



DGS Recycling & Waste Reduction Program: Capitol Square Complex



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

The Virginia Department of General Services (DGS) promotes and maintains a diverse recycling program for state buildings located in or near Capitol Square. More than 70 agencies are served in the complex by the DGS Bureau of Facilities Management.

WHAT Can You RECYCLE?

- White paper
- Colored Papers **New!!**
- Magazines, Brochures **New!!**
- Newspaper
- Cardboard
- Telephone Books
- Aluminum Cans **New!!**
- Plastic Beverage Containers **New!!**
- Printer Cartridges
- Rechargeable Batteries

WHAT IS REUSED?

- Surplus Furniture
- Surplus Office Equipment

GUIDELINES and MATERIALS HANDLED:

White paper, Colored paper, Cardboard, Newspaper and Telephone Books:

- Separate white, non-glossy papers and place in "White Paper" recycling container
- All colored paper, magazines, brochures, shiny paper, newspapers, and telephone books go in the "Mixed Paper" recycling container
- Place flattened cardboard beside the paper recycling containers.
- NOT ACCEPTED: Food containers, pizza boxes, items with paint or heavy glue

Aluminum Cans and Plastic Beverage Containers:

- Please place only empty containers in recycling bins, crush, and remove caps. Look for designated boxes by vending machines, in lobbies, etc.

Printer Cartridges:

- Ink jet, printer and fax machine cartridges can be recycled. Send your items through inter-agency mail to: Printer Cartridge Recycling, DGS Surplus Property, Mail Stop 164-16. More info is on the DGS website in the "Federal and State Surplus Program" section under "Recycling Assistance Program": www.dgs.virginia.gov.

Rechargeable Batteries

- Send batteries through inter-agency mail to: Battery Recycling, DGS Surplus Property Office, Mail Stop 164-16. Each battery should be placed individually in a plastic bag. Please send only rechargeable batteries.

Surplus Furniture and Office Equipment:

- Property from the Capitol Square Complex is stored at the Surplus Property warehouse where it can be redistributed to state agencies, localities or select non-profit organizations, or sold to the public.

Additional Waste Reduction Efforts:

Facilities Management staff reuse and recycle the following materials generated from Capitol Square building maintenance and operations:

- light tubes & compact fluorescents
- light ballasts
- refrigerant oils
- paints
- solvents
- yard waste (mulch)
- motor oil and tires
- plastic parking tags
- ferrous metals
- construction materials

QUESTIONS???

- *Missing a recycling container?*
- *Does your office need individual desk recycling bins?*
DGS can provide small containers that can be used at each desk.
- *Know of a good location for your floor's recycling containers?*
- *Cleaning out large quantities of old brochures, or files?*

Please email Bertha Jackson at bertha.jackson@dgs.virginia.gov or 786-8872 for more information.

Program Suggestions or Other Waste Reduction Questions?

Contact Georgiana Ball, Recycling Specialist: georgiana.ball@dgs.virginia.gov or 236-3665.

Web Info:

This program information is available on the DGS website at: www.dgs.virginia.gov.