

## Cardboard



**BULK BIN**

## Paper



**LARGE BIN**

## Aluminum Cans & Plastic Bottles



**A&P BIN**

Item	Condition?	Where Does it Go (UNM)?
Aerosol Can	Empty and punctured (to release pressure) Partially full and/or NOT punctured (under pressure)?	A/P bin  <a href="#">Environmental Health and Safety</a>
Aluminum Can	Free of contents... Partially full?	A/P bin Trash bin or empty and place in A/P bin
Aluminum Foil	Clean (no fats, oils or grease) Soiled?	A/P bin Trash bin
Battery	Damaged? Small quantity (fits in a shoe box) More than fits in a shoe box	<a href="#">Environmental Health and Safety</a> Box or bag, label for 'recycle' and add to nearest Large bin <a href="#">Recycle work order request (fees are applicable)</a>
Binder	Option #1 Option #2	Donate to a local school or other organization Trash bin
Bottle (food/beverage)	Free of contents... Partially full?	A/P bin Trash bin or empty and place in A/P bin
Can (food/beverage)	Free of contents... Partially full?	A/P bin Trash bin or empty and place in A/P bin
Candy bar wrapper	All	Trash bin
Cardboard	Emptied and flattened!	Nearest basket truck, laundry cart or steel cage
Cassette Tape	All	Trash bin
CD	All	Trash bin
Cell Phone	With UNM Property Tag	<a href="#">Complete a UNM Surplus: App Tree Disposal Request Form</a>

	No UNM Property Tag	Donate, take it to your favorite electronics/computer store, or drop off at the City of ABQ Eagle Rock Convenience Center
Chip Bag	All	Trash bin
Clothing	Good condition	Donate to Lobo Reclaim or your favorite thrift store
	Torn, stained, or otherwise poor condition	Trash bin
Compact Fluorescent Lamp (CFL) bulb	Small quantity (fits in a shoe box)	Box or bag, label for 'recycle' and add to nearest Large bin
	More than fits in a shoe box	<a href="#">Recycle work order request (fees are applicable)</a>
Confidential Document Shredding	Option #1	<a href="#">Adelante document destruction</a>
	Option #2	<a href="#">Shred It</a>
	Option #3	<a href="#">Iron Mountain</a>
DVD	All	Trash bin
Electronics	UNM property tag? YES...	<a href="#">UNM Surplus: App Tree Disposal Request Form</a>
	UNM property tag? NO...	<a href="#">Option #1: Recycling work order request (fees are applicable)</a> <a href="#">Option #2: Drop off at UNM Recycling Yard (free)</a> <a href="#">Option #3: Take it to your favorite electronics/computer store or City of ABQ Eagle Rock Convenience Center</a>
Energy Bar Wrapper	All	Trash bin
Film (plastic)	All	Trash bin
Floppy Disk	All	Trash bin
Fluorescent bulb/tube (whole)	Small quantity (< 30 pcs.)	<a href="#">Maintenance work order request</a>
	30 or more pcs.?	<a href="#">Recycling work order request (fees are applicable)</a> . Must be boxed and labeled: label must include location/origin, quantity, date of 1st bulb collected.
Fluorescent bulb/tube (broken)	Small quantity (fits in a shoe box)...	Trash bin
	More than fits in a shoe box?	<a href="#">Collect using a VWR glass disposal box.</a>
		<a href="#">Recycle work order request (fees are applicable)</a>
Food Waste/Organics	Any	Trash bin
Freezer	Clean and dry	<a href="#">Special Activities work order request</a>
Glass (food/beverage)	Free of contents	
	Small quantity (< 6 pcs.)	A/P bin
	6 or more pieces?	Collect separately
		<a href="#">Recycle work order request (fees are applicable)</a>
Glass (laboratory)	Free of contents	
	Previously contained a P-listed chemical?	<a href="#">Environmental Health and Safety</a>
	Never contained a P-listed chemical...	<a href="#">Collect using a VWR glass disposal box.</a> <a href="#">Recycle work order request (fees are applicable)</a>

Glass (broken)	Small quantity (fits in a shoe box)	Trash bin
	More than fits in a shoe box?	<u>Collect using a VWR glass disposal box.</u>
		<u>Recycle work order request (fees are applicable)</u>
Grocery Bag (Paper)	Free of contents	Large bin
Hardbound Book	Small quantity (< 20 pcs.)	Large bin
	More than 20 pcs.	<u>Recycle work order request (fees are applicable)</u>
Household Hazardous Waste	UNM department	<a href="#">Environmental Health and Safety</a>
	Personal	<a href="#">CABQ.gov</a>
Inkjet Cartridge	Small quantity (fits in a shoe box)	Box or bag, label for 'recycle' and add to nearest Large bin
	More than fits in a shoe box	<u>Recycle work order request (fees are applicable)</u>
Junk Mail	Must be clean and dry	Large bin
Kitchen Appliance	Must be clean and dry	
	Light weight (< 35 lbs.)	<u>Recycle work order request (fees are applicable)</u>
	More than 35 lbs.?	<u>Special Activities work order request</u>
Light Bulb (incandescent)	Small quantity (< 6 pcs.)	Trash bin
	More than 6 pcs.	<u>Recycle work order request (fees are applicable)</u>
Magazine	Must be clean and dry	Large bin
Metal	Must be clean and dry	Large bin
	Small quantity (fits in a shoe box)	Box or bag, label for 'recycle' and add to nearest Large bin
	More than fits in a shoe box	<u>Recycle work order request (fees are applicable)</u>
Microfilm	All	Trash bin
Newspaper	Must be clean and dry	Large bin
Office Appliance	Must be clean and dry	
	Light weight (< 35 lbs.)	<u>Recycle work order request (fees are applicable)</u>
	More than 35 lbs.	<u>Special Activities work order request</u>
Packing Peanuts/Air Pillows	All	Trash bin
Paper	Must be clean and dry	Large bin
Paper Shredding	Must be bagged	
	Small quantity (< 55 gal.)	Large bin
	55 gal. or more	<u>Recycle work order request (fees are applicable)</u>
Paperback Book	Small quantity (< 55 gal.)	Large bin
	More than 55 gal.	<u>Recycle work order request (fees are applicable)</u>
Paperboard/Chipboard (e.g. cereal and tissue boxes)	Must be clean and dry	Large bin
Phone Book	Must be clean and dry	Large bin
Pipette Tip Tray	Small quantity (< 12 pcs.)	A/P bin
	12 pcs. or more	Must be bagged <u>Recycle work order request (fees are applicable)</u>

Pizza Box	All	Trash bin
PLA (Polylactic Acid)	All	Trash bin
Plastic Bag/Film	All	Trash bin
Plastic Container (#1-7)	Free of contents	A/P bin
Plastic wrap	All	Trash bin
Pyrex (glass)	Free of contents	
	Small quantity (< 3 pcs.)	Trash bin
	More than 3 pieces?	
		<u>Collect using a VWR glass disposal box.</u> <u>Drop-off at RY facility</u> <u>Recycle work order request (fees are applicable)</u>
Red Solo Cup	All	Trash bin
Refrigerator (Mini or Full Size)	Must be clean and dry	<u>Special Activities work order request</u>
Steel Cans	Free of contents	A/P bin
	Partially full?	Trash bin or clean out and place in A/P bin
Sticky Notes	All	Large bin
Styrofoam	Free of adhesive labels or tape	Large pieces can be collected loose; small pieces should be bagged
	White foam only (no colored foam)	Option #1 - Schedule a pick up from The Foam Recycler Option #2 - Drop off at RY facility Option #3 - Drop off at Styrofoam drop off box (link)
Tin Can	Free of contents	A/P bin
	Partially full?	Trash bin or clean out and place in A/P bin
Toner	Small quantity (< 6 pcs.)	Box or bag and label for 'recycle' then place in a large bin
	More than 6 pcs.	
		<u>Option #1 - Drop off at RY facility</u> <u>Option #2 - Request a pick up: Recycle work order request (fees are applicable)</u>
Transparency	All	Trash bin
UPS Battery	All	<u>Option #1 - Drop off at RY facility</u> <u>Option #2 - Request a pick up: Recycle work order request (fees are applicable)</u>
Video Tapes (VHS)	All	Trash bin
Wooden Pallet	All	<u>Option #1 - Drop off at RY facility</u> <u>Option #2 - Request a pick up: Recycle work order request (fees are applicable)</u>