**Office Waste Management Guidance**

Some of the waste generated in university offices is regulated as “Universal Waste”. This includes primarily rechargeable batteries and items, which are considered Consumer Electronics.

**Batteries**
Rechargeable batteries are to be collected and will be picked-up by REHS. This includes the following, Lead Acid, NiCad, NiMH and Lithium batteries. Currently REHS is not collecting non-rechargeable alkaline batteries, these can be discarded in the general trash.

**Consumer Electronics**
Items such as computes, Television, VCR’s, stereos and other items, which contain circuit boards, are considered consumer electronics. Please contact Rutgers Material Services at (732) 445-2255 for the removal of these items.

**Fluorescent Bulbs**
Spent fluorescent bulbs are managed by the facilities maintenance department. These items are stored in various locations throughout the University. To request a pick up of spent fluorescent bulbs, please contact the Facilities Maintenance Zone responsible for your location.

**Toner Cartridges**
The majority of spent toner cartridges can be returned to the supplier/manufacturer in the original container. Please see the instructions from the supplier/manufacturer of your toner cartridges, for specific information on returning spent cartridges.