



National Business Center
Division of Facilities Management Services



RECYCLING GUIDE
FOR THE
MAIN AND SOUTH INTERIOR BUILDINGS

PAPER

WHITE PAPER - GRADE 1

- White paper (any color ink)
- White tissue paper (onion skin)
- White copier paper
- White computer paper
- White office stationery (also, high-quality off-white paper such as stationery)
- White envelopes with water-soluble glue (i.e., those that can be sealed when moistened), without windows, and without self-adhesive labels or postage stamps (please tear those off first)

MIXED (COLORED) PAPER - GRADE 2

- Colored or natural-shade paper
- Magazines and glossy paper
- Yellow routing and message slips
- Blueprints and drawings
- Unsolicited mail
- Carbon-less (NCR) paper
- Shredded paper (must be in bags)
- Books (glued, stitched, or stapled) - examples include CFRs and Federal Registers
- File stock - manila, green, or brown folders; wallet folders; hanging folders (remove metal hangers first)
- Tabbed dividers (remove plastic materials)
- Envelopes (any color except white) with water-soluble glue (i.e., the type you wet to seal) and envelopes with windows; however, self-adhesive labels and/or self-adhesive postage stamps should be removed and discarded
- Copy-paper wrappers (i.e., the wrappers that bind each ream of new paper)

Notes:

1. Staples may be left on paper being recycled, but paper clips, binder clips, and other reusable fasteners should be removed and reused.
2. Documents that contain sensitive information (e.g., data protected under the Privacy Act of 1974) should be shredded before being recycled or discarded.
3. Recycling containers for desktop separation of Grade 1 and Grade 2 paper are available from the Building Manager's Office, room 1221, or by contacting one of the individuals listed at the end of this Recycling Guide.
4. Centralized collection centers are located throughout both buildings. For information on the one nearest to your office, please contact one of the individuals listed at the end of this Recycling Guide.

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NEWSPAPER - GRADE 3

Newspapers should be placed in the specially-marked containers which are located in the Main Interior Building (MIB) garages, outside the MIB cafeteria, and in the freight elevator lobbies on each floor of the MIB. In the South Interior Building (SIB), the containers for newspapers are located at the elevator lobby on each floor.

CARDBOARD - GRADE 4

Cardboard may be placed in the hallway outside each office door after 4:00 p.m. each business day. A special collection for large quantities of cardboard can be arranged by calling the Building Manager's Office. Please remove any waste and/or packing materials from the cardboard being recycled.

TELEPHONE DIRECTORIES - GRADE 5

Old or unneeded telephone books (e.g., Verizon, Bell Atlantic directories, The One Book, Yellow Book, agency telephone directories, etc.) should be recycled. Please place these in the immediate area of the paper containers at your recycling center.

UNACCEPTABLE ITEMS:

The items listed below should be separated or removed from paper materials being recycled.

- Waxy paper
- Tissues
- Carbon paper
- Adhesive tape
- Rubber bands
- Paper cups
- Post-It® notes
- Food wrappers
- Tyvek® envelopes
- Padded envelopes
- Pressure-sensitive (self-adhesive) labels and postage stamps
- Three-ring or other types of binders (but, recycle the contents)
- Plastic or metal spiral binders (remove the binding and recycle the contents)
- Binder clips and other metal fasteners

COMPUTER EQUIPMENT

Surplus and/or outdated computer equipment must be recycled. This includes items such as central processing units (CPUs) and monitors. The NBC Property Office has established a contract for recycling this type of equipment. For additional information, please contact John Butler at 208-4682.

GLASS CONTAINERS, ALUMINUM CANS, AND PLASTIC

Glass containers, aluminum cans, and plastic should be deposited in appropriate containers at kitchenettes, freight elevator lobbies, cafeteria, and garage entrances in the MIB, and the elevator banks and vending room in the SIB. Please ensure that bottles and

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cans have been rinsed and are empty. Caps/tops may remain on containers. Only type PET, PETE (No. 1), or HDPE (No. 2) plastics may be recycled. PET is used to make tough, shatterproof containers such as soft-drink and water bottles, and some food and medicine containers. HDPE (high-density polyethylene) plastics are flexible, translucent products such as milk and detergent bottles. PET, PETE, and HDPE containers will be marked as such or may be marked No. 1 or No. 2. The following are contaminants and should not be placed into the collection centers:

- Liquids
- Stones and dirt
- Plate, safety, or window glass
- Heat-resistant glass such as Pyrex
- Plastic bags
- Lead-based glass such as crystal or TV tubes
- Ceramic cups, dishes, oven ware, or light bulbs
- Polystyrene
- Yogurt cups
- Milk cartons
- Food wrappings

SKIDS/PALLETS

In general, pallets and skids should be returned to their origin (e.g., Printing Plant, receiving section, GPO, etc.). They will be returned to their point of origin or recycled through a contract established by the Division of Facilities Management Services (DFMS). For additional information, please contact Jay Agosto on 208-7560.

RECYCLING CENTER FOR OTHER MISCELLANEOUS ITEMS

This area is for the proper disposal of cartridges for printers (laser and ink-jet), copy machines, and fax machines. Additionally, you may recycle computer (floppy) disks, Ni-Cad rechargeable batteries (we cannot recycle alkaline batteries), CDs, magnetic tapes (4mm, 8mm, VHS cassettes, reel-to-reel, and data cartridges), and transparencies. The recycling center for other miscellaneous items is located at the basement floor, in the Main Interior building, near and to the right of the main entrance of the DOI cafeteria.

SCRAP METAL AND FLUORESCENT LIGHT TUBES

Most scrap metal and fluorescent tube recycling is done by the facilities staff; however, there are successful recycling programs in place for occupants to recycle these materials.

CARPET AND PADDING

When replacing carpeting in offices, the existing carpet and padding found must be recycled, down cycled, or renewed. By recycling and buying recycled content (fiber and/or backing) and renewable (cleaned, retextured, and re-dyed) carpet tiles, we are reducing the environmental impact of our actions and saving resources (diverting from landfills, reprocessed into new fiber, using post-industrial waste, saving oil, reducing global warming potential) that can be made into other products (e.g., automotive parts, parking barriers, lumbar alternatives, sod reinforcement, soundproofing). Most carpet

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manufacturers have carpet-reclamation programs in place to accept old carpeting and padding.

GREEN ROOM

The NBC Modernization Program Office established a location in the MIB to which occupants can bring office-supply items that no longer are needed. Since this basically is an extension of our recycling program, the responsibility for maintaining the inventory for the items in this room has been transferred to the Building Manager's Office. The Green Room currently is located on the 2nd floor of the MIB, but will be relocated over the next few weeks to allow assignment of the vacant office.

Occupants may use the Green Room to recycle unneeded general office items such as notebooks, pads, pens, and may take any items from there which their organization can use in the normal course of its business.

Additional information on the Green Room (including its new location when it is moved) can be obtained by contacting any of the individuals listed at the end of this document.

TIPS

- Minimize waste by planning and coordinating your requirements.
- Whenever possible, make double-sided copies when duplicating documents. If appropriate, consider using electronic transfer rather than paper copies.
- Computers and some related equipment must be recycled.
- Refrigerators, ice machines, water coolers, and other cooling equipment must be purged and certified to be free of all refrigerant before they can be discarded as waste or for salvage. This service is available on a reimbursable basis through the Branch of Support Services, DFMS. For additional information, please contact Rick Farr 208-3056.
- Properly dispose of all chemical wastes or excess. If assistance is desired, please contact Ken Tunney at 208-7560. The Federal Hazard Communication Program must be implemented for all chemicals for which a Material Safety Data Sheet (MSDS) is issued, and a copy of the MSDS must be posted in the workplace where the chemicals are used or stored. We also ask that you provide the Building Manager's Office (Mail Stop 1210-MIB) with a copy of the MSDS for each chemical; emergency-response personnel may require this information during emergency conditions.

If you have any questions, please contact the Building Manager's Office at 208-7560. Your efforts and cooperation do make a difference and are appreciated.

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