

HOW THE COMMONWEALTH RECYCLES:

Waste Paper:

Office Paper:

- Most of the paper products used in the typical Commonwealth agency office can be recycled as office paper
- This includes copier paper, manila folders, and envelopes, except dyed 'golden-rod' envelopes
- Standard operating procedure is to separate waste & paper
- Please keep the waste paper stream as free as possible from contaminants such as food waste, plastics and other sources of dirt (including other kinds of paper such as corrugated and newspaper).



Please keep "Golden-rod" envelopes out of the office paper barrels.



Paper & trash receptacle



Tilt trucks used for storing paper



A full truck carries approximately 10 tons of paper

How it is Recycled:

- Office paper is stored in the buildings, then collected by the DGS compactor truck
- It is taken to Harrisburg Waste Paper Co. and dumped on the floor for cleaning and sorting
- The paper is baled into parcels weighing approximately 1000 lbs.
- The paper is sold to paper mills which process it into tissue papers (commercial grade paper towels, napkins, etc.) and copier paper, among other everyday products
- The paper is processed by mixing it with water and soap, which turn the paper fibers into a pulp slurry
- The soap removes the ink and toner from the fibers

- This process is repeated several times to remove as much dirt and color as possible.
- The paper cleaning process is capable of removing paper clips and staples with magnets, as well as filtering rubber bands and plastic clips therefore making it easier for agencies to purge large quantities of files without taking the trouble to remove fasteners.

Corrugated boxes:

- Corrugated paper is often referred to as “cardboard”, but that is not accurate
- Cardboard, in the paper industry, is relatively rigid white paper from which “cardstock” is made.
- Corrugated paper contains three elements, all composed of brown “kraft paper”. It has two liner surfaces glued on either side of the fluted corrugated element in the middle which gives this “sandwich” its strength
- The recycling of corrugated boxes is valued mainly in terms of saving space in landfills and reducing the volume of trash hauled by waste haulers



Corrugated boxes are stored in large carts in the buildings, then compacted by the collection truck; it is then delivered to Harrisburg Waste Paper Co..

How it is Recycled:

- Collection is done at the larger Harrisburg office buildings by a compactor truck
- The boxes do not need to be collapsed
- The boxes are delivered to Harrisburg Waste Paper, then baled into units weighing approximately 800lbs.
- The baled paper sold to paper mills that turn the paper back into fresh corrugated board
- The process is essentially identical to that used for recycling office paper

Newspaper, Magazines & Telephone books:

- Newsprint is different from other printing papers because it is made with a much faster, less-expensive manufacturing process
- Newsprint paper is also called “ground-wood” since soft wood trees are ground up to make short fibers (undesirable for high quality paper)
- The light sensitive chemical lignin, found in all trees, is not removed from the ground-wood pulp which is why the paper reacts to sunlight by turning yellow or orange.
- Magazines are made with ground-wood paper that is coated with clay which holds the shiny ink to the pages
- Telephone books are also made of ground-wood paper and are now recycled with newspaper and magazines
- Therefore, newspapers, magazines and phone books do not need to be separated for recycling

How they are Recycled:

- Newspapers, magazines and phone books are collected at the larger locations around Harrisburg, usually stored in large, pallet-sized boxes known as Gaylord boxes which hold about 800 pounds of paper
- All of these ground wood papers are baled by the recycler and sold to de-inking facilities to be made into new newsprint

Computer Recycling: E-Waste:

- Obsolete computers and other electronics are “surplused” to DGS
- They can be transferred to another agency, sold to the public or recycled through a responsible vendor
- All computer hard drives are overwritten to make data retrieval impossible and then destroyed by shredding; the scrap metal is sold
- Currently, DGS is in the process of obtaining a new E-Waste contract



Old computer materials can be neatly stacked and wrapped on skids or placed into Gaylord containers.

Hard Drives:

- CARO stockpiles old computer hard drives until there is a quantity approaching 1000 units
- They are taken to a local shredding company where they are processed by a Commonwealth employee
- Shredding ensures that all data has been obliterated



Destroyed hard drives

Bottles & Cans:

- Co-mingled bottles and cans (aluminum, tin, glass, and plastic) are collected from the larger buildings in the Harrisburg area
- Approximately one ton of “B&C” are recycled per month from these buildings
- The material is taken to a local facility for eventual delivery to a sorting center
- Note: Commonwealth employees may save their own aluminum cans or recycle them through CARO.

Fluorescent Lamps & Ballasts:

- It is against the law to dispose of sizeable quantities of mercury containing lamps in landfills or incinerators in Pennsylvania
- Commercial-size operations, such as the Commonwealth, have to get these lamps processed in such a way as to recover the mercury from them
- DGS has been recycling the lamps from all of the capital complex buildings since the early 1990’s
- Lamp and ballast recycling procedures affect only the agencies that are responsible for their own facilities—DGS, PennDOT, Corrections, Public Welfare and the Liquor Control Board
- Agencies are asked to make arrangements for recycling with the below list of DEP lamp and ballast recyclers

AERC
2591 Mitchell Ave.
Allentown, PA 18103-6609
610-797-7608 (Fax: 610-797-7696).
www.aercrecycling.com/contact/pennsylvania.php

Atlantic-Inland Environmental Services
939 Radnor Road
Wayne, PA 19087
484-868-2957 or 888-296-0700
Contact: Jeff Fitch
www.recyclelights.com

[Bethlehem Apparatus](#)
890 Front St.
Hellertown, PA 18055
610-838-7034
www.bethlehemlamprecycling.com

Corporate Lamp & Electronic Recycling
500 North Walnut Road
Kennett Square, PA. 19348
Phone: 610-444-0688
Fax: 610-444-5860

www.goCLER.com
Disposal Consultant Services, Inc.
50 Howard St.
Piscataway, NJ 08854
800-846-7589

McCutcheon Enterprises, Inc.
250 Park Road
Apollo, PA 15613
Phone: 724-568-3623
Fax: 724-568-2571

Partners in Planet Protection
102 South Main St.
Du Bois, PA 15801
Phone: 484-467-2927

Safety-Kleen
5400 Legacy Dr., Cluster II Bldg 3
Plano, TX. 75024
Phone: 1-800-669-5840

Schaedler Yesco
3982 Paxton St.
Harrisburg, PA 17111-0990
Phone: 1-800-998-1621
www.sydist.com

Scott Electric
PO Box S
1000 South Main St.
Greensburg, PA 15601-4899
Southeast Recycling Technologies, Inc.

Earth Protection Services, Inc.
1823 William Penn Way, Suite 102
Lancaster, PA 17601
484 322 0300

Eforce Compliance

3114 Grays Ferry Ave
Philadelphia PA 19146
866-468-6935
Contact: Ted Miller

Fluorescent & Ballast Recycling Company
112 Eisenhower Road
Palmyra, PA 17078
717-473-3350

USA LIGHTS
Environmental Preservations Associates Inc.
3408 52nd Ave.
Hyattsville, MD 20781
Phone: 301-699-6244
Veolia Environmental Services
218 Canton St.
Stoughton, MA 02072
800-556-5257



Example of a well-packaged skid of lamps. Each box is marked with the number of lamps contained within.



Examples of poorly packaged skids.