



Microsoft
Theater



Environmental Management System

SC & MT Solid Waste Guidelines

TOP 10 WAYS TO REDUCE WASTE

WASTE REDUCTION GOALS:

1. 75% of all solid waste diverted from landfill by 2015
2. RECYCLE all universal waste
3. Increase & Improve composting and recycling programs

1. Follow our Environmentally Preferable Purchasing Guidelines
2. Choose vendors that ship with less packaging or take packaging back
3. Follow the 3 Rs – Reduce, Reuse, Recycle
4. Print and copy double sided
5. Look for ways to reuse equipment and consider repairing rather than replacing machinery
6. Use bulk dispensers
7. Choose quality and longevity over the lowest price
8. Use online forms, training materials and timecard entry as much as possible
9. Use washable rags for cleaning rather than paper towels and disposables
10. Department memos, schedules and communications should be emailed rather than printed

UNIVERSAL WASTE RECYCLING

Universal wastes are specific types of **hazardous waste** that are often generated by households and non-industrial businesses. The California Code of Regulation now requires that all of these wastes be recycled or sent to a hazardous waste disposal facility, even wastes generated at home. All of the wastes listed below must be collected by engineering and disposed of appropriately.

You cannot throw these items in the regular trash:

Universal Waste	Chemical Components
Consumer electronics Circuit boards (CPUs, printers, keyboard, ipods, etc.),	contain toxic metals including lead and cadmium
Fluorescent and compact fluorescent bulbs and lamps	Mercury
Batteries Ni-cad, silver button, mercury, small sealed lead acid, most alkaline	Lead, sulfuric acid, cadmium
Aerosol cans (non empty) ¹	Various
Mercury containing thermostats and thermometers	Mercury
Mercury containing switches	Mercury
Cathode ray tubes (e.g. tv's and monitors)	Lead
Pressure of vacuum gauges	Mercury
Novelty items containing circuit boards or batteries	Mercury, lead, sulfuric acid, cadmium

¹Aerosol cans that are completely (100%) empty can be thrown in the regular trash in California.

SC & MT Solid Waste Guidelines	Revision Date: September 2015
Check STAPLES Center's EMS website for the latest version	Page 1 of 1