

Office Item Disposal

There are many types of chemical and non-chemical wastes used in offices, and disposal can be more complicated than throwing everything in the trash can for disposal at the local landfill. This fact sheet provides disposal guidance for some of the most commonly used office items.

Adhesives: Solvent-based adhesives (e.g., rubber cement) are often regulated as a “hazardous waste” when disposed, and **must** be disposed via EHS. Water-based adhesives (e.g., Elmer’s glue) may be disposed after spreading thinly on a piece of cardboard and drying completely.

Aerosols: Dispose in Used Aerosols drum.

Batteries: Common alkaline batteries can be disposed in trash. Rechargeables, button batteries and other special batteries should be returned to the supplier you purchased new ones from, or disposed via EHS.

Circuit Boards/Computers and Other Office Equipment: Contact Surplus Property for disposal.

Duplicating Fluid: This material is flammable and must be disposed via EHS.

Ink Jet Cartridges: The recycling program for Ink Jet cartridges is administered by Publication Services. Contact Steve Peters for details.

Light bulbs/Fluorescent Light Tubes: Must be placed in designated containers.

Liquid Paper and Associated Thinners: Many types of correction fluid and associated thinners are flammable and must be disposed via EHS. However, once the containers are empty they may be thrown away in the ordinary garbage. Departments are encouraged to use water-based, non-toxic formulations.

Magnetic Media (diskettes, video, and audio tapes): These types of materials may be discarded as ordinary trash. Contact EHS for assistance if you have nitrocellulose-based tape.

Paints: Oil-based and undried latex paints must be disposed by EHS.

Paper: There is a recycling program for office paper at UNO that is administered by the Director of Landscape and Environmental Services. Contact Jim Veiga for details.

Sharps (razor blades, tacks, pins): These items may be placed in trash **after** being sealed in a puncture-resistant container (such as a small cardboard box) and labeled as “Sharps.”

Toner Cartridges: Dry toner and empty toner cartridges are not regulated as a hazardous waste and may be disposed as trash. However, these items should be sealed in heavy plastic bags before being placed in trash to protect custodial workers from fine dust. Departments are encouraged to participate in a toner cartridge recycling program where empty cartridges are returned to the vendor for refilling.

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