

## Where to Discard on SJSU Campus

<u>Item</u>	<u>Use</u>	<u>How to get rid of it</u>			<u>Notes</u>
		iService Request ( <a href="http://admtma.sjsu.edu/">http://admtma.sjsu.edu/</a> )	Inter-departmental Mailing (ex. 0010)	Other	
Batteries	Recycle	Yes	Yes	Various locations on campus (see table below)	All battery types.
Cardboard	Recycle	Yes	No		Cardboard boxes should be flattened and left next to a paper recycling container in your office area, where they will be picked up by the custodians for recycling.
Computers	Recycle	Yes	No	Fill out and submit a <a href="#">Property Survey Form [PDF]</a> to the Property Coordinator, Extended Zip 0042. For pick-up, contact Recycling/Moving Services via iService.	Erase information before discarding.
Food Waste	Compost	No	No	CCCAC garden has a compost area where students can take their food waste during volunteer hours (Wed 10-1pm or Fri 10-2pm).  Off campus, canned food donation (NOT expired): Second Harvest Food Bank 750 Curtner Ave, San Jose, CA 95125 (408)266-8866	Contact CCCAC garden for more information. <a href="https://as.sjsu.edu/cccac/index.jsp?v_al=cccac_garden">https://as.sjsu.edu/cccac/index.jsp?v_al=cccac_garden</a>  *More info to come Fall '18 semester
Lightbulbs	Recycle	Yes	No		All lightbulb types.
Mixed Paper	Recycle	Yes	No		FD&O provides all campus faculty and general fund staff with a cardboard deskside recycling container for the collection of mixed office paper. Large paper recycling containers are also

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					provided for departmental mail and copy rooms.
Packing peanuts	Reuse or Recycle	Yes	Yes	Place in sealed plastic bag. Place in recycling bin.	To be reused, peanuts must be clean.
Pallets	Reused or Recycled	Yes	No		Good Condition: Reused by FD&O or by SJSU's Shipping department.  Not reusable: Placed in the wood recycling bin.
Scrap Metal	Recycle	Yes	No	Bring to the metal collection bin at the FD&O Corporate Yard (located at the corner of 10th Street and San Fernando).	Fluids must be drained from equipment before recycling.  Examples: Outdated or broken equipment, automotive parts, chain link fence, desks, water heaters, bed frames, light fixtures, bookshelves and other old metal furniture not suitable for re use, pipes, etc.
Sharps and/or old medications	Recycle	No	No		*Providing a bin at the Health Center is in progress
Surplus property	Reuse or Recycle	Yes	No	Fill out and submit a <a href="#">Property Survey Form [PDF]</a> to the Property Coordinator, Extended Zip 0042. They will send a pick-up request form to FD&O.  Off campus donation: <a href="#">Furniture/Equipment Re-use Program</a>	This includes large items that are no longer needed by a department, including vehicles, computers, furniture, and office equipment.

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				Can donate to, or acquire an item from them. To donate material to a non-profit organization, please contact the Property Office (408- 924-1595).	
Wood	Recycle	Yes	No	Departments that generate large amounts of wood items should request temporary bins for collection by submitting an e-mail to <a href="mailto:recycle@sjsu.edu">recycle@sjsu.edu</a> .	Scrap wood should be brought to the wood collection bin at the Facilities Development and Operations (FD&O) Corporate Yard (located at the corner of 10th Street and San Fernando).
OFF CAMPUS RECYCLING	Donate, Reuse, or Recycle	No	No		See <a href="http://www.recyclestuff.org">www.recyclestuff.org</a>

For more info: <http://www.sjsu.edu/fdo/departments/maintops/operations/recycling/info/index.html>

<b>Universal Waste Battery Collection Container Locations on SJSU Campus</b>					
1	CCB	Central Classroom Bldg.	NUFS admin office, copier room	Jeanie	4-3111
2	FDO	CY-B	Central Stores	Jeremy Taylor	4-1948
3	COE	Engineering Bldg.	Central Services	Neil Peters	4-3967
4	SWH	Student Wellness Center	244	Corina Wilson	4-6134
5	FDO	CY-B	Lockshop	Andrew Measles/Howard	
6	ART	Art Bldg.	101B	Jordon Shepard	4-4357
7	HGH	Hugh Gillis Hall	HGH 126	Fred	4-4541
8	SU	Student Union	SU-1806	Eyedin Zonobi	4-6246
9	WSH	Washington Square Hall	WSH 115, CDR	Bruce/Ingrid	4-5350; 5453; 800-533-8414
10	DH	Duncan Hall	DH 435	Randy Kirchner	4-5004