

What to Recycle in Academic Buildings:

MATERIAL	HOW & WHERE	IN THE APPROPRIATELY LABELED BIN, DO RECYCLE:		IN THIS SLOT, DO <i>NOT</i> RECYCLE:	
		Types	Colors/Coatings	Types	Colors/Coating
Pure White Paper Slot	Recycle Pure White Paper in your desk side recycling bin. When this bin fills up, take it to the recycling center on your floor and empty the white paper into the slot labeled white paper.	<ul style="list-style-type: none"> White Copy/Computer Paper White Heavy Stock Paper White Message Pad Paper White Fax Paper White Index Cards White lined paper White letterhead paper 	<ul style="list-style-type: none"> WHITE Paper ONLY Any color ink Uncoated only Tape/staples are okay 	<ul style="list-style-type: none"> Envelopes Mixed fiber (refer to left column) Cardboard Ream Wrappers Phone books Candy wrappers Paper Towels/ Napkins Tissue Paper 	<ul style="list-style-type: none"> Colored paper Wax coated Plastic coated
Mixed Fiber Slot	Recycle Mixed Fiber in your desk side recycling bin. When this bin fills up, take it to the recycling center on your floor and empty the mixed fiber into the slot labeled mixed fiber or colored paper/magazines/newspaper.	<ul style="list-style-type: none"> Colored paper (including post-it notes) Envelopes (white and colored, with or without windows) Newspaper Magazines/Catalogs Phonebooks Empty brown paper bags (unsoiled) 		<ul style="list-style-type: none"> Food Wrappers Carbon paper Cellophane sheets Labels and label-backing sheets Photographs Slides, transparencies, string Cardboard (refer to left column) 	
Plastic, Aluminum & Glass	Recycle containers in the recycling center on your floor in the slot labeled glass/plastic/aluminum.	<ul style="list-style-type: none"> Plastics labeled 1, 2, 3, & 5) Plastic bottles (no liquid, remove caps) Aluminum cans, foil, steel, bi-metal (no liquid) Glass bottles (no liquid, remove caps) 		<ul style="list-style-type: none"> Aerosol/ paint cans 	
Cardboard	Flatten boxes and put next to the recycling center on your floor Remove any plastic from inside the boxes before recycling it.	<ul style="list-style-type: none"> Corrugated Cardboard. (Identified by the wavy inner layer) Chipboard (cereal boxes, centers of paper towel rolls, etc.) Colored file folders Brown mailing envelopes Brown copier paper wrappers 			
Other Items	Call Facilities Services Recycling Coordinator for pick up at 368-6989	<ul style="list-style-type: none"> Batteries, Computers, Monitors, Cell phones, Paint, Florescent bulbs, Tires, Telephones, other electronics Ink cartridges, Clothing, Soft or Hardcover Books, other 		<p>Try to limit purchase of the first category of hazardous goods at left, as many of their components are hazardous to health and the environment if not disposed of properly These items are collected and sent to be refilled, refurbished or donated</p>	



QUESTIONS?? Contact the Case Recycling Coordinator: recyclingcoordinator@case.edu

www.case.edu/finadmin/recycling

If you do not have a desk-side recycling bin or are missing a trash can for your office, please contact the recycling coordinator at 368-6989 or recyclingcoordinator@case.edu