### RECYCLE – PAPER
- Cardboard
- Newspaper and inserts; Junk mail and envelopes
- Magazines and catalogs; Office and school paper
- Paperback books and phonebooks
- Cereal, pasta and other food boxes
- Pizza boxes (if not heavily soiled)
- Milk & juice cartons (remove straw)
- Confidential Paper:
  - Hospital: Use dedicated confidential paper recycling bins.
  - Campus: Shred and place in regular recycle bins.

### TRASH – PAPER
- Corrugated cardboard with wax, plastic, or styrofoam
- Frozen food boxes
- Paper plates and cups
- Paper towels, tissue, toilet paper
- Egg cartons (paper or styrofoam)
- Non-paper envelopes (Tyvek)
- Metallic paper (including cards with silver / gold trimming)
- Hardcover books

### RECYCLE – PLASTIC
- **ONLY #1 BOTTLES** – normally clear such as: soda, water, and sports drink bottles; Mouthwash bottles; Salad dressing and vegetable oil containers. **NOTE:** Water & Soda bottles are **5¢ returnable.** Lids and caps are trash.
- **ONLY #2 BOTTLES** – normally opaque such as: Milk jugs; Juice bottles; Bleach, detergent and household cleaner bottles; Shampoo bottles; **Lids and caps are trash.**
- Stackable, wide-mouthed containers such as: butter tubs and yogurt container. **Lids and caps are trash.**

### TRASH – PLASTIC
- All #1 and #2 items or containers except bottles
- All lids and caps (container, bottle, tub, etc.)
- Plastic food trays (frozen food trays, candy trays, cake, cookie containers)
- Styrofoam (coffee cups, packaging materials, trays)
- Hard plastics (utensils, buckets, flower pots, toys)
- Motor oil bottles (or any bottle that contained a hazardous material (Contact Environmental Health and Safety for guidance #464-5782)
- Clean plastic bags (can be recycled at most grocery stores)

### RECYCLE – GLASS
- Bottles
- Jars

### TRASH – GLASS
- Dishes & drinking glasses
- Ceramics (plates or mugs) and pottery
- Window & auto glass

### RECYCLE – METALS
- Aluminum baking tins (rinse to remove food)
- Foil
- Scrap Metal (Contact Physical Plant for guidance #464-4230)

### TRASH – METALS
- Empty Paint cans and caulk containers
- Chains
- Empty aerosol containers

### SPECIAL ITEMS

**Large Printer Cartridges:** Place cartridge in box; Do not put the UPS label on the box; Place in interoffice mail; Address to ‘RECYCLE.’ (Only 2 per day and no powdered filter cartridges.)

**Small LaserJet and Inkjet Cartridges:** Remove cartridge; Place tape over metallic end of cartridge; Place in interoffice mail envelope; Address to ‘INKJET.’

**Cell Phones:** Remove personal information from memory; Place in bag with charger; Seal; Interoffice mail envelope to ‘CELL PHONE.’

**Batteries:** *(Hospital)* Place in plastic container labeled ‘Batteries’ in Dirty Utility rooms. *(Non-Patient Care Areas)* Interoffice mail to: EHS Lab, WSK #159 or call Environmental Health and Safety (EHS) for guidance #464-5782.

**VISIT:** [http://www.upstate.edu/green/](http://www.upstate.edu/green/) **OR EMAIL:** green@upstate.edu