W.26 We do a large e-waste drive annually or more frequently.

Intent E-waste contain many harmful materials that should not be taken to landfills but can be recycled and reused. Providing an easy way to collect these materials increase participation and encourages office members to properly dispose of this material.

Point Value 3 points

Instructions Green IT provides a number of ways to recycle e-waste and ensure its proper disposal. http://www.upenn.edu/computing/greenit/equipment.html

To host an office drive:
1. Be aware that most vendors, such as Elemental and E-force that have University contracts, will charge for recycling services. Because of this, you may consider coordinating your drive with other offices in your building or floor to reduce costs.
2. Publicize your event with announcements at office meetings, an office email, and/or posters. Remind office members well in advance and again right before the event.
3. Make sure the collection location is central and easy to find. Work with your IT staff so you have their technical help on the day of the event if needed.

Resources Green IT provides a number of recyclers:
http://www.upenn.edu/computing/greenit/equipment.html

E-Force
http://www.purchasing.upenn.edu/buyinfo/suppliers/eforce.php

Elemental
http://www.purchasing.upenn.edu/buyinfo/suppliers/elemental.php