

Travis County Office Clean-Out Guide

At times our offices can accumulate unintentional clutter. This clutter can come from items we know shouldn't be thrown away. Here is a guide on what to do with those items to create a cleaner office space!

Recyclable Paper

Putting non-sensitive documents and paper products directly into the recycling bin is easier to do and improves recycling by extending the useful life of paper fiber. Only shred the documents with sensitive information.



Confidential Shredding

Shred files such as...

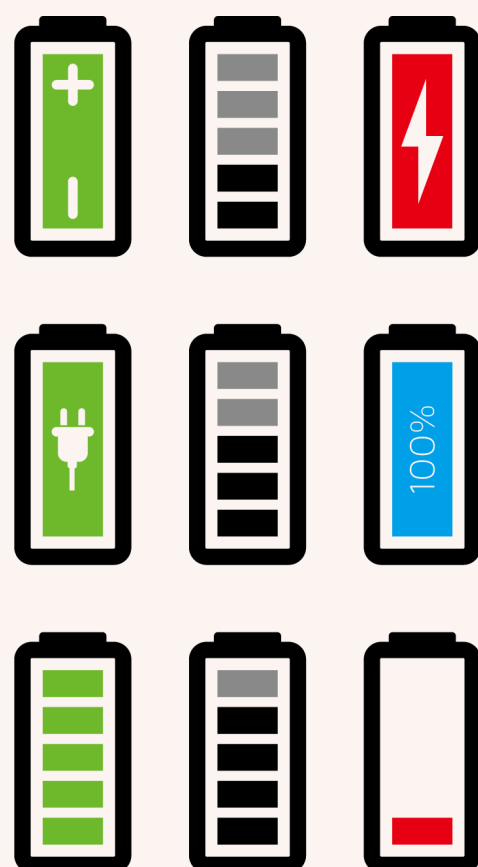
- Employee Pay Stubs
- Medical Records
- Tax forms
- Bank Statements
- Investment Transactions
- Documents with SSN#'s
- or Credit Card #'s



Batteries

When batteries lose their charge or ability to recharge, it's time to recycle them.

- Travis County has a Battery Ambassador program for recycling batteries
- [Register here](#) to become a Battery Ambassador for your office.



Ink/Toner Cartridges

Through printer cartridge recycling and reuse, you can make an impact. Join Travis County Toner

Ambassadors to decrease our GHG (Green House Gases) by recycling ink cartridges. The CO2 emission per cartridge is 3.2 kg.*

- Travis County has a Toner Ambassador program for recycling toner cartridges
- [Register here](#) to become a Toner Ambassador for your office.



Office Supplies

Many office supplies cannot be put into typical recycling bins, such as binders, staplers, and file holders. Give those items another life and save Travis County money by creating an office reuse space, or contribute them to the County Reuse Closet.

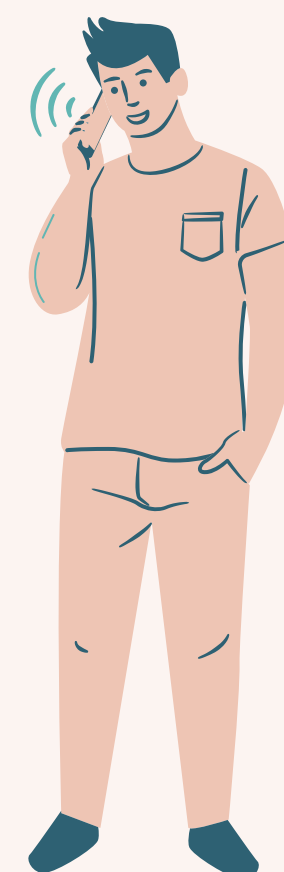
- Email conserve@traviscountytexas.gov for further information on items accepted.



For More Information

For more information on how to properly dispose of material in the county contact your Travis County Sustainability Team!

Email - Conserve@traviscountytexas.gov



*Cited from <https://energycentral.com/c/ec/ink-waste-environmental-impact-printercartridges>

