



Tips for Recycle

NCDOT Departments have many recycling programs in effect. Such items recycled are but not limited to computers, cardboard, office paper, magazines, telephone books, glass, plastic, aluminum, scrap metal, wooden pallets, yard waste, lead acid batteries, motor oil, tires, and asphalt. The greatest downfall of recycling is contamination. Remember to be sure whatever you are recycling that it is free from contaminants. Recycling at **NCDOT** saves valuable landfill space along with other benefits such as: conserving non-renewable natural resources like trees, minerals, and oil, etc., reducing energy consumption, and reducing the pollution and environmental impacts associated with extracting resources from the Planet. We recycle because it is a key component of environmental sustainability... it is mandated by the Law GS 130A- 309.14 and Governor's Executive Order 156. **Only you can prevent waste...** if you can't reduce it or reuse it, recycle it.



Aluminum – Aluminum beverage cans are the most common recycled type of aluminum metal at NCDOT.

Procedures for Recycling Aluminum at NCDOT:

1. Empty contents.
2. Rinse to prevent attracting insects.
3. Crush to save space.
4. Place in bin marked "Aluminum".

Need a new sign for recycling aluminum?

[Click Here](#) for Aluminum Can Recycle Poster



Electronic – Computers are the most common electronic equipment recycled. Under the present program, NCDOT Departments are asked to send all their hard drive computer equipment to DOT IT Technical Services. Examples are microcomputers, laptops, notebooks, PCs, and desktops. Any other electronic equipment or computer equipment that does not have a hard drive can be sent to State Surplus Property. Examples are monitors, cables, and printers. At State Surplus it is separated and analyzed for condition and capability. Technicians test the equipment and assist the schools in developing systems that will meet their specific needs.

Procedure for Recycling Computer and Computer Parts at NCDOT:

1. Reuse first.
2. Surplus hard drive computer equipment with DOT IT Technical Services.
E-mail ts_procurement@dot.state.nc.us
3. Surplus all electronic and computer equipment without hard drive to State Surplus Properties.

Need a new sign for electronic recycling?

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 **Glass** – The most common and easily recycled type of glass at NCDOT is container glass: bottles and jars. Other glass products, such as Pyrex bowls and window glass, each are made from different chemical formulas. While technically recyclable, the different types can't be commingled in recycling. Glass bottles should be placed in glass recycling containers – carefully.

Procedure for Recycling Glass at NCDOT:

1. Discard lids to glass containers.
2. Rinse or wash containers.
3. Labels and neckbands are okay.
4. Place in bin marked "Glass".

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 **Plastic** – The most common and easily recycled plastic at NCDOT is beverage containers:

- #1. PET (polyethylene tri-chloride, soda/water bottles)
- #2. HDPE (high-density polyethylene, milk jugs)

#3,4,5,6, etc. are made from different chemical formulas and the different types can't be mixed in recycling with the #1 and #2 plastic. Plastic should be placed in plastic recycling containers.

Procedure for Recycling Plastic at NCDOT:

1. Discard lids to plastic containers.
2. Rinse or wash containers.
3. Labels and neckbands are okay.
4. Place in bin marked "Plastic".

Need a new sign for recycling plastic?

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 **Paper** – NCDOT paper recycling is a commingled office mix and it includes all grades and colors of office paper, computer paper, envelopes, folders, brochures, magazines, and posted it notes. NCDOT paper recycling also includes cardboard, telephone books, newspaper, and books.

Procedure for Recycling Office Paper at NCDOT:

1. Remove contaminates such as tape, rubber bands, and binder clips.
2. Do not put these items in office paper recycling bins:
 - Newspaper
 - Telephone books
 - Cardboard
 - Books (Hardback)
 - Paper towels and tissue
 - Packing or wrapping paper
 - Photographs
3. Staples and small paper clips are okay!
4. Place in bin marked "Paper".

Need a new sign for recycling office paper?

[Click Here](#) for Office Paper Recycling Poster

[Click Here](#) for Cardboard Recycle Program

[Click Here](#) for Telephone Book Program



Fluorescent Light Bulbs/ Mercury Thermostats- Session Law 2010-180 requires:

- Recycling of fluorescent lights and mercury thermostat from all State Agency, University, Community College and Public School buildings Recycling of fluorescent lights and mercury thermostats from Local Government publically owned buildings constructed or operated with state funds; Program shall include procedures for convenient collection, safe storage, and proper recycling; All demolition contractors or the owner of a building or structure to be demolished shall remove all fluorescent lights and mercury thermostats prior to demolition; Fluorescent lights and mercury thermostats banned from disposal in unlined construction and demolition landfills (and any other landfill that is unlined); Report documenting compliance with law due on or before December 1, 2011
 - Identify vendor
 - Identify collection and storage procedures
 - Identify any partnerships
 - Identify proper training
 - Quantify materials

Procedures

1. Universal Waste Lamps must be packaged per the following: Waste Management (40 CFR 273.13)
 - (a). A handler of universal waste must manage lamps in a way that prevents release of any universal waste or component of universal waste to the environment.
 - (b.) A handler of universal waste lamps must contain any lamp in containers or packages that are structurally sound, adequate to prevent breakage, and compatible with the contents of lamps. Such containers and packages must remain closed and lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.
 - (c). Universal waste lamps or a container or package in which such lamps are contained must be labeled or marked clearly with any one of the following phrases: “**Universal Waste Lamps**” or “**Waste Lamps**” or “**Used Lamps**”
 - A. Lamps can be put back in the original box provided that the box is in good order and the end flaps are intact and can be closed
 - B. It is not necessary for the packing dividers to be put back in the box for used lamps; however the box should be full of loose lamps before sealing the end closed.
 - C. **DO NOT TAPE LAMPS TOGETHER IN BUNDLES AND PLACE IN THE BOX OR CONTAINER,** tape lamps require special handling before processing and a handling fee is typically added to the invoice for removing tape from bulbs at a rate from \$50-\$100 an hour charge.
 - D. All containers holding lamps must be labeled and closed while in storage (temporarily closed lamps are not visible or exposed) after the container is completely full seal the container (box) securely.
 - E. **DO NOT TAPE LAMPS TOGETHER IN BUNDLES AND PLACE IN THE BOX OR CONTAINER,**
2. Incidental Broken Bulbs, Clean up Storage

If you accidentally break a mercury containing lamp, you should follow the steps below:

 - (a) **DO NOT VACUME,** gently sweep the broken lamp up
 - (b) Put the broken lamp in a container with a sealable lid (5 gal plastic bucket or metal drum with a lid and ring.
 - (c) DO NOT put broken lamps in a cardboard box.
 - (d) Wipe up any remaining residue with a damp paper towel
 - (e) Put used paper towel in a baggie and seal
 - (f) Put baggie in a separate container with a lid (small plastic bucket or container)
 - (g) Label the container as “Universal Waste Lamps, Incidental Breakage”
3. Preparing Lamps for Shipping
 - (a) Place lamp boxes on a pallet all in the same direction (DO NOT CRISS CROSS BOXES)
 - (b) Do not stack over 5ft high on one pallet
 - (c) Strap or shrink- wrap boxes on pallet and move to shipping area for a pick up

[Click Here](#) for Fluorescent Light Bulbs Poster