



Recycling Guidelines



Each office and classroom should be equipped with two containers. The **Blue** "Paper" labeled container is for **Paper Only**. All other trash must be placed in the other container (gray, black or brown). **Commingled** recyclables (plastic, glass and metal cans and bottles) must be deposited in the appropriately labeled hallway containers that are centrally located.

Paper

Below is a guide to acceptable items:

Accounting ledgers	Copy paper	Manuals
Adding machine tapes	Envelopes	Newspapers
Books: paperback	Fax paper	Pamphlets
Brochures	Greeting cards	Pastel paper
Carbonless paper	Index cards	Pastel Post-Its
Catalog with glue bindings	Labels	Stamps
Catalogs	Loose-leaf paper	Stationery
Computer printouts	Magazines	Telephone books

*** Staples and paper clips are OK *** Place confidential material in shredding boxes.

Paper Products That Are Currently Unrecyclable:

Books: Hardback (recycle if hard covers removed)	Frozen food and drink packaging
Blueprints	Used tissues, napkins, or paper towels
Carbon paper	Paper contaminated with food or beverage
Photographs	

Cardboard Pizza Boxes are Not Recyclable: Treat as regular trash.

Plastic, Glass and Metal Cans and Bottles: Deposit in appropriately labeled hallway containers.

Toner and Ink Cartridges: Contact the Storeroom at extension 7670 for pickup.

Batteries: Household non-rechargeable and rechargeable Batteries: Place in the collection container located on the second floor of the Student Center. NOTE: This does not include automobile batteries.

Cell Phones and Eye Glasses: Place cell phones (accessories and battery) and eyeglasses in the collection container located outside the Human Resources conference room (D Wing) or contact Nancy Boone (x7781).

Electronic Equipment

Computers	Televisions / Audio equipment
Monitors	Printers

Electronic equipment contains metals that, if not properly managed or contained, can become hazardous wastes. Contact ITS (x7777) for disposal of computer equipment and Facilities (x7660) for all other electronic material.

Toxic/Hazardous Waste

Toxic/hazardous materials should never be flushed down sanitary drains, placed in trash collection bins, or offered for regular recycling. This includes all laboratory chemicals, solvents, paints, oils, heavy-duty cleaners, photographic developers, anti-freeze, pesticides, lead acid batteries, and refrigerants. Contact Environmental Health and Safety for proper disposal (x7531).