

# quick start guide to desk side **RECYCLING** USING THE MINI-BIN SYSTEM

## THE MINI-BIN SYSTEM

### PICK-UP SCHEDULE

Your office mini-bin system will be emptied **once per week**.\*

\*You will be notified of specific timing by Custodial Services.

### ABOUT THE BIN



The black mini-bin is for your **TRASH**.

The blue bin is for **MIXED PAPER**.

#### **NO FOOD HERE**

These bins aren't lined so please take food waste to the centralized bins in order to avoid yucky odors & pests!

### OKAY for blue bin:

- White & colored paper
- Newspaper
- Paperboard
- Paper grocery bags
- Magazines
- Envelopes
- Phone books
- Post-it notes (Tear off the sticky portion—that part is trash.)
- Paper with staples (Staples are easily removed during recycling.)



### NOT OKAY for blue bin:

- Milk cartons
- Wax paper (This includes the waxed outer covering of paper reams.)
- Used paper products (e.g. tissues, used napkins)
- Photos & photo paper
- Adhesive paper such as stickers, or the sticky portion of Post-it notes
- Paper clips or plastic book bindings (Remove these first.)



### TIPS FOR TRASH REDUCTION

- Switch to reusable items whenever possible.
- Use coffee mugs instead of paper or styrofoam cups.
- Use tupperware for lunch brought from home instead of disposable containers.
- Recycle your mixed paper in the blue bin and your bottles/cans in the central bin locations.

### CENTRALIZED BINS FOR TRASH

To eliminate potential pest problems and odors, put food waste in your office's centralized bins. These bins are larger and are usually located in a central area such as a lobby, copy room, etc. These bins will be emptied daily.

### ALUMINUM, GLASS & CARDBOARD RECYCLING

Bins for can and bottle recycling are usually located in the same area as the centralized trash bins. (See above.) Cardboard boxes, etc. should be broken down and placed near the above-referenced centralized bins. These bins will be emptied about once-a-week.

## SERVICE & SUPPORT

Want to order additional waste pick up services? Contact the Customer Support Center.

#### **CUSTOMER SUPPORT CENTER**

24 hours a day, 7 days a week  
tel. 530-752-1655  
email: om-customers@ad3.ucdavis.edu

Questions about services? Contact the R4 Recycling Main Office.

#### **RECYCLING MAIN OFFICE**

Hours: M-Th 10AM – 2PM  
tel. 530-752-7456  
fax 530-754-9895  
recycling@ucdavis.edu

#### **LIN KING PROGRAM MANAGER, R4 RECYCLING**

tel. 530-752-6970  
lking@ucdavis.edu

## ADDITIONAL RESOURCES

Go to the R4 website for more information about Zero Waste Events & Office Cleanout Programs:

<http://r4.ucdavis.edu>

Go to the Facilities website to download these guides:

**Custodial Customer Service Guide:**

[http://facilities.ucdavis.edu/bldg\\_grnds/custodial](http://facilities.ucdavis.edu/bldg_grnds/custodial)

**An Event Planner's Guide to Buildings and Grounds:**

[http://facilities.ucdavis.edu/bldg\\_grnds/](http://facilities.ucdavis.edu/bldg_grnds/)