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# Centralized Waste Do's and Don'ts

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# Centralized Waste: *What is it and why?*

Centralized waste means that individual desk-side bins will no longer be serviced and that building occupants will empty their waste at a communal waste station. Centralized waste collection was first piloted in June 2019 and has been a campus-wide Custodial Initiative since June 2020 in an effort to reduce high touch points, encourage social distancing between custodians and building occupants, and increase accessibility to recycling and compost in order to meet the UC Policy on Sustainable Practices on Zero Waste. **To date, all State-funded buildings have been or are in the process of implementation.**

## Bins Meeting Waste Bin Requirements

Custodians will empty and reline the following centralized receptacles in accordance to the scheduled frequencies:



### FlexE

- 3-streams
- 50 gallon capacity
- Campus standard



### Slim FlexE

- 2-streams
- 22 gallon capacity
- Offered only in extreme space limitations



### Slim Jim

- 1 stream; available in black/grey, blue, and green
- 22 gallon capacity



### Brute

- 1 stream; beige, blue, or green liner
- 32 gallon capacity

# Centralized Waste: *What to expect*

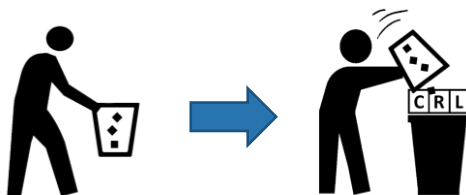
Centralized waste means that individual desk-side bins will no longer be serviced and that building occupants will need to take their waste to a communal waste station. **Desk-side bins left in corridors will be removed if no corrective action is taken.\***

*\*Not applicable to non-state funded buildings, but adopting centralized waste collection and bin requirements is highly encouraged.*

	Custodial Changes	Building Occupant Expectations
Administrative Departments & Offices	<ul style="list-style-type: none"> <li>• Desk-side waste collection services are discontinued, with the exception of ADA compliance via Trouble Call</li> <li>• Only waste bins meeting Waste Bin Requirements will be serviced at least daily</li> </ul>	<ul style="list-style-type: none"> <li>• Waste is collected, sorted, and disposed at a centralized waste station, with the exception of ADA compliance via Trouble Call</li> <li>• Desk-side bins can be kept to transport waste from workstations. Requests for desk-side landfill liners will be recharged.</li> </ul>
Wet/Dry Labs & Studios	<ul style="list-style-type: none"> <li>• Small volume generators will bring and sort waste at centralized bins</li> <li>• Medium to high volume generators will bring waste to centralized Rubbermaid Brutes &amp; Slim Jims provided by Facilities</li> <li>• Medium to high volume generators will procure own bins and leave bins meeting Waste Bin Requirements in corridors for service</li> <li>• Only waste bins meeting Waste Bin Requirements will be serviced and relined at least daily</li> <li>• Custodians do not enter lab spaces for waste collection (unless otherwise noted depending on circumstances)</li> </ul>	<ul style="list-style-type: none"> <li>• Waste is collected, sorted, and disposed at a centralized waste station located in the public corridors OR bins meeting Waste Bin Requirements are left in corridors for service</li> <li>• Desk-side bins are not left in corridors for servicing</li> <li>• Work Orders for in-lab waste collection are closed out</li> <li>• Waste receptacles retained by spaces are consolidated, therefore right-sizing waste needs for each room</li> <li>• Lab glass for recycling is put in a sealed, labeled box weighing ≤ 15lbs</li> <li>• Cardboard is flattened and placed neatly beside centralized bins</li> </ul>

# Do's and Don'ts

Do:



- Bring and sort your waste at a centralized waste bin.
- **Optional:** Use your desk-side bin to transport waste from your workspace.

Centralized Waste Etiquette

Don't:



- Leave desk-side bins in the hallway.
  - Leave non-compliant bins in the hallway.
- Custodians will not service desk-side bins moving forward. Any potential resulting odors or pests will be incurred by the department.***

# Do's and Don'ts

## Do:



- Be mindful of what you throw into the waste bins. Carefully dispose your waste and ensure the item(s) are contained within the liners.
- Submit an [FSR](#) for clean-outs or a [Bulky Item Removal Form](#) for disposal of small quantities of heavy objects, such as books, binders, or folders (5 bag/item limit).
- Consider a book bin under the pilot book recycling program.

Centralized Waste Etiquette

## Don't:



- Overload any waste bin with large and/or heavy amounts of recyclables, compostables, etc. This will cause risk of injury to custodians as they lift and empty the heavy contents.
- Leave out large amounts of materials for disposal without a Work Order or other approved disposal request.

# Do's and Don'ts

## Do:



- Utilize available resources and programs to dispose of waste properly. Refer to the [Specialty Recycling Page](#) for universal and other misc. waste that cannot be disposed in the compost, recycling, or landfill.
- Submit a [Recycling Request Form](#) for electronic waste, batteries, or printer ink recycling.

## Don't:



- Dispose of electronics, hazardous, or universal waste (such as batteries or printer ink) into the compost, recycling, or landfill.
- Dump electronics, hazardous, or universal waste improperly, such as in a bush or at a loading dock.

# Lab Waste

## Glass boxes



- Glass boxes should be put into the recycling. It must be:
- Placed in an intact box (can be a generic cardboard box)
  - Sealed and labeled
  - No heavier than 15lbs

## Animal Bedding



- Animal bedding should be placed in the animal bedding compactor or compost bin using green liners.

# Thank You

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Contact [zerowaste@ucla.edu](mailto:zerowaste@ucla.edu) if you have any questions. Please contact Kikei at [kwong@fm.ucla.edu](mailto:kwong@fm.ucla.edu) if you'd like to schedule a walkthrough of your building.

Additional resources such as downloadable guides and signage can be found at the main [Zero Waste UCLA](#) webpage and on the [Resources](#) tab.