



# Henry Ford Hospital Waste & Recycle Guide

Is it “Trash or Treasure”? Whether you are moving, doing a spring clean-up or just getting organized, plan ahead to make sure your unwanted equipment, file purges, furniture and other items getting properly recycled or managed to meet compliance requirements.

What	Who to Call	Tips/How-to
<b>Batteries</b>	Service Response Center: 16-1414	- Specify “ <b>battery pick-up</b> ” or “ <b>need battery collection bucket</b> ”
<b>Cardboard Boxes</b> Brown corrugated boxes, “greyboard” (e.g. tissue box)	SRC: 16-1414 if extra pickup needed	- Remove plastic or foam; flatten - Place in soiled utility or other designated area - Most units have scheduled service
<b>Confidential Paper</b> Any paper or label with patient identifier; also includes employee information	SRC: 16-1414	- Request a <b>confidential document shred cart</b> (paper only) for file purges - Request “ <b>Empty Console or Swap Bin</b> ” for overflowing containers - NO plastic bags, sharps or other non-paper items
<b>Confidential Media</b> Tapes, diskettes, other non-paper items	SRC: 16-1414	- Specify “ <b>Special Waste – confidential media (non-paper)</b> ”
<b>Electronics - IT</b> Computers, printers monitors, hard drives	IT help desk (248-853-4900)	- Allow several days for recycle pick-up - Check for an IT asset tag (green, yellow)
<b>Electronics – Non-IT</b> Medical equipment Appliances	SRC: 16-1414	- Specify “ <b>Special Waste – Electronics</b> ” - Decontaminate equipment if applicable - Check for Clinical Engineering i.d. tag
<b>Expired Chemicals/ Hazardous Waste</b>	SRC: 16-1414	- Specify a <b>HazMat pick-up</b> - NEVER dispose chemicals to red bio-haz bag
<b>Furniture</b> Broken or reusable	SRC: 16-1414	- Specify <b>furniture to be picked-up</b> - Tag for “Trash” or “Recycle”
<b>Lamps/Bulbs</b> Compact fluorescents, fluorescent tubes	SRC: 16-1414	- Specify “ <b>lightbulb pick-up</b> ” - Never put fluorescent lamps in a sharps safe or glass safety bin
<b>Paper (non-HIPAA)</b> Journals, magazines, books, mixed paper	SRC: 16-1414	- Specify “ <b>Paper Recycling (non-HIPAA, non-shred)</b> ”
<b>Plastic Bottles/ Metal Cans</b> Water, pop bottles, “tin” cans, aluminum cans	Call 16-3167 for assessment	- Rinse, remove caps - No bottles from strong chemicals or bio-haz - Bag, and place with cardboard or in other “Recycle Depot” (such as cafeteria) for pick-up
<b>Scrap Metal</b> IV poles, racks, carts	Call 16-3167 for assessment	- Tag for “Trash” or “Recycle”



- **For a Waste & Recycling Assessment:** Call the Environmental Programs Office at 313-916-3167
- **For a HazMat Assessment:** Call the HazMat Manager at 313-304-8007

