W.18   We list any used equipment, furniture, and supplies on BEN’s Attic, donate, or list on Craigslist, before disposing of furniture.

**Intent**

Equipment, furniture, and supply reuse reduces the amount of raw materials used to create new items. This also reduces the amount of waste generated as items are not sent to the landfill.

**Point Value**

1 point

**Instructions**

**How to post on BEN’s Attic:**
http://upenn.unl.edu/default.aspx
In the left hand column of the home page, click on ‘BEN’s Attic Training’ to view a step by step powerpoint for buying items from and posting items for sale to Ben’s Attic.

Please note that BEN’s Attic is for departmental use only. No personal purchase or listings are allowed. All faculty and staff with a PENNkey can login to access the BEN’s Attic system and view listings. To purchase or sell items for your department you must be a TAC cardholder or designee. The TAC cardholder (or designee) will need to enter the account code when submitting a listing for purchase or disposal.

**How to post on Craigslist**
http://philadelphia.craigslist.org/
1. Click on ‘Post to Classifieds’ in the top left hand side of the page
2. Click on the appropriate type of posting
3. Click on the appropriate category
4. Enter the product information, when complete click ‘continue’
5. Review your add, if correct click continue to confirm, if not, click ‘edit again’ to make changes
6. A confirmation screen will appear. Craigslist will send you an email with a confirmation link shortly. When it arrives, click on the link to confirm your post.
7. A webpage will pop up, accept the terms of service and verify your identity with the code words shown. This will activate your post. The page that follows will allow you to edit and/or delete your post. This page will also display the link to your posting.

Your post will remain up for 45 days. As a courtesy, please remove your post after your item has sold. Follow the confirmation link emailed by Craigslist to remove an old post.
Waste

Resources

List of School’s Interior Coordinators

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