

Recycling at the RIDC Campus

*The recycling process is managed by the Conservation Department.
Please call Nancy Day @ 412.963.5900 with any questions, suggestions or problems.*

*****Please note that you are welcome to bring your papers and cardboard from your home for recycle! *****

The Conservation Department makes every effort to ensure all items collected are recycled as intended and no responsibility for the security of documents disposed is assumed or implied by the Department.

Used Office Supplies are often donated to the Conservation Department. Check with us before ordering Binders, File Folders and Hanging Folders, other misc. items (paper clips, rubber bands etc.)

Office Paper Recycling

The following items are **recyclable** and may be co-mingled in the paper recycling bins:

- White, colored or computer green bar paper
- White or colored envelopes including window envelopes
- Manila or colored folders
- Carbonless copy paper
- Magazines
- Newspaper
- Phonebooks
- Self-adhesive notes
- Non-glossy mail

Paper clips, rubber bands, staples, tape, adhesive labels, plastic tabs, plastic and wire spirals do not have to be removed. However, we advise the reuse of as many paper clips and rubber bands as possible.

Not all Recycling bins are security sensitive. Please discard confidential papers in the Cintas Containers as appropriate. If your confidential documents are very sensitive, please self-shred in console shredders and place in the Paper Exchange bins for recycle.

All paper will then be shredded and recycled.

The following items are **not compatible** with our paper program and should not be placed in the recycling bins:

- Cardboard*
- Photographs
- Carbon paper
- 3-ring binders
- Food Waste
- Drink Cups
- FedEx / Fiber paper Packaging
- Brown file folders

Cardboard Recycling

- Cardboard is recycled separately. Please place boxes in the common kitchen areas near the trash cans or in the Recycle Room of Alpha I First Floor. The porter will pick up the cardboard and transport to the designated area.

Battery Recycling

Your used camera and alkaline batteries may be sent to the Conservation Department for recycle.

Plastic Drink Bottles and Aluminum Cans

Designated collection bins have been placed in the common kitchen areas, Conference Rooms and other designated areas for the co-mingled collection of plastic drink bottles and aluminum cans. Please empty all containers before disposal. **These bins are not to be used for drink cups.**

Cell Phone Recycling

The Conservation Department is accepting your old cell phones and accessories for recycle / reuse. The phones will be refurbished or dismantled for recycle of the recovered metals and plastic components in compliance with EPA guidelines.

Recycling Works!

In 2007 we collected for recycle on campus

240,640 Pounds Office Paper

38,700 Pounds Cardboard

6,240 Pounds Beverage Bottles & Cans

