W.28 We provide a box or bin for pen recycling. These collection areas have been publicized and there are signs indicating what can be recycled.

**Intent**

Increasing recycling opportunities will help increase the University recycling rate and help move towards the *Climate Action Plan* goal of a 40% recycling rate by 2014. Business Services has launched a new writing instrument recycling program in partnership with Sandford, Office Depot, and Terracycle to recycle all writing instruments. For every writing instrument that Penn recycles, two cents will be designated to the Penn Green Fund.

**Point Value**

1 point

**Instructions**

Find a convenient, central location within the office where these items can be regularly collected. Clearly label the bins.

Inform office members of the bin location and educate them on what can be collected.

Have one office member in charge of regularly emptying the bins to a central campus location.

Contact Tracy Hawkins at hawkins@upenn.edu or 215.898.9155 about pen recycling collection.

**Resources**

For more information see:
http://www.upenn.edu/sustainability/waste.html
http://www.upenn.edu/computing/greenit/equipment.html