

## CAES Recycling Program

Occupants of CAES are encouraged to recycle in accordance with LEED™ design principles.

- Recycling bins for mixed recyclables are located in the CAES Staff Lounge, Teton and Snake River Conference Rooms.
- Recycling bins for paper are located in each of the Business Centers.
- Recycling bins for mixed recyclables are located in each office in addition to a garbage bin. Custodians will empty each office bin on a regular schedule.
- For larger volumes of recyclable materials, occupants may use the recycling dumpster located outside the northwest corner of the building.

### Recyclable Materials:

- Plastic bottles and containers coded 1-7 for recycling
- Plastic bags
- Aluminum cans, foil and food containers
- Steel cans
- Office paper including dark colors, light colors, staples, and binder clips
- Paper plates and microwaveable popcorn bags
- Shredded office paper in *clear* plastic bags including strip or cross cut paper

**NOTE:** *Micro shred classified documents May Not be recycled.*

- File folders including hanging file folders
- Newspaper, phonebooks, magazines, and glossy paper
- Brown paper bags
- Corrugated cardboard boxes (flatten and place outside office)
- Lids to plastic and glass bottles
- Cardstock
- Paper board cereal, cracker, microwaveable meal boxes, and milk and juice cartons that are completely empty and that do not have a shiny or waxy surface.

### Non-recyclable Materials:

- Glass
- Wax-lined cups and other combined materials (e.g., Mylar or aluminum on plastic)
- 3-ring binders
- Hard cover text books
- Plastic bags that you cannot push your finger through
- Plastic transparency sheets
- Empty paint and aerosol cans
- Medical waste
- Styrofoam
- Micro-shred classified documents
- Paper board cereal, cracker, microwaveable meal boxes, and milk and juice cartons that have a shiny or waxy surface
- Any otherwise recyclable material with food contamination.