



# USC Sustainability Office Waste Disposal Guide

Please refer to the following procedures and USC contacts, for established best waste handling, disposal, recycling, and diversion practices.

**Request a Recycling Bin:** Email Gina Whisenant at USC Facilities Management Services, [gwhisena@usc.edu](mailto:gwhisena@usc.edu). Or for any additional questions regarding recycling, and the removal of large or unusual trash items (i.e., lumber, bricks, glass, etc.), please contact the Customer Resource Center (CRC) for your campus:

University Park Campus – (213) 740-6833  
Health Sciences Campus – (323) 224-7001

Or visit the [FMS Service Request Page](#).



**Hazardous Waste Materials:** EH&S offers various types of hazardous waste containers upon request. For information on hazardous waste management and disposal procedures please view our [Hazardous Waste Disposal Recycling Chart and Fact sheet](#) (includes Chemical Waste Disposal Form, different free-of-charge bins that are provided, and types of waste)

To schedule a Hazardous Waste pick-up please fill out the [Pick-up Request Form](#), or for further information, and to request disposal supplies please contact [hazmat@usc.edu](mailto:hazmat@usc.edu) or call (213) 740-7215.

**Universal and E-Waste Materials:** Universal Waste including E-waste, that is not damaged should always be reused/recycled. EH&S offers free-of-charge Universal Waste Pick-up service for electronics and other Universal Waste items that can be requested by filling out the [Universal Waste Pickup Request Form](#). For certain qualifying, good working order items, Universal Waste can also be re-sold at USC's Surplus Sales. For details please view the [Universal Waste Management Fact Sheet](#), or contact [hazmat@usc.edu](mailto:hazmat@usc.edu) or (323) 442-2200.

**For Battery Recycling/Disposal: USC**

Environmental Health & Safety distributes large, pre-labeled battery recycling containers that can be found across UPC and HSC campuses., For more information and to find a container near you, view the EH&S [Battery Recycling Locations Fact Sheet and Map](#).

For batteries larger than D-size please request a hazmat pick-up online by filling out the [Universal Waste Pickup Request Form](#), or for more information contact [hazmat@usc.edu](mailto:hazmat@usc.edu).





**For Toner/Ink Cartridge Recycling:** USC Business Services has partnered with WeCare, Inc., to offer a convenient option for recycling used ink and toner cartridges by simply packaging and dropping in your department's outgoing mail, using the provided labels. For further information on procedures, and for a list of excluded items please visit [Mailing and Materials Management Services](#) or see the link below.

- [Mailing Labels](#)
- [List of excluded toner related items](#)

(Note Excluded Items include:

- Toner bottles, tubes, and tanks
- Printer ribbons or Dye cartridge
- Liquid ink tubes, bottles or jugs

For additional information please contact [mail7777@usc.edu](mailto:mail7777@usc.edu) or call (213) 821-1200)

**Check out USC's Surplus Store** located at 3427 S. Grand Avenue for used and in great condition:

- Furniture
  - appliances (microwave, hairdryer, coffeemaker)
  - bicycles, cars
- Check out USC Bookstore Eco-products including:
- 100% recycled notebooks, and printer paper
  - Bamboo fiber-based clothing