



RISD RECYCLING PROGRAM

Trash and Recycling Separation

For both environmental and legal reasons it is important for the Rhode Island School of Design to recycle all waste materials suitable for recovery. Full participation from students, staff, faculty and guests is important for this program to be effective. By properly separating wastes and choosing the right container you will help to minimize landfill growth, avoid contamination of recyclable wastes and help attain the highest possible usefulness of discarded items.

If you have any questions about RISD's recycling program, call the Environmental Health and Safety (EH&S) Department at 401-454-6780. If you need additional trash or recycle containers or if you are planning a large cleanout and need assistance call Joe Melo at 401-454-6487.

Put these items into bins marked as TRASH

- Food waste – **But** RISD does have a composting program; contact RISD Earthlings at risdearthlings@gmail.com or Dining and Catering at The MET for more information on how you can divert food waste from the trash into compost.
- Hot beverage cups (paper and Styrofoam)
- Refrigerated and frozen food boxes – e.g. butter, pizza, beer, soda, TV dinners and other boxes such as soap or laundry detergent boxes, beer and soda boxes, butter/cream cheese boxes, etc.
- Plastic containers larger than 5-gallons and non-container plastic – e.g. toys, furniture
- **Greasy** pizza boxes – non-greasy pizza boxes remove wax paper from box and recycle
- Hybrid packaging (metal/paper/plastic mix) – e.g. oatmeal and potato chip canisters and K-cups
- Clothing or other textiles – Trash or recycle through donation or off-site clothing recycling bins at Salvation Army, Goodwill, Savers, and others
- Potato chip bags and candy wrappers
- Styrofoam cups and packing materials – **But** Styrofoam packing peanuts may be collected by RISD Store and Mailroom staff for reuse – contact them for more information
- Mirrors, glass and broken glass – for safety reasons put in secure boxes labeled "broken glass"
- Small amounts of scrap metal (pots, pans, coat hangers, wires, chains, cables, nuts & bolts). For larger quantities of scrap metal, see section on "Metal Recycling" or contact Facilities for more information



Put these items into bins marked as RECYCLING

Aluminum foil, pie plates, cans / Tin cans- soup, vegetables, etc.

Hairspray and deodorant cans only. No spray paints, adhesives, etc.

Glass bottles (food or beverage containers)

Plastic containers up to 5-gallons in size

Cardboard and chipboard

Cartons – milk/soy milk, juice and juice boxes, soup, broth

Clean Paper / Cardboard

Magazines / Catalogs

Clean Pizza Boxes / take-out Boxes

Paperback Books, Phone books

Notebook / Writing Paper, Computer Paper, Construction Paper

Paper Shopping Bags

Poster Board

Non-Metallic Wrapping Paper

Junk Mail

Newspaper and Color Inserts

All envelopes and interoffice envelopes

Hardcover books with covers removed

Toilet Paper and Paper Towel Rolls

Thin Cardboard (shoe, cereal, cookie boxes)

Manila File Folders

For a more comprehensive listing of materials that can and cannot be recycled visit – rirrc.org

Other items for disposal

Injectable Needles

All medical needles, whether used or unused, **MUST** go to Health Services, **NEVER** into the trash!

Saw Blades, Craft Knife Blades, Knitting or Sewing Needles, Pins

Most academic departments have containers for collecting sharp metal items such as saw blades, X-Acto knife blades, knitting or sewing needles, pins, and upholstery tacks. Check with your department Technician for the location of this container.



Metal Recycling

Metal is either reused by students on campus or sent to a metals reclamation company for recycling. Metal for disposal will be picked up by RISD's Grounds crew and brought to What-Cheer Garage for storage until it is transferred to a metals recycler. Another area where metal can be recycled is in the bin and other containers located in the Metcalf Building alleyway. Additionally, upon your request a drum or bin can be provided to you. Departments that generate steel, aluminum, and other chips and turnings should provide small metal containers in their areas for disposal.

Laser, Copy Machine, Inkjet Cartridges and all printer inks

Some manufacturers provide a prepaid mailer which can be used to send the spent cartridge back to the manufacturer. If a prepaid mailer is not included with the replacement cartridge you purchased, send the used cartridge(s) to the Mailroom. The cartridges are sent to a local company that remanufactures them. Contact the EH&S Department with any questions.

Cleaners, Solvents, Oils, Old Chemicals, Speedi-Dri and other Absorbents

Paints, solvents, absorbents, chemicals, oils and so on should be handled separately from all other wastes. If you need to dispose of any of these materials, please follow the established procedures as outlined in the academic departments or notify the EH&S Department at 401-454-6780. **Do not dispose of these materials in the trash or down the drain.**

Fluorescent and other Metal-Containing Lamps (Universal Waste)

Under Rhode Island's regulations all fluorescent bulbs and lamps for disposal must be sent to a facility to properly treat and dispose of these mercury-containing bulbs. These lamps must not be placed with regular trash. It is the lamp installer's responsibility to make sure that lamps are recycled by making them available to the EH&S Department for placement in the storage cage located in What-Cheer Garage. Do not break or crush spent lamps. Whenever possible store lamps in the original packaging or containers that are designed to minimize breakage during storage and shipping. Notify Facilities to pick up old bulbs and notify the EH&S Department if a lamp breaks so we can assist you in clean-up.

Cathode Ray Tubes and other Electronic Equipment (Electronic Waste)

Under Rhode Island's regulations all discarded Cathode Ray Tubes (typically computer monitors and TV's) must be sent to a facility to properly treat and dispose of these items. RISD sends old, obsolete or broken CRT's to a permitted recycler. Additionally, RISD recycles almost all electronic equipment including computer CPUs; flat panel monitors and TVs; VCRs and DVD players; projectors; laptop computers, and many other electronic components. Do not dispose of these items in the regular trash. You can put in a TMA Work Order to have these materials removed from your area for recycling. Do not break or crush this equipment. Notify the EH&S Department if breakage occurs so we can assist you in clean-up of the damaged equipment.



Alkaline and Rechargeable Batteries

Rechargeable batteries such as Nickel Cadmium, Nickel Metal Hydride, and Lithium Ion are used in many small electronic devices such as photo cameras, cell phones, computers, small hand tools and so on. Do not dispose of rechargeable batteries in the trash. RISD has several rechargeable battery collection boxes available on campus. These boxes are located in the Photography Department at Design Center, Media Resources in Auditorium, FAV in the Auditorium, in the Graduate Woodshop in CIT/Mason (basement), Metcalf Building opposite the 1st floor elevator and at the Facilities area in What-Cheer Garage.

To prevent contact between terminals or other metal surfaces during storage and transport, either place batteries into separate plastic bags or cover the terminals with plastic nonconductive electrical tape. Batteries should then be placed into the cardboard boxes and when the container is full the box will be sealed shipped off-site to Call2Recycle. The EH&S Department will provide a replacement container.

Alkaline batteries can either be put in the trash or placed in the collection boxes noted above. EH&S can also provide containers for alkaline battery recycling for larger scale projects such as the annual change-out of batteries used as backup for smoke detectors.

If you have a small sealed lead acid battery such as ones used in emergency lights or computer backup equipment, you may submit a TMA Work Order to have it removed from your area for recycling, or contact EH&S for disposal instructions.

Plastic Bags, Bubble Wrap, Bubble Packaging, and Other Plastic Films

Most supermarkets such as Whole Foods, Shaw's and Stop & Shop have collection bins for clean, empty plastic bags. If you cannot easily get to any of these locations, containers for recycling plastic bags are available at the Mailroom; in dorm trash rooms in Homer and Nickerson Halls; and in the lobbies of 15 Westminster Street (Fulton Street side), The Met; Fletcher, and CIT.

Aerosol Cans of Spray Paints, Adhesives and other Art Materials

Used aerosol cans may still contain compressed gasses, paint, adhesive and other residue. Do not throw these cans into the trash. When you are finished using an aerosol can, you may either put it into an aerosol can bin (located in dormitory workrooms and studio spaces throughout campus), give it to a department Technician or call EH&S for pick-up. These aerosols are taken to What-Cheer Garage for evaluation for reuse or disposed of proper disposal.

Follow these guidelines when deciding how to dispose of unwanted materials. If you have any questions about our recycling program or about recycling or disposal of materials not included in this program, please call or e-mail the EH&S Department at 401-454-6780 or at ehs@risd.edu.