

**Recycling Guidelines for Departments Moves**  
**Auburn University Waste Reduction & Recycling Department (WRRD)**  
[www.auburn.edu/recycle](http://www.auburn.edu/recycle) 844-9461 [aureuse@auburn.edu](mailto:aureuse@auburn.edu)

**Mixed Paper**

Each department may place a work order to have 95 gallon mixed paper recycling bins delivered. Contact the Help Desk by calling 844-4357 to place a work order and request up to 6 bins. Call 844-9461 to have the bins emptied. These bins will be available for 1 month, after that time the bins will be removed and the work order closed. Below is a list of what can/cannot be placed in the mixed paper recycling bin:

**Yes:**

Copy paper	Newspaper
Brochures	Magazines
File Folders	Junk mail
Phone books	Envelopes
Softcover books	Sticky notes
Shred (clear bag)	Stapled paper

**No:**

Cardboard	Styrofoam
Hanging folders	Plastic
3-ring binders	Aluminum
Binder clips	CDs
Hardcover books	Food
Confidential Documents	

**Binders & Binder Clips**

Binders and binder clips should not be placed in recycling bin. Please put binders and binder clips in a box from your office beside the bin. The binders will be given away to students at the start of each semester.

**Cardboard**

Use the blue Cardboard-only dumpsters located beside trash dumpsters. Remove inner packaging and flatten all boxes.

**Confidential Documents/Shredding**

Confidential document shredding is held quarterly. WRRD cannot store confidential documents. A special shred day can be arranged for departments if there are over 100 boxes. Shredding is approximately \$3.00 a box. In order to participate in the quarterly shred date, your department must submit a Certificate of Records Destruction to John Varner at least 72 hours prior to the scheduled date. Attach a copy of your approved form on the lead box to be shredded. If help is needed, submit a work order (844-4357) to have the boxes transported (labor fees apply).

**Electronic Waste (non-inventoried property)**

E-waste, such as old cables, CDs, DVDs, VHS, floppy discs, slide carrousel, and film WITHOUT an AU Property tag can be recycled through WRRD. All equipment with (or without) an AU Property tag that was purchased with AU funds must be sent to Surplus Property. For more information, contact William Capps, Surplus Property Manager at 844-4984. Depending on the volume of E-waste, WRRD can bring a 95 gallon bin for these items. Request an E-waste bin while placing the work order. If the amount is small, a box from your office can be used.

**Furniture & Equipment**

All furniture and equipment with (or without) an AU Property tag that was purchased with AU funds must be sent to Surplus Property. Contact William Capps, Surplus Property Manager at 844-4984.

**Excess Trash**

Larger trash receptacles can be provided by WRRD with three extra liners. These trash bins must be serviced by the office occupant or department personnel. Neither WRRD nor custodial staff will service these trash bins.

**Copper Wire (or other valuable metals)**

Request a bin on the work order to collect the copper wire, aluminum shavings, etc. or use a small box from your office.