OFFICE WASTE SORTING GUIDE

Paper Recycling = Blue Deskside Bin*

- Copy/office paper
- Envelopes
- Books
- Magazines
- Post-it notes
- Stapled paper

- Paper with food
- Waxed paper
- Stickers
- Bubble wrap
- Tissues/paper towels
- Carbon paper

Landfill = Black Mini Bin** (Which You Take Out to The Hallway Landfill Bin)

Plastic Recycling = Bottles Bin at Hallway Recycling Stations

Metal Recycling = Cans Bin at Hallway Recycling Stations

Cardboard = Break Down and Place by Hallway Recycling Station

* Custodians empty these once a week. Paper only please!

** Custodians are only responsible for emptying deskside recycling bins.
FAQ’s

Why deskside bins?
Deskside bins encourage recycling!
More recycling = a greener Clemson.

Why is the mini bin for trash so small?
Most office waste items are recyclable, and the landfill items tend to be small. If you have a large landfill item, such as a non-recyclable takeout food container, that can go directly into the hallway bin (it’s a good way to take a break and stretch your legs).

What do I do with food waste?
Putting food in the deskside bin can create a dirty smelly mess. So, depending on your building, food waste should go in the compost bins or hallway landfill bins.

Why do I have to empty my own garbage?
It's good for Clemson! You will probably only have to empty the mini bin once or twice a week, which you can do during one of the many times you leave your desk.

If you have more questions, please visit www.clemson.edu/recycling or email recycle@clemson.edu