

The Dalhousie Employee Guide to Materials Management on Campus

Look for the 4 system bins around campus designated for recyclables, paper/cardboard, organics and garbage.

<h2>RECYCLABLES</h2> <p>Remove caps & straws from containers. Materials should not contain liquids or food residues.</p>	<h2>PAPER & CARDBOARD</h2> <p>Paper should be dry & clean. Flatten cardboard boxes and place beside paper bin.</p>	<h2>ORGANIC WASTE (Compost)</h2> <p>No liquids. If necessary, use a sheet of paper or some boxboard to wrap wet food waste.</p>	<h2>GARBAGE</h2> <p>Reconsider all waste for potential reuse before discarding!</p>	<h2>HAZARDOUS WASTE</h2> <p>On-campus, contact Environmental Health & Safety at 494-2495.</p>	<h2>UNIVERSAL WASTE</h2> <p>On-campus, contact Environmental Services at 494-8396.</p>
<p>What belongs:</p> <ul style="list-style-type: none"> All Beverage Containers: Pop, water & juice bottles, juice cartons & boxes, aluminum beverage cans, liquor/beer containers Milk containers Glass bottles and containers Tin, steel, and aluminum cans Tetra juice packs & mini sips All plastic bags and containers, except Styrofoam Clean aluminum foil & plates <p>Not Acceptable:</p> <ul style="list-style-type: none"> Coffee cups (garbage) Non-container plastics like plastic cutlery, straws, and dvd cases (garbage) Foams & soft # 6 plastics (garbage) Broken glass (garbage) 	<p>What belongs:</p> <ul style="list-style-type: none"> Dry & clean paper (white or coloured) Newsprint Envelopes Glossy flyers and magazines Soft cover books Corrugated cardboard (must be placed beside the paper bin) Hardcover books (with covers removed) Paper egg cartons and drink trays <p>Not Acceptable:</p> <ul style="list-style-type: none"> Coffee cups (garbage) Carbon paper (garbage) Soiled paper (organics) Boxboard (organics) 	<p>What belongs:</p> <ul style="list-style-type: none"> All food waste Kitchen paper towels & napkins Paper bags Boxboard (cereal boxes, pizza slice trays) Paper plates Cold paper beverage cups (non-waxed) Small amount of yard waste Paper fast-food wrapping <p>Not Acceptable:</p> <ul style="list-style-type: none"> Coffee cups (garbage) Corrugated cardboard (cardboard) Newspapers & magazines (paper) Waxy food packaging (garbage) Egg cartons & drink trays (paper) 	<p>What belongs:</p> <ul style="list-style-type: none"> Disposable coffee cups Aerosol cans (empty non-hazardous) Floor sweepings Broken glass (must be boxed & taped) Disposable gloves (latex, vinyl, etc.) Ceramics Packaging (non-recyclable) Potato chip bags Styrofoam Incandescent light bulbs Cloth items (not able to be donated) <p>Not Acceptable:</p> <p>Any materials that belong in the other streams should not be placed in the garbage stream.</p>	<p>What belongs:</p> <ul style="list-style-type: none"> Class 1 - Explosives Class 2 - Gases Class 3 - Flammable and combustible liquids Class 4 - Flammable solids Class 5 - Oxidizing substances; organic peroxides Class 6 - Poisonous (toxic) and infectious Class 7 - Radioactive Materials Class 8 – Corrosives Class 9 - Miscellaneous products, substances <p>Off-campus, consult with the HRM Hazardous Waste Depot (Bayers Lake).</p>	<p>What belongs:</p> <ul style="list-style-type: none"> Fluorescent bulbs/lamps Paint Vehicle and equipment fluids Batteries (bring to one of our drop-off locations on campus or call 494-2470) Small appliances <p>To have your on-campus e-waste picked up, fill out the Electronics Recycling Form at: http://erecycling.dal.ca.</p> <p>Regulated Electronic Goods:</p> <ul style="list-style-type: none"> Desktop computers Monitors Notebooks / Laptops Printers Televisions Non-cellular telephones

C & D WASTE

C & D waste should be sorted to reduce disposal costs & to improve its recyclability. Call Environmental Services at 494-8396 for more information.

What belongs:

• Asphalt/Brick/Concrete	• Vinyl	• Styro Tar
• Clean Asphalt Shingles	• Plastic	• Gravel roofing
• Clean & painted wood	• Glass	• Carpet
• Drywall & ceiling tiles	• Insulation	• Scrap metal

FURNITURE

Instead of sending unwanted furniture to the landfill, see if anyone else can reuse it.

- Contact the **Purchasing Department** to have Furniture items posted for reuse on an internal daily campus e-newsletter called **Notice Digest**.
- The **Halifax Dump and Run** is a huge community yard sale/waste diversion project held on Dalhousie campus at the end of April each year. All funds raised and any remaining unsold items are donated to local charities.

We currently divert over 60% of materials from landfill.

Charting Dalhousie's progress...

RECYCLABLES

- Dalhousie currently recycles in excess of 140,000 refundable containers per year. Containers from the university are sent to the Youth LIVE Enviro Depot for sorting (Youth LIVE employs at risk youth, providing work and lifestyle skills training).
- Glass is recycled into new glass bottles, steel cans are used to produce new steel and PET bottles are recycled to produce t-shirts, fleece jackets and carpets (Source: Resource Recovery Fund Board).

ORGANIC WASTE

- Dalhousie currently composts over 150 tonnes of food waste per year from cafeterias, retail food operations, and some departmental locations.
- Additional organic waste disposal sites are being added in departmental lunchrooms. Dalhousie's organic waste is sent to a local composting facility where it is aerated and turned for 15 to 60 days before being cured for approximately 6 months and used as soil enrichment material.

PAPER & CARDBOARD

- Since the Dalhousie paper recycling program began in 1991, close to 60,000 trees have been saved. Currently, over 7,000 trees are saved yearly through our paper products recycling program at Dalhousie.
- Dalhousie's recycled paper is used to produce paper towels, toilet tissue, egg cartons, coffee trays, etc. Recycled cardboard is used primarily to make new cardboard boxes and some furniture.

HAZARDOUS & UNIVERSAL WASTE

- Dalhousie's battery recycling program began in 1998 and approximately 4 tonnes of batteries have been recycled to date.
- EHS (Environmental Health & Safety) procedures ensure that 100% of waste from biohazardous laboratories is rendered sterile prior to disposal to segregated landfill.
- Dal's ChemEx program has placed almost 4700 chemicals since 1992. The chemicals exchanged between 1992 and 1998 had a catalogue value of over \$200,000.

With your help we can reach our goal of 75% materials diversion!

Sort your waste.

One of the main challenges in getting our diversion rate higher is properly sorting our waste materials. The **contamination rates** in our waste streams can reach as high as 60% due to improper sorting. Only with your help can Dalhousie University reach its ambitious goal of 75% waste diversion.

Bring a reusable mug to work.

Disposable coffee cups are one of the most problematic materials in our waste streams. If you stacked all the **paper coffee cups** thrown out at Dalhousie each year, do you know how many Tupper Buildings high would this be? 11,667 Tupper Buildings high per year that we pay to dispose of! Most vendors offer a discount for bringing your own mug and metro transit will only let you bring hot beverages on the bus in travel mugs.

Exchange your waste bin for a blue recycling bin.

Contact a local custodian to return your office waste bin and replace it with a blue recycling bin and mini-waste bin. This will encourage you to **reduce your waste**. You can easily carry the bin outside your office to a four-bin station in order to sort it.



Print double-sided and reuse paper.

Save trees and reduce your waste by printing double-sided and reusing scrap paper. Efforts have been made **to reduce the number of phone book directories** printed - contact Directory.Changes@Dal.ca to remove your name from the list of those who will receive paper copies of the phone book.

Keep an eye out for a *Dalhousie Paper Policy* that will be released in the Fall 2011 . The policy will focus on topics such as electronic business processes and green meetings.

