

::: CGIS GREEN PROGRAM

Reduce, Reuse, Recycle:

We now have SingleStream recycling - please place all recyclables in the SAME bin:

- All paper – white & colored (staples, tape, and plastic windows ok)
- Paperboard (such as cereal boxes)
- Magazines & catalogs
- Newspapers
- Junk mail
- Phone books & books
- Cardboard (flattened)
- Plastics #1-7 (NO plastic bags)
- Aseptic packaging (such as orange juice containers)
- Glass jars & bottles
- Metal cans and aluminum foil

Do not recycle:

Do not put tissues, napkins, paper towels, coffee cups, paper plates, plastic bags, styrofoam, pizza boxes, plastic utensils, or food in the recycling bin.

Learn more:

Watch a short video to see how SingleStream recycling works: www.explorethecycle.com

Batteries and E-waste:

We recycle all batteries - bins or buckets are located throughout the building. You may also bring batteries, e-waste, and old keys to the building management office (K051).

- E-media including CDs, DVDs, thumb drives, tapes, jewel cases, etc. can be recycled in the same buckets where you drop used batteries.
Remember to erase data or crush or break devices for security.
- CFL light bulbs - seal in bubble bags and recycle in battery bucket.
- Inkjet printer cartridges - seal in a plastic bag and recycle in battery bucket.
- Computers and peripherals- contact CGIS's IT department <http://support.hmdc.harvard.edu>

Compost:

Compost in your office: Request compost bins and compost bags from the CGIS Building Operations Office at cgisroom@fas.harvard.edu or at 495-9114. The custodian will drop off a yellow bin lined with a compostable bag.

Composting in the café: Please put only food and napkins in the yellow compost bins in the café.

::: CONTACT

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<http://groups.google.com/group/cgis-green-team>

