**What Truman Recycles:**

**Cardboard**
- Corrugated cardboard only.
- Please flatten and stack cardboard. Drop-off sites are available by most dumpsters on campus.

**Newspapers**
- Can be tied with a string, put in paper bags, placed in a cardboard box or placed loose in newsprint containers.
- **Note:** Advertising supplements that come in the newspapers can stay with the newspapers when recycled.

**Mixed Office Paper**
- Can be tied with string, placed in cardboard box or paper bags or placed loose in mixed office paper containers.
- **Acceptable**
  - Computer paper
  - Typing paper
  - Writing paper
  - Photocopy paper
  - Envelopes
  - Light pastel colors
  - File folders
  - Unwanted residential mail
  - Staples

**Magazines**
- Only slick or shiny magazines and catalogs accepted.
- **Examples**
  - Time, Newsweek, National Geographic, Catalogs, Etc.

**Shredded Paper**
- All shredded paper must be in bags and tied securely.
- **Acceptable**
  - White paper
  - Colored paper
  - Any paper that can be placed in mixed office.

**Cans**
- All aluminum cans are acceptable. Please rinse the cans and remove labels if possible.

**Printer Cartridges**

**Plastic Bottles and Jugs**
- Check the bottom of the container for the recycling logo. Inside the logo is a number identifying the type of plastic. Generally, plastics accepted for recycling at Truman are #1 and #2 only.
- **Containers must be rinsed.**
- Caps and lids may be left on.
- **Acceptable**
  - Milk jugs
  - Juice jugs
  - Food containers
  - Detergent bottles
  - Shampoo bottles
  - Butter containers
  - Bleach jugs
  - Yogurt containers
  - PET containers

**Hard Books**
- Can be placed in book recycle containers or placed with papers.
- **Acceptable**
  - All books
  - Spiral binders
  - Books with glued ends

**Simple Things You Can Do**
- Use both sides of your paper. (Recycle paper after use.)
- Encourage your students to use both sides of their paper - both for drafts and papers they turn in.
- Recycle your newspapers, magazines, hard books, soda cans and plastic bottles.
- Use e-mail for notices.
- Write to remove your name from “junk” mail lists. Go to http://www.newdream.org/junkmail/

Truman’s Recycling Center is located in Building 4 of the Dulaney/Baldwin Complex off LaHarpe across from the rappelling tower at the south end of campus.

Contact Howard Worcester, recycle coordinator, at 785.7672 for more information.