# Recycling Infrastructure Guidelines for UBC Buildings

Updated March 17, 2017



campus + community planning



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

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### For more information contact:

Campus & Community Planning, Sustainability & Engineering UBC Building Operations, Superintendent of Custodial Services

### 1. Background

This document provides guidelines for the incorporation of recycling stations (also known as waste sorting stations) stations into both new and existing buildings at UBC Point Grey campus. These recycling stations allow waste to be recycled and composted, rather than disposed in landfill or incineration. UBC's Zero Waste Action Plan includes as a target 80% overall waste diversion by 2020, which will require all buildings across campus to include multi-stream recycling stations rather than stand-alone garbage receptacles.

A key requirement for success is to achieve consistency in recycling station design and signage across campus; thus it is essential that buildings and recycling stations be designed in accordance with this Guideline. Designs and specifications for recycling stations have been pilot tested and refined through several iterations.

### 2. Overview of Requirements

All public and occupied areas in UBC buildings need to be served by recycling stations, rather than standalone garbage cans. Where recycling stations are installed, the presence of standalone garbage cans undermines the intended function of the recycling stations and is to be avoided.

### 2.1. New Buildings

- All new buildings or major renewal projects are to include recycling infrastructure including recycling stations within the scope of the project.
- Drawings indicating recycling station locations, dimensions, and design drawings must be submitted, reviewed and approved by Campus & Community Planning/UBC Building
   Operations, Custodial Services to ensure conformance to this guideline, prior to issuance of building permit.
- Standard prefabricated/off the shelf stations that conform to UBC's requirements are recommended for consistency and maintainability (refer to Section 7). UBC Building Operations can provide information on current models.
- Alternatively, stations may be constructed as part of the project, for example built-in millwork.
   This may be most appropriate when there are architectural considerations such as custom selection of millwork colours and materials. However design must be in accordance with the specifications in this guideline (refer to Section 7).
- For buildings on the academic campus where waste is not collected by UBC Waste
   Management, these buildings are not required to conform to this guideline, however it is
   recommended that recycling stations are as consistent with the guidelines as much as possible,
   to achieve consistency across campus.

### 2.2. Existing Buildings

While this guideline applies to both new and existing buildings, existing buildings often have space constraints that affect placement and size of recycling stations. Stations should be installed to be consistent with this guideline to the extent possible.

Moving from typical practices in the past, the recommended strategy for an existing building is to consolidate multiple garbage can locations into a single recycling station location; this can avoid increasing custodial staff workload.

### 2.3. Approvals

As each building is different, siting and provision of recycling stations including built-in stations is to be reviewed by Campus & Community Planning, Sustainability & Engineering or Building Operations Custodial Services prior to finalization of plans and construction. This potentially saves considerable effort in addressing gaps or design issues later. Approvals should be obtained before building permit.

### 3. Placement and Number of Stations

### 3.1. General

On average, each recycling station can service approximately 1,000 m<sup>2</sup> of gross building floor space. When considering only occupied office spaces or classrooms, this area served may be significantly smaller. The number of stations may need to be adjusted up or down depending on the number of users and the size and capacity of stations.

Typical placement is against a wall. Stations should be located such that the front of the station, and therefore signage, is facing the majority of users.

Stand-alone garbage cans are to be removed from areas serviced by recycling stations.

Clearance must be sufficient to meet any Building Code and Technical Guideline requirements, and positioning of the station must not block fixtures or equipment such as fire alarm pulls, light switches, ventilation openings, etc.

### 3.2. Offices

- Individual offices have desk-side recycling and mini-garbage bins ("My Waste, My Responsibility" system), typically emptied by occupants into the nearest recycling station.
- o Recycling stations shall be within 25 m of all offices and on the same level.
- As per Table 1, food scraps and recyclable containers bins may optionally be omitted from an office station, provided these streams are provided at another station within 25 m (e.g., at a lunch room).

### 3.3. Classrooms and laboratories

- Recycling stations shall be located within 5 m (large classrooms or lecture halls) or 10 m (smaller classrooms) of the main classroom entrance, typically in the hallway.
- Stations shall normally not be positioned inside the classroom, and the classroom shall not include standalone garbage cans.

### 3.4. Lunch rooms and kitchenettes

- Recycling stations shall be located in the same room or within 3 m of the food preparation area, and this station shall include food scraps.
- As per Table 1, provided there is a paper recycling bin/station nearby, these spaces may optionally use a 3-stream station with the paper bin omitted, where space is constrained.

### 3.5. Lobbies and Concourses

 Recycling stations shall be situated such that most building visitors will be able to see at least one full-size station when entering or leaving the building through main entrances.

### 3.6. Commercial & Retail

- For public areas, recycling stations shall be situated such that most building visitors will be able to see at least one recycling station when entering or leaving the building through main entrances.
- For staff areas (back of house), recycling stations or bins must also be provided to ensure that
  waste that is collected by UBC is segregated into the correct streams. Bin or recycling station
  design is flexible depending on the needs of the operation, however the correct streams must
  be maintained, and signage provided that is consistent with the standard UBC system.
  Provision of UBC standard recycling stations and signage is recommended.

### 3.7. Residential (with collection by UBC Waste Management)

- This does not apply to buildings within UNA areas that are not serviced by UBC Waste Management.
- All new buildings shall be "zero waste ready": for new buildings with more than three
  residential levels, space shall be identified on plans for recycling stations on each residential
  level of the building, within 5m of elevators. This configuration has been shown to dramatically
  increase waste diversion and reduce contamination compared with central recycling rooms.
- Sizing of these stations must be sufficient to address resident needs, taking into account the number of residents and the frequency of collection from the stations.
- Where feasible, recycling stations shall be provided on each floor in the allocated spaces as described above. However if this is not initially feasible, centralized recycling room(s) with space for all streams as per Table 4 shall be provided until such time as stations on each level become feasible. In this case, adequate space must be allocated for potential future recycling stations on each level as described above.
- Centralized recycling areas shall be easy and convenient to access for residents, preferably at ground level, well-lit and ventilated.
- Common areas: as per section 3.1 and 3.5.
- Signage shall be standard UBC signage.

### 4. Recycling Station Configurations

Recycling stations are configured to collect waste in separate "streams" (refer to the sustain.ubc.ca recycling web site for detailed information on which materials are accepted in each stream.)

The following four waste streams represent the majority of operational waste generated on campus, requiring collection in most types of occupied non-residential areas. While 4-stream stations are required for most locations, in some cases, less streams may be provided. As per the table below, the streams marked Standard are to be provided at a minimum.

**Table 1. Primary Recycling Station Streams** 

Stream	Recycling Streams by Area Type S=Standard O=Optional			
	Public Areas¹ (4 streams)	(2-4 streams) Kitchenettes (3-4 (3-4)		Food Service Outlets & Dining Halls (3-4 streams)
Mixed paper	S	S	0	0
Recyclable containers	S	0	S	S
Food scraps and soiled paper	S <sup>3</sup>	0	S	S
Garbage	S	S	S	S

Other materials (for example, batteries or soft plastics) may also be collected in occupied areas, subject to availability of collection services. Refer to the sustain.ubc.ca recycling web site for more information on available programs.

<sup>&</sup>lt;sup>1</sup> Public Areas include building lobbies, hallways (especially near classrooms), larger lounges and study areas, and event spaces.

<sup>&</sup>lt;sup>2</sup> Offices are normally served by the Deskside recycling bin and mini-garbage bin. Food scraps are normally collected at adjacent lunch rooms or kitchenettes

<sup>&</sup>lt;sup>3</sup> There may be restrictions on food scraps receptacles in certain areas – for example, food-prohibited areas in libraries.

### 5. Space Provisions for Recycling Stations

Buildings must allocate space for recycling stations as described in Section 3, and identify these spaces on floor plans for approval. The following sections illustrate 4-stream recycling station footprint allowances (not to scale) based on area and station type. Minimum 30" clearance is required in front for custodial removal of bags or bins.

### 5.1. High Traffic Areas: Full Size Station "Type A"

- Higher waste volumes
- High visibility
- Example: ground floor lobby



### Footprint 110" 27" 30"

### 5.2. Constrained & Low Traffic Areas: Small Stations

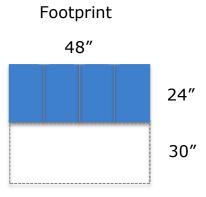
- Lower waste volumes
- Lower visibility
- o Example: office or lunch room

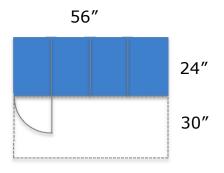


Small Station – Waste Watcher 23 gal "Type D"



Custom millwork small station (shown without covers)





### 6. Recycling Storage Areas

In addition to the four primary recycling streams listed earlier, each building requires storage for corrugated cardboard collection, and optionally a number of other materials depending on the building, as shown in the following table. Refer to the sustain.ubc.ca recycling web site for more information on available programs.

Table 2. Streams to be Stored for Collection

	Recycling Streams
	S=Standard O=Optional*
Mixed paper	S
Recyclable containers	S
Food scraps and soiled paper	S
Garbage	S
Corrugated cardboard	S
Electronics	0
Soft plastics	0
Styrofoam	0
Other	0

<sup>\*</sup>Collection of the Optional streams listed above is only provided at select locations by Building Operations.

For sizing and design of recycling and garbage storage areas, the Technical Specifications for Recycling and Garbage Amenities in Multi-family and Commercial Developments<sup>4</sup> provides general guidance. Refer to applicable UBC Technical Guideline sections for more information.

Storage spaces shall provide adequate ventilation, especially important given the need to store food scraps bins.

Outdoor storage areas shall be enclosed with fencing or other means to prevent access to recycling bins by the public.

<sup>&</sup>lt;sup>4</sup> http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/TechnicalSpecsStorageSpaceAccessRecyclingMulti-FamilyCommercialDevelopments.pdf

### 7. Specifications for Recycling Stations

Standard stations rather than custom millwork are recommended. Both full size and small standard prefabricated stations conforming to the UBC guidelines are normally available from UBC approved suppliers.

### 7.1. Standard Stations

### 7.1.1. Standard Full Size Stations - "Type A"

Contact UBC Custodial Services or Campus & Community Planning for more information.



### 7.1.2. Standard Small Stations - "Type D"

- Standard model is Busch Waste Watcher, 30"/23 gallon model.
- o Black bin bodies
- Lids:
  - Food scraps: solid lift lid, green
  - Recyclable containers: solid lift lid, grey
  - Paper: rectangular hole, blue
  - Garbage: solid lift lid, black
- Bins are bolted together OR mounted on a dolly for mobility (recommended)
- Integrated sign frame for standard UBC signage in portrait letter size format, as shown in picture.



### 7.2. Custom Full Size and Small Stations

Custom built recycling stations may be designed as part of new construction or major renovations, e.g. as part of millwork cabinetry. It is essential that these stations follow design specifications to ensure consistency with the UBC standard recycling stations. **Refer to the drawings in the following pages for detailed specifications.** 

Prior to designing the stations, confirm the locations and size (full size or small) as described in previous sections.

### Design elements that are essential to conform to the specifications:

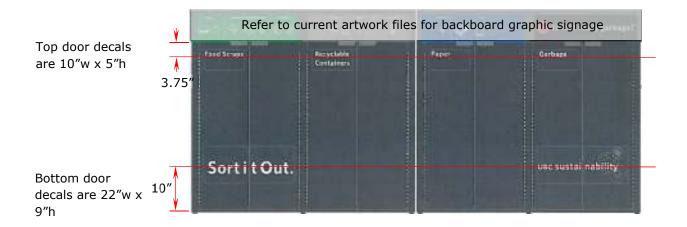
- Overall dimensions.
- Accommodates the appropriate recycling bins.
- Placement, shape and dimensions of cut-outs (openings for waste).
- Provision for mounting of standard UBC printed signage, including correct placement, mounting method, and dimensions.
- o Serviceability by UBC Custodial Services.

### Design elements with flexibility:

 Choice of panel and countertop materials and colours, provided they meet durability requirements and any other project and architectural requirements.

### 7.2.1. Signage

- Provision for mounting standard UBC signage is essential. Plastic-laminated printed signs affixed to doors or backsplashes are not sufficient.
- For full size stations
  - There are two signage dimension options 6.25" x 27" (full width of cabinet), or 11 x 17", both to be mounted in transparent frames mounted to the backboard or backsplash. See end of this document for example cut sheets for transparent sign frames.
  - Door fronts should include standard text and fonts as per the signage adaptation toolkit. "Sort It Out" and "ubc sustainability" branding is optional.
     See figure below for door signage information.



- For small stations
  - Signs are 8.5 x 11", also to be mounted in transparent frames mounted to the backboard or backsplash.
  - Door decals are not applicable.
- Refer to drawings and sign frame cut sheets provided later in this section.

Signage artwork files (including both graphics and text) can be found here: <a href="https://sustain.ubc.ca/campus-initiatives/recycling-waste/sort-it-out/resources">https://sustain.ubc.ca/campus-initiatives/recycling-waste/sort-it-out/resources</a>

### 7.3. Specification Drawings

The following pages include drawings for full size and small stations. Note that for the purpose of illustrating hole shapes and sizes, the covers are not shown on the perspective views.

Example cut sheets for transparent frames are also provided.

### **GENERAL NOTES**

- 1. MANUFACTURER TO SUBMIT SHOP DRAWINGS SHOWING CONSTRUCTION DETAILS, FINISH MATERIALS, GENERAL ARRANGEMENTS, ALL CONNECTIONS, ATTACHMENTS, HARDWARE, ETC. NO WORK SHALL BE FABRICATED UNTIL SHOP DRAWINGS HAVE BEEN REVIEWED AND APPROVED BY UBC CAMPUS + COMMUNITY PLANNING OR CUSTODIAL SERVICES.
- ALL FASTENERS TO BE CORRISION RESISTANT, EXTERIOR GRADE, AND NON-REACTIVE TO ADJACENT/CONTACT MATERIALS.
- ALL CABINET HARDWARE TO BE APPROVED BY CLIENT.
- 4. VERIFY ALL CONTAINER SIZES PRIOR TO FABRICATION OF MILLWORK. NOTIFY DESIGNER AND CLIENT OF ANY MAJOR DISCREPENCIES.
- WHERE MEMBERS ARE MITRED OR BUTTED, THEY SHALL BE JOINED AND SECURED IN A MANNER TO INSURE AGAINST THE JOINT OPENING.
- ALL FINISHED WORK SHALL AS FAR AS PRACTICAL BE FABRICATED, ASSEMBLED AND FINISHED IN THE SHOP AND DELIVERED TO SITE READY TO INSTALL IN PLACE.
- 7. ALL DIMENSIONS OF THIS DRAWING ARE +/-. MANUFACTUER TO MAKE CONFIRMATION AND ADJUST DIMENSIONS AS NECESSARY. NOTIFIY DESIGNER AND CLIENT OF ANY MAJOR DISCREPENCIES.
- 8. ALL THE WORK SHALL BE FABRICATED, ASSEMBLED, FINISHED AND ERECTED IN THE BEST METHOD KNOWN TO THE CABINET TRADE. SURFACES AND ARISES SHALL BE TRUE, STRAIGHT AND FREE FROM ALL MACHINE AND TOOL MARKINGS, CHIPS, INDENTATIONS OR ABRASIONS.
- MANUFACTURER TO PROVIDE TRADE STANDARD WARANTEE FOR ALL APPLICABLE ITEMS AND COMPONENTS.

### **Copyright Reserved**

The design illustrated is, and at all time remain the exclusive property of <u>JACKSON A SMITH (BRC+D)</u> and cannot be used or reproduced without written consent. Written dimensions shall have precedence over scaled dimensions. Manufacturers shall verify and be responsible for all dimensions and conditions on the project and BRC+D shall be informed of any variations from the dimensions and conditions shown on the drawing.

BLACK ROCK CONCEPTS + DESIGN

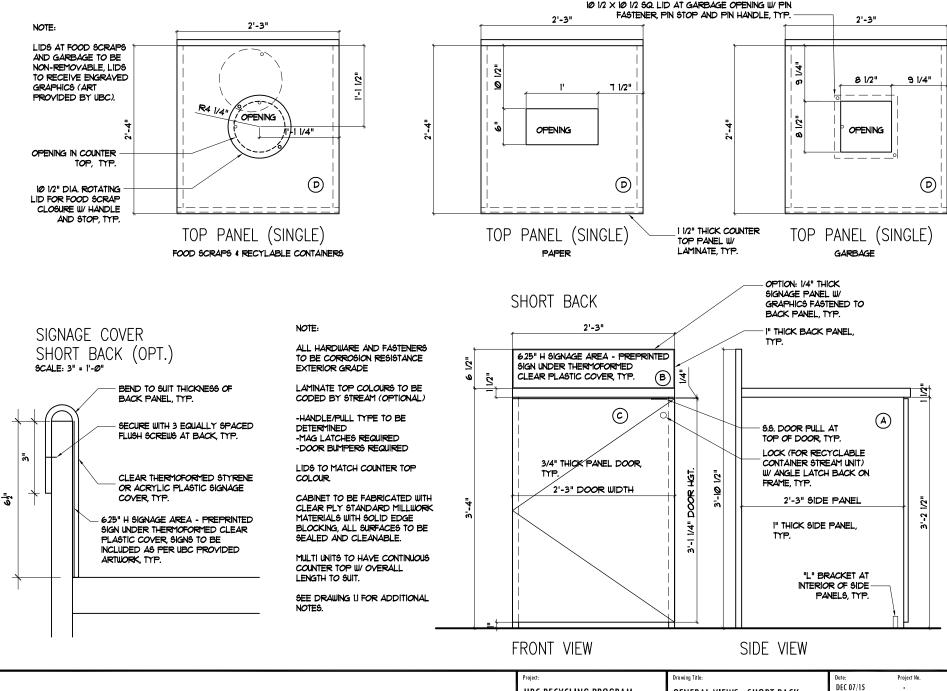
**UBC RECYCLING PROGRAM** 

Drawing Title:

MAR '16 Scale: Noted Project No.

Drawing No.

0.0



BLACK ROCK CONCEPTS + DESIGN

**UBC RECYCLING PROGRAM** 

GENERAL VIEWS - SHORT BACK COUNTER TOPS FULL SIZE RECYCLING STATIONS FOR SCHAEFER USD 35 CARTS DEC 07/15

Scale:
3/4" = 1'-0"
Drawing No.
JAS

1.0

SWING LID HARDWARE	PART
JCB - C BOLT	JCBN1440MR 40mm x 1/4" dia
HEXAGON LOCK NUT	HNLN21420VP 1/4 - 20
FLAT WASHER	PW214LB95
BREAK-OFF MACHINE SCREW	8-32 × 2"

### OPENINGS YARY (SEE DUG. 1.0 FOR DIMENSIONS OF OPENINGS)

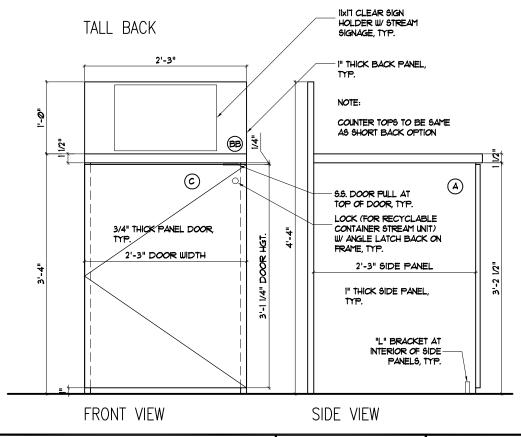
STREAM	COLOUR CODE REFERENCE (OPTIONAL)
FOOD SCRAPS	GREEN PANTONE 355C OR SIMILAR
RECYCLABLE CONTAINERS	LIGHT GREY CO, MO, YO, KGO
PAPER	BLUE PANTONE 30IC OR SIMILAR
GARBAGE	BLACK

CART/CONTAINER	HEIGHT	WIDTH	DEPTH
SCHAEFER: USD 35 CART	36.25"	22.75"	22.35"

MILLWORK PANELS	HGT/DPT	WIDTH	THICK
A (SIDE)	38.5"	2ד"	1"
B (SHORT BACK)	46.5"	27"	1"
BB (TALL BACK)	52"	דד2"	1"
C (DOOR)	37 <i>2</i> 5"	27"	3/4"
D (TOP - W/ LAMINATE)	28"	2ד"	1 1/2"

NOTE:

COUNTER TOPS SAME AS SHORT BACK STATIONS. SEE DRAWING 10.



BLACK ROCK CONCEPTS + DESIGN

Project:

**UBC RECYCLING PROGRAM** 

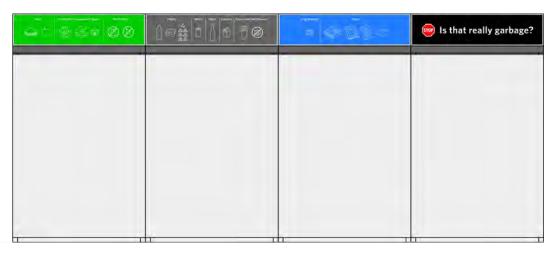
GENERAL VIEWS + NOTES
TALL BACK W/ 11x17 SIGNAGE
FULL SIZE RECYCLING STATIONS

FOR SCHAEFER USD 35 CARTS

= 1'-0"
By:

## Recyclable Containers Paper Is that really garbage?

FRONT VIEW (TALL BACK)



FRONT VIEW

### PERSPECTIVE VIEW (TALL BACK)



PERSPECTIVE VIEW

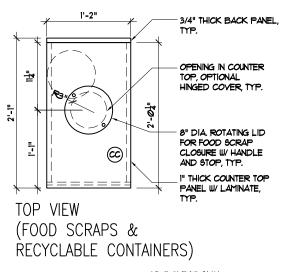


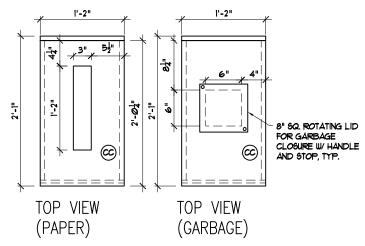
### BLACK ROCK CONCEPTS + DESIGN

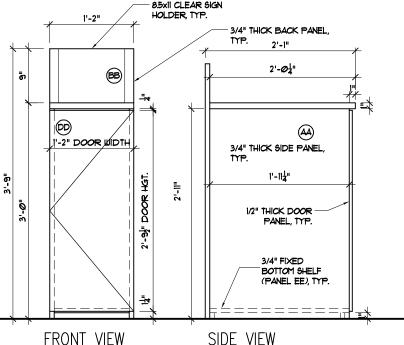
UBC RECYCLING PROGRAM

GENERAL + PERSPECTIVE VIEWS

FULL SIZE RECYCYING STATIONS FOR SCHAEFER USD 35 CARTS







### NOTE:

ALL HARDWARE AND FASTENERS TO BE CORROSION RESISTANCE EXTERIOR GRADE

LAMINATE TOP COLOURS TO BE CODED BY STREAM (OPTIONAL)

-HANDLE/PULL TYPE TO BE DETERMINED -MAG LATCHES REQUIRED -DOOR BUMPERS REQUIRED

LIDS AT FOOD SCRAPS, RECYCLABLE CONTAINERS, AND GARBAGE TO BE NON-REMOVABLE, LIDS TO RECEIVE APPLIED GRAPHICS (ART PROVIDED BY UBC).

DEPTH: OPTIONAL DEPTH OF 20" FOR SOME LOCATIONS (BIN \*3), CONFIRM WITH UBC CUSTODIAL

CABNET TO BE FABRICATED WITH CLEAR PLY STANDARD MILLWORK MATERIALS WITH SOLID EDGE BLOCKING, ALL SURFACES TO BE SEALED AND CLEANABLE.

### 3'-0" COUNTER HEIGHT

SWING LID HARDWARE	PART
JCB - C BOLT	JCBN1440MR 40mm x 1/4" dia
HEXAGON LOCK NUT	HNLN21420VP 1/4 - 20
FLAT WASHER	PW214LB95
BREAK-OFF MACHINE SCREW	8-32 × 2"

### OPENINGS VARY (SEE ABOVE FOR DIMENSIONS OF OPENINGS)

STREAM	COLOUR CODE REFERENCE	
FOOD SCRAPS	GREEN PANTONE 355C OR SIMILAR	
RECYCLABLE CONTAINERS	LIGHT GREY CO, MO, YO, KGO	
PAPER	BLUE PANTONE 30IC OR SIMILAR	
GARBAGE	BLACK	

### OPTIONAL BIN SIZES TO BE ACCOMODATED

	BIN	HEIGHT	WIDTH	DEPTH
1	RUBBERMAID: SLIM JIM	30"	11"	22"
2	BUSCH: WASTE WATCHER 28 gal	30"	11"	20"
з	RUBBERMAID: DESKSIDE 2957-73 (LRG)	19.9"	11"	15.25"

MILLWORK PANELS	HGT/DPT	WIDTH	THICK
AA (SIDE)	35"	23.25"	3/4"
BB (BACK)	45"	14"	3/4"
CC (TOP - W/ LAMINATE)	24.25"	14"	1"
DD (D00R)	33.5"	14"	1/2"
EE (BOTTOM)	23.25"	12.5"	3/4"

### BLACK ROCK CONCEPTS + DESIGN

**UBC RECYCLING PROGRAM** 

Drawing Title:
SMALL CUSTOM
RECYCLING STATIONS
GENERAL VIEWS

Date:
MAR '16

Scale:
3/4" = 1'-0"
Drawn By:





FRONT VIEW

BLACK ROCK CONCEPTS + DESIGN

UBC RECYCLING PROGRAM

SMALL CUSTOM RECYCLING STATIONS Date: Project No.
MAR '16

Scale: Drawing No.
NTS

MODEL VIEWS

1.2

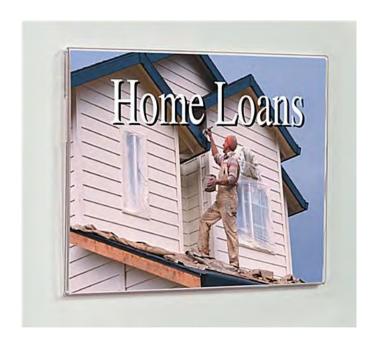
### **AllPosterFrames**

EXAMPLE SIGN FRAME CUT SHEETS

11 x 8.5 Acrylic Sign Holder for Wall, Horizontal, Side Insert - Clear

SKU: WM1185





Media Size: 8.5" x 11"

8.5" x 11" 8.5" x 14" (/P-4802/Acrylic-Sign-Holder-Affordable-Wall-Mount-Picture-Frame)

11" x 14" (/P-148/14-x-11-Horizontal-Sign-Frame-Economy-Print-Photo-Wall-Display)

 $11"\ x\ 17"\ (/P-9922/17-x-11-Plexiglass-Wall-Frames-Landscape-Orientation-Postings-Placards-Graphics)$ 

18" x 24"

20" x 30"

Orientation: Landscape

Landscape

Portrait (/P-144/8-5-x-11-Acrylic-Sign-Holder-High-Visibility-Economy-Signage-Displays)

- Acrylic Sign Holder
- Landscape Orientation
- Mounts to the Wall



Customizable With Your Logo!
This product can be imprinted with your custom logo.
Email artproducts@displays2go.com
(mailto:artproducts@displays2go.com?
subject=Request%20For%20Quote) for a quote.
Minimum quantities of 100 apply.

\$5.27 / Each (USD)

Add To Cart

★ Save to Wish List

### Description

11x8.5 Classic Poster Frame For Photo & Art Graphics

This classic poster frame for wall mounting is designed to hold an 11 x 8.5 letter sized graphic in landscape orientation. The ready made sign holders are made from clear acrylic for easy viewing and loading, and feature polished edges for added style. The economy plastic poster frame is displayed in landscape orientation for horizontal advertisements, messaging, signage or art displays. This type of easy-load side-insert framing is perfect for multiple postings in high traffic areas. A small, notched slot at the back of the enclosure works with a screw or nail. Double-sided tape strips come with the purchase for an alternative mounting option, making these frameless displays a perfect choice for installation in hallways, doorways, showrooms, or storefronts as well as in lobbies or office areas.

### **Specifications**

SKU	WM1185
Overall Width x Height	11.0" × 8.5"
Viewable Width x Height	11.0" x 8.5"
Material	Acrylic
Color	Clear
Placement Style	Wall Mounted
Media Size	8.5" x 11"
Orientation	Landscape
Loading or Door Style	Side Insert

### **Ordering Information**

In Stock

Order by 2PM Eastern Time US for same day shipping.

Case Pack

A packaging fee of \$10.00 per order will be applied to any order not placed in case denominations of 10 units.

Note: This fee is only applied once per order.

### **Reviews**

Browse reviews from customers who have already purchased this product.

 $\ensuremath{\bigcirc}$  This product has not been reviewed yet. Be the first.

☑ Write a Review (/Review/Write/145)

### **Questions & Answers**

▲ There have not yet been any questions asked. Be the first.

Feel free to ask a question about this product.

Ask 🛭

• For questions about stock, shipping, deliveries or customer service issues, please contact customer service (/ContactUs) directly.

### **IN STOCK**

Order in the next 11 mins and this item will ship today.

Quantity	Price Each (USD)
1 - 20	\$5.27
21 - 66	\$4.93
67 - 233	\$4.71
234 - 662	\$4.15
663 - 1680	\$3.92