

Queen's University

A Guide to Recycling and Waste Disposal

The success of the university's diversion initiatives relies on the cooperation and participation of students, faculty and staff. Together, Queen's University can move towards a greener and more environmentally conscious campus.

A Guide to Recycling and Waste Disposal

Click on the section you want to go to, or ctrl + F to customize your search!
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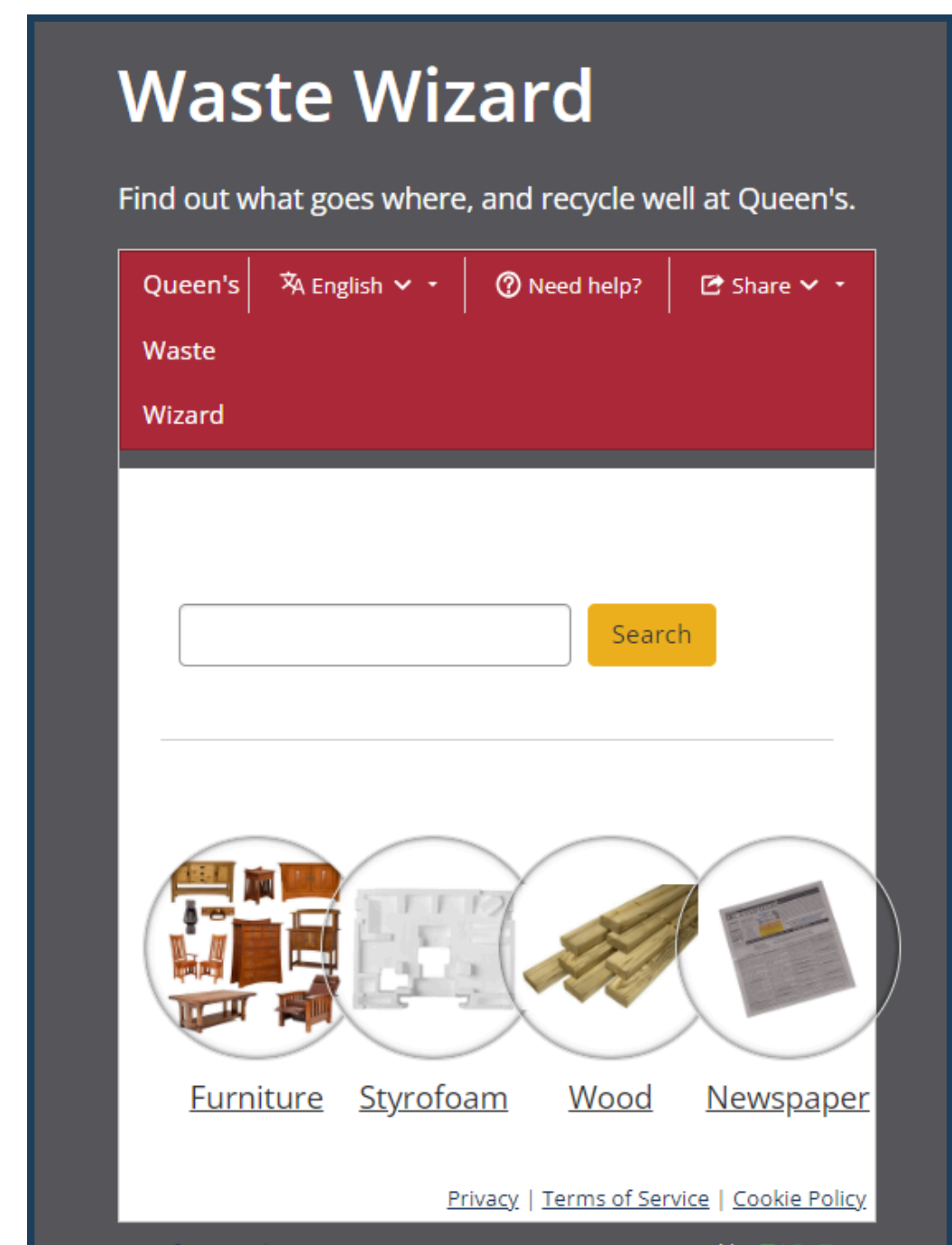
Waste Wizard

Wondering how to dispose of something specific?

Download the Waste Wizard app (App store or Google Play), or use [Waste Wizard](#) online for specific searches!



Find and scan this QR code on all recycling station posters!



Keep An Eye Out For: Recycling Stations



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Paper & Cardboard

Paper and cardboard-based materials should be placed in the designated **Mixed Paper recycling bin**.

Ensure that the paper and cardboard items are free from any **food residue** or **contamination**. Any food contaminated cardboard/paper items should be placed in the **Organics bin**.

Common mixed paper products:



Soft Cover Books



Newspaper



File Folders



Sticky Notes



Shredded Paper

*Hard cover books **without** the cover can also go in mixed paper



Large pieces of cardboard and boxboard must be **flattened** and placed behind or beside recycling stations.

MIXED PAPER

No food-soiled paper or cardboard, place those in organics bin





newspaper / shredded paper / printed paper /
file folders / magazines / boxboard (i.e. cereal box)
Cardboard boxes: flatten and place behind
recycling bins.



SUSTAINABLE
Queens
Engage | Act | Inspire

Glossy and/or treated paper is **not recyclable** and must be disposed of in the Landfill.

For large paper cleanouts, please contact **Custodial Services** to request a Mixed Paper Rolling Tote.

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Cans, Glass & Plastic

Bins labelled "Cans, Glass & Plastic" are located in every building as part of each recycling station.

Please make sure all items are **clean** before disposing them.



* Understand the plastic recycling symbols

Items that **CAN** go in "Cans, Glass & Plastic"

 # 1-5, 7



Plastic and glass bottles, cans



Plastic cups and lids



Items that **CANNOT** go in "Cans, Glass & Plastic"

 # 6 & unlabeled



Broken glass: **Wrap up securely and place in waste.**



Plastic bags, styrofoam, plastic film, plastic straws & cutlery, and plastic/wax-lined containers go in the **Landfill**.



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Organics/Compost

Dispose of your organics items in the green bins located with recycling stations on the **first floor** of your building.

Common items that can be composted:



Compostable Containers



Soiled Pizza Boxes



Tissues and Paper Towel
(without chemical contamination)



Food Waste



Tea and Coffee Waste

Landfill

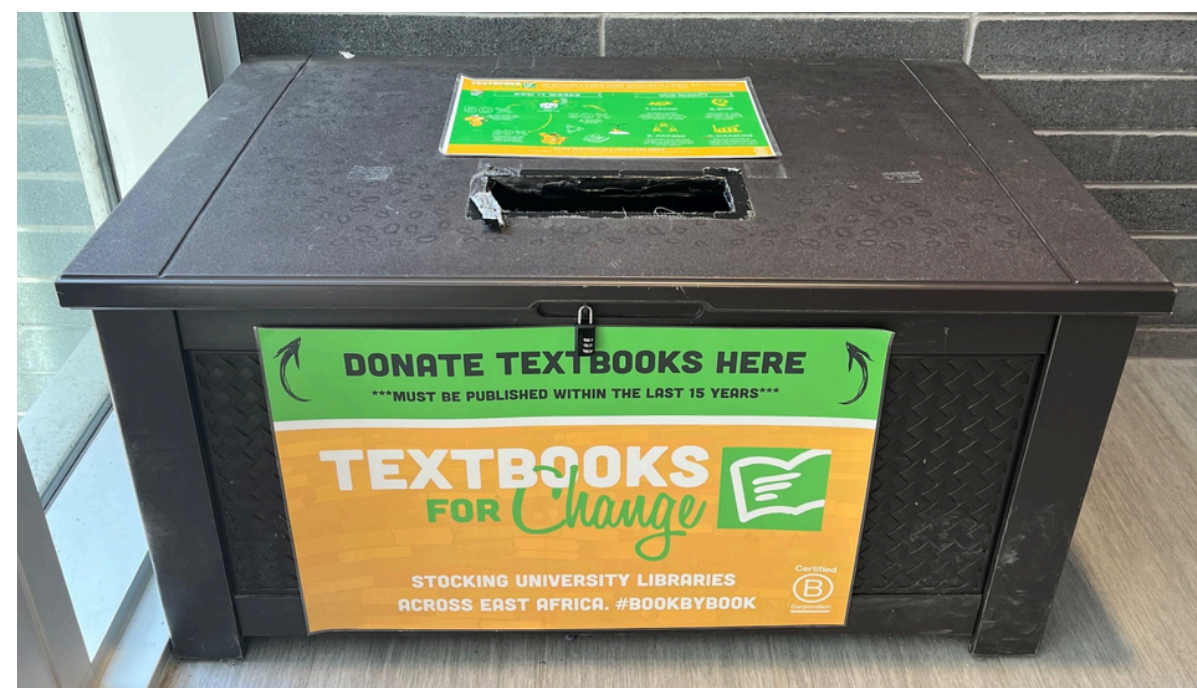
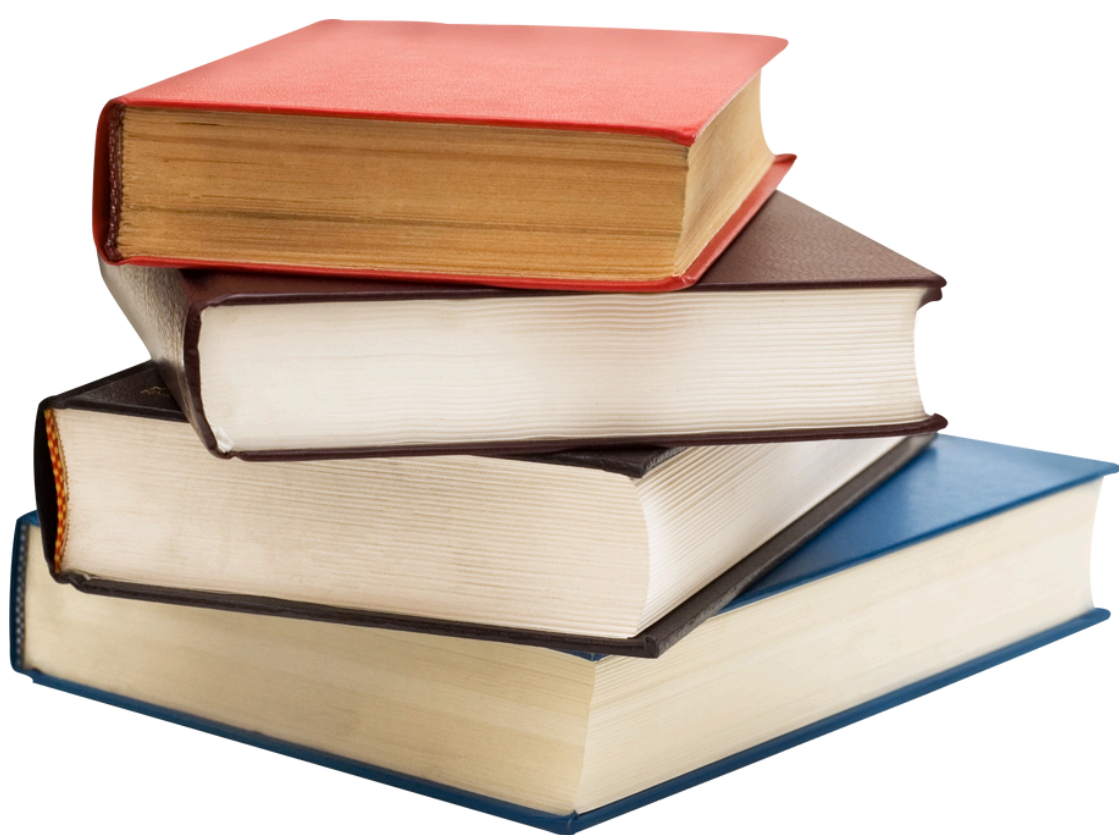
Items that **cannot** be recycled, composted, or have specialized disposal must be disposed of in the landfill. Landfill bins can be found at any recycling station. Common landfill items include: chip bags, lined cups/cartons, wrappers & small packets.



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Book Reuse

Textbooks published within the past 15 years can be donated via any “Textbooks For Change” box, which are located all around campus! Find your nearest box [HERE](#). Check out [Textbooks For Change!](#)



Queen's Campus Book Boxes

Book Recycling

Looking to recycle your books? **Soft cover** books can go in bins labeled ‘Mixed Paper’. **Hard cover** books without the covers can also go in bins labeled ‘Mixed Paper’. The hard covers should be disposed of in ‘Landfill’.

For large book cleanouts please contact our [Resource Recovery & Sustainability Specialist](#).

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Removal Request Forms

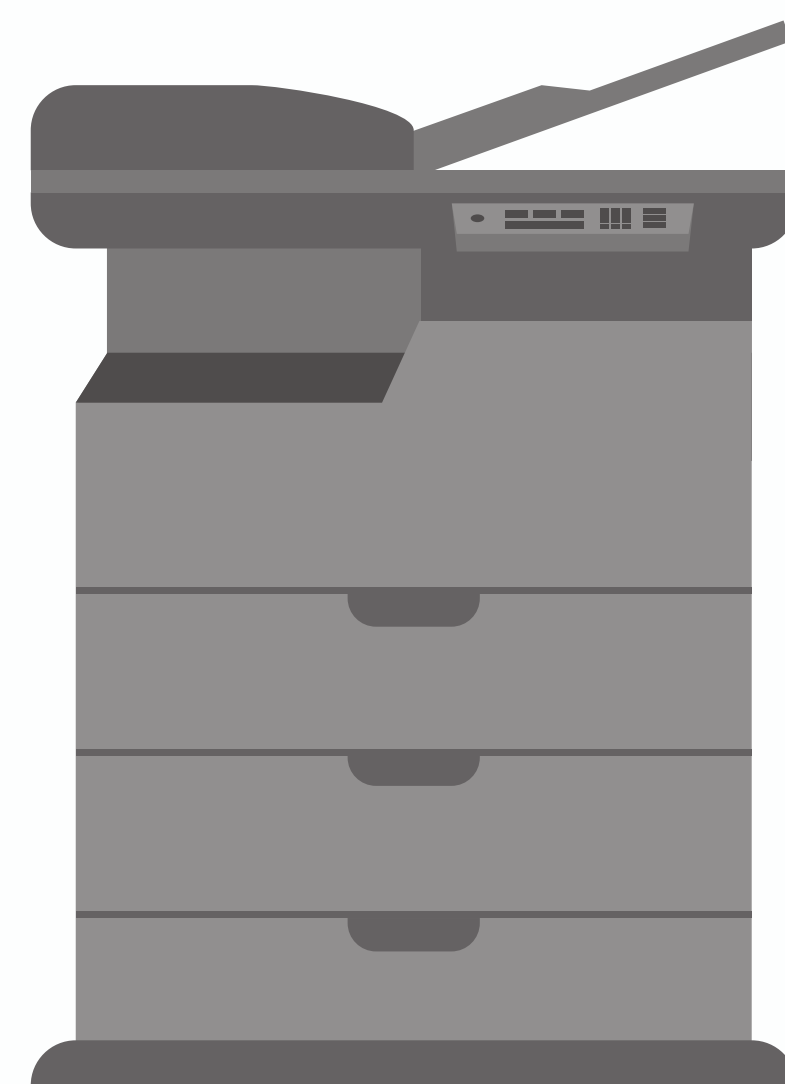
Facilities has specialized forms for item pickup/removal of waste that cannot go in the recycling stations and requires special care.

Electronic Waste

To dispose of e-waste items, fill out the [E-Waste Disposal Pickup Request form](#).

For more information on how to safely dispose of E-waste, visit the [Facilities website](#).

Common e-waste items include: computers, monitors, keyboards, mice, TVs, phones, scanners, printers, printer cartridges, kettles



Note: CD's, diskettes, floppy discs and VHS tapes cannot be recycled and go in the Landfill bin.

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Furniture & Equipment

Furniture that is in usable condition can be diverted from landfill and shared via the [Queen's ReUselt website](#). All staff can advertise their items, and/or search for other items available for FREE!

Request furniture/equipment pick-up through the [Furniture and Equipment Pickup Request form](#) for any furniture that has reached the end of its life.

For help or more information, please contact our [Resource Recovery & Sustainability Specialist](#).

ReUselt@Queen's

Give the stuff you don't want to someone who does

[Browse Ads](#) [Search Ads](#) [Place Ad](#) [Sustainable Queen's](#)



Furniture Diverted from Landfill May 2023 - April 2024

| Chairs | Tables/ Desks | Filing Cabinets |
|-----------------------|----------------------|----------------------|
| 8,525 kg \$115,172 | 2,125 kg \$21,258 | 1,210 kg \$12,800 |

All categories

1,349 items
13,119 kg
\$157,500 (if purchased new)



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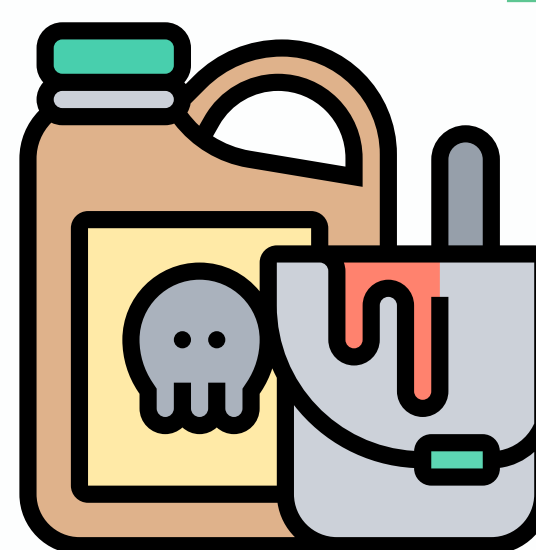
Hazardous Waste

Environmental Health and Safety is committed to safe

Hazardous Waste Disposal Procedures.

Please fill out the associated Waste Disposal Form.

For assistance, please email safety@queensu.ca



Examples: chemicals, solvent (20L), biohazard, mixed gloves, supplies

Batteries

Battery disposal boxes are located all around campus! Find your nearest box [HERE](#). For **large quantities**, you can fill out a hazardous waste form on the [Environmental Health and Safety website](#).



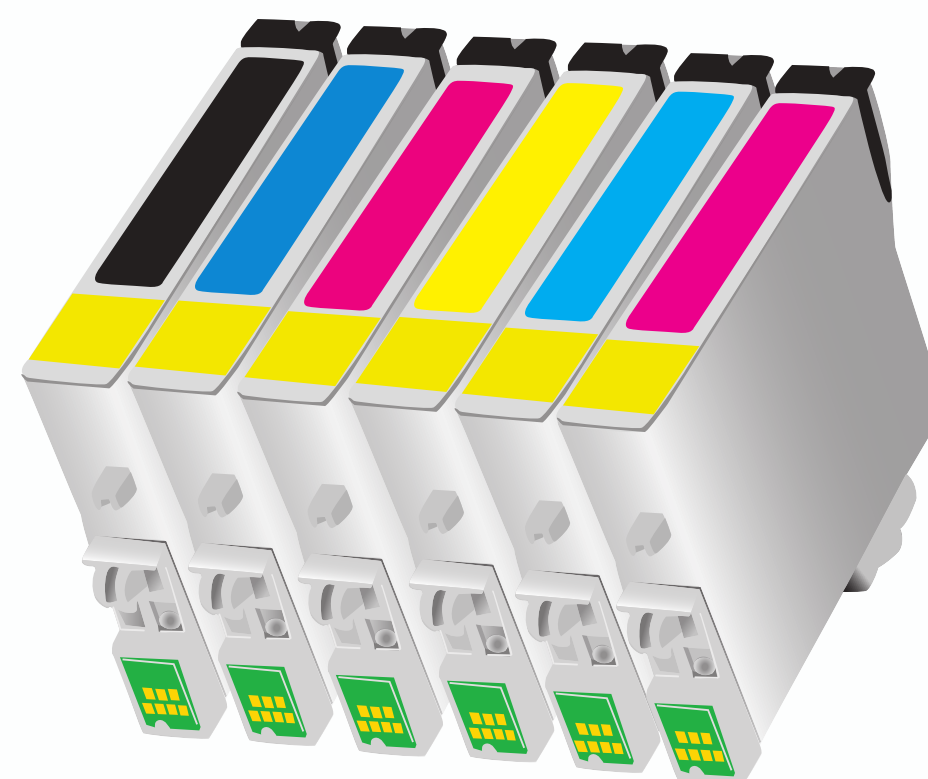
Queen's Campus Battery Boxes



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Printer/Toner Cartridges

Printer/toner cartridges are **e-waste**, and can be included with e-waste disposal requests. If you are only disposing of cartridges, you can fill out the [Printer Cartridge Request Form](#).



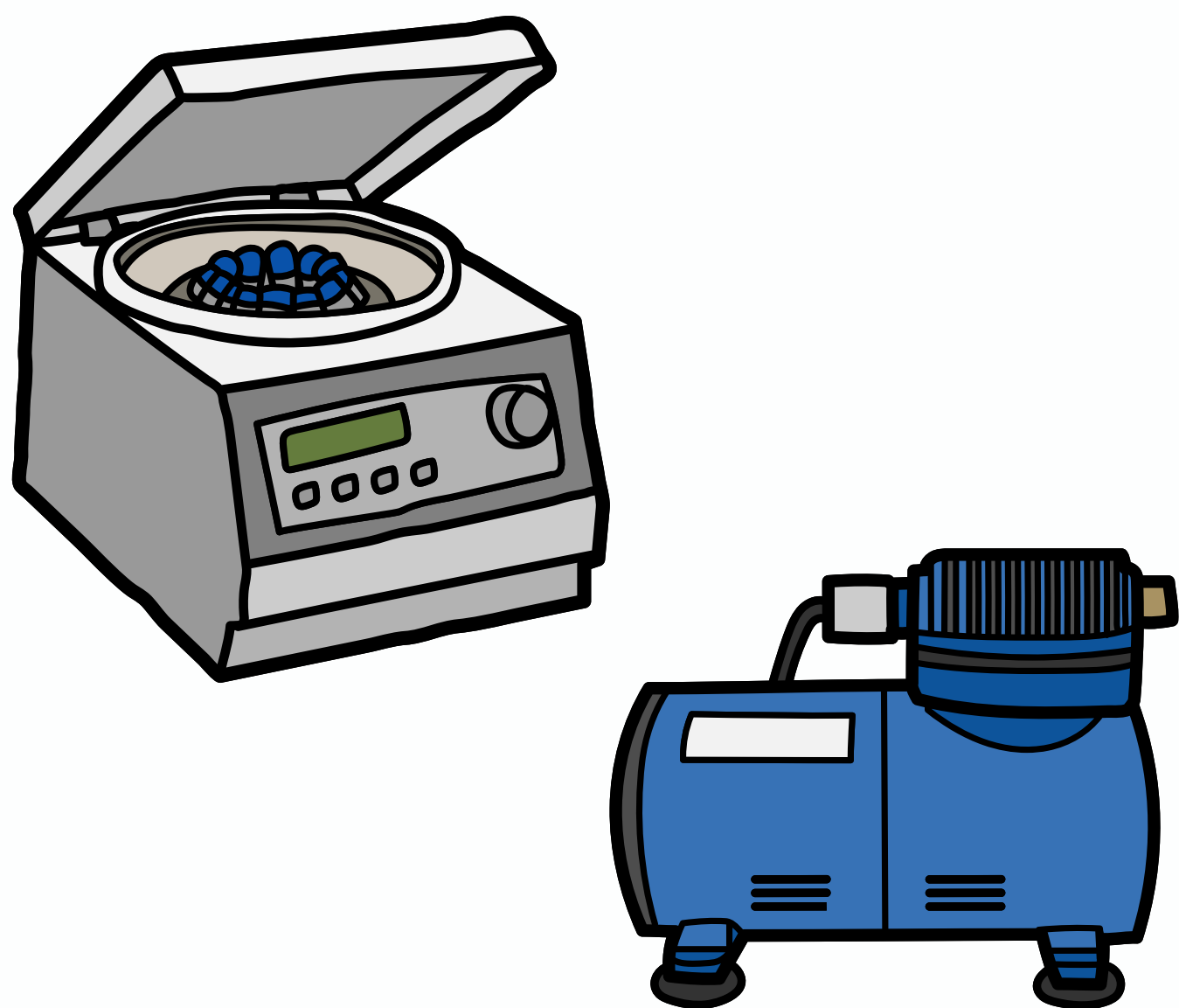
Scrap Metal & Building Materials

Scrap metal materials are collected and disposed of, through the campus scrap metal program. Please fill out the [Scrap Metal Request Form](#).



For disposal of other construction materials such as wood, drywall, brick, etc. and/or **large items**, please contact our [Resource Recovery & Sustainability Specialist](#). *Minimum 48 hour notice*

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Examples: Fridges, freezers, air conditioners, compressors, vacuum pumps, incubators, centrifuges, photocopiers

Decommissioning

Any lab equipment or furniture that may have been in contact with, or may contain chemical, biohazardous or radioactive substances, must be

decommissioned by Environmental Health & Safety, prior to disposal.

Zero Waste Boxes

Strategic Procurement

Services has negotiated special rates on select TerraCycle waste boxes to promote this cost-effective and easy way to collect and send **hard-to-recycle items** for processing. Visit the [Disposal Guidelines](#) for instructions.

Coffee Capsules



Office Supplies



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Ordering Waste/Recycling Containers

Contact our [Resource Recovery & Sustainability Specialist](#) to order any specialized containers.

Questions regarding campus recycling programs and/or Facilities can be directed to sustain@queensu.ca.

Types of Waste Containers:

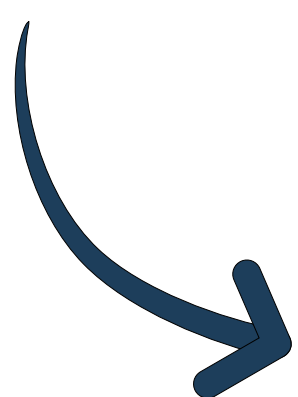
Indoor

- Recycling Stations
- Lab Waste
- Lab Glass/Plastic



Outdoor

- Wheeled Toters (Cans, Glass & Plastic; Paper; Waste)
- Roll-offs for large cleanouts



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Document Shredding

Departments are responsible for making arrangements for destruction of confidential documents. The preferred vendor for document shredding is Iron Mountain; contact information can be found on the [Strategic Procurement website](#).



Event Waste Planning

Event planners are responsible for making sure their event is equipped with appropriate waste receptacles. To request waste and recycling services for your event, please fill out the [Event Waste Planning form](#).

Form must be filled out at least 7 days prior to event

For information on event support from Custodial Services, please contact the [Custodial Response Group](#).

