**Dalhousie Guide to Waste Management on Campus**
Look for the four-bin system around campus designated for paper, recyclables, organics and garbage.

### Paper/Cardboard

**What belongs:**
- Dry and clean paper (white or coloured)
- Newspapers
- Envelopes
- Glossy flyers and magazines
- Hardcover books (with covers removed)
- Paper egg cartons and drink trays
- Corrugated cardboard including pizza boxes (must be flattened and placed beside the paper bin)
- Boxboard (cereal boxes, pizza slice trays, etc.)

**Not acceptable:**
- Coffee cups
- Carbon paper
- Soiled paper

**Note:**
- Paper should be dry and clean. Flatten cardboard boxes and place beside paper bin.

### Recyclables

**What belongs:**
- All beverage containers: pop, water, juice, milk and alcohol
- All plastic containers
- Glass bottles and containers
- Tin, steel and aluminum cans
- Tetra juice packs and mini sips
- Clean aluminum foil and plates
- All plastic packaging including: grocery, retail, bread, dry cleaning and frozen food bags and bubble wrap
- Styrofoam™ at AC Campus *pilot in certain HFX lab bids.

**In the lab:**
- Clean paper towel (used to wipe up water)
- Uncontaminated organics used in experiments (fruit and vegetables)

**Not acceptable:**
- Coffee cups
- Corrugated cardboard
- Newspapers and magazines
- Plastic or biodegradable plastic bags

### Organic Waste

**What belongs:**
- All food waste
- Kitchen paper towel and food napkins
- Paper bags
- Paper plates and cups
- Small amounts of yard waste
- Paper food wrapping
- Wax paper
- Soil and plant waste

**In the lab:**
- Clean paper towel (used to wipe up water)
- Uncontaminated organics used in experiments (fruit and vegetables)

**Not acceptable:**
- Organics
- Recyclables
- Paper
- Cardboard
- Metal

### Garbage

**What belongs:**
- Disposable coffee cups
- Aerosol cans (empty non-hazardous)
- Floor sweepings
- Broken glass and incandescent light bulbs (must be boxed and taped)
- Disposable gloves (latex, vinyl, etc.)
- Ceramics
- Potato chip bags and candy wrappers
- Styrofoam (in HFX) except for pilot bids.

**In the lab:**
- All non-hazardous, non-recyclable, non-compostable, and non-contaminated lab waste (e.g. disposable gloves, aprons and bench covers)

**Not acceptable:**
- Metal

### Hazardous Waste

**What belongs:**
- Chemical Waste
  - Flammable materials
  - Oxidizing materials
  - Toxic or poisonous materials
  - Corrosive materials
  - Reactive materials
  - Compressed gases

**Biological Waste**
- Tissue cultures
- Microbial cultures
- Contaminated gloves, sharps, plastic-wares

**Radioactive Waste**
Hazardous waste should be disposed of in accordance with procedures established by the Environmental Health and Safety Office.

### Universal Waste

**What belongs:**
- Florescent bulbs: contact the Office of Environmental Services
- Batteries: contact the mail room 902-494-3476 (HFX) and 902-893-4614 (AC) for departmental/bldg battery recycling information.
- Printer cartridges: return used cartridges back to the supplier.
- Cell phones: employee issued cell phones are to be returned to ITS.
- Electronics: employees can request office related e-waste to be picked up at: erecycling@dal.ca
- Paint and propane cylinders: contact the Office of Environmental Services for disposal details.
- White goods: if a good contains refrigerant, this must be removed prior to disposal. Contact the Office of Environmental Services

### How to Use Your Lab Bin System:

**Lab paper, recyclables and organics bins should be used as ‘transport bins’**: Use the bins to collect waste in the lab. Once full, the transport bins should be emptied by lab users into the appropriate stream at the four-bin sorting station in the hallway. Garbage will be collected from the lab by custodial staff.

### How to Use Your Office/Residence Suite Bin System:

**Collect recyclables and paper in the blue bin and place garbage in the black side-saddle bin.** When full, the blue and black bins should be emptied into the four-bin sorting station in the hallway/residence recycling room. All organics should be taken to the four-bin sorting station daily. This is to prevent organic materials from remaining in the office/residence space for longer than one day.

### Excess Goods

**Instead of sending unwanted belongings to the landfill, see if someone else can reuse it.**

Employees should contact Purchasing with excess university goods. Goods will be advertised internally and then externally. People can bid on excess goods for reuse. Visit dal.ca/dept/procurement/surplus-materials.html or contact Procurement at 902.494.6570, or procurement@dal.ca

Items can also be donated to the Halifax Dump & Run. This event occurs each Spring; visit: halifaxdumpandrun.webs.com

**Off campus:** Bring unwanted items in good condition to a charitable organization or a thrift store.
Looking to make office purchases or to organize events? Check out the Office of Sustainability’s Sustainable Purchasing Tip Sheet and Sustainable Events Guide.

www.dal.ca/dept/sustainability/resources/Educational_Material.html

SUSTAINABLE PROCUREMENT

Looking to make office purchases or to organize events? Check out the Office of Sustainability’s Sustainable Purchasing Tip Sheet and Sustainable Events Guide.

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SUSTAINABLE PROCUREMENT

C & D waste should be sorted to reduce disposal costs and to improve its recyclability. Contact Facilities Management - Office of Environmental Services for more details.

What belongs
- Asphalt/brick/concrete
- Clean shingles/gravel roofing
- Vinyl/plastic
- Glass
- Clean and/or painted wood
- Drywall
- Ceiling tiles
- Insulation
- Scrap metal

GLASS

What belongs
Broken: place broken glass in a cardboard box, once full, seal the box and label it ‘Broken Glass’ and place it next to the garbage bin for regular collection.

Unbroken: Rinse glass bottles and containers and place in the recyclables bin.

OFF-CAMPUS LINKS AND RESOURCES

Dalhousie Facilities Management
Office of Environmental Services
Halifax: 902.494.8396
AC Truro: 902.893.4630

MUNICIPAL LINKS

Halifax Garbage and Recycling Information:
http://www.halifax.ca/recycle/index.php

Halifax Waste Collection Schedule:
http://www.halifax.ca/recycle/zoneaandb.php

Colchester County Garbage and Recycling Information:
http://www.truro.ca/solid-waste-mangement.html

Colchester County Collection Schedule:
http://www.truro.ca/collection-schedules.html

HAZARDOUS WASTE

Halifax Household Special Waste Depot:
halifax.ca/recycle/hhw.php

Colchester County:
colchester.ca/hazardous-waste-disposal
Ph: 902.895.4777

ELECTRONIC WASTE

Drop off electronic waste at a local Enviro-Depot along with products such as paint and refundables.

http://putwasteinitsplace.ca/envirodepot.asp

For cell phones, printer cartridges and batteries, check out retail locations where these items are purchased for take-back recycling programs.

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REDUCE, REUSE, RECYCLE

• Bring a reusable mug to work.
• Disposable coffee cups are a problematic material in our waste streams. Most vendors offer a discount for bringing your own mug. Metro Transit will only allow beverages on the bus if contained within a travel mug. You can also use your mug to drink tap water, reducing your bottled water consumption.
• Dalhousie collects excess office furniture and advertises it first internally and then externally. This reduces the amount of useable furniture in the waste stream and prevents the need to purchase new furniture.
• Save trees and reduce your waste by printing double-sided and reusing scrap paper. Follow the guidelines in the Dalhousie Paper Policy to use paper more efficiently (www.dal.ca/dept/sustainability/resources/publications_policies.html).
• Employees should use internal mail instead of an envelope.
• Employees may contact a local custodian to exchange an office waste bin for a blue bin and black side-saddle office bin system. Once full, the bins can be emptied into a hallway four-bin sorting station.

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