

## **Duke Recycles Frequently Asked Questions**

### **What can I recycle at Duke?**

Duke University supports single-stream recycling, which means that paper, cardboard, metal, plastic and glass products can be commingled in any recycling bin on campus. In an effort to support regional consistency, Duke has synced its list of acceptable items with local municipalities and peer higher education institutions. You can find the full guide to recycling at Duke [here](#).

### **How do I request recycling service for an office clean-out?**

Contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448, to request clean-out bins, with a limit of two 96-gallon bins per week. Please do not fill the bins above  $\frac{3}{4}$  of the way full as they become overweight, risking damage to the equipment and injury to Duke Recycles staff. The bins are delivered and emptied as needed on the scheduled service day for the building.

### **How do I request recycling service for a large move or clean-out?**

Contact Storr Office Environments, [dukerequests@storr.com](mailto:dukerequests@storr.com) or (919) 313-3890, to coordinate recycling services for larger volume clean-outs.

### **How do I request recycling or trash service for a university event?**

Contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448, to request recycling service for a university event. Please provide details about your event including date(s), start and end time(s), number of trash and recycling bins needed and fund code. There is a base \$66 labor charge for delivery and pickup, plus a \$5 per bin rental fee or \$12 per cardboard bin purchase price. Notification of at least 7-10 business days in advance is required in order to properly schedule staff and coordinate requested services.

### **Can I request a mixed recycling bin for my department, building, lab, floor, office suite, etc.?**

There is no need to request a specific bin for your department, building, lab, floor, office suite, etc. because Duke Recycles has established centralized recycling collection points throughout each building it services. These central sites are in high visibility areas, with significant foot traffic and no restricted access. This means recycling bins are typically located in major hallways, entryways, break rooms, mail rooms, printing areas, vending areas, elevator lobbies, etc.

If you feel there is a gap in recycling coverage and the site meets the above qualifications, contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448.

### **How do I participate in the mini bin program?**

Contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448, to request desk side bins. Up to 10 mini bins can be provided free of charge to university departments. For Hospital or School of Medicine entities, bins are \$10 each. Please note that when someone takes ownership of a bin, it becomes their responsibility to empty into a centralized recycling container as needed. More information, as well as a list of central recycling locations in university buildings, can be found [here](#).

**What happens to the recycling from Duke's campus?**

Recycling from Duke's campus is collected and consolidated by Duke Recycles, then transported by Duke Sanitation to the Sonoco facility in Durham. The recycling is then transferred to Sonoco's Materials Recycling Facility (MRF) in Raleigh for sorting and processing. From there, it is sold to a variety of local end users who turn the raw feedstock into recycled products.

**I've heard Duke's recycling just gets mixed together with trash and thrown away. Is that true?**

Recycling from Duke's campus is handled completely separately from the trash stream, by a different team, equipment and vehicles. Duke is also compelled to recycle properly according to state and local laws and ordinances that make it unlawful to put target recyclables, like plastic bottles, newspaper and aluminum cans, in the landfill.

**What happens to the compost from Duke's campus?**

Nearly all of the compost from Duke's campus is collected by one of two haulers based out of the Triangle, then transported to a commercial composting facility owned and operated by Brooks Contractor in Goldston, NC. Organic waste is slowly turned into nutrient-rich soil amendment over a period of about 9 months. Much of the compost is brought back to Duke's campus and used in construction projects, representing a closed-loop system. Also, Duke Gardens has partnered with Landscape Services to take in yard waste like leaves, plant debris, clippings, etc. at their on-campus composting operation, saving money and reducing campus impacts.

**Can I request compost bins for my department, building, break room, restroom, etc.?**

Duke recognizes the desire to expand compost collection but does not have the capacity to do so at this time. Post-consumer compost continues to be available to the campus community in Wilson and Brodie Gyms, Grainger Hall, Fuqua School of Business, LSRC - A Wing and Smith Warehouse - Bays 1 & 2. Duke Dining has also established front-of-house compost bins within a number of its locations, including Saladelia @ The Perk and Loop Pizza Grill.

Ongoing maintenance and labor required to service the bins, costs for bin purchases and liners, as well as issues associated with potential contamination, are just a few of the reasons composting infrastructure has not expanded any further.

Please note that in response to the COVID-19 pandemic, the increase in disposable take out containers and single-use products has made it more difficult to guard against contamination in compost bins. As a result, some of these locations may temporarily suspend compost collection.

**How do I request composting service for a university event?**

Contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448, to request composting service for a university event. Please provide details about your event including date(s), start and end time(s), number of compost bins needed and fund code. Include details about the products being served at the event as well as any efforts you will make to minimize contamination. There is a base \$66 labor charge for delivery and pickup, plus a \$10 per bin rental fee.

### **How do I request composting service at an event in a School of Medicine or Hospital building?**

Duke Recycles is unable to provide event services in a School of Medicine or Hospital building.

Here are two alternative courses of action:

1. Ask your catering vendor if they can remove and properly dispose of the compost when the event is over.
2. Reach out to a local compost company directly to schedule services. One option is CompostNow, [thedirt@compostnow.org](mailto:thedirt@compostnow.org) or (252) 419-6436.

### **How do I recycle electronics?**

All surplus items, including electronics, that were purchased with Duke funds must be processed through the Surplus Asset Disposition Tool. Computers and any other data storage equipment should be entered as individual line items with serial numbers and asset tags included. More information, as well as a link to submit a pick up request, can be found [here](#).

For electronics not purchased with Duke funds nor considered Duke property, the City of Durham provides e-waste recycling at the Waste Disposal and Recycling Center, 2115 East Club Boulevard. Student electronics that are still in working condition but no longer needed can be donated at the end of each academic year through the Move Out for Charity program.

### **How do I donate office supplies?**

All surplus items, including office supplies, that were purchased with Duke funds must be processed through the Surplus Asset Disposition Tool. The Surplus Property Office will make a determination as to which non-profit organization will most benefit from your surplus property donation. More information, as well as a link to submit a pick up request, can be found [here](#).

For office supplies not purchased with Duke funds nor considered Duke property, please contact community thrift outlets like The Scrap Exchange, TROSA Thrift Store, or GCF Donation Center & Store to make a donation.

### **How do I recycle batteries?**

Alkaline batteries (AA, AAA, C, D, N, button, 9-volt, etc.) should be disposed of in the trash. Since the mercury content of alkaline batteries was removed from the manufacturing process, they are no longer considered hazardous waste and are safe to dispose of in a landfill. Whenever possible, it's best to incorporate rechargeable batteries or use technologies that do not require alkalines.

For rechargeable or other universal waste batteries (lithium ion, nickel cadmium, etc.), please go to [safety.duke.edu](http://safety.duke.edu), click on the Laboratory Safety tab, then click on Lab Safety and Waste Management. Register your location in this system to request a battery recycling bin. Contact John Harrel, [johnharreliv@duke.edu](mailto:johnharreliv@duke.edu) or (919) 668-3320, with any questions.

### **How do I recycle lab glassware?**

Lab glass should be disposed of in the trash. Lab glass could be contaminated with biological, chemical or radioactive material, which makes it hazardous waste. It could also contain liquids or solids, which is considered contamination in the mixed recycling stream. Also, Type I and II chemically resistant grade glass has a different melting point than Type III food and beverage grade commercial glass. This means that there is no end-market for this type of material, so even if it goes through the mixed recycling process, it will not actually be recycled.

### **How do I recycle toner cartridges?**

Nearly all major ink cartridge manufacturers offer a recycling program for their products. In some cases, you will need to request recycling boxes with prepaid postage and pack the cartridges into them. Other recycling programs reuse the packaging from new cartridges to mail back the spent cartridges. Staples also accepts used toner cartridges. The next time you receive a delivery from Staples, ask the driver to pick up your cartridges.

### **How do I recycle pipette tip boxes?**

VWR offers pipette tip box recycling services to university and School of Medicine labs. VWR may perform an assessment in your lab to see if there are any opportunities to switch to their products. The program is free of charge and they employ a student to empty the tip box bins. Contact your VWR rep or Tim Bumgarner, [Timothy\\_Bumgarner@vwr.com](mailto:Timothy_Bumgarner@vwr.com), for more info.

### **How do I recycle nitrile gloves?**

VWR offers nitrile glove recycling services to university and School of Medicine labs. VWR may perform an assessment in your lab to see if there are any opportunities to switch to their products. The program is free of charge and they employ a student to empty the glove bins. Contact your VWR rep or Tim Bumgarner, [Timothy\\_Bumgarner@vwr.com](mailto:Timothy_Bumgarner@vwr.com), for more info.

### **How do I recycle a helium tank?**

First, check if the helium tank is refillable through the manufacturer. If returning the tank is not an option, please follow the instructions [here](#) to properly prepare the tank for disposal. Once you've completed these steps, transport the tank to the scrap metal recycling container located at the Material Warehouse, 117 S. Buchanan Blvd. For additional support, contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448.

### **How do I recycle scrap metal?**

Transport the items to the scrap metal recycling container located at the Material Warehouse, 117 S. Buchanan Blvd. Please note that construction and demolition debris is not accepted as scrap metal. For additional support, contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448.

### **How do I request shredding services for confidential materials?**

Duke Recycles does not offer shredding services. Please contact a third party company such as Shimar, (919) 680-6262, or Iron Mountain, (800) 899-4766, to coordinate shredding services. Both entities can perform a one-time pickup or install a secure bin that is emptied on a regular schedule.

**I have a question/concern about recycling in a School of Medicine or Hospital building.**

Orange Recycling, a third party company, manages the recycling at the Hospital and School of Medicine. Contact Perry Black, [pblackorsinc@aol.com](mailto:pblackorsinc@aol.com) or (919) 730-5844.

**I have a question/concern about recycling at a leased property or satellite location.**

Building owners manage recycling at leased and satellite locations. They are required by state and local law to ensure target recyclables like aluminum cans, newspaper and plastic bottles are not disposed of in a landfill. Contact your landlord or building owner first. For additional support, contact Morgan Bachman, [morgan.bachman@duke.edu](mailto:morgan.bachman@duke.edu) or (919) 660-1448.

**I have a question/concern about recycling in a residence hall.**

Housing and Residence Life Facilities Planning and Operations manages recycling in residence halls. Contact Bernard Smith, [bernard.smith@duke.edu](mailto:bernard.smith@duke.edu) or (919) 684-0732.