**Site-Specific Procedures for Styrofoam Recycling**

**This SOP (reviewed and updated every 3 years or sooner), developed by:**

Christy Cherrier, Science Lab Manager 8/3/16

**Name and Title Date**

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**SOP Reviewed Date**

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**Styrofoam Recycling**

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| **Who** | **Procedure** |
| **Staff and Faculty** | **Sort** Styrofoamfor recycling. Only clean, dry, block Styrofoam is to be recycled. Packing peanuts of any type and other foam packaging materials are not considered to be Styrofoam. Packing peanuts and other foam packaging materials are to be disposed of in the standard waste collection containers/dumpsters.  |
| **Staff and Faculty** | **Clean** Styrofoam by removing all tape, labels, stickers, glue, other foam packaging, paper, plastics, staples, stains, and any other non-Styrofoam material that might be attached. Dispose of any Styrofoam that cannot be cleaned in the standard waste collection containers/dumpsters.  |
| **Staff and Faculty** | **Collect** clean, dry, block Styrofoam in clear, plastic bags. Once the bag is full, tie off with a knot to close.  |
| **Staff and Faculty** | **Transport** full bags ofclean, dry, block StyrofoamtoDISC-380. Place bags in the large cardboard Styrofoam collection box. Plastic bags are available from Christy Cherrier in the DISC-452 STEM office. |
| **STEM lab manager** | When cardboard Styrofoam collection box is full, email Cassie Lubenow @ uwbsust@uw.edu to request that the collection box be emptied.  |
| **Facilities****Services Staff** | Remove bags of Styrofoam from collection box and transport it to the Warehouse for staging until there are at least 12 yards of material for a pick-up. |