

Geniza usage

Based on t'shuvah by Rabbi Avram Reisner. Approved by CJLS 3/16/04

How to treat text with one of the 7 divine names

Eloah, Elohim, Adonai, Ehyeh-Asher-Ehyeh, YHWH, El Shaddai, Tzevaot

Must be Buried	May be Recycled
Handwritten , properly written appearances of the divine names (e.g. in Torah scroll or mezuzah scroll)	Altered appearances of divine names when writing or printing in an unbound, disposable text (e.g. midl~`)
Bound books of Bible, rabbinic text or commentary (e.g. Humash, Mishna, Talmud)	Transliterations of God's name or God's name written in the vernacular (e.g. Adonai)
Jewish prayerbooks , benchers and individual pages detached from them and intended for long term use	Loose pages from the printer or photocopying machine
Tefillin in their entirety or any of their parts	Pages that are lightly held together , but not bound into a book, which are intended to be temporary
Torah rollers (etzim)	Tallit: one tzitzit should be removed; then the fabric can be recycled
Original artwork or jewelry with divine name	Kippah: fabric can be recycled

When originally creating Hebrew text on a computer, typewriter or in print, divine names should be altered so that the resulting hard copies can be recycled.

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When photocopying, while it would be commendable to employ Post-it notes or other temporary measures to mask each appearance of God's name, it is not necessary to go to such lengths since the photocopy is to be recycled.

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Where a divine name appears as part of a secular name (such as the city of Beit El) it is considered fully secular in that context and may be discarded.

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If you are unsure, please consult Rabbi Rosenbaum before putting item in geniza or discarding.