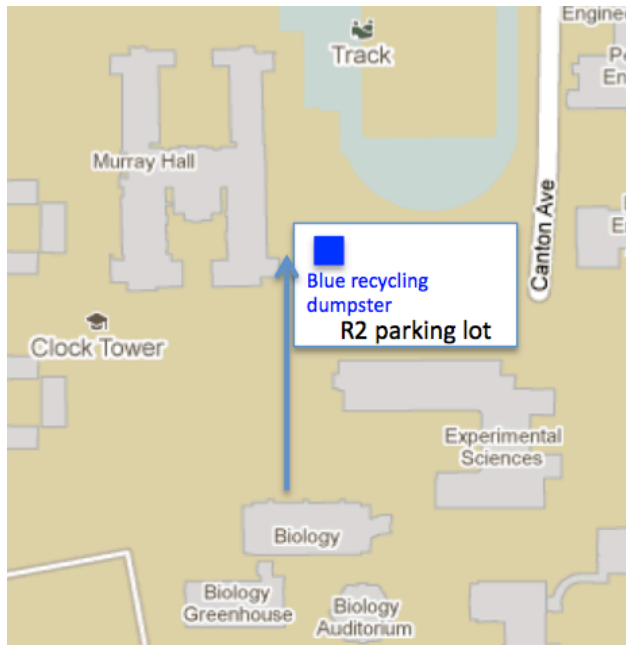


TTUAB CARDBOARD RECYCLING PROTOCOL 2016-2017

Cardboard is stored on the first floor in the Department of Biological Sciences in the west stairwell. It is in the hallway between the loading dock and the main office. The cardboard is kept in a black, transportable bin.



On Friday, the individual who signed up for the cardboard recycling is responsible for transporting the collected cardboard to recycle bin next to Murray Hall (dumpster is next to that building in the R2 parking lot and in close proximity of our Department).

NOTE: You must check the cardboard recycling bin periodically during the week you sign up. If the bin is full or almost full, it is your responsibility to take the cardboard recycling to Murray Hall and then do it again on Friday.

Obtain the key for the cardboard recycling dumpster from Ms. Pat Moore.

Types of cardboard that can be recycled:

- Corrugated Cardboard – any brown box used for shipment
- Pasteboard – if the box is not shiny and you can easily tear it, then it is most likely pasteboard (e.g. dinner boxes, tissue boxes, shoe boxes, etc)

How to prepare cardboard for recycling:

- Tear off any plastic address labels
- Make sure the box is dry and unsoiled (e.g. no pizza boxes)
- Break it down if this has not been done yet.

Directions for Transport:

- Please e-mail the Michaela Halsey when you have completed your task (michaela.halsey@ttu.edu).
- Either wheel all the cardboard out at once, or do multiple trips.

If the cardboard dumpster near Murray Hall is full (this has only occurred once), please make arrangements to take the cardboard to the cardboard compacter at the Health Sciences Center.

If you have any questions, don't hesitate to ask the Recycling Committee! Committee members' email: michaela.halsey@ttu.edu (other members not yet selected)