



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 401-427-6929.

Put these items into bins marked as TRASH

- Food waste
- Hot beverage cups (paper and Styrofoam)
- Refrigerated and frozen food boxes (butter, fresh soup, frozen pizza, TV dinners, etc.) and other boxes such as soap, laundry detergent, beer, and soda boxes
- Plastic containers larger than 5-gallons and non-container plastic (toys, furniture, etc.)
- **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, etc.). For larger quantities of scrap metal, see section on "Scrap Metal" or contact Facilities for more information.



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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, empty paper towel or toilet paper rolls, thin cardboard, 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, catalogs, paperback books, hardcover books with covers removed, 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 ---

Other items for disposal

Large Amounts of Paper

RISD has a contract with Iron Mountain for monthly shredding services. There are eight collection bins located in multiple departments. For very small quantities to shred you may be able to drop off the paper in one of these bins. Contact Procurement at 401-427-3776 or epro@risd.edu for more information. For one-time pickups, such as a department emptying out file cabinets, Procurement can obtain a quote from Iron Mountain for disposal.

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 or plastic bubble packaging. 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 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).



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Alkaline, Rechargeable, and Large Lead Acid or Lithium-Ion Batteries

Rechargeable batteries such as nickel cadmium, nickel metal hydride, and lithium-ion are used in many small electronic devices. **Do not dispose of rechargeable batteries in the trash**; place them in the designated collection boxes on campus. They are located at the Photography Department cage in Design Center; Media Resources in the Auditorium; FAV in the Auditorium; the Graduate Woodshop in the basement of CIT; Metcalf Building in the corner opposite the 1st floor elevator; Information Technology Services at 123 Dyer Street; and at the Facilities shop area in What Cheer Garage.

To prevent contact between terminals during storage and transport, either place batteries into separate plastic bags or cover the terminals with plastic non-conductive electrical tape. When the box is full it will be sealed and shipped off-site. The EH&S Department will provide a replacement box.

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 any larger sealed lead acid or lithium-ion batteries such as ones used in emergency lights, computer backup equipment, scooters, or e-bikes, you may submit a Facilities Work Order to have it removed for recycling, or contact EH&S for disposal instructions.

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

Metal is either reused by students on campus or sent to a metal reclamation company for recycling. You can put in a Facilities Work Order to have scrap metal brought to What Cheer Garage for storage until it is reclaimed. 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 larger container can be provided to you.

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

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, RISD will send them to a local company that remanufactures them. You can put in a Facilities Work Order to initiate a pickup. Contact the EH&S Department with any questions.

Fluorescent Bulbs and Compact Fluorescent Bulbs (CFLs)

Under Rhode Island's regulations all fluorescent bulbs and CFLs 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 bulbs in the original packaging or containers that are designed to minimize breakage during storage and shipping. You can put in a Facilities Work Order to have these materials removed from your area. Do not break or crush used light bulbs. Notify the EH&S Department if breakage of a fluorescent bulb or CFL occurs so we can assist you in cleanup. **Note that LED and incandescent light bulbs are safe for disposal in your regular trash. They are not considered household or universal waste.**



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Cathode Ray Tubes and other Electronic Equipment

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 CRTs 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. For small amounts of CRT or electronic waste, you can put in a Facilities Work Order to have these materials removed from your area for recycling. For larger amounts, contact EH&S to schedule a pickup directly from your location. 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.

Unused or Unwanted Art Supplies

The Second Life Exchange is an opportunity for students, faculty, and staff to up-cycle, repurpose, or reuse unused or unwanted art supplies for free. Located in Design Center, room 216, The Exchange is open Thursdays and Fridays, 11:00am to 6:45pm, and Saturdays, 11:00am to 4:45pm. Students, faculty, and staff are encouraged to donate any unused or unwanted art supplies for reuse by the RISD community. **Public donation drop offs are on Tuesdays by appointment only.** Visit the Second Life Exchange website to make a donation appointment: <https://info.risd.edu/2nd-life-exchange/> If Second Life is unable to take your art materials, contact EH&S for help in determining the proper disposal methods.

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. **Do not dispose of these materials in the trash or down the drain.**

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.

Injectable Medical Needles

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

VHS, Audio Cassettes, and other Magnetic Tapes

RISD sends magnetic tape products to a permitted recycler. You can put in a Facilities Work Order to have these materials brought to What Cheer Garage for recycling. Notify the EH&S Department if you have any questions about the amounts and types of tape you have for disposal.

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.