Waste

W.20  We reviewed proper recycling practices at a recent staff meeting or through an office email to ensure that all members of our office are aware of the rules and have had their questions answered.

Intent  Education increases program awareness and reduces recycling contamination and loss of recyclables to the trash.

Point Value  1 point

Instructions  Information to include in a presentation or email:

1. Facilities and Real Estate Services is responsible for the collection of municipal waste and recyclables at Penn. Municipal recyclables can be commingled and include:
   • Mixed Paper, including junk mail, magazines, and paperback books.
   • Cardboard, when flattened and placed adjacent to recycling bins for collection.
   • Glass, Metals (including aluminum foil), and All Plastics (including bags and wrap)

2. If you provide boxes/recycling opportunity for specialty items, such as pens, cell phones, e-waste, include that in your presentation.

For recycling specialty items:
   • Batteries: Your office can use the Big Green Box program (http://www.biggreenbox.com/) to recycle portable electronics and all batteries, including alkaline. The Big Green Box is shipped to your office pre-constructed. Place the box in a convenient location and start recycling your portable electronic and batteries. Once the box is full, drop it off at any FedEx shipping location to have the contents recycled. Shipping costs are included in the initial price of the box. You can also find a drop off location for these items through http://www.call2recycle.org/.
   • Pens/Pencils: All brands of pens and markers are acceptable. For every writing instrument that Penn recycles, the University will receive two cents ($0.02) which will be designated to the new Green Fund. http://www.purchasing.upenn.edu/green-initiative/sanford.php
Instructions

- Printer Toner/Inkjet cartridges: If you need a collection box for used ink and toner cartridges, simply request to Telrose Corporation Customer Service and a box will be delivered to you free of charge. http://www.purchasing.upenn.edu/green-initiative/green-g.php
- Unneeded furniture and equipment: Offer to the Penn Community using Ben's Attic! See https://upenn.unl.edu/
- Computers, Printers and other Electronics: Separate out and arrange for e-waste pick up! See http://www.upenn.edu/computing/greenit/equipment.html for more info
- Excess Single-sided printed paper: During your clean out, collect single-sided printed paper. You can take this to the Campus Copy Center to be made into notepads. www.campuscopycenter.com
- Shredding confidential items: Confidential items that will need to be shredded

3. Other Best Practices for Waste Reduction Include:

- Use reusable mugs and bottles rather than disposable for beverages.
- Print Only when necessary, and then print double-sided.
- Shop with reusable bags.
- Eat with reusable plates and silverware, and store leftovers in reusable containers.
- Purchase items with minimal or no packaging when possible.
- Purchase items with recycled content when possible, especially paper products.
- Inquire about programs to donate used printer cartridges (i.e. local schools).
- Support suppliers with a sustainability program.

Resources

Consult the Facilities website for more detailed information about what and where to recycle on campus. http://www.facilities.upenn.edu/sustain_wast.php