What is the Deskside Paper Recycling and Mini Trash Bin Program?

The Deskside Paper Recycling and Mini Trash Bin Program is Stanford’s new waste collection system based on the concept of minimizing waste and maximizing recycling. It consists of two bins, one 14 quart blue recycling bin and one 1.15 gallon mini black trash bin that hangs on the side of the recycling bin. Custodians are responsible for empty both the recycling and trash bins on a weekly schedule.

Benefits of the Deskside Paper Recycling and Mini Trash Bin Program

1. Makes recycling easy! Just put the paper in the bin under your desk.
2. Makes recycling convenient! No more walking your paper over to the central collection bins.
3. More service! Custodians will be emptying your recycling bin at the same time they empty your garbage bin.
4. Reduces waste! Having a more appropriate sized trash bin, helps us to not put recyclables in the trash.
5. Brings awareness of your personal waste habits. Having a blue deskside recycling bin and a mini trash bin reminds us that most of the waste we have in a day is recyclable.
6. Saves money and the environment by reducing the use of plastic liners.
7. The Deskside Paper Recycling and Mini Trash Bin Program will continue to allow the campus to be leader in campus sustainability practices and reduce the amount landfilled.

Frequently Asked Questions

**How can the Mini Trash Bin hold all my garbage? It's so small.**

You can now recycle almost everything that comes across your desk. The amount of 'real' garbage left is very little, so the Mini Trash Bin will be big enough. See our Zero Waste Guidelines [http://bgm.stanford.edu/pssi_flyers](http://bgm.stanford.edu/pssi_flyers).

**What if my trash bin fills before my service day?**

If it fills before your service day, you can empty it in the centralized trash cans in common rooms or bathrooms. Think of ways to reduce your waste. Were there too many disposable forks or cups? Could that be replaced by a reusable fork or cup? Could you use recyclable products instead of ones that must be thrown away? Could you purchase items with less or no single-use packaging? Remember that plastics, metals, and glass, should be brought to the recycling bins in the kitchens and break areas.

**What happens when I leave food stuff and items that make a mess and smell? We don't have composting in our office.**

If you eat lunch at your desk, it's best to put food scraps directly into the central garbage bin. Try to reduce waste from lunches by using reusables. There are new options for compostables collection as well. [http://bgm.stanford.edu/pssi_food_composting](http://bgm.stanford.edu/pssi_food_composting).

**Why do we need this new program? I thought we are already recycling.**

Yes, you do already recycle, but there is still a significant amount of paper going to landfill. We want to get all of the paper out of the landfill dumpsters in an easy and convenient way. By replacing garbage bins with Mini Bins, we reduce the possibility of people not recycling their paper.

**Can I put bottles and cans in the blue bin?**

No, you cannot put bottles and cans in the blue bin. There is no process to remove the bottles and cans from the paper before the paper goes to the paper mill. The paper mill will landfill anything that is not paper.

**My desk is too small and cluttered. I don't have any room left to put the Mini Bin.**

You can share your bin with your neighbor.

**Will the cardboard trays be emptied by the custodians?**

No, the custodians will no longer empty the cardboard trays that were in use before this program. Please recycle them in the paper recycling bins.

**Will there be liners in the mini trash bins?**

No, we will not use plastic liners in the mini trash bins. We save money and the environment by reducing the use of plastic liners.