

Material	Procedure	Responsibility Centre	Location	Telephone
Mixed Paper	Used paper can either be placed in the blue recycling bins or reused for printing.	Headquarters Materiel Support (SRAM) (To obtain bin) PWGSC Call Centre (for pick-up of large quantities of recyclable material)	BG-131	996-7174 1-800-463-1850
Non-Recyclable Waste	Non-recyclable waste should be placed in the mini black garbage container located at each work station. Employees are responsible for emptying the contents of the mini containers into the regular-sized bins found in each division or work bay.	Headquarters Materiel Support (SRAM) (To obtain bin)	BG-131	996-7174
Plastics	Plastics, such as styrofoam cups, should be deposited in the recycling station.	PWGSC Service Call Centre		1-800-463-1850
Surplus Office Supplies	Excess quantities should be returned to Headquarters Materiel Support (SRAM)	Headquarters Materiel Support	BG-131	996-7174
Toner Cartridges	The Department uses reconditioned toner cartridges. Old cartridges can be exchanged for reconditioned ones at the Stationary Supplies Store.	Stationary Supplies Store (SRAM)	BG-131	996-7174
Video Tapes	Used video tapes can be sent for reuse to the Audio Visual Services.	Audio Visual Services (SXCH)	B1-115	995-1332