transportation Services; for home materials, contact your local waste management operation.

-Video Cassettes - for video cassettes with sensitive material contact MSU Recycling to order a security shred container; cassettes with non-sensitive material contact MSU Surplus Store: (517) 355-0364.

-Wire - contact MSU Surplus Store: (517) 355-0364.

-Wood - contact MSU Surplus Store: (517) 355-0364.

-Yard Waste – see “Landscape Materials”.

Contact information:

MSU Recycling: www.recycle.msu.edu, (517) 355-1723

MSU Surplus Store: www.msusurplusstore.com (517) 355-0364

ORCBS: www.orcbs.msu.edu, (517) 355-0153