

UO Zero Waste Program Materials Handling Guide



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UO Zero Waste Program Contacts

For all customer service requests contact CPFM Work Control Center: 541-346-2319

Other Contacts:

Zero Waste Program Manager: 541-346-1545

Zero Waste Operations Manager: 541-346-0961

Material Handling, Office Cleanouts, Reusable Office Supplies: 541-346-5275

Zero Waste Events Services: 541-346-2354

Residence Hall, Dining/Kitchens, and Family Housing: 541-346-0929

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:

recycle@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.
- 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.



**CORRUGATED
CARDBOARD**

**FLATTEN &
RECYCLE IN
"CARDBOARD ONLY"
BINS OUTSIDE**

- Cardboard like material (ie: cereal boxes) are paperboard and should be recycled with the paper recycling
- All cardboard containers must be broken down and flattened
- All cardboard must be taken to outside collection locations
- ***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***



Collection Category: Paper

Paper includes:

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



PAPER
OFFICE PAPER
NEWSPAPER
PAPERBOARD
MAGAZINES

USE WISELY



PAPER = TREES



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
 - Containers must be 6oz. or larger



GLASS
METAL
PLASTIC
BOTTLES &
JUGS ONLY

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 landfill item.

Collection Category: FOOD SCRAPS ONLY

Compost includes:

- Cooked food and food discards
 - Fruit
 - Vegetables
 - Meat & Bones
 - Baked Goods
 - Dairy
 - Eggs & Shells
- Stalks
- Stems
- Rinds
- Peels
- Cores
- Husks



**FOOD
SCRAPS
ONLY**

NO - PAPER, PLASTIC, CUPS, CARTONS,
UTENSILS, TO-GO CONTAINERS,
or ITEMS LABELED COMPOSTABLE

Extra details:

- Food Scrap Collection at the University of Oregon is located in: food prep areas in campus dining halls, cafes, and department kitchens only. There is no public collection.
- Individuals or departments can participate in the Voluntary Food Scrap Collection Program (see below)
- Departments can order [Zero Waste Events Services](#) to ensure catered events collect recyclables and Food Scraps
- Drink Cartons (gable top), milk and juice boxes and paper towels, are contaminants and are not recyclable and should not go in Food Scraps collection

Voluntary Office Food Scrap Collection Program

In order to collect Food Scraps in areas where there is no central collection, the UO Zero Waste Program offers a Voluntary Office Food Scrap Collection 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 labeled for Food Scraps Only. It is the responsibility of individuals/departments to centralize and service these bins to a Food Scraps collection container on the building loading dock.



Cups

Cups, lids, and straws are not accepted in any collection category. All cups, lids, and straws belong in the Landfill. There are no cups currently accepted in any recycling services locally. Cups are a source of contamination in recycling and Food Scrap collection.

GO REFILLABLE! and bring your own beverage container to eliminate waste. Always ask if discounts are offered for refillable containers.



UO Zero Waste Sorting Guidelines

Campus Sorting Guide

UO RECYCLES



GLASS
METAL
PLASTIC BOTTLES
PLASTIC JUGS

- PLASTIC BOTTLES = OPENING SMALLER THAN BASE
- PLASTIC JUGS = HAVE HANDLES
- NO FOOD OR LIQUID





PAPER
OFFICE PAPER
NEWSPAPER
PAPERBOARD
MAGAZINES

- BOOKS, NOTEBOOKS, PRINTED MATERIALS OK
- STAPLES, PLASTIC WINDOWS, ADHESIVE STRIPS, AND METAL SPIRALS OK
- NO FOOD OR LIQUID



CORRUGATED
CARDBOARD

- BREAK DOWN CORRUGATED CARDBOARD 
- FLATTEN AND MOVE TO OUTSIDE BIN 
- NO FOOD OR LIQUID OR PIZZA BOXES



TRASH

ALL ITEMS NOT LISTED ABOVE

1) CUPS! CUPS!! CUPS!!!



2) TO-GO WASTE



3) **EVERYTHING** ELSE



TRASH
IN THE
RECYCLING
DESTROYS RECYCLING!

FOR RECYCLING HELP TEXT A PICTURE OR QUESTION TO 541-999-4173

UO Campus Construction Standards

As campus undergoes new construction and campus renovations, the UO Zero Waste Program has implemented construction standards for projects that include: waste recovery in demolition and building process; 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 planning any campus construction projects.



Other Non-Routine Services

Zero Waste Event Services for 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 the [Lost and Found Program](#).

University of Oregon Police Department
2141 E. 15th Avenue
Eugene, Oregon 97403
541-346-3232
found@uopd.org

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.

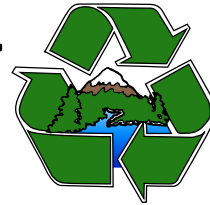
The key can be accessed through the English Department located on the first floor of PLC. Bring reusable items you no longer need and set them in the designated area. The UO Zero Waste Program keeps the area organized and records savings from avoided costs of purchasing new items. The office is closed from 12-1PM daily. Please do not leave any items at the English Department office.



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, etc)

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

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

Comprehensive list of what can be recycled at UO

<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). For more information on hours or anything else call CPFM Operations customer service at 541-346-2319.

Items can be posted or found through: surplus.uoregon.edu

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.

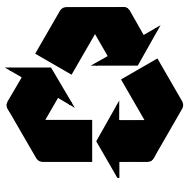
Block Styrofoam Collection

The following buildings have totes for Block Styrofoam on building loading docks/garbage areas:

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

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.



RECYCLING
SO SIMPLE, IT WORKS!

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)
- 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 follows:

- Any single-use disposable plastics (straws, forks, spoons, knives)
- Coffee Pods (Keurig, Nespresso and other brands)
- Floppy disks
- Tyvek envelopes
- Video Cassettes and cases

Junk (Bulk) Mail

Departments often get unsolicited mail that includes items for staff/faculty, who no longer are at the department or the university. Contact UO Printing Services at 541-346-3794, to order “stop the junk mail” postcards to assist in reducing and eliminating unwanted mail.

Date:

To Whom It May Concern:

This letter is to inform you that I no longer wish to receive your publication. Please remove my name from the mailing list.

PLACE MAILING LABEL HERE

Thank you,

Laboratories

Laboratories are typically locked and recycling must be hauled by lab staff, to the nearest public Zero Waste station. Besides materials accepted in public collection, labs can recycle clean petri dishes as well.

Instructions for recycling clean petri dishes:

- Bag 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:

<http://www.ctx-xerox.com/uof/>

Light Bulbs

Incandescent (old household type) and LED light bulbs are landfill items and do not require special handling. CFL’s and Fluorescent tubes require special handling. Contact CPM 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 determine recyclability 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)
- Padded envelopes
- Petri dishes (clean, please bag as seen under [Laboratories](#) on page 15)
- Phone books
- 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>

UO Zero Waste Program Email: recycle@uoregon.edu

