



# Recyclable Items

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## Paper



We recycle loose leaf paper, white paper, colored paper, magazines, junk mail, envelopes, sticky pads, greeting cards, posters, phone books, newspaper, brochures, and other office material. [Blue desk-side bins](#) are used specifically for paper recycling.



## Confidential Paper

Paper with private information include bill statements, credit card statements, documents including social security numbers or bear numbers, or secure faxes and email printouts.

Shredding confidential paper and placing it in a desk-side recycle bin, is the preferred method for recycling. If shredding is not available, dispose confidential paper in the locked, [confidential bins](#).

*DO NOT INCLUDE:* rubber bands, file folders, phone books, photographs, metal or plastic, transparencies, binder clips, or brown envelopes.



Confidential paper is picked up by request only. Contact the Service Center at 351-2446 or submit a [TMA Work Request](#).



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## Cardboard



### Carton Cardboard

file folders, cardboard used in packaging such as food item packaging, computer software packaging, or children's toy packaging.

### Corrugated Cardboard

any multi-layered, brown cardboard boxes, such as shipping boxes or appliance boxes.



*DO NOT INCLUDE:* any packaging materials such as, packing peanuts, styrofoam, and excessive tape, and **NO GREASY PIZZA BOXES!**

All boxes should be flattened and placed near any [recycle bin](#) on campus and our staff will pick up.

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## Commingle

Plastic, Glass, Aluminum

### Plastic

All Plastics containing the recycle symbol 1 through 7.

Plastic soda bottles, milk jugs, detergent containers, shampoo bottles, water bottles, yogurt containers, ice cream tubs, and household cleaning bottles.

*DO NOT INCLUDE:* plastic bags, styrofoam, plastic wraps, toys, bottle caps and lids, CD or DVD cases, plastic utensils, and pesticide or weed killer containers.



### Glass

Any food and beverage jars and bottles.

*DO NOT INCLUDE:* household window panes, auto glass, or any type of light bulbs.

### Aluminum

Aluminum cans, soda cans, tin cans, beer cans, energy drink cans, foils used for cooking, and household items such as a broken rake, toaster, aluminum siding.



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## Light Bulbs and Ballasts

### On Campus

As part of the Universal Waste Management program at the University of Northern Colorado, the Environmental Health and Safety Department (EHS) recycles used campus bulbs and ballasts.

The types of bulbs that are accepted through this program are:

- Fluoresceny



- Metal halide
- Mercury vapor

These types of bulbs can be dropped off at the EHS Department in Parsons Hall, contact the Service Center at 351-2446 for questions, or submit a [TMA Work Request](#) to schedule a pick up.

#### Off Campus

Many counties have Household Hazardous Waste recycling programs. These services are often provided to County residents free of charge. Check your resident County website for additional information.

- [Weld County](#)
- [Boulder County](#)
- [Larimer County](#)

For additional information please contact the Service Center at 351-2446.



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### Batteries



#### On Campus

As a part of the Universal Waste Management program at the University of Northern Colorado, the Environmental Health and Safety Department (EHS) recycles a variety of used campus batteries.

The types of batteries that are accepted through this program are:

- Alkaline
- Lead acid
- Nickel-cadmium
- Lithium ion

Small volumes of batteries, for recycling, can be sent through campus mail to the Environmental Health and Safety Department at Parsons Hall. The Campus Mail Number is 57. For larger volumes of battery recycling contact the Service Center or submit a [TMA Work Request](#) to schedule a pickup.

The University of Northern Colorado will accept vehicle type batteries from *on or off-campus* sources. These vehicle batteries may be dropped off at Parsons Hall in the Transportation Services Department.

This recycling is for campus generated batteries only. For off-campus generated batteries please refer to the Off-Campus Battery Recycling information below.

#### Off Campus

Batteries that are generated off-campus can be recycled through your residential County Household Hazardous Waste Center.

- [Weld County](#)
- [Boulder County](#)
- [Larimer County](#)

For additional information please contact the Service Center at 351-2446.

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### Computers and Electronics



For information on computer and electronic recycling, please contact [Information Management and Technologies](#) at 351-2341.

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### Cell Phones, Toner, and Ink Cartridges

Cell Phones, Toner, and Ink Cartridges can be recycled on campus through the Classified Staff Council (CSC). Items to be recycled may be dropped off at the following locations:

- Carter Hall – Information Management & Technology
- Gray Hall – Parking Services
- Michener Library Lower Level
- Parsons Hall – Warehouse
- University Center – Bear Logic
- Visitor Center



Items to be recycled can also be sent through campus mail. Address the envelope to: CSC

Note: Toner and Ink Cartridges – When recycling the item do not place the pre-paid return label on the supplies.

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## Used Oil

### On Campus

Used oil that is generated on the University of Northern Colorado campus may be disposed of through the Environmental Health and Safety Department (EHS).

Used oil may consist of the following materials:

- Motor oil
- Hydraulic oil
- Gear lube
- Hydrostat (Transmission) oil
- Penetrating oil



Used oil should *not* be mixed with water.

Used oil may be dropped off at the EHS Department in Parsons Hall, contact the Service Center at 351-2446 for questions, or submit a [TMA Work Request](#) to schedule a pick up.

### Off Campus

Used oil that is generated off campus may be recycled at the following facilities

Local Automotive Parts and Supply Dealers

- [Weld County](#)
- [Boulder County](#)
- [Larimer County](#)

For additional information please contact the Service Center at 351-2446.

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## Yard Waste



Yard waste, such as branches, twigs, and leaves, are collected by UNC Grounds workers. Branches and tree limbs are fed into a Vermeer wood-chipper, generating mulch for the university landscape.

Over the past four years UNC has recycled approximately 2500 cubic yards of yard waste. Of the recycled waste, a total of 1740 cubic yards was collected after the early snow storm of October 26-27, 2011.

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## Special Items



If you are unsure if an item can be recycled, please contact the Service Center for clarification at 351-2446.

[Recycling Home](#)

[TMA Work Request](#)

[Contact Us](#)

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