



AUBURN UNIVERSITY

Waste Reduction and Recycling

To submit a work order, call 334-844-4357

For questions or to have bins serviced, call 334-844-9461

OFFICE CLEANOUT GUIDE

Mixed Paper

- Copy Paper
- File Folders
- Junk Mail
- Newspapers, magazines
- Paperback, softcover books
- Paperboard

No plastic or non-paper products

Six bin maximum
30-day maximum

Confidential Papers

Shredding of University documents is available through Facilities Management.

Fee for service

Shredding

Shredded paper must be placed in clear bags for pickup.

Hardcover Books

Only fill these recycling bins halfway for service.

Cardboard

Empty, flatten and place cardboard in cardboard only dumpsters.

Landfill

- Padded envelopes
- Paper towels, tissues
- Stickers
- Styrofoam
- Trash or garbage

Fee for service

Bottles and Cans

Plastic bottles, aluminum cans, and steel cans should be recycled in designated bins located in your building's common areas and break rooms.

Binders

New or used binders can be placed in a box next to your office cleanout bin for pickup. Binders are donated to students.

Plastic Film

Collect bubble wrap, air pillows, grocery bags, case overwrap, and pallet wrap in clear bags and set by your office cleanout bin for pickup.

Toner and Ink Cartridges

Place empty toner and ink cartridges in designated recycling bins.

Electronics

All electronics purchased with University funds must be sent to Surplus Property for recycling.

Batteries

Please contact:

Office of Sustainability
sustain@auburn.edu
334-844-7777

Risk Management & Safety
fremms@auburn.edu
334-740-1267