WASTE GUIDELINES: WHAT GOES WHERE
SINGLE STREAM RECYCLING • ZERO SORTING • ALL OF THE ITEMS BELOW IN ONE BIN

**TIPS FOR SUCCESSFUL RECYCLING**
- Before you toss an item in the trash bin, stop and ask yourself if it’s recyclable
- Empty and flatten all cardboard items
- Drain beverages and food items from containers... all items should be empty, clean, and dry
- Place recycling loose (or in an old paper bag) in designated bins
- Plastic recycling numbers can be located on the bottom of the plastic items

**SINGLE STREAM RECYCLING**
- **METAL**
  - Food and beverage cans
    - empty and rinse
- **PLASTIC**
  - Bottles, jars, jugs, tubs
    - empty and replace cap
- **GLASS**
  - Bottles, jars
    - empty and rinse
- **PAPER & CARDBOARD**
  - Mixed paper, newspaper, magazines, boxes
    - empty and flatten

- Do not bag recyclables; no garbage
- No plastic bags or plastic wrap
  - return to retail
- No food or liquid
  - empty all containers
- No clothing or linens
  - use donation programs
- No tanglers
  - no hoses, wires, chains or electronics

**TRASH**
- **TRASH ONLY**
  - Plastic bags
  - Films and wrappers
  - Styrofoam
  - Plastic utensils (if not compostable)
  - Food waste*
  - Napkins*
  - Paper towels*

- **KEEP OUT**
  - HAZARDOUS MATERIALS: Chemicals, Broken Glass, Etc.
    - Call building manager for safe disposal
  - ELECTRONIC WASTE: Light Bulbs, Batteries, PDAs & Cell Phones, Chargers & Adapters, Electrical Cords
    - Find e-waste bin locations at green.harvard.edu/waste
  - BULK ITEMS: Furniture, Mattresses, Mirrors
    - Bring bulk items to Freecycles or the Harvard Surplus Center at 156 Western Avenue, Allston, MA
  - CLOTHING
    - For worn or torn clothing, use the MassDEP-supported Beyond the Bin Recycling Directory (https://recyclesearch.com/profile/ma) to search by type of material and your location to find out where in Massachusetts to recycle, reuse, or re-purpose items that don’t belong in your household recycling bin.

**COMPOST**
- Compost is available in dining halls, cafeterias, and many offices.
- When available, compost:
  - Food waste
  - Napkins and paper towels
  - Coffee grounds, tea bags, and wooden stirrers
  - Compostable products, look for these symbols:

*Where compost is unavailable