

# 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> <b>Aluminum Cans</b> <b>Food Cans</b> <b>Plastics</b> <b>Glass</b>	<ul style="list-style-type: none"> <li>office paper</li> <li>glossy paper</li> <li>colored paper</li> <li>envelopes</li> <li>cardstock</li> <li>magazines</li> <li>corrugated cardboard</li> <li>paperboard</li> <li>sticky notes</li> <li>clean drink cans</li> <li>clean food cans</li> <li>plastic drink bottles</li> <li>clean food containers</li> <li>hard plastics #1-7</li> <li>unbroken glass</li> </ul>	<ul style="list-style-type: none"> <li>carbon paper</li> <li>waxy paper</li> <li>food packaging</li> <li>anything stained with food or oil</li> <li>napkins</li> <li>tissues</li> <li>paper towels (clean or dirty)</li> <li>plastic bags</li> <li>plastic film</li> <li>bubble wrap</li> <li>unopened containers</li> <li>unwashed containers</li> <li>lab glass</li> <li>broken glass</li> </ul>	<p>Inside buildings, comingle recyclables in hallway and break room blue bins or silver bins.</p> <p>Desk-side blue bins are for paper only.</p>	<p>UT Facilities Services</p> <ul style="list-style-type: none"> <li>Custodial Services</li> <li>Landscaping</li> <li>Recycling &amp; Solid Waste</li> </ul> <p>Direct Contact: <a href="mailto:recycling@utexas.edu">recycling@utexas.edu</a></p>	
<b>Ink &amp; Toner Cartridges</b>	All ink and toner cartridges	N/A	Place your ink and toner by your outgoing Campus Mail and label "Document Solutions Ink Recycling." To request a large pickup, or for more information, <a href="#">visit Document Solutions' Green Services webpage</a> .	Document Solutions	Reuse original boxes or wrap securely with other materials (provided by 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. <a href="#">Download a handling form at this link</a> .	Environmental Health & Safety	Must be provided by your department.
<b>Rechargeable Batteries</b>	Lithium, lead-acid, all rechargeable batteries.	Alkaline, non-rechargeable batteries (see below).	Environmental Health & Safety handles all non-alkaline batteries for recycling and safe disposal. <a href="#">Download a handling request at this link</a> .	Environmental Health & Safety	<p>Batteries are a fire hazard. Please use proper storage and handling procedures while collecting them for recycling.</p> <p>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.</p>
<b>Single-Use Batteries</b>	D, C, AA, AAA, AAAA, A23, 9-volt batteries	Rechargeable batteries (see above), large	Collection station on first floor of the Student Services Building.	Facilities Services	
<b>CDs/DVDs</b>	Disc storage media	Any other storage media	Collection station on first floor of the Student Services Building.	Facilities Services	
<b>Cell Phones</b>	All cell phones and charging cords.	N/A	Collection station on first floor of the Student Services Building.	Facilities Services	
<b>Styrofoam</b>	Hard-mold Styrofoam used in packing	<ul style="list-style-type: none"> <li>packing peanuts</li> <li>food packaging</li> </ul>	First Mondays of each month from 10 a.m. – 1 p.m. at the Robert A. Welch Hall loading dock.	Office of Sustainability	Bag the Styrofoam in clear/white bags before drop-off.
<b>Electronic Waste (UT)</b>	UT-owned computers and peripherals, printers, copiers, cell and desk phones, etc.	Personally owned items	<a href="#">Contact Surplus Property at their webpage</a> .	Surplus Property	N/A
<b>Electronic Waste (personal)</b>	Anything with a plug and/or charger. Electronic storage (CDs, hard drives)	UT-owned items	<p>Hard drives: <a href="#">ITS hard drive destruction service</a>.</p> <p>Lightly used media/personal computers: Check with the <a href="#">Campus Computer Store</a> for trade-in value.</p> <p>Broken or old items: donate to the <a href="#">Student Engineering Council</a> annual e-waste drive in April.</p>	Variable	If temporary storage is required, the department or individual must provide it.
<b>Furniture (UT)</b>	University-owned office furnishings (desks, chairs, tables, etc.); wood pallets.	Personally owned items	<p><a href="#">Contact Surplus Property</a>. Lab equipment and refrigerators require special handling.</p> <p>You may also refurbish furniture from Surplus or in your own office through the <a href="#">Furniture Restoration Shop</a>.</p>	Facilities Services (Surplus Property or Furniture Restoration Shop)	N/A