

HOW

TO...

PARTICIPATE IN THE DESKSIDE PAPER RECYCLING PROGRAM



SUSTAINABILITY OPPORTUNITY

The state of California has set a goal of 75% waste diversion by 2020. In FY 2014, Stanford diverted 65% of waste from the landfill, so while our campus is already performing well, we still have more work to do. According to our campus waste audits, recyclable paper and plastic film comprise approximately 18% of the trash destined for landfill—that's 1,440 tons per year! To make sure this paper does not end up in the landfill, Stanford has launched the Deskside Recycling and Mini Trash Bin Program, which provides a small blue paper recycling bin, accompanied by a mini black trash bin, for every desk in each campus building. Now recycling your paper products will be easier and more convenient than ever before.

HERE'S HOW:

1) Request the Building-Wide Program

The Deskside Paper Recycling and Mini Trash Bin Program is a Building Wide Program. Although it will be rolled out to all academic buildings by 2016, Building Managers wanting to implement this program now can contact PSSI/Stanford Recycling at recycling@stanford.edu to discuss and schedule.

2) Receive bins

PSSI, Inc. / Stanford Recycling Center will coordinate bin delivery and distribution with you. They will need to know the number of desks in your building and will drop off one blue paper recycling bin along with one mini trash bin for each desk space in your building.

3) Promote correct bin use

The best way to make sure this program is effective is to make sure everyone knows how to use their bins. Be sure to let everyone in your office know what materials should go in the blue paper recycling bin and what should go in the trash!

- Template emails and flyers explaining the program components are available through the [Cardinal Green Office Program](#).
- If your building's occupants have questions about recycling on campus, encourage them to enroll in a related BeWell course or the free SST 2000: Best Practices in Waste Reduction training course through STARS/AXESS . This training is offered twice each winter.



Deskside Recycling and Mini Trash Bins will be used in every on-campus office space by 2016.

HOW

TO...

PARTICIPATE IN THE DESKSIDE RECYCLING PROGRAM

CONTINUED

4) Custodial services will empty your bins

The Deskside Recycling and Mini Trash Bin program has been developed in partnership with C&W Custodial Services. Your custodian will empty your deskside recycling bin and mini trash can three times per week.

- There will be no plastic liners in your mini trash bins in order to reduce our environmental impact. You can still easily dispose of most trash without liners!
- It's best to put smelly and messy trash in a central trash or composting bin rather than in your mini trash bin since the central trash bins will be emptied more frequently and have liners. If your office doesn't have compost bins, you can find out how to get them by reviewing the [How to Start an Interior Composting Program](#) guide.
- Plastic, metal and glass containers should still be recycled in the green plastic recycling bins located in common areas.

PAPER RECYCLING keep them clean and dry



All Paper That Tears



Cardboard Packaging



**EXTRA CREDIT
Plastic Bags & Bubble Wraps***
*Unique to Stanford



NO Contact with Food or Liquid



NO Styrofoam



NO Napkins, Facial Tissue or Toilet Paper

PLASTICS, METALS & GLASS rinse if possible + separate caps and lids



All Plastic Containers



Metal Cans, Foil & Scraps



Glass Bottles & Jars Only



**EXTRA CREDIT
Milk & Juice Cartons**



NO Styrofoam or Plastic Bags



NO Aerosol Containers



NO Other Types of Glass

LANDFILL ONLY if all else fails



Styrofoam



Human or Animal Waste
*Including Bathroom & Facial Tissue



Ceramics or Non-Recyclable Glass



Non-Recyclable Packaging



NO Recyclable Materials



NO Yard Waste or Compostable Materials



NO Electronics, Lightbulbs, or Batteries

MORE INFORMATION

CARDINAL GREEN OFFICE PROGRAM

<http://sustainable.stanford.edu/cardinal-green/campaign/cardinal-green-office-program>

CONTACT

Moira Hafer, Office of Sustainability, mbhafer@stanford.edu

Julie Muir, Peninsula Sanitary Service Inc., julie@pssirecycling.com



**SUSTAINABLE
STANFORD**