

**Recycling Procedure**  
*Volunteer Services*  
*Information Centre/Lost and Found*  
 Last updated: November 20, 2019



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</b>	<b>If not retrieved by owner...</b>
Eyeglasses (including reading glasses and sunglasses)	Entered into system and tagged.	2 weeks <sup>1</sup>	Removed from system and recycled.
Jewellery/watches	Entered into system and tagged.	2 weeks	Removed from system and donated to charity.
Phones, laptops, tablets, iPods, cameras	Entered into system and tagged. Try to contact owner using available information.	2 weeks	Removed from system and donated to charity.
Headphones, USB sticks, calculators, etc.	Entered into system and tagged. Try to contact owner using available information.	2 weeks	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	See Table 2.
UCID Cards	Entered into system and tagged. Try to contact owner using available information.	Up to 1 week	Taken to the UCID office in the Dining Centre on Fridays at noon.
Passports	Entered into system and tagged.	2 weeks	Removed from system and mailed to the Passport Canada program.
Medical equipment	Entered into system and tagged.	2 weeks	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.	1 week <sup>2</sup>	Removed from system and donated to charity.
Residence keys	Entered into system and tagged.	1 week	Taken to Residence Services in the Dining Centre.
All other keys	Entered into system and tagged	2 weeks	Removed from system and recycled.

1. 2 weeks = 10 business days
2. 1 week = 5 business days

**TABLE 2: Wallet Contents Recycling Guidelines**

<b>Item</b>	<b>If not retrieved by owner...</b>
Debit and credit cards	Sent for confidential shredding.
Points, clubs, and membership cards	Sent for confidential shredding.
Health insurance	Sent for confidential shredding.
Birth certificates	Mailed to Service Canada.
School IDs other than UCIDs	Sent for confidential shredding.
SIN cards	Mailed to Service Canada.
Driver's licenses	Sent for confidential shredding.
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.)	Sent for confidential shredding.