

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

- Contact Hazardous Waste 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

Capital Assets

- Capital assets are items originally purchased for over \$5,000 and are tracked centrally by Property Control in Business Affairs. These items require approval before any type of disposal. Submit a [PDR](#) (property disposition request) if they are e-waste that you would like to discard, or email propertycontrol@uoregon.edu for other types of assets and methods of disposal (sales, etc.).

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)

- E-waste is anything that plugs in or runs on batteries and is broken, obsolete, or otherwise unwanted
- Submit a [PDR](#) (property disposition request) form. For questions email propertycontrol@uoregon.edu

Food Scraps

- A voluntary food scraps collection program is available, email pchesbro@uoregon.edu for details

Furniture

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

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 Hazardous Waste 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.

Mattresses

- Contact St. Vincent de Paul or deliver to Glenwood Transfer Station
- St. Vincent de Paul, Phone: (541) 345-0595 Website: <https://www.svdvp.us>
- Glenwood Transfer Station, 3100 E 17th Ave, Eugene, OR 97403

Metal

Aerosols

- Contact Environmental Health & Safety at 541-346-3192 or 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

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.

Paint

- Contact Hazardous Waste at 541-346-2348
- Oregon Paint Program drop off sites <https://www.paintcare.org/>

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/uofa/>

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

Comprehensive list of what can be recycled at UO

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

B. General Disposal Guide



GENERAL DISPOSAL GUIDE

ELECTRONICS

POWERED BY CORDS, WIRES, OR BATTERIES

WORKING AND SAFE TO USE, LIST TO UO SURPLUS AT
surplus.uoregon.edu

NOT PICKED UP IN 7 DAYS

OBsolete OR NOT WORKING, PULL OUT A "PROPERTY DISPOSITION REQUEST" AT
ferret.uoregon.edu

FOR QUESTIONS CONTACT BUSINESS APPROPRIATE OFFICE
propertycontrol@uoregon.edu

ALKALINE BATTERIES

ALKALINE BATTERIES

OBsolete OR NOT WORKING, PULL OUT A "PROPERTY DISPOSITION REQUEST" AT
ferret.uoregon.edu

FOR QUESTIONS CONTACT BUSINESS APPROPRIATE OFFICE
propertycontrol@uoregon.edu

OTHER BATTERIES

NON-ALKALINE BATTERIES

CONTAINER LABELED "USED BATTERIES" WITH DATE

THROW IN TRASH

OIL

USED NON-PCB OIL

CONTAINER LABELED "USED OIL" WITH DATE

REQUEST EHS WASTE PICKUP AT
ehs@uoregon.edu

LIGHT BULBS

NON-MERCURY, HALOGEN, CFL, AND FLUORESCENT BULBS

SEALED BOX LABELED WITH BULB TYPE AND DATE

REQUEST EHS WASTE PICKUP AT
ehs@uoregon.edu

BROKEN/UNUSED GLASS

NON-CONTAMINATED, BROKEN OR UNUSED GLASS

TIED OFF BAGS PLACED INSIDE A SEALED BOX LABELED "BROKEN GLASS"

PLACE NEXT TO TRASH CAN OR BY DUMPSTER

C. Laboratory Disposal Guide

LABORATORY DISPOSAL GUIDE

