

OFFICE WASTE GUIDE

RECYCLING



Cardboard and Paperboard

Shipping boxes, tubes, tissue boxes
Flatten cardboard and place next to bins



Plastic Bottles, Jugs and Jars

#1 and #2
Materials must be free of food and liquid



Metal and Glass

Aluminum (cans, pans, foil), glass bottles
Materials must be free of food and liquid

LANDFILL

Food and soiled packaging

Plastic trays

Chip and snack packaging

Plastic cutlery

Plastic bags, wrap and film

Styrofoam

PAPER RECYCLING

Office paper is collected through two preferred processes. Carts can be requested through the Grounds department at purdue.ws/cart-request.



Confidential Paper Shredding Carts

Loose sensitive and confidential printer paper and documents only



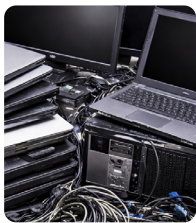
Mixed Paper Recycling Carts

Office paper, newspapers, flyers, shredded paper and notebook paper

Remove all metal from paper (e.g., paper clips, binder clips, spirals, binders, pronged folders)

Paper Tear Test - If paper tears easily with fibrous edges, it is recyclable. If it resists tearing, stretches, or has a plastic/foil layer, it is not recyclable.

SURPLUS



Electronics



Appliances



Furniture

Purdue property (working or broken) must follow Property Accounting procedures. Items are managed through University Surplus for reuse, resale or recycling.

Learn more at purdue.ws/property-accounting or call 765-496-2222.

