

# RECYCLING IN THE OFFICE

## RECYCLABLE ITEMS THAT DO NOT GO IN A BIN:

**CARDBOARD:** Flatten, then place next to a recycling bin

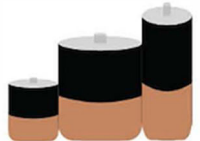
**BATTERIES & SMALL ELECTRONICS:** Submit a work order to the Facilities Resource Center at [seattleu.edu/facilities/request-services/](http://seattleu.edu/facilities/request-services/)

**STYROFOAM:** Put white blocks from product shipments next to a recycling bin. Put packing peanuts in a bag or box & place next to a recycling bin

**CONFIDENTIAL DOCUMENTS:** Talk to someone in your department about where your confidential recycling bin is located

**REUSABLE ITEMS (office supplies and equipment, clothing for donation, and food):** Submit a work order with your item's information to the Facilities Resource Center at [seattleu.edu/facilities/request-services/](http://seattleu.edu/facilities/request-services/)

**PLASTIC FILM PRODUCTS:** Do the Stretch test: If you can stretch the plastic easily with your thumb it is most likely recyclable. Collect the stretchable plastic, consolidate it into another plastic bag & submit a work order at [seattleu.edu/facilities/request-services/](http://seattleu.edu/facilities/request-services/)



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