



Recycling at the U

FAQs (Frequently asked questions)

How do I get a recycling bin in my office?

Talk to your custodial crew staff leaders (ask a custodial member if you're not sure who that is) about getting a bin in your office; your custodial crew is responsible for placing and maintaining the bins in their assigned buildings.

I don't see a recycling bin in some of my classes; what should I do?

Classrooms should all have recycling bins for paper; if you don't see a place to recycle paper, talk to your custodial staff and let them know which classroom is missing a bin.

Why isn't there recycling in all of the conference rooms on campus?

Recycling quads for conference rooms are very expensive, and costs add up quickly. While we are working to increase the number of quads, all buildings should have recycling for mixed paper, office pack, and plastics 1 and 2 (receptacles are usually located on a building's main floor).

Why aren't there recycling bins outside?

Historically, recycling bins at the U are often contaminated with food or other waste when placed outdoors. This leads to greater expense for the recycling crew and less material being recycled.

What is the schedule for recycling?

Main campus recycling is put out on Thursday evening, and picked up on Friday morning.

How do I find out if my recycling or waste pickup is changed or cancelled? What happens during holidays?

On the instances where holidays fall on Thursdays or Fridays, recycling is generally waived and resumes the following week. Recycling is usually waived at least once over the winter holiday break. The best (and fastest) way to find out if your building's schedule has changed is to talk to a member of your custodial crew.

Does anyone pick up the small bins in my office, or should I empty them into the larger bins myself?

The custodial crew should be picking up the little waste bins that are in individual offices, but may be missing bins within offices which are locked or have their doors closed. If you would like someone to empty your recycling bin without accessing your personal office, you may always place the bin outside of your office in the hallway.

How do I recycle toner cartridges?

Recycling and Waste Management will pick up empty toner cartridges from your office. Please save the original boxes from the cartridges and place the empty cartridge back inside to avoid messes. Call Recycling and Waste Management once you have collected at least 5 cartridges.

How do I recycling hazardous and/or chemical waste containers and batteries?

Environmental Health and Safety ([EHS](#)) is responsible for recycling both batteries and containers that have held chemicals or hazardous materials. To have materials picked up, you must request a Lab Management System (LMS) account and go through a [hazardous materials pickup training](#). The training is to ensure that you prepare containers and materials for pickup in ways that protect you and any others handling the materials. Please note that pickups can take up to 10 business days.

How do I recycle electronics?

For any electronic devices that are University of Utah property, you must contact Surplus and Salvage (801.581.7917) for instructions on retiring the device. For personal property, you may drop off electronics at one of the annual electronics recycling events on campus or go to a recycling kiosk at Best Buy.

How do I recycle glass?

Glass recycling is only offered on Guardsman Way in the south west corner of the Steiner Complex parking lot. If you live on or near campus and would like to learn more about glass recycling, contact Momentum Recycling for information on recycling locations and curbside service.

How do I compost on campus?

While Facilities Management, the Recycling Coordinator, and the Office of Sustainability strongly encourage people to compost, the University of Utah does not currently have the resources or space to enact a campus-wide composting program. Many people compost in their offices as part of their Green Team activities, and will trade off bringing compostable materials home to personal bins. Talk to your Green Team coordinator to learn more about ongoing composting efforts. Don't have a Green Team? Learn how to start one [here!](#)

What should I do if I want documents to be shredded?

University Archives and Records Management is responsible for shredding important and/or sensitive documents. They may be reached at 801.581.8242.

Have more questions about recycling and waste management on campus? Contact Joshua James (Main Campus Recycling Coordinator) at 801.581.5173.