

Recycling Guidelines

Mixed Office Paper Recycling-Place **all** white and colored bond paper, post-it notes, stapled and paper clipped material, manila and colored file folders, notebook paper, adding machine paper, computer paper with green bars, business cards, all envelopes with or without windows, stationary with or without colored ink/letterhead, KSC Bulletin, Spaceport News, fax paper (plain paper or thermal), or other non-coated office newsletters in the mixed office paper recycling containers. KSC Telephone Directories should be placed in the locked sensitive materials recycle containers (cover MUST be removed first).

Cardboard Boxes-Small boxes (approximately the size of a small copier paper box) should be broken down and placed next to trash containers located in the halls or janitor's closet. It is the **responsibility** of each **individual employee** to remove all large boxes from their work area; these boxes must be broken down and taken to the nearest cardboard recycling container located outside of larger facilities here at KSC. **As a reminder, all packing materials inside of the cardboard boxes should be disposed of in the regular trash and not placed in the cardboard recycling container.**

Cardboard Recycling Bins- Cardboard recycling bins are located throughout KSC at most larger facilities. Please place the following items in the "**Cardboard Only**" recycle containers: Cardboard, Newspapers, Magazines, Catalogs, Notepads, Spiral Bound Notebooks, Booklets and Brochures.

Toner Cartridges-Place all printer/copier cartridges in the green bins located in the hallways of larger facilities. Please do not place **ANY Lanier Copier** toner cartridges in these containers. Leave all Lanier Copier toner cartridges adjacent to the copy machines for pickup by the Lanier Representatives. If you require a pickup for your area or need a new toner cartridge recycle container for your non Lanier toner cartridges, please contact Cartridge Source of America at 267-7726.

Other items-Please contact the Environmental Program Branch at 867-8454 or the Property Disposal Office at 867-7027 for proper disposal of recyclable items such as aluminum, antifreeze, batteries, carpet, copper, fluorescent lamps, glass, lead, lumber, oil filters, plastics, scrap metals, solvents, tires, toner cartridges and yard waste.

Disposition of non-recyclable items

Regular Trash Containers-Since the following items **are not being recycled at KSC**, please place them in your regular plastic-lined wastebasket in your office. They are: tissue paper, **coated or "slick" paper**, and **copy or bond paper wrappers**.

Please remember to recycle your newspapers and magazines in the cardboard recycling containers and not the office paper recycling containers. All other items that are not

currently being recycled at KSC should be taken home with you for local curbside recycling or visit the Brevard County Solid Waste website to locate various drop-off points for recycled commodities at: <http://www.brevardcounty.us/swr/recydir.cfm>

For further information please contact the KSC Recycling Coordinator, Alice Smith, TA-C3, 867-8454, <http://environmental.ksc.nasa.gov>