

## PERSONAL CELLPHONES

PERSONAL cellphones can be recycled by calling the Recycling Coordinator in the OSEEP, email us or stop by Room 2064 to drop off the phone.



**WE  
RECYCLE**



## Where Can I Learn More?

Visit us on the web  
[www.osec.doc.gov/oas/oseep.htm](http://www.osec.doc.gov/oas/oseep.htm)  
or contact us at  
[gogreen@doc.gov](mailto:gogreen@doc.gov).

# RECYCLE



# HCHB RECYCLING PROGRAM

U.S. Department of Commerce  
Office of Administrative Services  
Office of Sustainable Energy and  
Environmental Programs

How we dispose of items has a great impact on the environment. Items that are landfilled do not readily decompose and must be managed for many years. Even when they do decompose, they produce methane, a Greenhouse Gas, that harms the environment.

Our goal at the Herbert C. Hoover Building (HCHB) is to become good stewards of the environment by recycling as many items as possible.

Recycling keeps reusable materials such as paper, plastics, and metals out of landfills so they can be reused in new products. This reduces the amount of energy used in producing new items.

Recycling is easy, fast, and a no-brainer! For you to do your part you need to know what items can be recycled and how to recycle them.

Here at HCHB we recycle many types of paper, plastics, wet-cell batteries, lithium-ion batteries, toner cartridges, computers (CPUs, monitors, keyboards, and other peripherals), cardboard, scrap wood, wooden and plastic pallets, and small electronics such as personal cell phones.

## PAPER

Office paper and newspapers should be disposed of in desk-side recycling containers, office containers, or in hallway recycling containers. If you need recycling containers, you can call the Recycling Coordinator in the Office of Sustainable Energy and Environmental Programs at 482-5949, email us at [gogreen@doc.gov](mailto:gogreen@doc.gov), or visit us in Room 2064. If you have a large quantity of paper, call CHIMES at 482-5406.

## PLASTICS

There are many types of plastic on the market. The Herbert C. Hoover Building accepts the following categories of plastic bottles with symbols 1-7 marked on the bottom. See diagram below.



## BATTERIES

All batteries should be collected for recycling. Wet-cell batteries **SHOULD NOT BE DRAINED**. Call the Recycling Coordinator in the OSEEP, email us, or stop by Room 2064 to arrange for pickup.

## COMPUTERS AND SMALL ELECTRONICS

Computers and small electronics should be surplus through Personal Property Management Division by calling Moving and Logistics Services at 482-6215 to arrange for pickup.

## CARDBOARD

Cardboard should be recycled by calling CHIMES at 482-5406 to arrange for pickup.

## SCRAP WOOD, WOODEN AND PLASTIC PALLETS

Scrap wood, wooden and plastic pallets should be recycled through Facilities Services Division by calling 482-3555 to arrange for pickup.