




Upstate Medical University

Mixed Recycling and Trash At-A-Glance Guide

RECYCLE – PAPER	TRASH – PAPER
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Hospital: Use dedicated confidential paper recycling bins. • Campus: Shred and place in regular recycle bins. 	<ul style="list-style-type: none"> • 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	TRASH – 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; <u>Lids and caps are trash.</u>  Stackable, wide-mouthed containers such as: butter tubs and yogurt container. <u>Lids and caps are trash.</u> * NOTE: Bottles are defined as having necks and smaller tops than bottoms.	<ul style="list-style-type: none"> • All #1 and #2 items or containers <u>except bottles</u> • <u>All</u> 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	TRASH - GLASS
<ul style="list-style-type: none"> • Bottles • Jars 	<ul style="list-style-type: none"> • Dishes & drinking glasses • Ceramics (plates or mugs) and pottery • Window & auto glass; Mirrors
RECYCLE – METALS	TRASH – METALS
<ul style="list-style-type: none"> • Aluminum baking tins (rinse to remove food) • Foil • Scrap Metal (Contact Physical Plant for guidance #464-4230) 	<ul style="list-style-type: none"> • 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: (<i>Hospital</i>) Place in plastic container labeled 'Batteries' in Dirty Utility rooms. (<i>Non-Patient Care Areas</i>) Interoffice mail to: EHS Lab, WSK # 159 or call Environmental Health and Safety (EHS) for guidance #464-5782.	
VISIT: http://www.upstate.edu/green/ OR EMAIL: green@upstate.edu	