

# UO Materials Handling Guide

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## **Banners**

- Place in trash bin or the nearest dumpster

## **Batteries**

### Alkaline Batteries

- Place in trash bin or the nearest dumpster

### Car Batteries:

- Contact Campus Planning & Facilities Management work control at 541-346-2319

### Non-Alkaline Batteries

- Sara Herring at 541-346-2348
- Rechargeable include
  - Lithium ion
  - Nickel metal hydride
  - Nickel cadmium

## **Buckets**

- Contact Campus Planning & Facilities Management work control at 541-346-2319

## **Campus Property**

### Furniture

- Contact Campus Planning & Facilities Management work control at 541-346-2319

### Office Supplies

- The Reusable Office Supply Exchange (R.O.S.E) in 182 PLC accepts small office supplies. The key may be accessed through the English Department located on the first floor of PLC. Place the reusable items on the designated area. Please record any items removed from R.O.S.E. in the outgoing inventory binder.

### Other Property

- Fill out a [PDR](#) (property disposition request) form at the UO Business Affairs website.

## **Cardboard**

- Flatten Cardboard and place in cardboard dumpsters OUTSIDE of building. University Fire Code states that cardboard should not be piled inside buildings.

## **Cassette Tapes (VHS and Audio)**

- Place in trash bin or the nearest dumpster

## **CD's and DVD's**

- Place CD's, DVD's, and their cases in a trash bin or the nearest dumpster

## **Electronic Waste (e-waste)**

- Electronic waste is anything with a plug
- Contact the Business Affairs Office 541-346-3165

## **Food Scraps**

- A voluntary food scraps collection program is available, email [pchesbro@uoregon.edu](mailto:pchesbro@uoregon.edu) for details

## **Glass**

### Bottles and Jars:

- Place in nearest recycling bin

### Ceramics, Lab Glass, Pyrex/Baking Glass, Windows

- Place in a cardboard box, then place in a trash bin or on top of the nearest dumpster

## **Light Bulbs**

### Incandescent and LED bulbs

- Place in a cardboard box, then place in a trash bin or on top of the nearest dumpster

### Fluorescents

- Contact Sara Herring at 541-346-2348

## **Lost and Found**

- Found Items – Leave with building department or contact UOPD 541-346-2919
- Lost Items can be picked up from the UOPD Monday through Friday (excluding holidays) 8am to 4pm. The [UOPD website](#) includes a way to report items as lost and to claim lost items through the Lost and Found Program.

## **Metal**

### Aerosols

- Contact Environmental Health & Safety at 541-346-3192 or [ehsinfo@uoregon.edu](mailto:ehsinfo@uoregon.edu)

### Aluminum Foil

- Crumple into a ball, then place clean, dry aluminum foil in the nearest recycling bin

### Cans/Sterno Cans

- Place in nearest recycling bin

### Scrap Metal

- Contact Campus Planning & Facilities Management work control at 541-346-2319

## **Paper**

### Books, Magazines, Newspaper, Office Paper

- Place in nearest recycling bin
- In case of large quantities, you may request an office clean-out barrel by contacting Campus Planning & Facilities Management work control at 541-346-2319

### Confidential Materials

- See the current [Confidential Recycling Guidelines](#). Shredding documents is highly discouraged as the University has a service provider for securely handling confidential materials.

### Cups, Fiber Bowls, Napkins, Paper Plates, Receipts, Wax Paper

- Place in trash bin or the nearest dumpster

## **Plastic**

### Bottles & Jugs

- Place in nearest recycling bin

### Air Pockets, Bubble Wrap, Cups, Petri Dishes, Plastic Film, Transparencies, Tubs

- Place in trash bin or the nearest dumpster

## **Printer Cartridges**

- To recycle printer and copier toner cartridges please go to the following website:  
<http://www.ctx-xerox.com/uof/>

## **Refillable Beverage Containers**

- Please place refillable containers (i.e. water bottles, refillable mugs, ceramic cups etc.) next to a recycling/zero waste station in a bag or box. Label for recycling and it will be picked up when the site is serviced. These items are sanitized and re-distributed to campus.

## **Styrofoam**

### Clean White Block Styrofoam

- The following buildings have totes for Block Styrofoam on loading docks or garbage areas
  - Alumni Center
  - Deschutes Hall
  - Graduate Village Housing
  - Health Center
  - HEDCO
  - McKenzie
  - Music
  - Pacific Hall
  - Schnitzer Museum
  - Streisinger
  - Zebrafish

### Packing Peanuts

- Place in a bag or box and set next to the nearest recycling bin

### Other Styrofoam

- Place in trash bin or the nearest dumpster

### **Tires**

- Contact Campus Planning & Facilities Management work control at 541-346-2319

### **Wire**

- Contact Campus Planning & Facilities Management work control at 541-346-2319

### **Wood waste**

- Contact Campus Planning & Facilities Management work control at 541-346-2319

# APPENDIX

A.

## OFFICE CLEAN-OUT GUIDELINES



### ALL PAPER

White and mixed paper can be placed  
into the same barrel

### ADDITIONAL BARRELS AVAILABLE UPON REQUEST FOR:

#### ***Reusable Office Supplies***

(Binders, folders, staplers, scissors, etc)

#### ***Oddball Materials***

(Block Styrofoam™, textbooks, etc)

*Transparencies are no longer recyclable. Please remove  
transparencies from all  
manila folders, notebooks and binders, and place them in the  
garbage.*

### **Other Opportunities for Disposal at the University of Oregon**

Surplus Furniture: Contact Customer Service 541-346-2319

UO property needing disposal including working or broken electronics  
and appliances: Contact Property Control 541-346-3190

#### **Confidential Material Handling:**

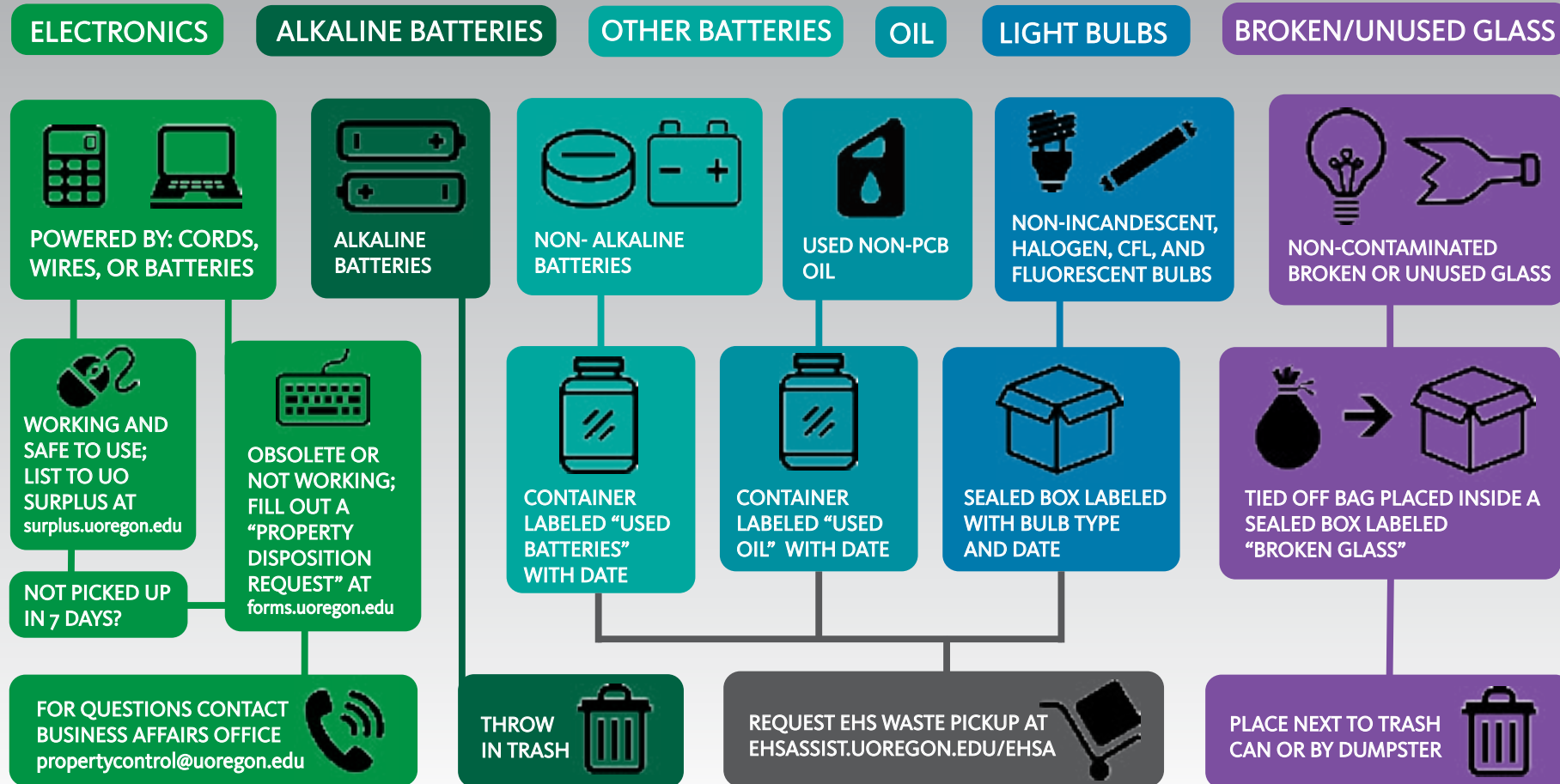
[https://library.uoregon.edu/records/conf\\_recyc.html](https://library.uoregon.edu/records/conf_recyc.html)

**Comprehensive list of what can be recycled at UO**

<https://cpfm.uoregon.edu/zerowaste-resources>

## B. General Disposal Guide

# GENERAL DISPOSAL GUIDE



# C. Laboratory Disposal Guide

## LABORATORY DISPOSAL GUIDE

