

Recycling at Jefferson Lab

Property Management & Disposal at JLab

Handle all JLab property appropriately. The Property staff can help you dispose of property you no longer need.

- ✿ Unused equipment and office furniture should be electronically excessed at: www.jlab.org/fm/property/
- ✿ Notify Free Stock of leftover materials or supplies. Call x6297
- ✿ Underused tools may go to the Tool Crib. Call x6297
- ✿ Know what is recyclable and put recyclables into appropriate containers.
- ✿ Don't throw away computer parts or broken equipment, components or tools. For appropriate disposal procedures contact Joan Holloway, x7348; Lamont Williams, x6270 or Chad Johnson, x7688.

Tool Crib

The Tool Crib can reduce the amount of money your group spends on tools or specialized equipment – especially items used infrequently. It also reduces the number of tools that you (as property custodian) need to manage and the space required to store them. The crib is located in the back of Shipping & Receiving (Bldg. 90, the EEL) and has hundreds of items ranging from hammers, screwdrivers and flashlights to soldering stations and portable band saws. Tools may be signed out for as little as one day or for as long as a year. Users may sign out tool kits.

Free Stock

Check Free Stock before ordering supplies or materials for small JLab jobs, or if you run short during bigger jobs. Free Stock is located adjacent to the Stockroom (Bldg. 90, the EEL). Free Stock inventory includes wiring, cabling, switches (resistors, connectors and other electronic items), fasteners (nuts, bolts and washers), some general office supplies and office furniture. With nearly 2,000 different types of items available, what you need just might be there.

All Tool Crib and Free Stock items must be used for JLab work.

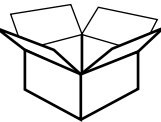
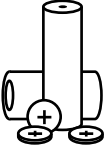
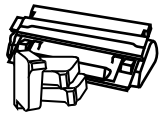
Contact Lawrence Ferbee, Jr., Tool Crib manager and Free Stock clerk, x6297 or ferbee@jlab.org, for more information, to access the crib, view excess furniture, or pick up Free Stock items Monday through Friday, 7 a.m. to 4 p.m.

November 2009

Co-mingle these recyclables in blue office or marked communal area recycling bins.

 <p>Aluminum Cans</p>			
 <p>Bi-Metal Cans (Rinsed w/o lids)</p>	 <p>Glass (Rinsed w/o lids)</p>	 <p>All Paper Products</p>	 <p>1 & 2 Plastics (Rinsed w/o lids)</p>

Handle these separately

 <p>Cardboard (Flatten, stack in communal recycling area. Contact Shipping & Rec. to p/u re-usable moving boxes.)</p>	 <p>All Batteries (Battery recycling containers in communal recycling area)</p>	 <p>All Sizes of Toner Cartridges (Put in toner packaging, stack in communal recycling area)</p>	<p>Wood, Pallets, Beams, Scrap Metal</p> <p>Place in marked bins behind Bldg. 90 EEL</p>
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If you have recycling questions please contact Mike Lewellen, x7169 or lewellen@jlab.org.

Please keep this card for reference.