

USDA-ARS Annual EMS Refresher Training



RECYCLING REQUIREMENTS

What do we recycle?

- Paper/Cardboard
- Plastics
- Glassware
- Metal (steel, tin, aluminum)
- Toner Cartridges
- Electronic Equipment
- Universal Waste (batteries, lamps, mercury, pesticides)



How do we recycle paper/cardboard?

- Employees should collect paper for recycling in offices and labs.
- Facility Operations will empty the paper receptacles on a weekly basis.
- Paper and cardboard should be taken to the roll-off container located behind building 16 (SEWRU/ADMIN).
- In CPMRU building 1, cardboard should be broken down and stacked neatly in room 117 (Mechanical/Recycling) for weekly pickup.



How do we recycle glass/plastic?

- All glass and plastic that can be easily rinsed can be recycled. Laboratory glass should be triple rinsed before recycling.
- As recycling containers get full, please call Facilities Operations for pickup.
- Glass and plastics are taken to the shop area of building 16 for short term storage.
- The items are weighed then hauled to Tift County Recycling.



No custodian in your building?

If there is not a custodian that services the area where you work, you can:

- Take your paper and cardboard to the roll-off container behind building 16.
- Break all cardboard down before adding it to the roll-off.
- Take your glass/plastic to the shop area of building 16, near the scales, for short term storage.
- Call Facilities Operations for pick-up of large quantities of any item.



How do we recycle metal?

- We recycle all types of metal.
- Metal bins for small items are located in the shop areas of building 2 (CPMRU) and building 16 (SEWRU).
- Notify Tom Maze if you have large equipment to discard. The city will supply a temporary bin for these items.
- If you are discarding equipment, please see Tom Maze for the appropriate paperwork.



How do we recycle toner cartridges?

- Toner cartridges from printers and copiers are required recycling items.
- Toner cartridges may be recycled using any vendor (HP, Staples, etc.).
- Go to the Tifton EMS webpage and enter the number of cartridges recycled using the Recycle Form.
- This allows us to track the number of cartridges recycled during the year.



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Recycle Form

Name:

Email:

Subject:

Research Unit: CGBRU CPMRU SEWRU SUPPORT

Number of Toner Cartridges Recycled

Paper/Cardboard pounds

Glass pounds

Plastic pounds

Metal pounds

ARS Products & Services Links

- [ARS Products & Services](#)
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How do we recycle electronics?

- All electronic items should be recycled.
- Don't throw any electronic equipment in the dumpster.
- See Tom Maze to fill out AD Form 112. Please provide an item description, serial number, and original cost of items for e-cycling.
- When the form is complete, contact Tom Hendricks to schedule a time for drop-off.



How do we recycle universal waste?

- Universal waste is a subset of hazardous waste that includes:
 - Batteries: All batteries except alkaline.
 - Lamps: Fluorescent, halogen, neon.
 - Mercury or mercury containing devices
 - Thermostats, thermometers, etc.
 - Pesticides
- Contact Tom Hendricks for placement of these items in the hazardous waste building.



EMS is much more than recycling

Although today's training focused on recycling, please remember EMS is more than recycling. Environmental practices exist in all our daily activities.

Office, farm, field, laboratory, and maintenance operations all have the potential to affect the environment.



Additional Info...

- EMS webpage is located at <http://www.ars.usda.gov/Services/docs.htm?docid=12538>
- Contact Numbers:
 - Jim Yelton, Facilities Operations: 229-646-1298
 - Tom Maze, Purchasing Agent: 229-386-3496
 - Tom Hendricks, Acting Safety Officer: 229-387-2392
 - Tamara Snipes, EMS Coordinator: 229-387-2344

