UO Zero Waste Program
Materials Handling Guide
Laser/Toner Cartridges
Light Bulbs
Other Plastics Not Accepted in Public Locations
Other Recyclables
Potentially Hazardous Waste
Anything Else That Might Be Recycled or Composted?

Thanks For the Effort!
UO Zero Waste Program Contacts

CPFM Work Control Center: 541-346-2319
• For all customer service requests regarding the UO Zero Waste Program
Zero Waste Program Manager: 541-346-1545
Office Clean-outs: 541-346-5275
Other materials recycling: 541-346-5275
Zero Waste Campus and Catered Events Services: 541-346-2354
Residence Hall, Dining/Kitchens, and Family Housing: 541-346-0929
Reusable Office Supplies: 541-346-0961
Marketing and Educational Outreach: 541-346-1577

Environmental Coordinators Listserv

Anyone at the UO is welcome to subscribe to the Environmental Coordinators listserv. This
listserv is managed by the Zero Waste Program Manager. Information is posted only by the
Manager regarding zero waste and other environmental information applicable to the UO. If you
want to post something to this listserv, send it to the Zero Waste Program Manager and it will be
sent to the list. There are representatives from all campus departments on this network.

To subscribe to this listserv contact the Zero Waste Program Manager at:
knowaste@uoregon.edu

Collection at Off-Campus Locations

For off-campus locations, please work with the building and CPFM off-campus lease Manager,
to ensure daily recycling collection services and collection equipment are provided. The UO
Zero Waste Program can provide non-routine additional services to off-campus locations,
contact CPFM Customer Service (X62319) to create a work ticket for these services. Charges
and free services are noted below:

• At no cost:
  » 3 tiered boxes for deskside recycling collection
  » Oddball collection of materials that are not recyclable through local hauler as noted in the
    Materials Handling list
  » Voluntary composting – departments or individuals request bins, and material must be
    centralized to outside location.
- $5/barrel
  » Composting collection at designated central location; will be serviced weekly
  » Office clean-outs

- Charged labor rate
  » Recycling and composting services for in-building service
  » Any other labor requests (such as removal of cardboard from a move-in. Program will not provide standard cardboard removal services; this is responsibility of the building to centralize to outside location)
  » Custodial Services will provide central recycling collection in off-campus locations at a charge. Contact CPFM Custodial Services for more information at 541-346-2270

**Requesting Desk Side Recycling Bins**

- The UO Zero Waste Program provides all campus users, with deskside recycling collection containers. There are several to choose from.
- Participating in the Zero Waste Program is voluntary and it is the responsibility of each user, to centralize recyclable and compostable materials to Zero Waste stations. Contact 541-346-5275 to learn about options and request a deskside zero waste collection container.
General Zero Waste Public Collection Categories

Collection Category: Cardboard

It is the responsibility of building users to flatten and place cardboard in loading dock recycling dumpster/cage or container. There is no service to haul cardboard to these locations as cardboard piling up in buildings is a fire safety issue. If this is left by a zero waste station or garbage container, it will not be serviced. If a building needs an additional cardboard loading dock collection, or the cardboard recycling bin needs a pick-up or is not accessible, contact 541-346-0961 for assistance.

- Cardboard must contain a visible layer of corrugation. A container without a visible layer of corrugation from any angle is not cardboard and may be a paper product
- All cardboard containers must be broken down and flattened
- All cardboard must be taken to outside collection locations
- Corrugation: A shape having parallel ridges and grooves. Corrugation is sometimes described as a ‘squiggle’ or ‘lasagna’ shape, between layers of cardstock. Recycle all corrugated (with 2 layers and a ripple layer in the middle) cardboard by building docks in containers as noted above
- Cardstock without any corrugation can go in Paper recycling

DO NOT LEAVE CARDBOARD HERE

RECYCLE FLATTENED CARDBOARD AT LOADING DOCK LOCATIONS
Collection Category: Paper

Paper includes:
- White Office Paper
- Non-White Office Paper
- Paperboard (like cereal boxes)
- Newspaper/Magazines
- Bulk Mail
- All Envelopes
- Notebooks/Books (includes: spiral bound notebooks, campus directories and phone books)

Extra details:
- Receipts are landfill: receipts are generally a thermal coated paper that is a contaminant in all paper recycling. Please dispose of these properly in the landfill category (or garbage)
- For non-daily/special request service of large quantities of paper, other materials, or office clean-outs, contact UO Zero Waste Program at 541-346-5275.

Collection Category: Glass, Metal, and Plastic

Glass, Metal, Plastic includes:
- Bottles & Cans (Aluminum & Steel)
- Plastics must be clean
- Clear Plastic Wrap
- Plastics containers shaped as bottles & jugs
  - Bottles - opening is smaller than the base
  - Jugs - have handles

Extra details:
- No food or liquid
- Please follow instructions on the signs on zero waste containers. If it is not on the sign, then it goes into another category or is a garbage item.

NO CUPS
Collection Category: Compost

Compost includes:
- Paper plates
- Napkins
- Paper towels from kitchen locations only
- Chopsticks
- All food, including meat, dairy, and cheese
- Coffee grounds, paper coffee filters and tea bags

Extra details:
- Composting at the University of Oregon is located in all campus dining halls, most campus eateries and in buildings that have implemented zero waste stations (in selected locations)
- Other areas with composting collection are in departments that are participating in the Voluntary Composting Program where the user/department, collects and centralizes compost/compostables to a loading dock location
- The biggest contaminant in Compostables collection is cups and drink cartons. Cups are no longer composted even if they say “compostable”. Drink cartons include: milk, juice boxes and other gable topped containers. Bathroom paper towels are NOT acceptable in compost

Voluntary Office Composting Program

In order to collect compostables in areas where there is no central collection, the UO Zero Waste Program offers a voluntary compost program. If an individual or department would like to participate in this, contact 541-346-2354 or compost@uoregon.edu to sign-up for participation.

With this program, individuals/departments will receive a 2-gallon deskside container labelled for compostables. It is the responsibility of individuals/departments to centralize and service these bins to a compostables collection container on the loading dock.

Cups

Cups go in the Landfill. All cups, lids, and straws belong in the Landfill. There are no cups currently accepted in any recycling or composting services locally. Cups are a source of contamination spilling residue on paper, as well as a type of plastic, and are a contaminant in compost.
Cups are the biggest contaminant in all of the collection categories. This includes all disposable cups both hot and cold including lids and straws. Support zero waste by using a reusable option: GO REFILLABLE! Many places offer discounts for bringing a refillable mug.
Quick Guide to Zero Waste at the UO

*CUPS* GO IN THE LANDFILL!

*PLASTIC BOTTLES - OPENING SMALLER THAN BASE
*PLASTIC JUGS - INCLUDES HANDLE

*NO CAPS OR LIDS*

Glass/Metal/Plastic

Paper

Compost

Contact the UO Zero Waste Program: 541-346-1529 or recycle@uoregon.edu

EMU Dining Zero Waste Sorting Guide

EMU DINING WASTE

Landfill

Compost

Recycle

PANDA EXPRESS

CHIPOTLE

Joe's Burgers

STARBUCKS

TOWNSHEND'S TEA

FRESH CORNER MARKET

SUBWAY

DIP IT!

FALLING SKY
Upgraded UO Zero Waste Infrastructure

As the University of Oregon moves towards more comprehensive waste management, the UO Zero Waste Program has been working to implement zero waste systems in existing buildings. Additionally, zero waste stations are the new standard for all campus construction projects and eventually will be available campus-wide. Not every location is prime for adding compost so some zero waste stations do not have a compost collection. All campus cafes have public compost collection.

For more information, checkout a video on how to use the UO Zero Waste System.

For a full overview, check out the Zero Waste Campus Toolkit.

UO Campus Construction Standards

As campus undergoes new construction and campus renovations, the UO Zero Waste Program has implemented construction standards for these projects including waste recovery in demolition and building process as well as guidelines and standards for zero waste system and equipment implementation. As the campus users play an important role in this process, please view the UO Campus Construction Standards, in any campus projects.
Other Non-Routine Services

Zero Waste Catered and Other Events
The UO Zero Waste Program offers a variety of opportunities for zero waste events. Contact 541-346-2354 to set-up this service. There are self-service options as well as a “for charge” option. Please plan ahead.

Campus Property
If an individual has campus owned property and no longer needs the item(s) (broken or working, such as electronics, furniture and other campus assets), go to the Business Affairs website. Under forms, fill out a PDR (property disposition request) and the user will be contacted for a pick-up and proper routing of these items. Here is the link to the PDR.

Lost and Found
The UOPD handles lost and found items including valuable items. Items can be picked up 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 their Lost and Found Program.

Refillable Containers Left in Departments
Please place “refillable” containers left in an user's department (i.e. water bottles, refillable mugs, ceramic cups etc), next to a recycling/zero waste station in a bag or box. Please label for recycling and it will be picked up when the site is serviced. These items are sanitized and re-distributed to campus.

Reusable Office Supply Exchange (R.O.S.E.)
The UO Zero Waste Program operates the Reusable Office Supply Exchange located in 182 PLC. This is a self-service program and it is up to departments to deliver and/or retrieve items. The UO Zero Waste Program does not offer any pick-up and delivery service for this area.
The key can be accessed through the English Department located on the first floor of PLC. Bring reusable items you no longer need and set them in the designated area. The UO Zero Waste Program keeps the area organized and records savings from avoided costs of purchasing new items. The office is closed from 12-1PM daily.

Office Clean-Outs
If an office or individual is doing a clean-out or has a need to recycle a large quantity of materials, please plan ahead. Contact 541-346-5275 to schedule delivery of clean-out barrels, for pick-ups of special materials or questions.

**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™, transparencies, CDs, DVDs, petri dishes, padded envelopes, sheet plastics, etc)

*Transparencies will be recycled if separated and put into a separate box/bag. Please remove transparencies from all manila folders, notebooks and binders.*

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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 541-346-1250

**Confidential Material Handling:**
[https://library.uoregon.edu/records/conf_recyc.html](https://library.uoregon.edu/records/conf_recyc.html)

**UO Zero Waste Program Materials Handling Guide:**
[https://cpfm.uoregon.edu/zerowaste-resources](https://cpfm.uoregon.edu/zerowaste-resources)
**Surplus Furniture**
CPFM operates the Surplus Furniture Exchange located in the Romania building. When moving or changing furniture in a department, please send reusable furniture to the Surplus Furniture exchange. Campus members and departments can visit the showroom, located at the Romania Building (entrance on Orchard Street) between 12-12:30PM daily. For more information call CPFM Operations customer service at 541-346-2319.

**How to Recycle Other Materials**

**Aluminum Can Pop-Tabs**
At select beverage container zero waste sites, pull tabs from discarded pop cans are collected, and donated to local nonprofit organizations for art projects. Additional locations available upon request. Contact 541-346-0929.

**Block Styrofoam Collection**
The following buildings have toters for Block Styrofoam TM on building loading docks/garbage areas:

- Streisinger
- Klamath
- McKenzie
- Alumni Center
- Music
- Health Center
- HEDCO
- Zebrafish
- Schnitzer Museum
- Pacific Hall

**Confidential Materials**
See the current [Confidential Recycling Guidelines](#). Shredding documents is highly discouraged as the University has a service provider for confidential materials.
**Construction Type Materials**
Contact CPFM customer service at 541-346-2319 regarding:
- Bricks and cinder blocks
- Fluorescent lights and tubes
- Large pieces of metal and wire
- Pallets and wood

**Glass (Non-Bottle)**
Glass which is broken or not reusable, including sheets of glass, windows, Pyrex and other non-bottle glass is not currently recyclable. For disposal options, contact CPFM customer service at 541-346-2319.

**Hard To Recycle Materials**
[Terracycle](#) will set-up special collection brigades for hard to recycle items like: pens, markers, juice pouches, candy wrappers and a plethora of other items. Departments and individuals are welcome to consider but must be initiated and managed by an office/individual. The UO Zero Waste Program does not collect any of these items campus-wide.

**Industrial Materials**
Contact CPFM customer service at 541-346-2319 regarding:
- Motor oil
- Car batteries
- Landscape waste-leaves, Christmas trees, wood waste, and other campus yard waste
- Lamps and fluorescent tubes (incandescent and LED’s are landfill items, CFL’s and fluorescent tubes are recyclable contact CPFM X62319, for pick-up)
- Scrap metal
- Tires

**Items No Longer/Not Recyclable**
Some items were at one time recyclable, but are no longer recyclable, or items which are not currently recyclable as followed:
- Floppy disks
- Video Cassettes and cases
- Tyvek envelopes
- Coffee Pods (Keurig, Nespresso and other brands)
- Any single-use disposable plastics (straws, forks, spoons, knives)
Junk (Bulk) Mail
Departments can email uomailing@uoregon.edu and provide department name and university address to enroll. The website adds the address to a no mail list that will stop any unsolicited junk mail. This is a free service, but it will not stop catalogs, magazines, etc. There are other “stop junk mail” services that require a cost and subscription. For catalogs and magazines, contact the sender directly to get off these lists.

USE WISELY
PAPER = TREES

Laboratories
For years many labs on campus had collection barrels for recycling hard plastics. The market has shut-down for mixed plastics. The only lab type item that is still recyclable is clean petri dishes.

Instructions for recycling clean petri dishes:
• Bag them up and label “Please Recycle”
• Contact 541-346-5275 and provide the location of where the bagged petri dishes are located

Laser/Toner Cartridges
To recycle printer and copier toner cartridges please go to the following website:
https://uoprint.uoregon.edu/fleet-copier-and-managed-printer-program

Light Bulbs
Incandescent (old household type) and LED lightbulbs are landfill items and do not require special handling. CFL’s and Fluorescent tubes require special handling. Contact CPFM customer service at 541-346-2319 to request a pick-up.

Other Plastics Not Accepted in Public Locations
Due to lack of markets, the Program no longer accepts any hard plastic items except what is accepted in public collection and plastic items listed “oddball” materials.

To clarify, plastic bottles and jugs only are still accepted in the Glass/Metal/Plastics category.

Other Recyclables
If an item is not listed here, contact 541-346-5275 to check but generally if it is not on the list, there is not a market for the item.

Write “Please Recycle” on the items to be recycled. Leave at any recycling or zero waste site. Call 541-346-5275 and provide the location of the items. For larger amounts of items, call the UO Zero Waste Program first before leaving them at a site.

For the materials listed below, bag or box small amounts (1 to 2 bags/boxes):

- Banners
- Books/Glue-bound
- Bubble wrap
- Buckets with Lids
- CD’s and DVD’s (no cases)
- Ink and Inkjet Cartridges
- Padded envelopes
- Petri dishes (clean, please bag)
- Phone books
- Sheet plastics
- Styrofoam block (White only, no other foam packaging accepted)
- Styrofoam peanuts
- Transparencies

Potential Hazardous Waste
Contact the Office of Environmental Health and Safety at 541-346-3192 regarding:

- Aerosol cans
- Batteries-rechargeable (alkaline batteries no longer have mercury in them and go into the garbage)
- Biohazards and chemicals
- Hazardous materials, sharps and waste
- Paints and solvents
- Prescription medicines
- Anything that is potentially hazardous

Anything Else That Might Be Recycled or Composted?
If there are any other items that could be recycled or composted, please contact the UO Zero Waste Program. There are several opportunities for marketing many items that are not included
in this list. Contact 541-346-0961 or 541-346-1545 for more information.

**Thanks For the Effort!**
UO Zero Waste Program Website: [https://cpfm.uoregon.edu/zerowaste](https://cpfm.uoregon.edu/zerowaste)
UO Zero Waste Program Email: [recycle@uoregon.edu](mailto:recycle@uoregon.edu)
UO Zero Waste Program Phone Tree: 541-346-1529