



EPS 60-R1

Appendix EPS 60-R1 Disposal Practices for Recyclable Materials

Office Type Items

Jefferson Lab has implemented site wide recycling for many office type materials including:



- ❖ cardboard*
- ❖ office paper*
- ❖ newspaper*
- ❖ telephone books*
- ❖ transparencies
- ❖ greeting cards
- ❖ computer disks
- ❖ tyvek envelopes
- ❖ plastic bottles (#1 and #2)*
- ❖ lab only “shipping peanuts”
- ❖ aluminum cans*
- ❖ wood pallets
- ❖ used oil
- ❖ batteries
- ❖ some construction debris
- ❖ copier, fax, inkjet, and laser toner cartridges
- ❖ scrap metal
- ❖ glass bottles*
- ❖ magazines*

* Collect these items in the blue office bins.

The objective of recycling is to maximize the use of natural resources by reusing materials in similar or new forms. Each of the program managers or coordinators encourages all staff and subcontractors to participate in Jefferson Lab’s recycling program.

Facilities Management has instituted site recycling activities for paper goods, scrap metal, cardboard, aluminum, and construction debris. The Used Oil Coordinator (UOC) manages used oil collection and should be contacted to coordinate disposal of all used oil-related products. Used battery recycling is managed by the Hazardous Waste Coordinator (HWC) through local recycling center coordinators. Subcontractors and/or designated ESH&Q staff provide pickup and disposal services for all recyclables.

Paper goods

Various paper goods are recycled, including miscellaneous office papers, cardboard, and newspapers. Personal and community collection bins and containers are provided.

Janitorial Services is responsible for the removal of these paper goods (and others as noted in bulleted list above) from all indoor collection areas and to get the recyclables into the appropriate collection bin or external container. This enables our refuse and recycling collection subcontractor to work with “pure” waste streams. Facilities Management manages the collection and disposal of all paper goods for the laboratory.



Office Paper

If you need an additional blue bin, check with the stockroom.

Small blue bins are positioned in most offices and around the laboratory for placement of scrap office papers and other items as noted earlier.

Large office paper recycling containers are located in high paper use areas such as near photocopier machines. These are usually tan or white, have a top, and can be identified by the recycling logo and the words "office paper" located on the side.

Items that can be collected under this program include most types of office paper.

- white and colored copy machine paper
- tablet and note pad paper
- typing paper, magazines
- green bar computer paper
- filing folders and envelopes
- single layer cardboard

Note that rubberbands, paperclips, and staples do not need to be removed.

Add all other general recyclables noted earlier to your office recycling bin.

Janitorial Services is responsible for collecting paper and other noted items from the blue bins positioned in offices and work areas, as well as in other designated recycling locations on a regular basis.

Items that cannot be recycled through office recycling include:

- food bags
- waxed paper or paper cups
- carbon paper
- food & food wrappers
- coffee filters
- styrofoam
- kleenex or paper towels
- plastic transparency sheets
- plastic wrappers
- waxed cardboard (i.e., milk cartons)

Cardboard

Please do not put cardboard in the refuse container.

It is very environmentally friendly to recycle corrugated cardboard, and convenient collection services are provided. Small cardboard boxes can be flattened and placed outside an office door at any place on site that receives daily janitorial services. Label it "RECYCLE" and the janitorial staff will collect the cardboard and place in the appropriate exterior container.

Larger boxes should be flattened and placed near one of the copy center paper recycling containers. They will then be available for reuse.

Newspaper

When placing bundled newspapers or cardboard outside your door **DO NOT** create a trip hazard or block egress routes.

A large amount of newspaper should be collected separately. It can be bundled, stacked, or put inside a paper bag and placed outside an office or work area door. Please label the bundle "RECYCLE" to minimize the chance for confusion. After-hours collection will be made by the janitorial staff, who will deposit the newspapers in the appropriate exterior collection container.

Copier, Fax, Inkjet, and Laser Toner Cartridges

Most toner cartridges are recyclable and come in boxes that are pre-printed with the manufacturer's return address.

Empty fax, laser, and inkjet printer cartridges should be boxed up and left at your mail stop. Shipping & Receiving will collect the boxes from the mail stops. Contact Facilities Management at ex. 7400 if you need further details.



The copy center subcontractor is responsible for ensuring that toner cartridges from the general site photocopier machines are recycled. Toner cartridges from photocopier machines that are maintained or leased from other vendors should be recycled by the leasor or by the staff that is responsible for that machine.

Office Product Recyclables

The following materials are collected at local Recycling Centers (see locations in Table 3 in **EPS-60**).

- computer disks: floppy, 3.5", and compact disks
- greeting cards: new and gently used
- transparencies/plastic sleeves
- Tyvek™ envelopes: those received from express mail carriers

Aluminum Cans and Plastic Bottles

Facilities Management will ensure that there are appropriate recycling bins located at convenient locations around the site.

In order to enhance the effectiveness of this program, staff are requested to recycle all recyclable materials by placing them into the appropriately labeled containers positioned throughout the Lab. If you know of a good place for an additional receptacle, please inform Facilities Management at ext. 7400.

Please support this program by using the main collection bins or your own blue office bin.

Scrap Metal

Scrap metals that are recycled include aluminum, copper, lead, steel, and any other non-contaminated materials. Collection areas are set up in the EEL Machine Shop and in other designated storage areas. The Property Office manages this site wide activity and is responsible for contacting and arranging pickup by scrap haulers or other vendors.

For more information on scrap metal collection, contact Facilities Management at ext. 7400.

Metals which have resided in beam enclosures or other radiological areas are subject to a recycling moratorium. These metals, once cleared from RadCon may be disposed of by other means, but may not be recycled. Do not throw scrap metals in the trash.

Contact the Property Manager or your ESH&Q staff for assistance in recycling aluminum, steel, lead, and any precious metals such as copper or niobium.

Excess Property

Excess tools, equipment, and usable materials should be turned in through the Property Manager for internal redistribution or listing on DOE excess equipment reports. Call ext. 7400 for more information.

Pallets and Construction Materials

Wood pallets are collected and recycled or repaired if possible. There is no central collection area, but Facilities Management will collect the pallets and arrange for reclamation or reuse with off-site vendors. To have pallets removed from your work area, submit a work request to Facilities Management.

For collection and removal of other large materials or bulk items such as construction materials, contact Facilities Management at ext. 7400.

For more information on pallets and construction material programs, contact Facilities Management at ext. 7400.



Universal Wastes

Fluorescent Lamps

Fluorescent lamps are now handled as universal waste.

Fluorescent lamps include any size fluorescent lamp used for lighting. Fluorescent lamps may contain a small amount of mercury and must be segregated from other lamps. Currently Jefferson Lab, through Facilities Management, collects intact lamps, crushes them, and disposes of the debris as universal waste.

For disposal:

- ❖ Contact Facilities Management at ext. 7400 to pick up used fluorescent lamps or any lamps containing mercury.
- ❖ Facilities Management will take the old lamps to the designated collection area in the Forestry Building.
- ❖ Fluorescent lamps are crushed upon arrival by trained Facilities Management staff and collected and disposed of under the universal waste regulations.
- ❖ There are new restrictions on disposing of items containing Mercury. Contact the HWC at ext. 7039 for assistance.

Recyclable Batteries

Batteries from pagers, computers, clocks, and vehicles may be recycled, thrown in the trash, or handled as hazardous waste, depending on their constituents. Make sure you know the appropriate method for disposing of a battery before you request or purchase it. Your division ESH&Q staff can provide you with information on battery recycling and disposal.

Recycling and reclamation opportunities exist for many types of batteries. Relatively small numbers of a variety of batteries are used at Jefferson Lab. The best way to manage the recycling or disposal activity for a specific type of battery is to include recycling/disposal as part of the procurement/purchase agreement.

Lead Acid

By law, sellers of batteries must accept used batteries of the type and quantity purchased if asked by the customer.

- All lead-acid batteries (also known as wet-cell batteries) should be recycled.
- If you have a lead-acid battery that needs to be disposed of, contact the Chemical Assistance Team to schedule pick-up.
- The batteries will be turned over to the HWC who will deliver them to a battery retailer, an agent of the battery wholesaler, a battery manufacturer, a secondary lead smelter, or a collection/reclamation facility permitted or authorized by state or federal regulatory agencies. (9 VAC 20-80-710)
- If arranged for in a subcontract agreement, battery removal will be handled by the responsible subcontractor/SOTR. Many of the larger batteries used in vehicles are replaced and recycled by qualified subcontractors during routine vehicle maintenance.

Remember: It is illegal to dispose of lead-acid (wet-cell) batteries with regular refuse or trash.

Small Alkaline

There are currently thirteen battery recycling boxes for these small alkaline batteries located throughout Jefferson Lab. For a complete up-to-date list of locations, visit <http://www.jlab.org/intralab/earthwise/recycle.html>.



Other opportunities

To have your batteries collected for recycling or to determine disposal guidelines, contact Facilities Management at ext. 7169 or the HWC at ext. 7039.

Other batteries may be acceptable for recycling if conditions permit, though none are known at this time. By checking with the manufacturer and applicable regulations, the HWC can assist you in determining if nickel/cadmium (NiCad), lithium, or other potentially toxic batteries meet the manufacturer's recycling guidelines. If these batteries are acceptable, they should be delivered to the manufacturer for reclamation or to a permitted metals recovery facility. These batteries will be collected and provided to the manufacturer by the HWC. Contact your division ESH&Q staff for assistance in turning in these batteries.

Disposal information on other Jefferson Lab batteries is provided in [Appendix EPS 60-T2 "Special Wastes" Management](#).

Used Oil and Oily Wastes

For assistance with used oil, contact the Used Oil Coordinator at ext. 7039.

Disposal of oil at Jefferson Lab involves recyclable used oil, activated pump oil, oil-contaminated debris, and oil-contaminated soil.

Oil-contaminated materials such as debris and soil must be handled as special wastes as described in [Appendix EPS 60-T2 "Special Wastes" Management](#).

Used oil that can be recycled is managed by the UOC. All used oils are accumulated in the storage shed located off the southwest corner of the Test Lab. This activity is described in [Appendix EPS 60-T1 Used Oil Disposal](#).