

**Rutgers Environmental Health and Safety (REHS)
Guidance Document****Title:** Management of Waste from Offices**Revision Date:** October 13, 2020**BACKGROUND**

This guidance document provides information on how to properly collect, store, recycle and/or dispose of certain waste materials generated from office environments. The most common type of waste generated in offices that requires special attention is waste defined as Universal Waste which includes the following:

- Batteries
- Consumer Electronics
- Fluorescent Light Bulbs
- Mercury Containing Equipment (e.g. mercury switches in thermostats)

In addition, some office environments may generate toner cartridges from printers and photocopiers.

Universal Waste**Rechargeable Batteries**

Rechargeable batteries must be collected in laboratories and labeled with the Rutgers Universal Waste Label (see Fig. 1). This includes the following:

- Lead Acid
- Nickel Cadmium (NiCad)
- Nickel Metal Hydride (NiMH)
- Lithium (Ion and Metal)

The batteries listed above must be collected by REHS for proper disposal and/or recycling. Complete a request for pickup at the following online link:

<https://halflife.rutgers.edu/forms/hazwaste.php>

NOTE: Alkaline batteries are not rechargeable and can be disposed of in the general trash.

Consumer Electronics

Consumer electronics such as computers, printers, monitors, televisions, VCRs, radios and other electronic equipment that contain circuit boards are regulated as Universal Waste. Other equipment that is destined for disposal must be evaluated for electronic hardware prior to disposal.

Contact Material Services at (848) 445-2255 for removal of these items. Alternatively, submit a surplus materials form at <https://ipo.rutgers.edu/bs/surplus-pickups>.

Fluorescent Light Bulbs

Spent fluorescent bulbs are managed by the Facilities Maintenance Department. These items are stored in various locations throughout Rutgers. To request a pick-up of spent fluorescent bulbs, please contact the Facilities Maintenance Zone Manager responsible for your location.

Mercury Containing Equipment

Mercury containing equipment must be collected and picked-up by REHS. This includes mercury thermometers, mercury switches (i.e. thermostats), intact mercury thermometers and other similar items. Use the following link to request a pick-up.

<https://halflife.rutgers.edu/forms/hazwaste.php>

Toner Cartridges

The majority of spent or expired toner cartridges can be returned to the supplier or manufacturer in the original container. Be sure to save the original box and instructions for return to the manufacturer. If you do not have the original container, check the manufacturer's website for instructions. Most manufacturers provide postage-free delivery. Rutgers encourages this type of recycling of spent toner cartridges.

Call REHS at (848) 445-2550
hazwaste@rutgers.edu