

# How to **RECYCLE RIGHT** at The University of Texas at Austin

Material	Acceptable	Not Acceptable	Where to Recycle	Managed By	Containers
<b>Paper &amp; Cardboard</b>	Copy/computer/office paper; glossy paper; colored paper; envelopes; cardstock; newsprint; magazines; all books; corrugated cardboard and paperboard; sticky notes	Carbon paper; waxy paper; food packaging; anything stained with food or oil; napkins; tissues; paper towels (clean or dirty)	Desk side and break room blue bins; dedicated outdoor bins; designated bins in computer labs and libraries. See campus map for selected locations. <a href="http://www.utexas.edu/facilities/services/recycle/recyclemap.php">http://www.utexas.edu/facilities/services/recycle/recyclemap.php</a>	UT Recycling & Sustainability, Facilities Services	
<b>Cans</b>	Empty aluminum drink cans (any beverage); tin (food) cans	Unopened or partially full cans; aluminum foil	Designated recycle bins locations. See campus map for selected locations. <a href="http://www.utexas.edu/facilities/services/recycle/recyclemap.php">http://www.utexas.edu/facilities/services/recycle/recyclemap.php</a>	A cooperative network of volunteers and UT waste management staff.  Email List: <a href="https://utlists.utexas.edu/sympa/admin/indoorrecycles">https://utlists.utexas.edu/sympa/admin/indoorrecycles</a> Direct Contact: <a href="mailto:recycling@austin.utexas.edu">recycling@austin.utexas.edu</a>	
<b>Plastics</b>	Beverage and storage containers marked with recycling symbol and the numbers 1 - 7	Plastic bags of any kind; Styrofoam (even if marked with recycling number 6); unopened or partially full containers; unwashed plastic containers	Designated recycle bins locations. <a href="http://www.utexas.edu/facilities/services/recycle/recyclemap.php">http://www.utexas.edu/facilities/services/recycle/recyclemap.php</a>	Document Solutions	Reuse original boxes or wrap securely with other materials (provided by department).
<b>Ink &amp; Toner Cartridges</b>	All ink and toner cartridges from university printers	Personally owned cartridges	Place your ink and toner by your outgoing mail and label "Document Solutions". To request a large pickup, or for more information, visit <a href="http://www.utexas.edu/documentolutions/green/services">http://www.utexas.edu/documentolutions/green/services</a>	Environmental Health & Safety	Must be provided by your department.
<b>Light Bulbs</b>	Compact fluorescent light bulbs	Incandescent or halogen bulbs; fluorescent tubes	You may collect CFLs for recycling and safe handling, and request a pickup from Environmental Health & Safety. Download a handling form at <a href="http://www.utexas.edu/safety/ehs/disposal/">http://www.utexas.edu/safety/ehs/disposal/</a>	Environmental Health & Safety	Batteries are a fire hazard. Please use proper storage and handling procedures while collecting them for recycling.  Neutralize battery terminals with non-conducting tape while waiting for pickup. Isolate batteries from each other in individual plastic bags. Do NOT use cardboard boxes or other flammable containers.
<b>Batteries</b>	Lithium, lead-acid, all rechargeable batteries.	Alkaline, non-rechargeable batteries. See Recycle Right FAQs for more information: <a href="http://www.utexas.edu/facilities/services/recycle/recycle_faq.html">http://www.utexas.edu/facilities/services/recycle/recycle_faq.html</a>	Environmental Health & Safety handles all non-alkaline batteries for recycling and safe disposal. Download a handling request at <a href="http://www.utexas.edu/safety/ehs/disposal/">http://www.utexas.edu/safety/ehs/disposal/</a>	Surplus Property	N/A
<b>Electronic Waste (UT)</b>	UT-owned computers and peripherals, printers, copiers, cell and desk phones, etc.	Personally owned items	Contact Surplus Property at <a href="http://www.utexas.edu/facilities/services/surplus.html">http://www.utexas.edu/facilities/services/surplus.html</a>	Variable	If temporary storage is required, the department or individual must provide it.
<b>Electronic Waste (personal)</b>	Anything with a plug and/or charger. Electronic storage (CDs, hard drives)	UT-owned items	Hard drives: ITS hard drive destruction service at <a href="http://www.utexas.edu/its/hdde/struct/">http://www.utexas.edu/its/hdde/struct/</a>  Lightly used media/personal computers: Check with the Campus Computer Store for trade-in value at <a href="http://www.campuscomputer.com/">http://www.campuscomputer.com/</a>  Broken or old items: Student Engineering Council e-waste drive in April. <a href="http://sec.engr.utexas.edu/">http://sec.engr.utexas.edu/</a>  Or: Donate to Goodwill's "Reconnect" program.	Facilities Services (Surplus or Furniture Shop)	N/A
<b>Furniture (UT)</b>	University-owned office furnishings (desks, chairs, tables, etc.); wood pallets.	Personally owned items	Contact Surplus Property at <a href="http://www.utexas.edu/facilities/services/surplus.html">http://www.utexas.edu/facilities/services/surplus.html</a> . Lab equipment and refrigerators require special handling.  You may also refurbish furniture from Surplus or in your own office through the Furniture Shop, <a href="http://www.utexas.edu/facilities/services/furn.html">http://www.utexas.edu/facilities/services/furn.html</a>		