

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: Submit a work order to the Facilities Resource Center at seattleu.edu/facilities

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



SEATTLEU

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