

## **The Recycling/Solid Waste Program at the Woods Hole Oceanographic Institution's (WHOI) Laboratory for Ocean Sensors and Observation Systems (LOSOS) .**

### **Background:**

WHOI's Facilities Department is responsible for managing a cost effective waste management program that emphasizes reduction of solid waste, reuse of available materials and recycling discarded materials. To that end, the Facilities Department has developed a comprehensive recycling program, which is in use throughout all Institution buildings, and is focused on the collection of office paper including miscellaneous office materials such as magazines and catalogues, corrugated materials, and glass and plastic bottles and metal cans. The recycling/solid waste program will be extended to include LOSOS once the facility is complete and occupied.

### **Equipment utilized in the recycling process:**

The equipment used to facilitate the recycling process includes 3 gallon desk side recycling bins or 28 quart recycling containers, 64 gallon recycling containers known as "toters" and 23 gallon containers known as a "Slim Jim". The office style recycling bins will be placed in each office and at each work station to collect office paper and related recyclable materials. The toters will also be placed in strategic centralized locations in the building and will be used to capture large corrugated materials. The Slim Jim's will also be centrally located and available to collect bottles and cans. The office bins, toters and Slim Jim's will be blue in color and clearly marked "recycling."

### **Recycling Process:**

The recycling containers will be emptied weekly or more frequently if required. WHOI's experience indicates weekly pick-ups of containers have been adequate for the volume of recyclables that are generated by the laboratory users. The paper and corrugated recycled materials are collected and transferred to a 40 yard self contained compactor located at our Shipping and Receiving area. When the compactor is full, an independent recycling company under contract with WHOI will remove the compactor to properly recycle the materials and then replace the compactor with an empty unit.

**Recycling Process: (continued)**

Larger and more bulky corrugated items will be recycled through the use of a 6 yard debris box (dumpster) which will be located adjacent to the LOSOS facility. When the dumpster is full, an independent recycling company under contract with WHOI will empty the dumpster into a mobile front loading truck to properly recycle the materials off site. The dumpster will be green in color and clearly marked "recycling."

The recycled bottles and cans are separated by returnable and non-returnable categories. The non-returnable items are collected and recycled by an independent recycling company under contract with WHOI. The returnable items are made available to and collected by volunteers of the Falmouth Service Center, a local food pantry, and any proceeds are used to offset their operating costs.

**Program Communication:**

The information regarding the recycling program which includes tips to enhance recycling efforts and frequently asked questions is available to all employees by accessing the Facilities Department Website and selecting the Recycling Program tab under the Building Services heading. The Recycling Guidelines which include more detailed information on recyclable materials are available by selecting the Related Files tab on the Recycling Program page. Please see attached copies of selected pages from the internal Facilities Department website regarding the recycling program.

**Solid Waste**

Every effort is made to recycle materials however some unrecyclable items such as garbage and other refuse must be disposed as solid waste.

**Equipment utilized in the solid waste removal process:**

The equipment used to facilitate the solid waste removal process includes a desk side waste basket. The waste basket will be placed in each office and at each work station to collect garbage and other unrecyclable materials.

**Solid Waste Removal Process:**

The waste baskets will be emptied daily. The garbage and refuse is collected and transferred to a 40 yard self contained compactor located at our Shipping and Receiving area. When the compactor is full, an independent solid waste company under contract with WHOI will remove the compactor to properly dispose of the material and then replace the compactor with an empty unit. This is not the compactor used for recycling mentioned above but a second compactor.

Larger and more bulky refuse items will be disposed through the use of a 6 yard debris box (dumpster) which will be located adjacent to the LOSOS facility. When the dumpster is full, an independent solid waste removal company under contract with WHOI will empty the dumpster into a mobile front loading truck to properly dispose of the materials off site. The dumpster will be in addition to the recycling dumpster mentioned above and of a color other than green to clearly distinguish it from the recycling dumpster.

# Facilities

[Overview](#)
[About](#)
[Building Services](#)
[Distribution/ Transportation](#)
[Plant Operations](#)

## Overview

The Facilities department is responsible for Woods Hole Oceanographic Institution's land-based physical plant and infrastructure. These functions include building services, skilled trade shops, distribution, and Institution security. New construction, renovation and maintenance on existing buildings and grounds is directed by Facilities personnel. The shops and staff in the Facilities department utilize state-of-the-art technologies that contribute to our mission of maintaining the Institution as a world-class research facility.



### About

- » [Facilities Administration](#)
- » [Staff](#)
- » [Policies & Procedures](#)



### Building Services

- » [Keys & Stickers](#)
- » [Recycling Program](#)
- » [Cleaning Services](#)
- » [Space Administration](#)
- » [The Crawford Estate](#)



### Distribution/ Transportation

- » [Shipping & Receiving](#)
- » [Mail Room](#)
- » [Warehouse](#)
- » [Meeting Services](#)
- » [The Buttery](#)
- » [Services](#)
- » [Transportation](#)
- » [Staff](#)



### Plant Operations



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- » [Carpenter Shop](#)
- » [Electrical Shop](#)
- » [Mechanical Services](#)



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- » [Port & Ship Security](#)
- » [MARSEC Levels](#)
- » [TWIC Enrollment](#)
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# Facilities


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[About](#)
[Building Services](#)
[Distribution/ Transportation](#)
[Plant Operations](#)
[Skilled Trades](#)
[Security](#)
[Building Services](#)
[Keys & Stickers](#)
[Recycling Program](#)
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## Recycling Program

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WHOI Recycling is responsible for managing a cost effective waste management program that emphasizes reduction, reuse and recycling with trash disposal as a last resort. The Facilities department has developed a comprehensive recycling program focused on office paper, cardboard, and bottles and cans, and will eventually expand to include other materials. Implementation of the program will occur in stages

### Related Files


[» Recycling Guidelines \(pdf format\)](#)

If you are interested in serving as a department recycling coordinator, or want more information on recycling at WHOI, contact Dave Derosier at [dderosier@whoi.edu](mailto:dderosier@whoi.edu) at x2289.

### Recycling Tips

- For questions about recycling at WHOI, call THE RECYCLE HOTLINE at x2600.
- Recycling bins are placed at strategic centralized locations throughout the Institution. Look for blue recycling bins marked "recycling"
- To recycle packing material such as peanuts and boxes, contact the Distribution Department at x2416.
- To recycle equipment that is no longer needed, contact the Property Office at x2843.
- To pick up Hazardous Waste, contact the Safety Office at x3347.
- Batteries, Fluorescent Tubes and Cathode Ray Tubes may be recycled at the Universal Waste Collection Areas located throughout the Institution

### Reduce, Reuse, Recycle

Reducing waste is the first step in controlling our environmental impact. When you reduce the amount of materials you individually waste, you decrease the total waste produced by the entire campus. This means that there is less to Reuse, Recycle, send to landfills, or incinerate which creates air pollution. Your impact directly affects what is purchased and discarded by WHOI. Therefore, the less you consume, the less WHOI will purchase. Reducing also means that you keep the environment in mind when doing personal shopping. You can look for goods packaged in recycled or recyclable materials and also consider whether you actually need the item. The longer a product lasts, the less frequently replacements are needed, reducing overall waste.

» Fact: The average American throws away 3.5 pounds of trash a day

Although recycling is a desirable way to dispose of used and unwanted materials, waste prevention is a superior solution. Waste prevention saves both energy and money. Reusing is a simple way to decrease your environmental impact; it takes no extra time, just conscience action. The more you reuse products and materials, the less waste gets put into landfills where it will sit for thousands of years! While buying less is the easiest way to reduce what we use, reusing allows extend the life of items that have already been purchased.

» Fact: The reuse of one ton of paper saves enough energy to heat the average home for six months, saves 7,000 gallons of water, 380 gallons of oil, and 3 cubic yards of landfill space

In the hierarchy of waste management, recycling is certainly not on top. Having less waste to begin with is clearly the first priority, but how we deal with the waste that we do create is also very important. Recycling saves energy and other natural resources, which are becoming more scarce every day. It takes a great deal of both local and individual efforts to institute recycling effectively and efficiently. It needs to be available, accessible, easy to understand, and (eventually) automatic.

### FAQs

Q. Why do I have a "blue" recycle bucket in my office?

A. WHOI provides a paper recycling bin at every desk side. It is blue so that we can standardize the program from building to building.

Q. What goes in it?

A. Almost all paper items can go in the bin. (See [Recycling Guidelines \(pdf\)](#))

Q. Do I have to empty it?

A. The cleaning staff will empty the containers every Wednesday evening.

Q. How do they have time to perform this additional task?

A. On Wednesdays, the cleaners will only empty trash cans in public areas, break/kitchenette areas, conference rooms, and bathrooms. This will provide them the necessary time to empty the recycling containers. This is the same method utilized at organizations with strong recycling programs.

Q. What should I do with other items that should be recycled such as bottles, cans, and cardboard?

A. There are centralized containers for glass and plastic bottles and cans. Cardboard boxes should be broken down and marked as recycle for removal by the cleaning staff.

*Last updated: August 18, 2009*



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# Recycling Guidelines

## Woods Hole Oceanographic Institution

### MATERIAL



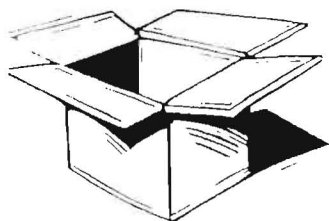
### MIXED PAPER

### WHAT TO RECYCLE

White & colored office paper  
Newspapers  
Magazines & catalogues  
Junk mail  
Post-it notes  
Envelopes with windows  
Cereal (chipboard) boxes  
Soft cover books  
Brown paper bags  
Telephone books  
Staples and paperclips are **OK**

### WHAT **NOT** TO RECYCLE

**NO** Carbon paper  
**NO** 3-ring binders or binder clips  
**NO** Paper plates/cups  
**NO** Tissues or napkins  
**NO** Food contaminated products  
**NO** Wrapping paper  
**NO** Waxed paper  
**NO** Milk cartons  
**NO** Tyvek or FedEx envelopes  
**NO** Covers of hard cover books



### CORRUGATED CARDBOARD



Corrugated cardboard is the cardboard that has a wavy layer sandwiched between 2 flat layers.

**NO** Rigid styrofoam or plastic packaging material  
**NO** Pizza Boxes

- Please flatten cardboard & place next to large blue recycling bins
- Place boxes or plastic bags of styrofoam peanuts next to large blue recycling bins and label "Recyclable Styrofoam Peanuts"



### BOTTLES & CANS

Aluminum cans  
Tin cans  
Bi-metal cans  
#1 PET plastic bottles  
#2 HDPE bottles  
Glass bottles and jars  
Juice Boxes

**NO** Ceramics/PYREX  
**NO** Plate or stained glass  
**NO** Styrofoam  
**NO** Plastic tubs  
**NO** Fuel containers  
**NO** Plastic films or bags  
**NO** Needles

Questions? Contact your department recycling coordinator, the WHOI Recycling Hotline at x2600 or go to the Facilities web page and click on Recycling