

What Is Recyclable or Compostable In NCR

Recyclable Items

Please place these items in your office recycling containers or in the correctly-labeled bins in the building's hallways and elevator banks.

All Paper (unless food-soiled or wax-lined):

White copier/printer paper

Colored paper

Folders

Post-It Notes

Magazines

Newspapers

Cardboard/card stock (e.g., food boxes)

Clean paper bags

Envelopes/mail

Shredded paper

Books

Cardboard Boxes (large boxes should be placed in hallways next to office doors)

Glass Containers (no lightbulbs)

Metal (aluminum, tin, steel, bi-metal) Containers and Foil

Plastic Items #s 1-6 (larger than two inches)

Toner/Ink Cartridges (should be placed in hallways next to office doors)

Compostable Items

Please place these items in your office compostable materials containers or in the correctly-labeled bins in the building's restrooms and kitchenettes.

Paper Towels

Napkins

Glass Containers (no lightbulbs)

Food-Soiled Paper Products

Food Scraps (including meat, bones, dairy, citrus)

Food Containers and Utensils Designed to be Compostable (look for the symbol)

Plants and Flowers

NO PLASTIC ITEMS! Plastic items, including plastic bags, will cause the load to be rejected by the composting facility!

Landfill/Trash (Non-Recyclable or Non-Compostable Items)

Please place these items in your office trash containers or in the correctly-labeled bins in the building's restrooms and kitchenettes.

Chip Bags

Granola/Candy Bar Wrappers

Condiment Packages

Styrofoam Cups & Containers

Wax-Lined Paper Cups & Containers

Stickers

Plastic Bags or Plastic Wrap

Plastic Items #7 and/or Smaller than Two Inches (plastic utensils, coffee stirrers, creamer cups)

Special Recyclable Items

These items are NOT part of NCR's recycling contract but can be recycled via an alternative method; arrangements need to be made on a building-by-building basis with the building management office.

Scrap Metal – The Federal Acquisition Service has a contract to collect scrap metal for recycling. Contact Kevin Mills (kevin.mills@gsa.gov or 202-708-6467) to arrange a pick-up at your building.

eWaste – Electronics such as computers, keyboards, mice, phones, cords, copiers, televisions, or appliances can be collected by either GSA IT, the building manager's office, or the Federal Acquisition Service (depending on who owns the item). If the item is not the property of IT, contact FAS' Corlette Bumbrey (coco.bumbrey@gsa.gov or 703-605-9319).

Universal Waste – To properly dispose of items such as light bulbs and ballasts, contact your building manager's office.

Cooking Grease – NCR collects used cooking oil which is then turned into biodiesel (fuel) via a contract with [Valley Proteins](#). Cooking grease is collected from participating buildings at no cost to the government, which has resulted in thousands of gallons per year being diverted from landfills or incinerators and instead being converted into fuel.

Batteries – Since batteries are a "hazardous waste" that must be handled carefully—there is a danger of fire if batteries are stored improperly—GSA does not recycle them. However, we recognize that tenants may have a high usage or need to recycle batteries, so building managers can work with private companies such as Call2Recycle (<http://www.call2recycle.org/>) to collect and safely recycle batteries in individual buildings.

Construction and Demolition Debris – Collection and recycling of C&D debris should be included in every project's contract.