# Waste separation in the office

## Residual Waste

- Tissues, Photos, Organic waste, Sweepings, Glass (except glass packaging), Bulbs/halogen spotlight, Porcelain, Dirty paper

## Paper

- Printing paper, Cardboard, Post-its, Newspapers, Journals, Brochures

## Glass

- Glass containers: Bottles, Screw top jars, White and coloured glass

## Recyclables

- Cans (tin, aluminum), Beverage cartons, Foils, Styrofoam, Highlighters, Biros, Coffee cups, Single-use tableware, Takeaway cups

## Recyclables

- Ink/toner cartridges, CDs, DVDs, Electrical appliances, Returnable bottles

## Separate Collection:

**Ink and toner cartridges:**
- Return to supplier for refill and re-use

**Energy-saving bulbs, LED and luminescent tubes:**
- Collection point at building KF
  - Mr. Fischer, Tel. -22857

**Electrical appliances:**
- Collection point for smaller amounts at buildings
  - (Tel.): A (-25316), EB (-22684), E-N (-78965), EW (-22051), F (-21366), KT (-24614), PC (-22180) and more

**Batteries:**
- Collecting boxes at MA (foyer), TEL, TIB (Porter) or at the shops

**CDs / DVDs:**
- Collected at SDU in building CAR

**Problems with the cleaning company:**
- Team IV A

**Problems with the waste collection:**
- Team IV C

**Bins, stickers, coloured bin bags:**
- Sanitation-depot

**Consulting in all waste concerns:**
- SDU

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Note: For more information, visit [www.tu-berlin.de/?17878](http://www.tu-berlin.de/?17878) or [www.tu-berlin.de/?159991](http://www.tu-berlin.de/?159991)