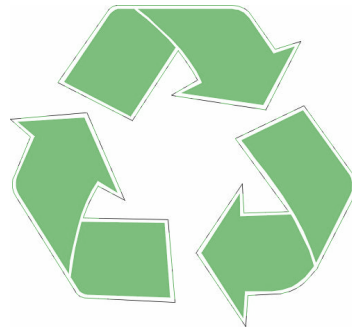


# PSU Waste & Recycling Guide

A guide for faculty and  
staff on discarding material  
in a responsible way.



**Plymouth State**  
UNIVERSITY

Tel: (603) 535-2451

PLYMOUTH STATE UNIVERSITY  
PHYSICAL PLANT OFFICE

Physical Plant  
17 Holderness Road MSC#33  
Plymouth, N.H. 03264  
(603) 535-2254  
<http://www.plymouth.edu/fsb/home.htm>

**Plymouth State**  
UNIVERSITY

## About Recycling & Waste Disposal

Unfortunately, we cannot ignore the fact that PSU departments collectively discard tons of material each year, and the amount keeps growing. Our campus commitment includes handling material in a responsible way and reducing and recycling waste whenever possible. By recycling, you help keep materials out of a landfill, conserve energy and natural resources, reduce pollution, support the market for secondary materials, and reduce trash disposal costs for the University. Recycling is easy and convenient.

### Paper Recycling

- ◆ newspapers & magazines
- ◆ office paper & copier paper
- ◆ fax paper
- ◆ opened “junk mail”
- ◆ envelopes (windows okay)
- ◆ brown paper bags
- ◆ gray “boxboard” (e.g., cereal boxes)

### Do not recycle:

Kleenex, paper towels, food and candy wrappers, snack bags (chips, etc.), paper cups or plates, 6 pack / 12 pack type cardboard, refrigerated or frozen food boxes, ice cream cartons, or laminated papers.

*Call or email us to request an At-Desk recycling box 603-535-2451*

### Containers Recycling

- ◆ glass bottles and jars (remove lids)
- ◆ steel “tin” cans
- ◆ aluminum cans & clean foil
- ◆ plastic bottles marked with #1 (e.g., water & soda bottles)
- ◆ plastic bottles marked with #2 (e.g., milk & detergent jugs)

**All materials must be emptied & rinsed.**

### Do not recycle:

Milk or juice boxes, paper drink cartons, plastic cups, utensils, deli or “take-out” containers, ice cream cartons, plate glass, light bulbs, Pyrex, plastic bags, Styrofoam, yogurt or cottage cheese type tubs, or any plastics with a #3,4,5,6 or 7 code.

### Cardboard

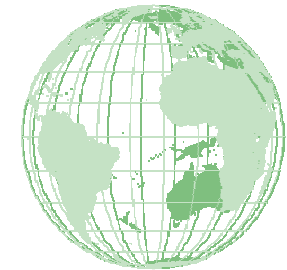
**Please empty and flatten boxes and place them next to recycling bin in hallway.**

- ◆ pizza boxes
- ◆ brown corrugated boxes

### Do not recycle:

Wax-coated boxes, 6 pack / 12 pack cardboard, any refrigerated or frozen food boxes, packing peanuts, Styrofoam, etc.

*The waste and recycling receptacles and dumpsters on campus are for disposal of PSU-generated material only. They are not for personal, household or contractor’s use.*



*PSU Is Committed To It's Efforts In The Reduction of Solid Waste!*

“Living Lightly”

## Special Pickup Items

Safety codes prohibit using hallways, stairwells and mechanical rooms as storage areas. Large items are **not** automatically removed for disposal. The following require a service request for special pickup.

Complete a work request form at: <http://www.my.Plymouth.edu> Login click on the "Staff Services" link, and fill out a work order. Or you can call Physical Plant at 535-2451

## Refrigerators, Freezers and Laboratory Equipment

Must be emptied and defrosted by the department. If the item was used for laboratory purposes, please contact: Tammy J. Hill Environmental Health & Safety Coordinator at 603-535-2409

## Wood Pallets and Clean Wood

Scrap wood must be unpainted, untreated and have large nails removed. (Wood is chipped and burned for electric power generation.) Call for special pickup.

## Scrap Metal

Metal items like shelving, motors, wire, broken equipment, and old metal desks must be separated for recycling.

## Bulky Waste Items

Any items larger than a typical wastebasket require a special pickup. Examples: broken furniture, painted wood, art projects, tires, bricks, Christmas trees, plant and soil waste, etc. Please complete a service request for these items.



## Office Cleanouts and File Purges

Please plan ahead if your department will be generating extra waste material. Recycling staff will supply wheeling carts and extra trash bins, and help identify items to separate.

## Confidential Paper

Shredding confidential papers is the responsibility of each department. PSU recycling does not shred paper, but will pick up bags or boxes of paper in need of shredding. Please call for pickup for any papers that need shredding. Please **DO NOT** put paper in need of shredding in with the normal recycled paper. Visit our web site, and fill out a work request to schedule a pick up.

## Surplus Property

PSU Surplus Property Program collects all usable surplus furniture, computers and any PSU property. For more information about this program please contact: Joan E. Andresen Purchasing Agent at: [Jandresen@plymouth.edu](mailto:Jandresen@plymouth.edu)

Items accepted by Surplus include, but are not limited to:

- ◆ Computers (CPU's and monitors)
- ◆ Furniture & filing cabinets
- ◆ Items with a PSU inventory tag.

Visit <http://www.plymouth.edu/fsb/home.htm> for details.



## Miscellaneous Materials

### Telephone Directories

Verizon telephone books are collected in special boxes during the month of new book distribution, usually in July or August. Smaller PSU directories may be recycled with paper anytime.

### Foam Packing Peanuts

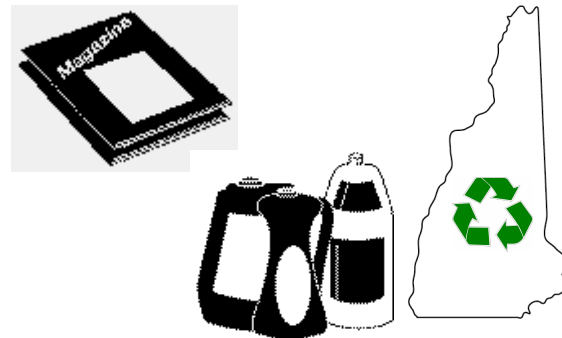
Peanuts are not collected on campus, but can be dropped off at any UPS Store in clear plastic bags for reuse. Foam blocks from computer packaging cannot be recycled. Please put in trash.

### Books

Soft-covered, paperback books and journals can be recycled with paper. Hard-covered books and text books require a separate pickup. Set aside books and call Recycling to request a special pickup.

### Special Events

If you are sponsoring an event or meeting, be sure to request extra "recycling bins" use the Work Order system, and be sure to include the date of the event (at least 48 hours notice is appreciated). Feel free to call the Building Services Office to discuss the particular needs of your event at: 535-2451.



## Hazardous Items

Many types of waste material are regulated by state and federal guidelines and must be handled in an environmentally sound manner.

When in doubt, please contact: Tammy J. Hill Environmental Health & Safety Coordinator at 603-535-2409 before disposing of materials either in the trash or down the sink.

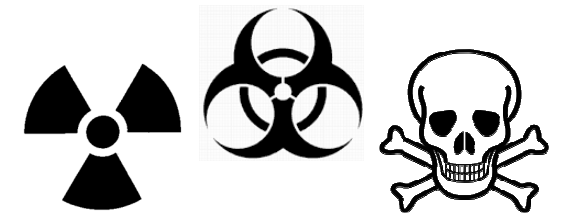
*Hazardous items include, but are not limited to:*

Laboratory chemicals  
Biohazardous and autoclaved waste  
Fluorescent light bulbs and ballasts  
Mercury thermometers  
Contaminated glassware  
Paints and aerosol "spray" cans  
Batteries  
Sterno and butane containers  
Propane tanks  
55-Gallon drums (plastic or metal)

## Radioactive Materials

## Asbestos & Lead Management

Tammy J. Hill Environmental Health & Safety Coordinator at 603-535-2409



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