Campus Operations

**Paper**
Designated with BLUE are available in most parts of campus.

**Plastic & Cans**
Designated with Yellow are available in most part of campus.

**Trash**
Non-recyclable material designated in Grey or Black are available in most parts of campus.

**Ink & Toner Cartridges**
Used ink and toner cartridges can be taken to the Office of Finance for disposal.

**Batteries**
Designated recycling containers are available in PAH copy room (ground floor) & SIH Faculty Mail room (ground floor).

**Used Clothes**
Check with Student Life as during some times of the year they collect these for the needy.

**Confidential Documents**
Documents may be placed in the red locked box in the copy room (PAH Ground floor). Documents are picked up monthly by qualifying entity.

**Glass**
Glass containers are available on Avda. del Valle, adjacent to PAH

**Off Campus**

**Punto Limpio**
All other items may be taken to the nearest Punto Limpio at Paseo Senda del Rey, 28040 Madrid