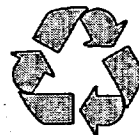


RECYCLING AND WASTE REDUCTION

Thanks to your efforts, over 77% of the waste generated at headquarters is diverted from landfill. The recycling and waste reduction program provides for the collection and recycling of mixed office paper, cardboard, cans, glass, and mixed plastics, as well as printer toner cartridges, video tapes and batteries.



Deskside: Blue Bins - Paper Recycling

Each work station should have a blue recycling bin for used paper. They are available through Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.

The following items go in the blue bins:

- laser printed, photocopied, stapled paper (not necessary to remove staples)
- newspapers, magazines and catalogues
- white or colored paper (except red or black)
- unwaxed lunch bags
- envelopes
- bond fax paper
- carbonless forms
- paper cups and boxes (e.g., Kleenex & lunch boxes)
- photocopy paper packaging
- paper with adhesives on the back (e.g., Post-It Notes)

The following items do not go in the blue bins:

- tissues
- wax paper, waxed paper cups or drink boxes
- plastic coated containers, or any other paper products with non-dissolvable materials on them.

If you are moving offices and are disposing of more material than will fit in your blue bin, a larger wheeled bin can be delivered to your office to accommodate your needs. To arrange for this and/or the pick-up of large amounts of recyclable material, call **PWGSC Service Call Center ☎1-800-463-1850.**

Deskside: Non-Recyclable Waste

Each work station should also have a mini black garbage container for non-recyclable waste. They are available at **Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.**

You are responsible for emptying the contents of your mini container into the regular-sized bin (plastic lined) found in a central location in each division or work bay. The contents of these centrally located bins are disposed of each evening by the cleaning staff. The on-going cleanliness of your mini container is your responsibility.

Hallway Recycling Stations

Blue recycling stations with sections for cans, bottles, mixed paper and mixed plastics are located by the washrooms on each floor of every tower and in the cafeteria. They are emptied twice weekly. If an overflow problem occurs, please contact the **PWGSC Service Call Center ☎1-800-463-1850.**

Cans and Bottles

Cans and bottles should be emptied before deposit in the recycling bin. Metal caps and bottle lids can be placed in the can section.

Cardboard

Used cardboard boxes should be flattened and stacked near the Hallway Recycling Stations or near your divisional garbage bin. The cleaning staff will remove them during their evening rounds.

Mixed Papers

Same paper products that go in the deskside blue bins.

Mixed Plastics

The following types of plastics are recyclable if empty and rinsed clean when necessary:

- styrofoam cups
- food containers
- packing materials
- plastic pop bottles
- sandwich bags
- plastic wrap
- plastic grocery bags, straws
- shrink wrap
- coffee creamer and yogurt containers
- plastic cutlery

Battery Collection

Used batteries from small appliances and equipment such as calculators, test equipment and watches are collected by the Mail Messengers for recycling. Simply give the batteries to the Mail Messengers, who have collection bins attached to their carts, or place them in the Divisional "OUT Mail" tray.

Printer Toner Cartridge Exchange

The department uses reconditioned toner cartridges. Exchange your old cartridge for a reconditioned one at **Stationary Supplies Store (SBAM), BG #131, ☎996-7174.**

Video Tape Drop Off

Used video tapes can be sent for reuse to **Audio Visual Services (SXCH), B1 #115, ☎995-1332.**

Fluorescent Light Tubes

Fluorescent light tubes are disposed of through the hazardous waste program. They should not be thrown in the garbage. Burnt out light tubes should be reported to the **PWGSC Service Call Centre ☎1-800-463-1850.**

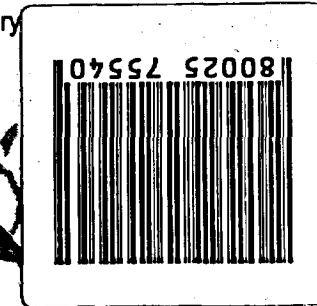
ADDITIONAL CONTACTS :

Help Desk (SERV): ☎ 992-2221
 Departmental telephone directory
 ☎ 944 4000 (option 1 and then option 7)

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