

**Recycling Procedure**  
*Volunteer Services*  
*Information Centre/Lost and Found*  
 Last updated: November 14, 2018



Items at the Information Centre/Lost and Found that are not claimed by their original owner shall be recycled according to the guidelines outlined in Tables 1 and 2 below.

**TABLE 1: Lost and Found Recycling Guidelines**

<b>Item</b>	<b>When received...</b>	<b>Length in our system<sup>1</sup></b>	<b>If not retrieved by owner...</b>
Eyeglasses (including reading glasses and sunglasses)	Entered into system and tagged.	1 month <sup>2</sup>	Removed from system and recycled.
Jewellery/watches	Entered into system and tagged.	1 month	Removed from system and donated to charity.
Phones, laptops, tablets, iPods, cameras	Entered into system and tagged. Try to contact owner using available information.	1 month	Removed from system and donated to charity.
Headphones, USB sticks, calculators, etc.	Entered into system and tagged. Try to contact owner using available information.	1 month	Removed from system and recycled.
Wallets and contents including ID cards, credit cards, bank cards, etc.	Entered into system and tagged. Try to contact owner using available information.	2 weeks <sup>3</sup> – 1 month	See Table 2.
Passports	Entered into system and tagged.	2 weeks – 1 month	Removed from system and mailed to the Passport Canada program.
Medical equipment	Entered into system and tagged.	1 month	Removed from system and given to Varsity Pharmacy for proper recycling.
Textbooks and other stationary	Entered into system and tagged.	2 weeks	Removed from system and donated to Bound & Copied.
All clothing (including gloves, hats, scarves) and bags (including backpacks)	Entered into system and tagged.	2 weeks	Removed from system and donated to charity.
Water bottles, coffee mugs, thermos	Entered into system and tagged.	2 weeks	Removed from system and donated to charity.
Residence keys	Entered into system and tagged.	5 business days	Taken to Residence Services in the Dining Centre.
All other keys	Entered into system and tagged	2 weeks	Removed from system and recycled.

<sup>1</sup> Items may be retained longer, depending on the availability of space.

<sup>2</sup> 1 month denotes 20 business days.

<sup>3</sup> 2 weeks denotes 10 business days.

TABLE 2: Wallet Contents Recycling Guidelines

Item	If not retrieved by owner...
Debit and credit cards	Cut up and thrown in garbage
Points, clubs, and membership cards	Cut up and thrown in garbage
Health insurance	Cut up and thrown in garbage
Birth certificates	Mailed to Service Canada
UCID cards	Taken to the UCID office in the Dining Centre on Fridays at noon
School IDs other than UCIDs	Cut up and thrown in garbage
SIN cards	Mailed to Service Canada
Driver's licenses	Mailed to a Service Alberta registry agent
Gift Cards	Donated to SU Volunteer Services
Money	Donated to the SU Campus Food Bank
Other (e.g. hotel key cards, parking passes, donor cards, etc.)	Cut up and thrown in garbage