

# Deskside Bin Recycling Guideline



THE INSTITUTE FOR  
**STEWARDSHIP**  
OF THE NATURAL WORLD  
JAMES MADISON UNIVERSITY.



## Thank you for your commitment to our environment!

JMU Recycling has greatly expanded its capabilities in support of your efforts.

### These items can be put into deskside bins:

**White Paper**  
any color ink  
**Mixed Paper**  
colored paper  
newspaper  
magazines  
paperboard  
catalogs  
sticky notes  
envelopes (including those with windows)



Plastics  through  any color

**Cardboard**  
small amounts of  
corrugated cardboard  
Clean Pizza Boxes



Clean Boxed Lunch Box  
Aluminum, Tin & Steel Containers  
Batteries all

Toner & Print Cartridges  
in grocery bags (paper or plastic)  
or in their original box  
Glass Bottles any color



### These can be picked up by calling 568-6074:

Cardboard large amounts  
Electronics Waste  
Metal Products  
Wire  
CFLs  
Wood & Wood Products



### These items are NOT eligible for recycling:

Transparencies  
Candy Wrappers  
Wet Paper  
Used Tissues  
Used Paper Towels  
Dirty Pizza Boxes  
Styrofoam Cups or Packaging  
Waxed Paper, Cups or Cartons



After the recycling has been collected, it is taken to JMU's off-campus recycling warehouse where it is sorted by hand.

To order deskside bins, please contact your building coordinator. Deskside bins may only be placed in offices, not common areas. For information on recycling bins for common areas, lounges, etc., please call 568-6074. No more than five total food and beverage containers in a deskside bin. Food residue, liquids and trash contaminate the recycling. Contaminated bins cannot be collected!

### Questions?

Please contact the Office of Recycling/Integrated Waste Management at 568-6074 or [recycle@jmu.edu](mailto:recycle@jmu.edu). For comments or suggestions about JMU waste minimization and environmental stewardship, e-mail the JMU Institute for Stewardship of the Natural World at [stewardship@jmu.edu](mailto:stewardship@jmu.edu).

