

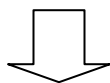


PAPER RECYCLING AT U OF L

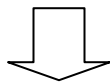
Getting your department or group started:

<u>ACCEPTABLE ITEMS</u>	<u>UNACCEPTABLE ITEMS</u>
<ul style="list-style-type: none">• White paper• Colored paper• Computer paper• Legal pad paper• Post-It Notes• Folders, manila, colored, or coated• Index cards• Shredded paper• Envelopes – windowed, labeled, colored or coated• Mail – letters, brochures, Advertisements (no glue binding)	<ul style="list-style-type: none">• Newspaper• Magazines/catalogs• Packaging materials• Paper towels• Facial Tissue• Food contaminated paper• Food wrappers• Chip Board• Poster Board• Construction Paper• Blue Prints• Laminated Materials

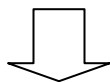
Step 1: Determine the locations within your department to place the paper recycling bins. Ideal locations would be underneath each work desk. Physical Plant will provide these at no cost to you. Call 852-8181 to request containers.



Step 2: Designate a location within the department to place a larger recycling bin. This is the central accumulation point where personnel can empty their small paper bin into (i.e. the copier room). Physical Plant will provide these at no cost to you. Call 852-8181 to request containers.



Step 3: Announce to your department/group via e-mail that your department /group has a paper recycling central accumulation area and provide its location information.



Step 4: Your building's Custodian or Zone Maintenance person will periodically check the central accumulation paper recycling bin and empty as needed. However, if your bin is full and needs to be emptied promptly, have your UBM contact Physical plant Work Control at 852-6241.

To obtain paper recycling bins, questions or comments about this program can be directed to U of L – Physical Plant Grounds Department at 852-8181.