Clark University Recycling Guidelines

Recycling Guide: Short Version for the full list, see below...

Sustainable Clark Recycles: Paper, Cardboard, Metal & Glass, Electronics, Batteries, Bulbs, and ALL Plastics #1 - #7.

Not only is recycling good for the environment and the economy, it's actually illegal not to recycle most of these things! Plus Clark gets direct financial benefit from managing recycleables as the valuable commodities they are. Many other things can be donated or recycled. See the list below for more than 20 other categories & information.

Reduce, Reuse, Recycle. Rethink ways you can Reduce: consider packaging when you purchase, bring a cloth bag or just carry a few items, request that on-line shipments be packed in recycled paper - just a few examples! Reuse donate any and all gently-used unwanted items to Clark's student-run Community Thrift Store. They will find a good home, benefit sustainability and student run ventures, build local economies, and you will get a store discount coupon! Recycle and Compost all you can!

Recycling bins for mixed clean paper and plastic/metal/glass are located throughout the Clark campus in residence halls, academic buildings, administrative offices, and common areas. Compost bins for organic materials are located in the UC, the AC and residence halls. Faculty and staff offices are provided blue deskside bins for paper and are welcome to designate a box or trash can for recycling plastic/metal/glass - custodians will collect and consolidate recyclables in the building's central recycling area.

Please use the recycling bins! You know it's the right thing to do! A recycling bin is never very far away.

The student Recycling Crew picks up recyclables from every campus building once a week during the academic year. If you need an emergency pick-up or have a question about recycling that is not answered in the FAQ's or the Recycling Guidelines below please call Sustainable Clark 508.793.7601.

Clark's Recycling Center, located at 499 Park Avenue, collects and processes campus recycling. It also handles responsible recycling of hazardous materials such as florescent light bulbs; electronic waste such as computers (also called e-waste); bulky metal items such as desks. Disposal of oils, solvents, paints and chemicals is managed according to regulations by Physical Plant staff. Please call Physical Plant at 508.793.7566 for pick-up of any of these items.

Clark Dining Services composts all used paper goods (like napkins), food scraps from the kitchen and the cafeteria, and compostable containers, cups and cutlery from the cafes. Please use the slots labeled compost for all of these items when eating in the Caf, Jazzman's or the Bistro. If it was ever alive, you can compost it!

Clark Composts! Compost bins are all over the UC and the AC, and more bins are located in kitchens and hallways of all residence halls. If you live off-campus, pick up a biodegradable bag from the Help Desk in the UC or use your own container, and bring your organic materials to the compost bins in the AC or UC. Designed, tested and funded by Clark students from 2011-2015, Clark Composts! enables us to divert even more from landfill. Soiled paper, Bistro containers, dryer lint - the list goes on! If it was ever alive, you can compost it!
### Items You Can Recycle & Donate for Re-Use

<table>
<thead>
<tr>
<th>ITEM</th>
<th>INCLUDING</th>
<th>WHERE/HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>copy paper, office paper, notebook paper, folders, envelopes, mail, magazines, glossy paper, tissue, newspaper, packaging, paper bags, colored paper, sticky notes. &quot;If you can rip it, you can recycle it&quot;!</td>
<td>bins marked 'Paper' throughout campus: paper clips, staples OK</td>
</tr>
<tr>
<td>Confidential paper records</td>
<td>paper that includes personal or confidential information must be shredded</td>
<td>take to secure lock boxes on campus for ShredIt shredding service (call ITS for locations) - it is recycled</td>
</tr>
<tr>
<td>Cardboard</td>
<td>boxes, corrugated cardboard, paperboard (thin cardboard like cereal boxes), milk and juice cartons, packaging, liners, pizza boxes, tubes (like inside paper towels), egg cartons</td>
<td>place next to 'Paper' recycling bins, remove inner plastic liners from boxes. Please flatten boxes!</td>
</tr>
<tr>
<td>Metal</td>
<td>aluminum cans, soda cans, steel cans (like soup cans), tin foil, foil containers, lids, anything made of metal or with metal parts</td>
<td>bins marked &quot;Plastic, Metal, Glass&quot;</td>
</tr>
<tr>
<td>Glass</td>
<td>NO lab glass, window glass or broken glass</td>
<td>bins marked 'Plastic, Metal, Glass'; Caps/Lids on is OK</td>
</tr>
<tr>
<td>Plastics #1 - #7</td>
<td>bottles, jars, yogurt cups, food containers, to-go containers, plastic cups, straws, lids, milk jugs, blister packaging, coffee cup lids, detergent bottles, toothpaste and cosmetics tubes, utensils, anything made of STIFF plastic. (If you cannot scrunch it easily in one hand it is recyclable).</td>
<td>bins marked &quot;Plastic, Metal, Glass&quot;, caps on OK</td>
</tr>
<tr>
<td>Batteries</td>
<td>dry cell, alkaline AA, AAA, C, D; 9-volt, cell phone, computer, game, watch, lithium, rechargeable, ni-cad</td>
<td>blue barrels in University Center, Academic Commons</td>
</tr>
</tbody>
</table>
**Books**

- all books: textbooks, reference books, fiction, non-fiction, workbooks, manuals, books on tape
- clothing, shoes, games, small appliances, toys, accessories, lamps, jewelry, linens, cooking stuff, china, glassware, art, books, music, school supplies, sports equipment, knick-knacks - just about anything!

**Clothing, Personal and Home Goods**

- donate to our own Community Thrift Store during business hours or in their handy donation boxes in the UC & AC, or donate to Goddard Library for the book sale
- donate to Community Thrift Store during business hours: Weds-Sun, 12-4, 918 Main St. or a donation box at AC & UC

**Office and School Supplies**

- binders, folders, tape, staplers, organizers, electronics, paper, markers, etc.
- set up an in-office location to share your extra supplies OR donate to Community Thrift Store

**Plastic Bags**

- shopping bags (Clark is plastic bag free - so why not use a cloth bag instead?)
- take to Price Chopper supermarket

**Fluorescent Light Bulbs**

- overhead lights, tubes, ballasts, CFLs, squiggle bulbs (considered haz material)
- give to your custodian
- call Physical Plant 793.7566 for pick-up
- TIP: exchange a burned out incandescent bulb for a free CFL at Physical Plant!
- call ITS for possible re-use & repair, provide asset number
- submit on-line Work Order to Physical Plant for bulky pick up
- if broken, big box retailers may accept; take to Worcester city recycling center, check website for open times
- if working, donate to Community Thrift Store
- if broken, take to Worcester city recycling center
- if working, donate to Clark Community Thrift Store

**Electronic Waste**

- Clark-owned computers, office machines and small electronic items
- submit on-line Work Order to Physical Plant for bulky pick up
- if broken, big box retailers may accept; take to Worcester city recycling center, check website for open times
- if working, donate to Community Thrift Store
- if working, donate to Clark Community Thrift Store

**Wireless and Digital devices**

- cell phones, digital cameras, iPods, game consoles, chargers, other devices
- Recycling for Charities provides free shipping; donation benefits charity of your choice,
- or donate working items to Community Thrift Store
- Request shipping label.
- Put with office recycling for pick up.
- Return shipping label is on box under packing list. If not, call 800-213-1112.

**Toner Cartridges**

- Xerox brand
- HP or Samsung brand
- Canon brand
- Flo-Tech brand
- Request shipping label.
- Put with office recycling for pick up.
- Return shipping label is on box under packing list. If not, call 800-213-1112.
<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Location/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ink jet Cartridges</td>
<td>from printers</td>
<td>use pre-paid envelope available from Sustainable Clark, 793.7601</td>
</tr>
<tr>
<td>CDs</td>
<td>music, data, files, instructional, blank</td>
<td>CD Recycling Center provides free shipping</td>
</tr>
<tr>
<td>VHS tapes</td>
<td>music, movies, blank</td>
<td><a href="http://www.actservices.org/donations%5C">www.actservices.org/donations\</a>* Alternative Community Training (ACT); free shipping</td>
</tr>
<tr>
<td>Tyvek Envelopes</td>
<td>cannot rip them so cannot recycle them</td>
<td>Tyvek will take back</td>
</tr>
<tr>
<td>packing peanuts</td>
<td>little bits of foam</td>
<td>bring to the UPS Store, 210 Park Ave, Worcester</td>
</tr>
<tr>
<td>Styrofoam</td>
<td>inserts, containers, packaging, cups, plates, trays</td>
<td>put in campus recycle bins, we collect and send to <a href="http://www.Refoamit.com">www.Refoamit.com</a></td>
</tr>
<tr>
<td>bubble wrap</td>
<td>plastic packaging</td>
<td>bring to the UPS Store, 210 Park Ave, Worcester</td>
</tr>
<tr>
<td>furniture, bulky goods</td>
<td>Clark-owned office furniture</td>
<td>submit an on-line Work Order to Physical Plant for removal</td>
</tr>
<tr>
<td>furniture, bulky goods</td>
<td>personally owned furniture, small items only please</td>
<td>donate to Community Thrift Store during business hours</td>
</tr>
<tr>
<td>hazardous liquids</td>
<td>paint, oil, solvent, glue, chemicals</td>
<td>donate to Salvation Army, Savers or other local charity shop</td>
</tr>
<tr>
<td>TVs</td>
<td>cathode ray tube (CRT), console, projection, flat screen</td>
<td>call Physical Plant x7566 to pick up</td>
</tr>
<tr>
<td>large appliances</td>
<td>refrigerators, washing machines, etc.</td>
<td>take to Worcester's Residential Recycling Drop Off Center; fee charged</td>
</tr>
<tr>
<td>other items</td>
<td></td>
<td>MassRecycle</td>
</tr>
</tbody>
</table>

Please keep recycling categories separate! This is important for the Crew and for our commodity value.

Plastic, metal and glass do not go in 'Paper' recycling bins.

Paper and cardboard do not go in 'Plastic/Metal/Glass' recycling bins.

**Unacceptable for Recycling at Clark University**

Please DO NOT put the items listed below into Clark University Recycling Bins! They are considered 'contamination' – if more than 10% of total contents is 'contaminated' an entire bin of perfectly good recycling turns into worthless trash. Instead, place them in a trash can. They are the only items that go in a trash can. There are surprisingly few!

**Unacceptable in 'Paper' Recycle Bin**

Used paper towels, used facial tissues, foil or plastic lined paper, shipping envelopes with bubble...
lining, sippy boxes, used paper coffee cups, greasy paper, food-encrusted paper, food itself. **But!!You can compost** soiled paper, wet coffee cups greasy/foody paper and all food!

**Unacceptable in 'Plastic/Metal/Glass' Recycle Bin**

Plastic bags such as chip bags, candy wrappers, plastic box liners; plastic wrap (Saran wrap), any soft plastic you can scrunch in one hand; containers with food or liquids in them, food itself, foam sheets, foam wrap, foam peanuts, styrofoam, broken glass, light bulbs, sharps (needles), CD's or other discs. Empty all containers!