

# McGill Guide to Used and End of Life Materials (non-hazardous)

The following waste services are provided **to departments in the University**, free of charge unless indicated with (\$). Non-McGill items should be collected by municipal services – visit [Info-Collectes](#) for details of services in your area.

Archiving		Non-hazardous waste				
		Paper/cardboard	Glass/metal/plastic	Garbage	Furniture	Pallets
<b>What we take</b>	Documents and files	<ul style="list-style-type: none"> <li>all office paper (stationery, computer paper, documents, annual reports, McGill directories)</li> <li>envelopes (with or without window)</li> <li>paper or cardboard folders</li> <li>newspapers</li> <li>glossy magazines</li> <li>books and course packs</li> <li>empty, non-oily paper wrap (e.g. wrapper from photocopying paper)</li> <li>corrugated cardboard</li> </ul>	<ul style="list-style-type: none"> <li>empty glass bottles</li> <li>empty plastic bottles</li> <li>bottle caps</li> <li>aluminum cans</li> <li>plastic bags</li> <li>plastic #1,2,3,4,5,7</li> <li>milk and juice cartons</li> </ul> <p><b>TIPS</b></p> <ul style="list-style-type: none"> <li>empty containers of any liquids or food; for sanitary reasons please RINSE! remove the caps from bottles before putting both into the bin</li> </ul> <p>Why rinse soiled containers? Prevent problems from mould, vermin and odours.</p>	<ul style="list-style-type: none"> <li>food wastes</li> <li>paper cups</li> <li>plastic #6 (aka polystyrene), including plastic cutlery and beer cups)</li> <li>non-recyclable items</li> <li>contaminated recyclable items</li> </ul>	Office furniture (including filing cabinets, etc.)	<p>All old pallets of all material types (wood, plastic, etc.), including pallet pieces (broken, etc.)</p> <p>Wooden crates (only if broken into pieces)</p>
<b>What we don't take</b>	n/a	<ul style="list-style-type: none"> <li>wet or oily (food-contaminated) paper</li> <li>bathroom contaminants (e.g. tissues, paper towels, disposable diapers)</li> <li>plastic sheets</li> <li>plastic wrapping</li> <li>overheads</li> <li>oily paper</li> <li>wax paper</li> <li>carbon paper</li> <li>aluminum foil</li> </ul> <p>wet garbage, including food</p> <p>NO: COFFEE CUPS NAPKINS/PAPER TOWELS/FACIAL TISSUE</p>	<ul style="list-style-type: none"> <li>liquids</li> <li>light bulbs</li> <li>windows</li> <li>china</li> <li>ceramics (mugs or plates)</li> <li>plastic #6 (aka polystyrene), including plastic cutlery and beer cups</li> <li>overheads</li> <li>broken cups or glasses</li> <li>laboratory glass</li> </ul> <p>NO SHARPS (e.g. syringes)</p>	<ul style="list-style-type: none"> <li>batteries</li> <li>laboratory glass</li> <li>laboratory waste</li> <li>uncontaminated recyclable materials</li> <li>computers or electronic items</li> </ul> <p>NO SHARPS (e.g. syringes)</p> <p><b>TIPS</b> For all hazardous wastes such as batteries, chemicals and lab glass, please call the Hazardous Waste Management at (514) 398-5066.</p>	Contaminated materials	Construction materials
<b>How to get rid of it</b>	<p>Storage: Documents and files to be stored should be packed and labeled in archive boxes. A complete list of the boxes should be emailed to <a href="mailto:records.archives@mcgill.ca">records.archives@mcgill.ca</a> to the University Archives before any boxes are shipped or destroyed.</p> <p>Shredding: Archives will shred confidential documents that are no longer needed by the department. See University Archives for more information on transferring records to the Archives and the <a href="#">McGill University Records Retention Schedule (MURRS)</a>.</p>	<p>Office paper: use the BLUE bins (or blue compartment of multi-material sorting stations) available in various locations throughout campus.</p> <p>Boxes: COLLAPSE the box and leave next to recycling bins for collection.</p>	<p>GREEN bins available in various locations throughout campus</p> <p>Request a bin (\$): e-mail <a href="mailto:stockroom.fmd@mcgill.ca">stockroom.fmd@mcgill.ca</a> with type of bin (blue for paper, green for glass/metal/plastic), location/room description (office, classroom, etc.), size of bin and name of person responsible.</p>	Standard garbage bins	<p>For resale: online at McGill Classifieds</p> <p>For construction/renovation-related furniture management: contact Virginie St-Pierre, Furniture and Signage Coordinator, Design Services (Facilities Operations and Development)</p> <p>For removal and disposal of METAL furniture: Hazardous Waste Management</p> <p>For removal and disposal of NON-METAL furniture: Facilities Call Centre (\$)</p>	<p>Bring to loading dock. See Procurement Services website <a href="#">here</a> for more details (login required with McGill ID and password).</p> <p>Exceptional “on call” pallet pick-up services are also offered by the supplier (\$\$)</p>

What happens to it?	Stored or shredded, according to records management guidelines.	The recyclable materials are collected from recycling bins by cleaning staff and placed in loading areas for collection by our contractor. The material is sorted (manually) at our contractor's facility and resold to companies for recycling into other products.  PLEASE DON'T CONTAMINATE THE RECYCLING. Everyone is entitled to a healthy work environment: if recycled material collected is overly contaminated (most frequently by liquids and wet garbage), the material will be rejected and LANDFILLED.	Garbage is sent to Lachenaie landfill, which captures landfill gas for energy production.	Reused, recycled, or landfilled (depending on condition of material)	Good pallets are reused; others are refurbished or recycled as appropriate.
Who to contact	University Archives <a href="mailto:records.archives@mcgill.ca">records.archives@mcgill.ca</a>	Downtown campus: Building Services Downtown off-campus buildings: contact your Building Director Macdonald Campus: Macdonald Campus Facilities		Metal furniture: Hazardous Waste Management  Non-metal furniture: Facilities Call Center (\$)	Your building director (re. logistics)  Procurement Services helpdesk (re. contract)
Phone	7172	Downtown: 4560 Macdonald Campus: 7828 Building directors: varia		Hazardous Waste Management: 5066  Facilities Call Centre: Downtown: 4555 Macdonald Campus: 7828	6048
Useful websites	<a href="http://www.archives.mcgill.ca/recordsmanage/recmg.htm">http://www.archives.mcgill.ca/recordsmanage/recmg.htm</a>	<a href="http://www.mcgill.ca/facilities/buildings/services/">http://www.mcgill.ca/facilities/buildings/services/</a>  Find your building director: see Campus and Space Planning's <a href="#">Building Directors' List</a>		<a href="http://www.mcgill.ca/classified">http://www.mcgill.ca/classified</a>  <a href="http://www.mcgill.ca/facilities/fcc/">http://www.mcgill.ca/facilities/fcc/</a>  <a href="http://www.mcgill.ca/wmp">www.mcgill.ca/wmp</a>	

(\$ service charge applicable

# McGill Guide to Used and End of Life Materials (hazardous)

The following waste services are provided **to departments in the University**, free of charge unless indicated with (\$). Non-McGill items should be collected by municipal services – visit [Info-Collectes](#) for details of services in your area.

Hazardous waste									
	Batteries	Printer ink cartridges	Photocopier toner cartridges	Refrigerators & freezers	IT equipment	Cellphones	Other electronics	Lead pigs	Other hazardous wastes
What we take	All batteries	Inkjet and laser printer cartridges	All	All	McGill-owned computers, tablets, peripherals and accessories	Cellphones under the McGill contract with supplier	<ul style="list-style-type: none"> <li>Appliances</li> <li>IT accessories (including wiring, cassette tape, CDs, tape drives, data cartridges, etc.)</li> </ul>	Lead pigs containing isotope vials	Biohazardous, bulk, chemical and radioactive waste  Fluorescent lamps (\$)
What we don't take	n/a	n/a	n/a	n/a	Non-McGill-owned IT equipment	Non-McGill cellphones	Microfiche	n/a	n/a
How to get rid of it	<p>Drop off batteries in RED bins available in major buildings on campus. [Call Hazardous Waste Management when bin is full.]</p> <p>Small quantities: 1) place batteries in padded envelope or well-sealed small box 2) send via internal mail to Hazardous Waste Management</p> <p>Large quantities and/or lead acid batteries: call Waste Management for pick-up</p>	<p>Inkjet cartridges: drop off at McGill Computer Store or Macdonald Campus Bookstore</p> <p>Laser cartridges can be returned to manufacturer – boxes of new cartridges usually include labels and shipping information as relevant.</p>		<p>1) Freon removal (REQUIRED) Facilities Call Centre (\$)</p> <p>2) Pick up: Submit online requisition form, confirming that Freon has been removed in the “Comments” box.</p>	Your local IT Asset Steward and Technical Steward will determine the best approach (reuse, refurbish, or recycle)	Call Procurement to request a replacement. Old phone MUST BE RETURNED to Procurement Services (c/o Suzanne Boyd).	<p>Small quantities: 1) Remove data from machine (if functional) 2) Submit online requisition form</p> <p>Large quantities: call Waste Management for pick-up</p>	<p>1) Check for radioactive contamination 2) Attach the results of the wipe test on the container/box. 3) Pick up: Hazardous Waste Management</p>	Pick up: Hazardous Waste Management
What happens to it?	Metals are recuperated and recycled	Cartridges are given to the MIRA Foundation or Insertech Angus as relevant.	Refilled and resold	Reused or recycled	Reuse, refurbishing or recycling as appropriate	Internal reuse, or returned to the supplier for refurbishing or recycling as appropriate	Collected by nonprofit that benefits the social economy) for reuse/resale or recycling.  CRT monitors: certified landfill or recycled (\$)	Reused or recycled	
Who to contact	Hazardous Waste Management	McGill Computer Store  Macdonald Campus Bookstore		Hazardous Waste Management	ICS	Suzanne Boyd	Hazardous Waste Management		
Phone	5066	McGill Computer Store x5025  Macdonald Campus Bookstore x8300		5066	3398		5066		

Useful websites	<a href="http://www.mcgill.ca/wmp">www.mcgill.ca/wmp</a> Locations of battery bins: <a href="http://www.mcgill.ca/sustainability">www.mcgill.ca/sustainability</a>	McGill Computer Store <a href="http://www.mcgill.ca/mcs">www.mcgill.ca/mcs</a> Macdonald Campus Bookstore <a href="http://mcsc.mcgill.ca/bookstore.html">http://mcsc.mcgill.ca/bookstore.html</a>	<a href="http://www.mcgill.ca/wmp">www.mcgill.ca/wmp</a>	Request pickup of electronic waste <a href="http://www.mcgill.ca/wmp/electronic">www.mcgill.ca/wmp/electronic</a>	<a href="http://kb.mcgill.ca/#tab:homeTab:crumb:8:artId:5654:src:article">http://kb.mcgill.ca/#tab:homeTab:crumb:8:artId:5654:src:article</a>	<a href="https://www.mcgill.ca/prourement/supplier">https://www.mcgill.ca/prourement/supplier</a> (sign-in required with McGill username and password)	Request pickup of electronic waste <a href="http://www.mcgill.ca/wmp/electronic">www.mcgill.ca/wmp/electronic</a>	<a href="http://www.mcgill.ca/wmp">www.mcgill.ca/wmp</a>
-----------------	--	--	--	--	---	---	--	--