



Date Created:	8.25.2009
Category:	Building
Revised:	
Approved by COO:	9.15.2010

Subject: Recycling

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Purpose: To ensure that all UPI employees are informed of UPI’s recycling program.

Policy: UPI participates in Waste Management’s Recycling Program. There are recycling bins in all of the kitchen areas, with a larger recycling bin in the first floor lunch room.

Procedures: Please be sure to rinse any items before placing into the bins. There are locked containers throughout the building for sensitive document shredding.

RECYCLE

- Glass bottles and jars
- Plastic bottles
- Aluminum and tin cans
- Cardboard boxes
- White and colored paper
- Newspaper
- Books
- Magazines
- Junk mail
- Envelopes
- Brochures and pamphlets
- Coated paper
- Computer printouts
- Carbonless receipts
- Manuals with glue bindings
- File folders

TRASH

- Candy wrappers
- Carbon paper
- Carpet or cloth
- Food soiled cardboard
- Food or any organic waste
- Liquids
- Plastic bags and saran wrap
- Plates or dishes
- Used paper cups and paper plates
- Used paper towels
- Used tissues
- Waxed cardboard
- Waxed paper
- Wet or soiled paper
- Styrofoam

Do not need to be removed before recycling:

- Wire & Plastic Spirals, Staples, Post-It Notes, Paperclips & Stamps

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.