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**Procedure**  
 for  
**Onsite Trash and Recycling Management**

**REVISION**

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2	DCN3233	Annual review and administrative changes.	1-15-24	W. Crowe	K. Rydberg

Prior revision history, if applicable, is available from the Document Control Office.








# 1 PURPOSE AND SCOPE

The purpose and scope of this document is to provide guidance to all employees and tenants at the [Albany NanoTech Complex \(ANC\)](#) for proper trash and recycling practices. It is the intent of this procedure to provide a clear expectation for a clean and safe working environment.

## 2 DEFINITIONS

2.1 **Recyclables** – Glass, metal, paper, and plastics that are clean and free of chemicals and food, including without limitation:

- Mixed paper: office paper, notebooks, envelopes, cardboard, and food boxes.
- Plastics: any plastic containers with #1-7, such as soda bottles, beverage containers, yogurt containers, and plastic drinking cups.

RESIN CODE	POLYMER NAME & ABBREVIATION	ORIGINAL USES	RECYCLED USES
	Polyethylene Terephthalate PETE or PET	Soft Drink Bottles Mouthwash Bottles Peanut Butter Jars	Industrial Strapping Automotive Bumpers Luggage
	High-Density Polyethylene HDPE	Milk Jugs Retail Bags Yogurt Containers	Playground Equipment Mailbox Posts Liquid Laundry Bottles
	Polyvinyl Chloride PVC or V	Shampoo Bottles Medical Tubing Window Cleaner Bottles	Binders/Notebooks Automotive Mudflaps Speed Bumps
	Low-Density Polyethylene LDPE	Squeezable Bottles Dry Cleaning Bags Frozen Food Bags	Garbage Can Liners 6-Pack Rings Shipping Envelopes
	Polypropylene PP	Straws Medicine Bottles Syrup Bottles	Automotive Ice Scrapers Bicycle Racks Lawn Rakes
	Polystyrene PS	Dinnerware Egg Cartons Compact Disc Jackets	Light Switch Plates Cafeteria Trays Video Cassettes
	Acrylic, Nylon, Fiberglass Other or O	3 & 5-Gallon Water Bottles	Plastic Lumber

- Metal: aluminum cans, steel, and tin containers.
- Glass: all colors of glass, glass bottles, glass containers.

**NOTE:** Plastic bags and other “Film” plastic cannot be placed in the recycling stream and shall be handled as General Trash.

2.2 **General Trash** – Office waste, food wrappers, food scraps, plastic bags, plastic films, Styrofoam, broken dishware, and coffee grounds/filters.

2.3 **Electronic Waste** (see **EHS-00009** for proper handling) – By way of example, these would include refrigerators/freezers (thawed, refrigerant removed), cooling equipment, computers, telephones, consumer electronic devices, TVs, monitors, screens, keyboards, laptops, cell phones, cords and cables, non-PCB containing capacitors, etc.

2.4 **Universal Waste** (see **EHS-00009** for proper handling) – By way of example, these would include batteries, pesticides, mercury-containing equipment (thermostats and thermometers that are not broken), fluorescent lamps/bulbs, and ballasts.

### 3 **ASSOCIATED DOCUMENTS**

**EHS-00009** Hazardous Waste Management

### 4 **RESPONSIBILITIES**

4.1 **Employees** – Adhere to this procedure.

4.2 **Area Managers/Supervisors** – Ensure that all employees are following this procedure. If any questions or concerns may arise, communicate the same to EHS or Site Services.

4.3 **Tenants** – Ensure all employees, staff members, and invitees or guests review, understand, and adhere to this procedure.

4.4 **Site Services** – Collect and dispose of General Trash and Recyclables.

4.5 **Environmental Health and Safety (EHS)** – Ensure this procedure is up to date, oversee this procedure, and provide guidance and assistance when large projects generate bulk quantities, large items, or heavy trash.

### 5 **SAFETY**

5.1 It is in the best interest of everyone onsite to ensure that all employees and tenants maintain proper housekeeping in their work areas at all times to ensure a safe environment.

5.2 A representative from EHS and Site Services must be contacted and engaged in non-routine circumstances where:

- Large projects will generate bulk quantities of General Trash or Recyclables, or
- The volumes of General Trash or Recyclables are beyond manageable limits and a method for proper transportation and management needs to be developed.

Examples of these clean-outs include large quantities of electronics (computers, phones), major office clean-outs or moves, and furniture removal.

## **6 PROCEDURE**

### **6.1 Proper Management of General Trash and Recyclables in Office and Lab Work Areas**

#### **6.1.1 General Trash**

- All items deemed to be General Trash shall be placed in the provided bins in each area.
- All bins are to be lined with a bag.
- Each bag shall not be filled to such an extent as to exceed 20 lbs.
- Containers heavier than 20 lbs will be managed by the area/tenant. The tenant of the subject area shall also be responsible for and manage all bins for coffee stations and kitchens.
- All bins that are appropriately managed will be removed by Site Services staff on a regular basis.
- Front Opening Unified Pods (“FOUP”) and large sections of metal (i.e., cabinets, piping, etc.) are not to be placed in dumpsters for General Trash or Recyclables. Coordination with Site Services is needed for these items.
- Compost and other items associated with landscaping activities (branches, leaves, and clippings) should not be placed in General Trash dumpsters. Contact Site Services to locate the nearest compost receptacle.

#### **6.1.2 Recycling**

- All Recyclables should be rinsed such that they are clean and free of any visible food residue, and shall have their caps, lids and straws removed.
- All Recyclables should be placed in recycling bins provided to each office space and communal area.
- All recyclable items must be no larger than 2 feet by 2 feet.
- Styrofoam is not accepted for recycling and should not be considered a “Recyclable” for purposes of this procedure.

- Plastic, glass, and metal items larger than a 5-gallon bucket should not be placed in a recycle bin or dumpster.
- Boxes should be cut and folded flat to optimize container space.
- All items that do not fit within the provided containers/bins (i.e., substantial amounts of packing material, boxes, etc.) should be managed by the area or tenant.

All areas that have been provided with large (exceeding 85 gallons) transportable containers are responsible for the proper disposal and management of material in those containers.