




# Quick reference chart for waste disposal

The name of the laboratory and its extension number should be displayed on the garbage bag.

2023/3/27

Category	Examples	Points to be aware of	Disposal method
<b>recyclable Resources</b>			
Cardboard			<b>Fold and bundle with string.</b>
Newspaper			Bundle with string.
Magazines and paper	High-quality (coloured) paper, recycled (coloured) paper, photocopy paper, printer paper, magazines, catalogues, pamphlets, wrapping paper, envelopes, card paper, confectionery boxes, leaflets.	Remove staples. Remove any attached items.	Bundle with string (or put in a transparent / semi-transparent bag).
Empty cans	Beverage cans, food tins, confectionery cans, etc.	Rinse inside. <b>Fully empty out spray cans, but do not puncture them.</b>	Put in a transparent / semi-transparent bag.
Empty bottles	Beverage bottles, etc.	Rinse inside.	Put in a transparent / semi-transparent bag.
PET bottles		Rinse inside, and crumple into compact shape. <b>Remove lid and label, and put into recyclable plastics.</b>	Put in a transparent / semi-transparent bag.
Clean, recyclable plastics	Polyethylene bags, polyethylene containers, confectionery wrappers, plastic shopping bags, plastic wrap, bubble wrap, container plastic, PET bottle caps, Styrofoam.  Item with the "plastic" logo	<b>◆◆ Unwashed items with food scraps on them should be disposed of as combustible waste. ◆◆</b>	Put in a transparent / semi-transparent bag.
Burnable rubbish (combustible)	Food waste, plastic / lunchbox containers with food residues, disposable chopsticks, eco packing material, textile waste, desiccants, refrigerants, non-recyclable paper waste (tissue, thermal paper, photographs, paper cups, silver paper, carbon paper, aluminium coated paper, paper with film such as laminated paper), branches (bundled within 5 cm thick, 30 cm long and 20 cm in diameter), fallen leaves.	Drain excess liquids.	Put in a transparent / semi-transparent bag.
Shredded paper		<b>Do not mix with items other than shredded paper.</b>	Put in a transparent / semi-transparent bag.
Non-burnable rubbish (incombustible)	Hard plastic and polyethylene buckets, plastic storage boxes, plant pots, CDs/cases, rubber, leather goods, footwear, wooden frames, wooden grates, <a href="#">printer ink cartridge</a> , <a href="#">metals</a> , <a href="#">electrical wires/cables/cords</a> , <a href="#">broken glass/ceramics</a> , <a href="#">incandescent light bulbs/LED light bulb</a> , <a href="#">small furniture and small electronics</a> , etc.	<b>Wrap dangerous items, e.g., broken glass, cutter blades, etc., inside 2 or 3 layers. Stick a notice indicating the contents on the bag.</b>  Please place the <a href="#">items on the last line</a> into their own individual bags, separately.  If the item is too large to fit in a garbage bag, please attach a waste disposal slip or display the laboratory name on the waste itself.	Except for large items, put in a transparent / semi-transparent bag.
★ Oversized garbage (for a fee)	Office desks, steel shelves, chair, experimental equipment, laboratory instrument, desktop PC, laptop(◆), tablet, monitors, printer(◆), Oversized Trash(objects with one side longer than 120 cm), etc.  ◆ Remove the <a href="#">battery</a> from the laptop. ◆ Remove the <a href="#">ink cartridge</a> from the printer.	<ul style="list-style-type: none"> <li>Attach a waste disposal slip to each waste item.</li> <li>For equipment purchased using research funds: take a photograph, remove/keep the equipment sticker, and follow the required special disposal procedure.</li> <li>Borrow the key from the Kibantou-Director's office (1B5).</li> <li>Carry to collection area for oversized garbage.</li> <li>Fill out the list of the waste at the Kibantou-Director's office (1B5).</li> </ul>	

◆ Cannot be placed in collection area for garbage.

Category	Examples	Points to be aware of
★ Hazardous waste	Fluorescent lamps (stick-type fluorescent lamps, germicidal lamps, mercury lamps, bulb-type fluorescent lamps), body thermometers, mercury relays, thermometers, <a href="#">laptop battery</a> , Manganese, alkaline and other common mercury-free batteries, e.g., electrode metal, etc.	<b>Mercury-containing fluorescent lamp waste is collected 4 times a year. Collections are announced by email.</b>
4 items of recycled home appliances	<ul style="list-style-type: none"> <li>TV (CRT TV, LCD TV, plasma TV)</li> <li>washing machine, clothes dryer</li> <li>refrigerator, freezer</li> <li>air conditioner</li> </ul>	Each person will carry out collection procedures. Please ask the Kibantou-Director's office for details.

