



Paper

The University has two different types of paper bins, Office Pack and Mixed Pack. The Office Pack paper is three times as valuable as the Mixed Pack paper and can also be used to make a higher quality recycled product. Below is a chart to show what is acceptable in each bin.

| Office Pack | Mixed Paper |
|---|---|
| Acceptable Materials: <ul style="list-style-type: none"> White Papers: Copy, Fax, Typing Bond Pastel Colored Papers, Carbonless Papers Pre-Shredded Office Paper Envelopes: With or Without Windows Direct Mail Index Cards: White or Colored Manila Envelopes or Folders Staples, Paper Clips, Tape, Sticky-Notes Binding: Wire or Plastic, Comb or Spiral | Acceptable Materials: <ul style="list-style-type: none"> Newspapers and Advertising Inserts Magazines, Catalogues, Phone Books, Paperbacks White, Colored, Goldenrod and Fluorescent Papers Unbleached Papers Envelopes: With or Without Windows Direct Mail Index Cards: White or Colored Manila Envelopes or Folders Paper Ream Wrappers Staples, Paper Clips, Tape, Sticky-Notes Binding: Wire or Plastic, Comb or Spiral Cracker, Soda, Cereal and Frozen Food Boxes |
| Contaminants: <ul style="list-style-type: none"> Deep-Tone Goldenrod and Fluorescent Papers Newspapers and Advertising Inserts Magazines, Catalogues, Phone Books, Paperbacks Corrugated Cardboard and Paperboard Paper Ream Wrappers Tissue Paper and Paper Towels Paper Cups, Food Wrappers/Bags, | Contaminants: <ul style="list-style-type: none"> Corrugated Cardboard Tissue Paper and Paper Towels Paper Cups, Food Wrappers/Bags, Pizza Boxes Liquids, Foods, Green Waste, Plastics, Metals |



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| <p>Pizza Boxes</p> <ul style="list-style-type: none">• Liquids, Foods, Green Waste, Plastics, Metals | |
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Office Pack bins have WHITE labels listing acceptable papers, mostly white and light-colored copy paper, envelopes and direct mail.

Mixed Paper bins have RED labels listing acceptable papers and take everything else including newspaper, magazines and catalogues, and brighter colored papers.

For documents that require shredding before they are recycled, please contact University Archives and Records Management (801)581-8242.

Corrugated Cardboard



Cardboard is generally collected by the custodial staff and kept in one central area. We also have Cardboard Trailers located around campus for larger loads and buildings that produce large amounts. Trailers are located at buildings 350, 305, 086, 085, 064, 062, 045, 570, 053, 865, Rice Eccles Stadium and the Huntsman Center. You can also request a temporary trailer for special projects or events.



Plastics

We provide plastics recycling for **#1 PETE** and **#2 HDPE**. These are generally water/soda bottles, milk jugs and other various liquid containers. Plastic utensils, yogurt cups, frozen food trays and most plastic cups do not fall in the #1 & #2 categories. It's easy to identify what type of plastic you have by looking at the bottom of the container and reading the number inside the recycling triangle. Please empty the container and remove the lid before placing it in the bin, this helps reduce contamination and keeps the bins clean for all of campus to use.

Aluminum

Aluminum bins can also be found around campus, mostly as part of recycling stations, around vending machines or in lobbies and lunchrooms. We again ask that you empty your aluminum container before placing it into the bin. Feel free to email or call our offices to request a bin for your office or break room.

Printer Cartridges

If you have used ink or toner cartridges that need to be recycled we can help! Just box them up and give us a call to schedule a pick up. We also accept unopened cartridges for those who have new printers but still have old cartridges.

What is e-waste?

There is no universally accepted definition of electronic waste, or e-waste. It is commonly considered to be old or discarded telecommunications, data processing, and entertainment equipment that runs on electricity and contains electronic circuitry.

Why is e-waste an Issue?

Technology changes rapidly, leading to rapid obsolescence. The availability and relative affordability of electronics means that users - from large university departments to individual staff, faculty, and students - buy or replace equipment frequently. As vital as they may be to modern life and work, most items contain hazardous materials. If handled improperly, discarded electronics can cause serious environmental and human health



problems. To learn more about the current trade in global e-waste and its consequences, visit the [Basel Action Network](#) website or do your own research.

University-owned electronics and e-waste

In order to have access to campus services, any electronics items must be the property of a campus department, affiliated facility, or business unit. For example, if you wish to properly recycle a computer, it must be departmental property in order to be handled through campus disposal channels.

Computers, printers, larger items:
Contact Surplus and Salvage
phone number: (801)581-7917

Hazardous materials - University Property

University-owned items that contain potentially hazardous materials are generally handled by the Environmental Health and Safety Department.

Batteries and cell phones

It is a good idea to collect a container full of small items, such as batteries, before requesting a pick up so that the quantity makes it worth the trip.

Contact Environmental Health and Safety
phone number: (801)581-6590

Compact Fluorescent Light Bulbs

University facilities staff assures that all fluorescent bulbs removed from building fixtures are disposed of properly.

If you have lamps you need to dispose of in your building or office please contact environmental health and safety.