

UM RECYCLE RIGHT GUIDE -- what can & cannot be recycled at UM:

OFFICE PAPER that can be recycled (put in the **OFFICE PAPER** cart)

Please bag shredded paper!

- White and pastel stationery, ledger, notebook, and computer paper
- Envelopes (opened only)
- Magazines and glossy paper: we sort them into separate bins

NEWSPAPER (put in the **NEWSPAPER** cart)

- Newspapers and enclosures

CARDBOARD – place cardboard between the bins.

Please flatten cardboard boxes yourself!

ALUMINUM & TIN (STEEL) CANS (in the **ALUMINUM & 1, 2 PLASTIC** cart)

- Aluminum cans
- Clean aluminum foil
- Tin cans & lids-rinsed, but labels can remain

PLASTIC BOTTLES -- what we can recycle (in the **ALUMINUM & 1, 2 PLASTIC** cart)

Please remove lids & rinse!

- #1 (PETE) - look on the bottom of the container
- #2 (HDPE) -look on the bottom of the container

Plastic that we cannot recycle -- colored #2 plastic, and any other number of plastic

Phone Books, Bound Books, Spiral Binders: Please leave these items next to the recycling bins

Rechargeable Batteries: Bag and leave by bins. UM does not accept other batteries. Please dispose of these in the trash or through a program like Battery Solutions www.batteryrecycling.com/Categories/iRecycle+Kits/195

E-WASTE

UM sends all electronics (including cell phones) to a reputable recycler. No E-waste is sent to the landfill. We collect all E-waste, and Information Technology takes usable, spare parts. Then E-waste is stored and sent to a recycler twice a year.

Please contact Work Order Desk (406-243-6091) for pick up.

LIGHT BULBS

The custodial staff replaces all fluorescent light bulbs and brings the dead bulbs to UM Recycling to be crushed and recycled. If you have compact fluorescent bulbs that you would like recycled, **DO NOT LEAVE THEM BY THE BINS!**

Please contact Work Order Desk (406-243-6091) for pick up.

NOT ACCEPTED: Please note what we do NOT recycle at UM. Removing these items from the recyclables takes a lot of our work crews' time and increases costs of the program. So please **DO NOT** put these in the bins.

- GLASS
- Scotch Tape
- Coated Paper (wax, foil, fax)
- Fluorescent Papers
- Kleenex/paper towels
- Astro-Brite Papers
- Paper and Styrofoam cups
- Unopened Junk Mail
- Non-plastic milk/juice cartons

QUESTIONS, Contact: Edi Stan, Recycling Coordinator [UM Recycling](#) 243-5795

Emergency / supplemental pick up call Work Order Desk. (406-243-6091)