

# RECYCLING IN THE OFFICE

## RECYCLABLE ITEMS THAT DON'T GO INTO A BIN :

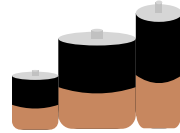
**CARDBOARD:** Flatten, then place next to a recycling bin

**BATTERIES, & SMALL ELECTRONICS:** Put in an envelope or box addressed to "SU Recycling" & place in campus mail

**STYROFOAM:** Put white blocks from product shipments next to a recycling bin. Put packing peanuts in a bag or box & place next to a recycling bin

**CONFIDENTIAL DOCUMENTS:** Talk to someone in your department about where your confidential recycling bin is located

**REUSABLE ITEMS (office supplies and equipment, clothing for donation, and food):** Submit a work order with your item's information to the Facilities Resource Center at [seattleu.edu/facilities](http://seattleu.edu/facilities)



*Responsible waste disposal is easy at Seattle University! Use the info below to sort your items, and for more info, visit [www.seattleu.edu/sustainability](http://www.seattleu.edu/sustainability)*