**University of Illinois: Surplus & Disposal Process**

**Surplus Warehouse**

1801 Orchard Drive, Urbana, IL 61801

E: uiucsurplus@uillinois.edu

O: 312-585-9171

**Zero Waste**

Daphne Hulse, Zero Waste Coordinator

E: dlhulse2@illinois.edu

O: 217-333-7550

**Waste Transfer Station**

10 St. Mary’s Road, Champaign, IL 61820

E: recycling@illinois.edu

O: (217) 333-4336

**Process for determining the end destination of an item procured through the University:**

1. **Is this product recyclable on the University of Illinois campus?**
	1. Campus’ Waste Transfer Station can recycle:
		1. Paper
			1. Office paper, newspaper, magazines, journals, envelopes, junk mail, ream wrappers, books, phone books, manila and file folders.
		2. Plastic #1 (PETE) and #2 (HDPE)
			1. A recycling stamp with a number should be located on the bottom of the product).
			2. Plastic #1 is typically glossy, rigid, clear or green, typically a liquid-containing bottle make up this type.
			3. Plastic #2 is typically a milky or solid color. Milk jugs, detergent bottles, and other liquid-containing bottles make up this type.
		3. Aluminum cans
		4. Cardboard
			1. Clean, dry, corrugated.
		5. Scrap metal
			1. Metal shelving, copper, scrap metal from demolition/construction.
2. **Is this product recyclable through its original manufacturer?**
	1. Determine the manufacturer of the product and inquire if they have their own reclamation program.
3. **Is this product reusable?**
	1. All reusable materials can be submitted to University Surplus.
		1. Campus units should have a FABweb representative who can request for items to go to Surplus. It would likely be the unit’s procurement department.
		2. Be sure to provide your FABweb representative with photos and dimensions of the items.
		3. Items approved for Surplus will need to be transported to the warehouse. This can be done in-house, or the Facilities & Services Moving Crew can be assigned to assist with this task with a WO.
4. **Would this product have value for the local Champaign-Urbana community?**
	1. With justification, Surplus can submit a request to CMS for approval of items (more successful with items less than $100 in value, no P-TAG) to be donated to local non-profits, schools, community centers, etc.