

**UNIVERSITY OF MINNESOTA, MORRIS**  
**RECYCLING GUIDELINES**

**PLASTIC**

Numbers 1 through 7 (*excluding #6 which is Styrofoam*)  
Please Rinse All Containers and Remove All Caps

**TIN**

Please Rinse, Remove Paper Labels  
Remove Tops & Bottoms

**ALUMINUM**

NO Aluminum Foil Please

**GLASS**

Please Remove Covers & Rinse  
No Ceramics or Window Glass

**GLOSSY MATERIAL**

Posters  
Magazines  
Catalogs

**BOUND MATERIAL**

Phone Books  
Text Books  
Including all Categories of Paper

**CARDBOARD**

Corrugated Boxes  
Brown Paper Bags  
Brown Envelopes  
Bright & Dark Colored Non Glossy Paper  
No Soft Drink Cartons or Coated Cardboard  
No Food Contaminants (i.e. pizza boxes)

**NEWSPRINT**

Newspapers with all Inserts  
U Register, Update, UMM to You etc  
No Rubber Bands Please

**OFFICE LEDGER**

Yellow & Pastel Forms  
Yellow & Pastel Legal Pad Paper  
Telephone Message Slips  
Letterhead Paper  
Tablet & Note Paper  
Non-coated Fax Paper  
Post-It-Notes  
All Computer Paper  
NCR Paper  
White & Pastel Envelopes Including Windows  
Factory Wrappers from Reams of Paper  
File Cards

***DOES NOT INCLUDE THE FOLLOWING***

Carbon Paper  
Blue Print Paper  
Coated Fax Paper  
Food Wrappers & Containers  
Tissue Paper  
Rubber Bands

***STAPLES DO NOT HAVE TO BE REMOVED***

**HAZARDOUS MATERIALS**

Batteries  
Spent Aerosols  
Fluorescent Tubes  
Mercury Vapor Lamps  
Sodium Vapor Lamps  
Metal Halide Lamps  
Ballasts for All Lamps

Please Save for Future Reference  
*Refer Questions to Mick Rose ext. 6115*