

How to **RECYCLE RIGHT** at The University of Texas at Austin

Material	Acceptable	Not Acceptable	Where to Recycle	Managed By	Containers
Paper & Cardboard Aluminum Cans Food Cans Plastics Glass	<ul style="list-style-type: none"> office paper glossy paper colored paper envelopes cardstock magazines corrugated cardboard paperboard sticky notes clean drink cans clean food cans plastic drink bottles clean food containers hard plastics #1-7 unbroken glass 	<ul style="list-style-type: none"> carbon paper waxy paper food packaging anything stained with food or oil napkins tissues paper towels (clean or dirty) plastic bags plastic film bubble wrap unopened containers unwashed containers lab glass broken glass 	<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"> Custodial Services Landscaping Recycling & Solid Waste <p>Direct Contact: recycling@utexas.edu</p>	
Ink & Toner Cartridges	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, visit Document Solutions' Green Services webpage .	Document Solutions	Reuse original boxes or wrap securely with other materials (provided by department).
Light Bulbs	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. Download a handling form at this link .	Environmental Health & Safety	Must be provided by your department.
Rechargeable Batteries	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. Download a handling request at this link .	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>
Single-Use Batteries	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	
CDs/DVDs	Disc storage media	Any other storage media	Collection station on first floor of the Student Services Building.	Facilities Services	
Cell Phones	All cell phones and charging cords.	N/A	Collection station on first floor of the Student Services Building.	Facilities Services	
Styrofoam	Hard-mold Styrofoam used in packing	<ul style="list-style-type: none"> packing peanuts food packaging 	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.
Electronic Waste (UT)	UT-owned computers and peripherals, printers, copiers, cell and desk phones, etc.	Personally owned items	Contact Surplus Property at their webpage .	Surplus Property	N/A
Electronic Waste (personal)	Anything with a plug and/or charger. Electronic storage (CDs, hard drives)	UT-owned items	<p>Hard drives: ITS hard drive destruction service.</p> <p>Lightly used media/personal computers: Check with the Campus Computer Store for trade-in value.</p> <p>Broken or old items: donate to the Student Engineering Council annual e-waste drive in April.</p>	Variable	If temporary storage is required, the department or individual must provide it.
Furniture (UT)	University-owned office furnishings (desks, chairs, tables, etc.); wood pallets.	Personally owned items	<p>Contact Surplus Property. Lab equipment and refrigerators require special handling.</p> <p>You may also refurbish furniture from Surplus or in your own office through the Furniture Restoration Shop.</p>	Facilities Services (Surplus Property or Furniture Restoration Shop)	N/A