Green Cleanout Guide
- FL1, FL2, FL3 -

To support your spring cleaning efforts prior to this year's Building Inspection, a designated area will be available with separate bins for you to discard the following categories of "Hard-to-Recycle" items:

- General Electronics
- Obsolete Media & Technology
- Books
- FreeCycle (Reusable office supplies)

This guide aims to help you answer the following two questions about the work-related items you wish to get rid of:

1. Is the item I want to discard recyclable?
2. Which recycling bin should I put it in?

Locations of Recycling Stations
FL1: First Floor, Loading Dock Area (FL1-1032)
FL0: First Floor, Loading Dock Area (FL0-1074)

Dates Recycling Bins will be Available: 5/19 - 6/16

Questions or Requests?
Contact at Sustainability@ucar.edu or ext. 8549
General Electronics

Individuals should contact their Division Property Administrator (DPA) prior to disposing of any tagged property, as required in Policy 5-9, Property Management Policy.

Computers & Equipment
- Monitors
- Towers/CPUs
- Printers/scanners
- Laptops
- Speakers
- UPS units
- Large misc. computer equipment
- Keyboards, mice, cables

Printer Cartridges
- Ink jet and laser jet printer cartridges

Copiers & Fax Machines
- Fax Machines
- Desktop Copiers
- Large Copiers

Small Electronic Items
- PDA's, iPads, tablets
- Digital Cameras

TVs, VCRs, DVD Players
- TVs
- Consoles
- VCRs/DVD Players
- Satellite Boxes

Small Plastic Appliances
- Must have cords or batteries
- NO vacuum bags, glass, or food/liquid residue

**Note:** Appliances that are at least 50% metal should be placed in the Scrap Metal Bin.
Media & Tech Recycling

**Purpose:**
- Safely and securely destroy old data
- Reduce the negative impacts associated with the disposal of obsolete technology

**Accepted Materials:**
- **Media:** CDs, CD-Rs, CD-RWs, DVDs, Blu-ray, 3.5” and 5.25” floppy disks, zip and jazz disks, and cases
- **Tapes:** VHS, audio cassette tapes, DAT, DLT, Beta, and Digibeta
- **Computer Drives:** Hard drives, zip, jazz, floppy, CD-ROM, DVD drives, and jump drives
- **Film:** Black and White film only. Please do not include color film. Photographic film negatives, instant film, sheet film, Advanced Photo System, slides, Disc film, 110, 126, 127, 120/220
  Black and white or undeveloped only: Motion picture film, film reels, Super 8, 8mm, 9.5mm, 16mm, 35mm, 70mm
  Medical x-ray, industrial x-ray, lithographic, micro film, microfiche
- **Miscellaneous Items:** AC chargers, modems, routers, headphones, adaptors, boards, and chips
The following types of books should be placed in the designated "Books" recycling bin:

- Hardcover books
- Paperback books
- Office Manuals

The items listed below must all be placed in the regular, Single-Stream recycling bins:

- Magazines
- Brochures
- Catalogs
- Phonebooks
- Notebooks
- Journals
FreeCycle

FreeCycle is NCAR and UCARs reusable office supply exchange program.

Common Items Donated Include:

- Folders
- 3-ring binders
- Desk Organizers
- Ergonomic Items, such as foot rests, monitor risers, etc.
- General Supplies: pens, staplers, calculators, tape dispensers, whiteboards, etc.
- Functioning electronics & accessories
- Usable paper products
- And much more!
Single-Stream Recycling

A Friendly Reminder:
These types of materials can all go together in one bin

- **Paper & Cardboard**: Newspapers, magazines, envelopes, cardboard
- **Commingled Containers**: Empty & rinse, do not flatten. Place caps in trash.
  - Balled aluminum foil
  - Drink containers
- **Plastic Bottles, Tubs, Jugs & Jars**: Empty & rinse, do not flatten.
  - Attached plastic caps OK on empty plastic screw-top bottles, jugs and jars.
  - Place lids in trash.
Your Recycling Efforts Make a Difference!
Thank You!

- UCAR/NCAR currently diverts 68% of its waste from the landfill by recycling and composting. The average diversion rate for businesses in Boulder is only 28%.

- Each ton of recycled paper can save 17 trees and 380 gallons of oil.

- Recycling one million laptops saves the energy equivalent to the electricity used by more than 3,500 US homes in a year.

- In 2013, nationally, we recycled and composted 87 million tons of waste. Annually, this eliminated more than 187 million tons of CO2 equivalent emissions, which is comparable to removing the annual emissions from over 39 million passenger vehicles.

Questions or Requests?
Contact us at Sustainability@ucar.edu or x8549