



recycling guidelines

Mixed Office Paper

- Copier and ledger paper (colors ok)
- Junk mail
- Computer printout paper
- Envelopes (with or without window)
- Soft-cover bound booklets, brochures, and catalogues
- Magazines and glossies
- Gift wrap (except foils)
- Card or coated stock
- Post-it® Notes
- Paperboard boxes (i.e. cereal)
- Books

Mixed office paper should be free of paper clips, glue or excessive tape.

Staples may remain.

Shredded paper is collected in separate bags.

AAUW accepts donated books
<http://aauwstatecollege.org/bookSale/donations.html>

Glass

- Food and beverage bottles and jars
- Clear, blue, green and brown colored glass
- Reagent bottles (triple rinse)

Glass should be thoroughly rinsed.

Metal caps can be recycled in the Metal Cans bin.

See Special Pick-Up for fluorescent light tube disposal.

Incandescent light bulbs should be deposited in the Trash (landfill) bin.

Plastic

- Number 1 through 7 bottles
- “Stretchy” plastic bags and film
- Bubble wrap and packing “pillows”

It's recyclable if the neck of the container is narrower than the bottom.

Plastic containers should be rinsed.

Labels may remain.

Plastic bottle caps are recyclable too.

For other plastics (like yogurt cups) see Special Pick-Up instructions.

Newspaper

- Newspaper
- Newsprint catalogues
- Phone directories

Newsprint for recycling should be dry.

Metal Cans

- Aluminum, bimetal (tin), and steel containers
- Aluminum foil (if clean and dry)
- Aerosol spray cans
- Paint cans

Metal containers should be rinsed.

Labels may remain.

Crushing is not necessary.

See Special Pick-Up for unempty aerosol and paint can disposal.

Organic Waste/Compost

- Food waste (including meat, dairy, fruits, vegetables)
- Paper towels and tissues
- Compostable plates, cups and utensils
- Coffee grounds, filters and tea bags
- Wooden picks and stirrers

If it's edible or will decompose in the ground, it can be composted

Limited availability.

Corrugated Cardboard

Corrugated cardboard for recycling should be dry.

Boxes should be broken down and placed beside recycling station.

See Special Pick-Up for large quantities.

Special Pick-Up

If sufficient quantities exist, special arrangements can be made for pick-up of the following items by contacting Al Matyasovsky (aem3@psu.edu) 863-4719.

- Foam packing material (Styrofoam and “peanuts”)
- Left-over food and compostable goods from a catered event (advance notice appreciated)
- CD's, DVD's, cassette and VHS tapes
- Batteries
- Yogurt, cottage cheese, and other non-recyclable plastics
- Fluorescent light tubes
- Unempty aerosol and paint cans
- Electronic equipment
- Corrugated cardboard
- Hard cover books
- Ferrous and non-ferrous metals

Still unsure? Visit green.psu.edu/recycling

composting guidelines

What is **no can** do! ?

It's the addition of organic waste collection (compost) to recycling stations through the elimination of desk side trash collection service.

visit: green.psu.edu/nocando

What can be composted?

...if it's edible or will decompose in the ground it can be composted

How can you help?

1. Collect trash and recyclable materials from your work space.
2. Take to a recycling station, sort, and deposit trash, recyclables, and compostable materials into the proper bin.

Compostables should be disposed of daily to avoid unpleasant odors.



Resource Guide

INFORMATION TYPE	CONTACT	WEBSITE
Recycling Information	Al Matysovsky (863-4719) aem3@psu.edu	www.green.psu.edu/recycling
Composting	Nadine Davitt (865 6606) njh103@psu.edu	www.green.psu.edu/composting
Campus Sustainability Office	Erik Foley (865-2291) ebf3@psu.edu	www.cso.psu.edu
Green Teams	Lydia Vandenbergh (863-4893) lbv10@psu.edu	www.green.psu.edu/youCanDo/greenteams
Eco-Reps	Rob Andrejewski (865-2714) rga116@psu.edu	www.green.psu.edu/youCanDo/Eco_Reps
Custodial Information	OPP	www.opp.psu.edu/about-opp/divisions/bd/as/custodial
Report Energy Waste	OPP	www.opp.psu.edu (click on the red button)
Facility Coordinators	OPP	www.opp.psu.edu/about-opp/contact-information