



## Recycling and Solid Waste Disposal Information for AWARE



- (1.) Each workstation, desk, and office space will be required to empty their own waste and recycling to a communal area
  - a. Waste can be collected in a desk-side container, but must be emptied by the individual employee
  - b. As a best practice, hoteling, student, and flexible work stations should not leave out desk-sides to reduce waste being left behind
  
- (2.) It is each employee’s responsibility to keep the receptacles clean and empty them, as needed, into the appropriate larger bins located within the building:

	<b>Mixed Paper</b>
	<p>Acceptable:</p> <ul style="list-style-type: none"> <li>- Office paper (all colors)</li> <li>- Magazines</li> <li>- Newspapers</li> <li>- Junk mail</li> <li>- File folders</li> <li>- Catalogs</li> <li>- Brochures</li> <li>- Paperback books</li> <li>- Adhesive notes</li> <li>- Paperboard (such as cereal boxes)</li> <li>- Staples and paper clips do not have to be removed</li> </ul> <ul style="list-style-type: none"> <li>- <b>No</b> corrugated cardboard</li> <li>- <b>No</b> facial tissue</li> <li>- <b>No</b> napkins</li> <li>- <b>No</b> disposable coffee cups</li> <li>- <b>No</b> juice cartons</li> <li>- <b>No</b> metal reinforced hanging file folders</li> <li>- <b>No</b> plastic coated shipping envelopes</li> <li>- <b>No</b> envelopes lined with bubble-wrap</li> </ul>

	<b>Plastic</b>	<b>Aluminum Cans</b>	<b>Landfill</b>
	<p>Acceptable:</p> <ul style="list-style-type: none"> <li>- Rigid bottles and containers</li> <li>- Yogurt cups are OK</li> <li>- Plastic lids from disposable coffee cups are OK</li> <li>- <b>No</b> polystyrene foam</li> <li>- <b>No</b> plastic bags</li> <li>- <b>No</b> plastic wrap</li> </ul>	<p>Acceptable:</p> <ul style="list-style-type: none"> <li>- Aluminum beverage cans only</li> <li>- <b>No</b> tin cans / soup cans</li> <li>- <b>No</b> aluminum foil or trays</li> </ul>	<p>Acceptable:</p> <ul style="list-style-type: none"> <li>- Garbage that will be sent to the landfill</li> </ul>

*If you have questions or need additional information please contact:*

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