



# 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 Facilities Custodial Services at 401-427-3105.

## Put these items into bins marked as TRASH

- Food waste – **But** RISD does have a composting program; contact RISD Earthlings at [risdearthlings@gmail.com](mailto:risdearthlings@gmail.com) or Dining and Catering at The MET or Portfolio 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 (not common anymore) may be reused for shipping otherwise dispose of them in the trash
- 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, chipboard, paper towel and toilet paper cardboard rolls, thin cardboard (such as - shoe, cereal, and cookie boxes) and poster board
- Cartons – milk/soy milk, juice and juice boxes, soup, broth
- Clean Paper, paper shopping bags, cardboard, envelopes and interoffice envelopes, manila file folders
- Magazines, newspapers and color inserts, catalogs, paperback books, hardcover books with covers removed, phone books and junk mail
- Clean Pizza Boxes / take-out Boxes
- Notebook / Writing Paper, Computer Paper, Construction Paper
- Non-Metallic Wrapping Paper

**For a more comprehensive listing of materials that can and cannot be recycled visit – [rirrc.org](http://rirrc.org)**

## **Other items for disposal**

### **Injectable Needles**

All medical needles, whether used or unused, **MUST** go to Health Services via Public Safety, **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 metal's reclamation company for recycling. You can put in a TMA Work Order to have scrap metal brought to What-Cheer Garage for storage until it is transferred to a metal's recycler. Additionally, there is a large scrap metal collection bin and other containers located in the Metcalf Building alleyway. Departments that generate metal chips and turnings should offer small containers in their areas for disposal. Upon your request a drum or bin can be provided to you.

## Laser, Copy Machine, Inkjet, and All Printer Ink Cartridges

Some manufacturers provide a prepaid mailer which can be used to send the spent cartridge back to them. If a prepaid mailer is not included with the replacement cartridge you purchased, you can put in a TMA Work Order to initiate a pickup. The cartridges are sent to a local company that remanufactures them. Contact the EH&S Department with any questions.

## Cleaners, Solvents, Oils, Old Chemicals, Speedy-Dri and other Absorbents

Paints, solvents, absorbents, oils, and other chemicals 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 your academic department or notify the EH&S Department at 401-454-6780 or at [ehs@risd.edu](mailto:ehs@risd.edu). **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 for proper treatment and disposal. Do not dispose of these items in the regular trash. Whenever possible store lamps in the original packaging or containers that are designed to minimize breakage during storage and shipping. You can put in a TMA Work Order to have these materials removed from your area. Do not break or crush spent lamps. Notify the EH&S Department if breakage occurs so we can assist you in clean-up. **Note that LED light bulbs are safe for disposal in your regular trash. They are not recyclable and are not considered household or universal waste.**

## Cathode Ray Tubes and other Electronic Equipment (Electronic Waste)

Under Rhode Island's regulations all discarded Cathode Ray Tubes (typically computer monitors and TVs) must be sent to a facility for proper treatment and disposal. 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.

## Aerosol Cans

Used aerosol cans may still contain compressed gasses, paint, adhesive, and other residues. 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 proper disposal.



## **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 cameras, cell phones, computers, and small hand tools. Do not dispose of rechargeable batteries in the trash. RISD has several rechargeable battery collection boxes available on campus. They are located in the Photography Department at Design Center, Media Resources in the Auditorium, FAV in the Auditorium, the Graduate Woodshop in CIT/Mason, Metcalf Building in the corner opposite the 1<sup>st</sup> floor elevator, Information Tech Services at 123 Dyer Street, 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. 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.

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 for recycling, or contact EH&S for disposal instructions.

## **Plastic Bags, Bubble Wrap, Bubble Packaging (puncture to remove air)**

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 these plastics (see bin labels for acceptable plastics) are available on campus at the in the trash room in Homer Hall; in the lobbies of North Hall (workroom) and 15 Westminister Street (Fulton Street side)' The Met (next to elevator); Fletcher (main lobby); and CIT (across from elevators).

## **Unwanted Office Furniture**

RISD Flips has a system to track and redistribute office furniture and other items for potential reuse around campus. Visit <https://sites.google.com/risd.edu/flips/home> to see available desks, chairs, or filing cabinets, and submit a form to have the piece(s) you want delivered. If a photo isn't enough, you can visit the storage area on the 12<sup>th</sup> floor of 15 West by appointment which are typically Tuesday-Thursday between 12-2. Appointments can be made by emailing [flips@risd.edu](mailto:flips@risd.edu).

You can also use the inventory site to submit a request to have unwanted furniture removed from your office. You'll be asked to include a quick description and photo of each item so its condition can be assessed before finding a new home. Please check with RISD Flips if you are not sure if an item can be redistributed on campus.

**Follow these guidelines when you need 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](mailto:ehs@risd.edu).**