



WASTE REDUCTION AND RECYCLING AT THE PEARSON BUILDING

For information, refer to:

For additional information on ways to help green the Department's operations or to obtain a copy of the "Working Green at Headquarters" pamphlet, contact the Environmental Services Division (AES) at 944-0631 or visit the Sustainable Development Web site at <http://www.dfait-maeci.gc.ca/sustain/menu-e.asp>.

The recycling and waste reduction program at DFAIT 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. Every work station is equipped with a blue recycling bin for used paper and a mini black garbage container for non-recyclable waste. Employees are responsible for emptying the contents of their mini garbage into the larger garbage bins found in each division. In addition, recycling stations where cans, bottles, mixed paper and mixed plastics can be recycled are located by the washrooms on each floor of every tower and in the cafeteria.

The following table indicates the procedure, the responsibility centre and a contact telephone number for dealing with various materials.

Material	Procedure	Responsibility Centre	Location	Telephone
Batteries	Used batteries from small appliances and equipment such as calculators can be given to the mail messengers or placed in the divisional "OUT Mail" tray for recycling.	Mail Services (SRG)		944-6245
Cans and Bottles	Cans and bottles should be emptied before depositing in the recycling bin.	PWGSC Service Call Centre		1-800-463-1850
Fluorescent Light Tubes	Fluorescent light tubes are disposed of through the hazardous waste program. They should not be thrown in the garbage. Call PWGSC to have burnt out light tubes replaced.	PWGSC Service Call Centre		1-800-463-1850
Leaky Faucets	Report any leaky faucets or water emergencies to the PWGSC Call Centre.	PWGSC Service Call Centre		1-800-463-1850