





Office Paper Recycling

Thank you for recycling with UT Recycles, UT Cares! In your desk-side paper recycling bin you can recycle almost any type of paper (see the chart below for more details). Your building's custodial staff will empty your recycling bin as it fills.

Paper Recycling Do's and Do NOT's

DO RECYCLE	DO NOT RECYCLE
 <p><b>Paper</b></p> <ul style="list-style-type: none"> <li>▶ Printer paper-white/colored</li> <li>▶ File folders, notebooks</li> <li>▶ Junk mail</li> <li>▶ Newsprint and Magazines</li> <li>▶ Paperboard (cereal boxes and same thickness)</li> <li>▶ Paper/envelopes with staples/tape/windows = OK</li> <li>▶ Post it notes, index cards</li> <li>▶ Paper/hardback books, phone books, journals</li> </ul>	 <p><b>Paper</b></p> <ul style="list-style-type: none"> <li>▶ Carbon paper and overhead slides</li> <li>▶ Paper and binder clips (please remove)</li> <li>▶ Paper towels, plates, cups, and take-out containers</li> <li>▶ Tissues</li> <li>▶ Waxy cardboard (including ice cream and other lined containers)</li> </ul>

For more information visit [www.pp.utk.edu/recycle](http://www.pp.utk.edu/recycle), call the Environmental/Recycling Coordinator at 974-3480, or email [recycle@utk.edu](mailto:recycle@utk.edu)

Materials that CAN be Recycled on Campus

▶ Paper (as described in the left column)

If you need extra containers to recycle paper for clean outs, please contact us. We provide temporary 95-gallon rolling carts for free by request at 4-3480 or [recycle@utk.edu](mailto:recycle@utk.edu). We do NOT provide document shredding; contact "Shred-It" for that.

▶ Cardboard

Leave flattened boxes in the elevator lobbies at the end of the day or place in black wooden boxes marked for Cardboard Recycling outside your building.

▶ Plastic Containers, Aluminum Cans, Steel Cans

Any CLEAN plastic container #1-7, CLEAN steel cans, and aluminum cans can be recycled in "aluminum can/plastic bottles" and "aluminum can" bins. All plastic containers and aluminum and steel cans are now collected together on campus. **Please NO:** utensils, straws or wrap; aluminum foil or plates; or steel scrap pieces.

▶ Phonebooks and Hardback Books

City/University directories and all Hardback books should now be placed in ANY paper recycling bin on campus, including your desktide recycling bin. No need to separate like before.

▶ Printer/Toner Cartridges

Please try to recycle these on your own through the company where you purchase them to save recycling personnel time and gas. Recycling arrangements can be made by calling 4-3480 or emailing [recycle@utk.edu](mailto:recycle@utk.edu), but please accumulate at least 10 large cartridges before contacting us for recycling.

▶ Batteries

All rechargeable, button (in watches), lithium, and alkaline batteries can be recycled on campus. Find the location of recycling bins by visiting: <http://www.pp.utk.edu/Recycle/recycleWhat.htm#Special> The maintenance personnel in each building also have battery recycling buckets; so contact them. Or, call 4-3480 or email [recycle@utk.edu](mailto:recycle@utk.edu). Please accumulate 5 or more big batteries or a box full of small batteries before contacting us for a pick up.